



**THE BARBER ACADEMY**

1815 W. Golf Rd.  
Schaumburg, IL 60194  
847-519-9102  
thebarberacademy.com  
tom@gotobarbercollege.com



**Barber, Barber Teacher (500 & 1000), & Barber Cross-training  
Educational Courses**

Information & Program Description

Academic Years of

**2022-2023**

Published : December 2021

Edited - 12/28/2021

# TABLE OF CONTENTS

THE BARBER PROFESSION.....	4
MISSION STATEMENT.....	4
EDUCATIONAL OBJECTIVES.....	4
FACILITIES.. ..	4
SCHOOL CALENDAR.....	5
HOURS OF OPERATION.....	5
BREAKS.....	5
OBSERVED HOLIDAY CLOSURES.....	5
FACULTY.....	5
ADMISSION REQUIREMENTS.....	6
RE-ADMISSION POLICY. ....	6
ABILITY-TO-BENEFIT POLICY.....	6
CURRICULUM.....	6
BARBER COURSE OUTLINE.....	6 & 7
BARBER TEACHER COURSE OUTLINE.....	8 & 9
BARBER CROSS-TRAINING COURSE OUTLINE.....	9 & 10
INTERNSHIP POLICY.....	11
SATISFACTORY ACADEMIC PROGRESS POLICY.....	11-13
EVALUATION PERIODS.....	11
ATTENDANCE PROGRESS EVALUATIONS.....	11
MAXIMUM TIME FRAME.....	12
ACADEMIC PROGRESS EVALUATIONS.....	12
DETERMINATION OF PROGRESS STATUS.....	12
WARNING.....	13
PROBATION.....	13
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS.....	13
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS .....	13
APPEAL PROCEDURE .....	13
NONCREDIT, REMEDIAL COURSES, REPETITIONS.....	13
TRANSFER HOURS.....	13
ATTENDANCE, TARDINESS, & ABSENCES.....	14
LEAVE OF ABSENCE POLICY.....	14
GRANTING CREDIT FOR PREVIOUS TRAINING.....	14
CONDUCT.....	14
TUITION AND FEES.....	15
PAYMENT PLANS, TUITION ASSISTANCE.....	15

# TABLE OF CONTENTS CONT'D

REFUND POLICY.....	15
USING YOUR VA EDUCATIONAL BENEFITS.....	16
CREDIT FOR PREVIOUS EDUCATION AND TRAINING.....	16
VETERANS SATISFACTORY ACADEMIC PROGRESS POLICY.....	16
ATTENDANCE.....	16
VA REFUND POLICY.....	16
GRADUATION REQUIREMENTS.....	17
LICENSURE EXAM REBATE.....	17
PLACEMENT ASSISTANCE.....	17
STUDENT RECORDS.....	17
STUDENT'S RIGHTS NOTICE.....	17
FAMILY EDUCATIONAL RIGHTS PRIVACY ACT.....	17
NOTIFICATION OF RIGHTS UNDER FERPA.....	17
ATTENDANCE.....	17



# THE BARBER PROFESSION

Barbers of today are in greater demand than ever before. The public continues to search for procedures that can only be performed by the highly trained barber with specialized skills. These exceptionally skilled barbers, who are courteous and considerate of their clients, will do well for themselves and be a welcome addition to any community in which they work. Presently, the numbers for licensed barbers are down in our state. So there is no better time than now to make barbering your choice of careers.

## MISSION STATEMENT

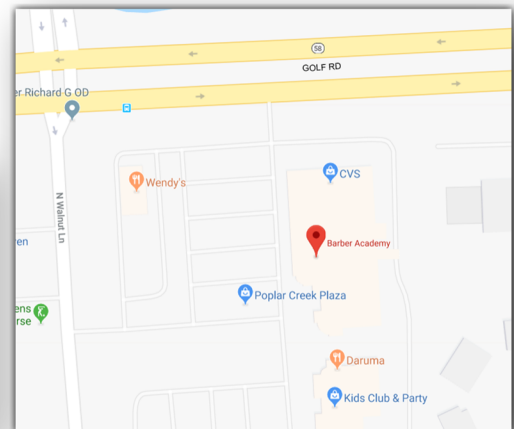
The goal of The Barber Academy is to equip each student with the knowledge and practical job skills necessary to be a successful and qualified registered barber or barber teacher.

## EDUCATIONAL OBJECTIVES

The primary objective of The Barber Academy is to provide each student the training required to be eligible for the Registered Barber or Teacher examination given by the Illinois Department of Financial and Professional Regulation. Graduates must pass their respective examination before they are licensed to serve the public in a barber shop or barber college.

## LOCATION

We are conveniently located in Northwest Illinois in NW Cook County, 10 minutes west of the Woodfield Mall and 5 minutes from Interstate 90 (NW Toll way).



## FACILITIES

Approximately 4,800 square feet

40 Work Stations

2 Shampoo Areas

Theory Classroom

Locker Room

Student Lounge/Breakroom

School Office

Vending Machine

Ample/Free Parking



## **SCHOOL CALENDAR**

New classes usually begin every week. Open enrollment permits a student to enroll at other times when there are openings. We recommend enrolling **at least 2 weeks in advance**.

### **HOURS OF OPERATION**

Hours of **operation for students** are Tuesday through Saturday 9:00 AM to 7:00PM.

Hours of **operation for customers** are Tuesday through Saturday 9:00 AM to 5:00PM.

**Office hours** are Tuesday through Saturday 9:00 AM to 5:00PM.

The school operates 5 days a week throughout the entire year.

The school is **closed on Sundays and Mondays**.

### **BREAKS**

Lunch breaks are 30 minutes in length.

### **OBSERVED HOLIDAY CLOSURES**

The school observes the following holidays when occurring on a regular school day:

**News Year's Day – January 1<sup>st</sup>**

**Memorial Day**

**Independence Day – July 4<sup>th</sup>**

**Labor Day**

**Thanksgiving Day**

**Christmas Eve – December 24<sup>th</sup>**

**Christmas Day – December 25<sup>th</sup>**



*We are approved by the Illinois State Approving Agency*

**IDFPR**—1 (888) 473-4858

#### **Chicago Office**

100 West Randolph, 9th Floor  
Chicago, IL 60601

#### **Springfield Office**

320 West Washington, 3rd Floor  
Springfield, IL 62786

## **FACULTY**

**President / Owner/ Instructor**— Thomas Wentland

**Vice-President/ Co-Owner / Director** — Mark Wentland

**Co-Owner** — Celia Wentland

**Head Instructor**— K.W. Ross

**Office Manager/ Director**— Ian Polecastro



Thomas Wentland, President of The Barber Academy

## **ADMISSION REQUIREMENTS**

1. Applicant must be 16 years of age.
2. Applicant must possess a high school diploma, GED equivalent or display an **Ability-to-Benefit** per our policy below.
3. A personal interview with each applicant is required prior to acceptance for enrollment.
4. Applicants must complete an application for admittance. Please bring proper identification.
5. Applicant for Barber Teacher must have completed 1,500 hours from an accredited barber college prior to enrollment.
6. Applicants transferring from other barber colleges must have proof of transcript to receive credit hours. The Barber Academy accepts a maximum of 500 transferred hours.
7. **RE-ADMISSION POLICY:** Any student who voluntarily withdraws from the school is entitled to reapply for admission at any time by submitting an application and appropriate fees to the school. Readmission will be based on general admission requirements, enrollment space and the reason for the initial withdrawal.
8. **ABILITY-TO-BENEFIT POLICY:** in order to be admitted on the basis of his or her ability to benefit, a student shall complete prior to admission, a nationally recognized, standardized, or industry developed test that measures the applicant's aptitude to successfully complete the program or course to which he or she has applied.

***The Barber Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.***

## **CURRICULUM**

### **BARBER Course (20 –40 hours a week)**

The complete course consists of 1,500 instruction hours. With full time attendance, the course can be completed in approximately 10 months. Each student is issued a diploma upon satisfactory completion of the course.

### **BARBER' PROGRAM OUTLINE 1500 HOURS**

**DESCRIPTION:** The Barber Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the barbering field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair cutting, hair styling, hair shaping, hair coloring, chemical texture services, hair/scalp/skin/nail care, as well as treatment of the disorders of the hair, scalp, skin, and nails.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

## 'BARBER' COURSE (continued)

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

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

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

74 and BELOW UNSATISFACTORY

HOURS	SUBJECT – UNIT
150	<b>The General Theory topics include:</b> Anatomy and Physiology (10 hours), Marketing and Sales (10 hours), Bacteriology: Skin and Scalp Disorders (10 hours), Permanent Waving and Relaxing (10 hours), Barber History (10 hours), Preparation and Care of Implements (10 hours), Electricity and Light Rays (10 hours), Sanitation: Antiseptics and Disinfectants (10 hours), Hair Tinting (10 hours), Coloring and Bleaching (10 hours), Shop Management (15 hours), Illinois Barber Law (15 hours), & Shop Ownership(30 hours).
75	<b>Barber and Customer Relations:</b> Instruction in the concepts and techniques of effective Barber & Customer relations.
10	<b>Shampooing and Blow Drying:</b> Instruction in the concepts and techniques of Shampooing and Blow-Drying..
45	<b>Beard Trimming :</b> Instruction in the concepts and techniques of Beard trimming.
20	<b>Shaving: Face and Neck :</b> Instruction in the concepts and techniques of Razor Shaving of both the face and the neck.
500	<b>Clipper Cutting :</b> Instruction in the concepts and techniques of both Clipper Cutting
400	<b>Shear and Comb Cutting :</b> Instruction in the concepts and techniques of Shear & Comb cutting
10	<b>Facial and Scalp Massage:</b> Instruction in the concepts and techniques of both Facial Massage & Scalp Massage.
15	<b>Skin Disorders Recognition:</b> Instruction on how to recognize and help treat disorders of the skin & scalp.
250	<b>Haircutting: Various Styles:</b> Advanced Instruction in the concepts and techniques of both traditional and modern Haircutting & Styling.
25	<b>Sterilization:</b> Instruction in the concepts, proper applications, and techniques of effective sterilization in today's Barbershop.
1500	<b>Total Hours:</b> The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. Each student is issued a diploma upon satisfactory completion of the course.

## **'BARBER TEACHER' COURSE (20-40 hours a week)**

The complete course consists of 1000 hours of instruction. If a barber is licensed 3 or more years the course is only 500 hours of instruction. Each student will receive a diploma after satisfactory completion of the course.

### **'BARBER TEACHER PROGRAM OUTLINE 1000 or 500 HOURS**

**DESCRIPTION:** The Barber Teacher Course is designed to train the student-teacher in the various physical and psychological skills required to advise & instruct every barber student in all things necessary to prepare themselves for their respective jobs in the industry. and recognize. In addition to training the Barber-Teacher-Student in the many methods of facilitating learning, the program is also designed to impart training to build strong leadership abilities, to develop the ability to identify (and cater instruction to) various learning styles, and to identify any learning barriers in both prospective and current students. We aim to cultivate well-rounded individuals, who master all the tangible and intangible abilities to serve every demographic of Barber-Student, and serve every demographic of client each student could ever dream of performing services upon.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence, that is contagious to your barber-students.
  2. Project professionalism, visual poise and proper grooming, that serves to lead by example.
  3. Communicate effectively and interact appropriately with the barber-students, colleagues, supervisors and clients.
  4. Actively serve as a motivator, coach, life coach, mentor, friend, disciplinarian, peace-maker, negotiator, arbitrator, and even sometimes an entertainer, for your future students of all ages and backgrounds.
  5. Explain and demonstrate to your future barber-students, how to perform all of the required practical/social/analytical skills in the areas of hair cutting, hair styling, hair shaping, hair coloring, chemical texture services, care of the hair/scalp/skin/nails, as well as treatment of the disorders of the hair, scalp, skin, and nails.
  6. Explain and demonstrate all the necessary skills needed to advise clients in the total look concept.
  7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering, cosmetology and related fields.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student-teacher will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student-teacher participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by practical experiences, and assigned academic learning. Student-teachers are assigned academic learning and a minimum number of oversight 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-instruction and effective-presentation-skills evaluations will be conducted during the course of study. Practical instruction skills are evaluated according to text procedures and set forth in practical instruction skills evaluation criteria adopted by the school. Student-teachers must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Student-teachers must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT  
85 - 92 VERY GOOD  
75 - 84 SATISFACTORY  
74 and BELOW UNSATISFACTORY



## 'BARBER TEACHER' COURSE (continued)

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
100 or 50	<b>The General Theory topics include:</b> Lesson Planning(4 to 8 hours), Record Keeping(5 or 10 hours), Testing (4 to 8 hours), Grading (4 to 8 hours), Book Knowledge (4 to 8 hours), Teaching Techniques (5 to 10 hours), Visual Aid Equipment (4 to 8 hours), Classroom Management (4 to 8 hours) , Student Motivation (4 to 8 hours) , Product Knowledge (4 to 8 hours) , State Laws (4 to 8 hours), & Additional Training - Teaching Methodology (4 to 8 hours).
250 or 125	<b>Lesson Planning:</b> <i>Creating &amp; Executing effective plans.</i>
150 or 75	<b>Record Keeping:</b> <i>The Importance and procedures of thorough record keeping.</i>
100 or 50	<b>Grading:</b> <i>The many ways to evaluate learner achievement.</i>
20 or 10	<b>Disinfections &amp; Sanitation:</b> <i>The concepts and techniques that comprise effective infection control and sanitation.</i>
20 or 10	<b>Permanent Waving:</b> <i>Practical teaching of permanent waving concepts and techniques.</i>
20 or 10	<b>Chemical Relaxers:</b> <i>Practical teaching of chemical waving concepts and techniques.</i>
20 or 10	<b>Shampooing:</b> <i>Practical teaching of shampooing concepts and techniques.</i>
20 or 10	<b>Hair Coloring / Lightening:</b> <i>Practical teaching of Hair coloring &amp; Lightening concepts and techniques.</i>
150 or 75	<b>Haircutting:</b> <i>Practical teaching of the many concepts and techniques regarding haircutting.</i>
100 or 50	<b>Hair Styling:</b> <i>Practical teaching of the many concepts and techniques regarding hair styling.</i>
50 or 25	<b>Razor Shaving / Facial treatments :</b> <i>Practical teaching of the concepts and techniques related to the arts of Razor Shaving &amp; Facial Treatments</i>
1000 or 500	<b>Total Hours:</b> <i>The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The complete course consists of 1000 hours of instruction. If a barber is licensed 3 or more years the course is only 500 hours of instruction.</i>  <i>Each student is issued a diploma upon satisfactory completion of the course.</i>

## 'BARBER CROSS-TRAINING' COURSE (20-40 hours a week)

A licensed cosmetologist can take a 500 hour course of instruction. Each student will receive a diploma after satisfactory completion

### 'BARBER CROSS-TRAINING' PROGRAM OUTLINE 500 HOURS

**DESCRIPTION:** The Barber Cross-Training Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in the barbering field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
  2. Project professionalism, visual poise and proper grooming.
  3. Communicate effectively and interact appropriately colleagues, supervisors and clients.
  4. Respect the need to deliver worthy service for value received in an employment environment.
  5. Perform the basic manipulative skills in the areas of hair cutting, hair styling, hair shaping, hair coloring, chemical texture services, hair/ scalp/skin/nail care, as well as treatment of the disorders of the hair, scalp, skin, and nails.
  6. Perform the basic analytical skills to advise clients in the total look concept.
  7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

## 'BARBER CROSS-TRAINING' COURSE (continued)

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

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

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

74 and BELOW UNSATISFACTORY

<b>HOURS</b>	<b>SUBJECT – UNIT</b>
50	<b>The General Theory topics include:</b> Anatomy and Physiology (3 hours), Marketing and Sales (10 hours), Bacteriology: Skin and Scalp Disorders (4 hours), Permanent Waving and Relaxing (15 hours), Barber History (3 hours), Preparation and Care of Implements (5 hours), Electricity and Light Rays (5 hours), Sanitation: Antiseptics and Disinfectants (10 hours), Hair Tinting (15 hours), Coloring and Bleaching (15 hours), Shop
25	<b>Barber and Customer Relations:</b> Advanced instruction related to of the concepts and techniques related to customer relations in the various Barbershop settings.
10	<b>Shampooing and Blow Drying:</b> Instruction in the applications of Shampooing & Blow Drying in the modern barbershop.
30	<b>Beard Trimming :</b> Advanced Instruction of the concepts and techniques of Beard trimming.
20	<b>Shaving: Face and Neck :</b> Advanced Instruction in the concepts and techniques related to Razor Shaving on both the face and the neck.
125	<b>Clipper Cutting :</b> Advanced Instruction in the concepts and techniques of both traditional and modern clipper cutting.
80	<b>Shear and Comb Cutting :</b> Advanced Instruction in the concepts and techniques of both traditional and modern Shear & Comb cutting.
5	<b>Facial and Scalp Massage:</b> Instruction in the concepts and techniques of both scalp and facial massage.
10	<b>Skin Disorders Recognition:</b> Instruction in how to recognize and help treat disorders of the skin.
85	<b>Haircutting: Various Styles:</b> Advanced Instruction in the concepts and techniques of haircutting, including very avant-garde modern cuts.
10	<b>Sterilization:</b> Advanced Instruction in the most current concepts and techniques related to Barbershop Sterilization.
500	<b>Total Hours:</b> The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. Each student is issued a diploma upon satisfactory completion of the course.

## **INTERNSHIP POLICY**

Once the student has completed no less than **50%** of their course, they may substitute no more than **10%** of the required program hours under the supervision of a *licensed barber* in a registered barber shop. The guidelines set forth in IL *Section 1175.330 (b)* plus additional institutional guidelines must be followed:

1. Student must have completed all theory/quizzes/tests.
2. Student must have a grade average of 80%
3. Student must not be paid while interning.
4. Student must not spend more than 10% of their program's hours in the internship to receive credit. See below:

Course	Total Hours	50% of course	10% program hours
Barber	1500	750	150
Barber Teacher 500	500	250	50
Barber Teacher 1000	1000	500	100
Barber Cross-Training	500	250	50

5. Student may only work a maximum of 8 hours a day and spend 1 day a week at the school.
6. Only 1 student shall be supervised by 1 licensed barber.

The Barber Academy shall enter into a contract with the student, the registered barber shop, and a licensed barber.

***All internships must be approved by the head instructor and a school official.***

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

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 established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

COURSE	EVALUATION PERIODS [CLOCKED (ACTUAL) HOURS]				
Barber	225	450	675	900	1250
Barber Teacher 500	225	450			
Barber Teacher 1000	225	450	675	900	
Barber Cross-Training	225	450			

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 course.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a **minimum of 75%** 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 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed
Barber	Full-Time	40 hours/week	1500	38	50	1995
Barber	Part-Time	20 hours/week	1500	75	100	1995
Barber Teacher 500	Full-Time	40 hours/week	500	13	17	665
Barber Teacher 500	Part-Time	20 hours/week	500	25	33	665
Barber Teacher 1000	Full-Time	40 hours/week	1000	25	33	1330
Barber Teacher 1000	Part-Time	20 hours/week	1000	50	67	1330
Barber Cross-training	Full-Time	40 hours/week	500	13	17	665
Barber Cross-training	Part-Time	20 hours/week	500	25	33	665

*The Barber Academy operates all programs according to a schedule of 900 hours per academic year of instruction.*

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 exceed the maximum time frame shall be terminated from the program. The student may thereafter be permitted to re-enroll in the program on a cash-pay basis.*

### ACADEMIC PROGRESS EVALUATIONS

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

90 — 100	A	EXCELLENT
80 — 89	B	VERY GOOD
75 — 79	C	SATISFACTORY
74 and BELOW	F	UNSATISFACTORY

### DETERMINATION OF PROGRESS STATUS

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY CONT'D**

### **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.

### **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 and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period 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.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **ATTENDANCE, TARDINESS, & ABSENCES**

1. *Students who attend at **95% or better** will receive a **\$150** tuition rebate upon completion of course.*
2. *The time clock shall be used by all students and each student is responsible for clocking in with their own timecard.*
3. *Each student must follow their school schedule as stated in the enrollment agreement. Any schedule change must be requested in writing and approved by the school. Please see our Leave of Absence Policy Below.*
4. *When absent, the student shall phone the school and inform the office as to the reason for the absence and when the student will return. The call must be received by 10:00a.m.*
5. *Friday & Saturday attendance is mandatory. Minimum 20% of total hours are required on Friday, and an additional 20% of total hours are required on Saturday. Unexcused absences on these days or day before or after a holiday will result in either no credit for the following school day or no credit for the previous school day.*
6. *An excused absence or tardiness shall be solely at the discretion of the office.*
7. *Leaving earlier than the scheduled agreement, or not staying the required minimum 4 hours, will result in no credit for the day, unless prior permission is granted by the office. Students may not leave school premises without permission.*
8. *In the event a student is absent from the school for more than seven calendar days without notification, that student will be terminated on the seventh day.*
9. *Excessive absences, tardiness-or leaving early will place student on probation for one month. If problem persists, student will be terminated.*
10. *If you are sick and unable to perform the necessary barber services, you cannot receive credit hours.*
11. *VA students not meeting the minimum required hours each month risk termination from school and loss of VA benefits.*

## **LEAVE OF ABSENCE POLICY**

A student may be granted a Leave of Absence (LOA) if the institution can genuinely assume the student can return after the LOA. Typically, the student's leave of absence may not exceed 180 days in a 12-month period. Additional LOAs may be granted by a school director if necessary due to unforeseen circumstances. The minimum length the LOA is 14 days. It must be requested in advance to our school directors unless unforeseen circumstances prevent the student from doing so. This request must be in writing, have a reason for the LOA, and be signed by the student. If the student is unable to provide the request prior to the LOA due to unforeseen circumstances, the institution must document the reason whether it be personal, medical or etc... While on their LOA, students will not be assessed with additional tuition charges. The start date of an approved LOA will be the first date the student was unable to attend. The scheduled end-date of the student from their enrollment agreement will be extended based by the number of days taken by the LOA. The returning student must organize their return with the office manager. All addendums to the enrollment agreement must be signed by *all* parties. There will be a general expectation that the student will return from the LOA. Any student who fails to return on the scheduled return date will be terminated. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

*Failure of informing the school of an absence of **30 days** or more will result in a withdrawal from the institution. A reinstatement fee of **\$100** will then be charged to the student.*

## **GRANTING CREDIT FOR PREVIOUS TRAINING**

The decision to accept credit from any institution is the sole discretion of the receiving institution. The Barber Academy makes no representation whatsoever, concerning the transferability of our credits to any institution. Students considering continuing their education at or transferring to other institutions must not assume that credits earned at this school will be accepted by another institution. The Barber Academy does not guarantee that credits earned at this institution will be accepted for transfer by any other institution. Students must contact the admissions office of the receiving institution to determine what credits, if any, that institution will accept. The Barber Academy will only accept a maximum of 500 hours based on a written and practical examination administered and evaluated by an instructor .

## **CONDUCT**

1. *Students shall behave in a responsible, professional and sanitary manner at all times*
2. *Use of alcohol and illegal drugs is prohibited.*
3. *Student shall have all the required books, tools and supplies at the school and available for use at all times.*
4. *Student autos shall be parked in designated areas only.*
5. *Student is required to complete all services before leaving school for lunch or at the end of the day.*
6. *The school is not responsible for lost or stolen articles.*
7. *Insubordination, willful destruction/defacing of school property, stealing, or breach of the peace will be just cause for permanent termination.*
8. *Student shall not refuse any customer for any reason. If a question arises, an instructor is to be consulted.*
9. *When serving a customer, focus all attention on service given and refrain from talking to anyone not involved with the service.*
10. *During school hours, students are not permitted the use of cellphones, either on the floor or classroom.*
11. *Before leaving for the day, student must clean their work area. (Dust off stations, sweep floor).*

## TUITION AND FEES\*

	BARBER	BARBER TEACHER	BARBER CROSS- TRAINING
Enrollment — Registration Fee	\$100	\$100	\$100
Equipment (Tool Kit, Books & Lab Fees)	\$1,400	\$200	\$1,400
Initial Deposit	\$3,000	\$7,500	\$2,250
Remaining Tuition	\$15,000	\$7,500	\$3,750
<b>Total Cost of Course</b>	<b>\$19,500</b>	<b>\$15,300</b>	<b>\$7500</b>

An initial deposit is due on registration day. The entire tuition may be paid in full, granting the student a **10% discount** on the cost of the tuition only when paid-in-full before student's start date. The tuition cost entitles the student up to 10 months of training. Ten months is sufficient time for a full-time student to complete the course. Those students who can attend only part time will be set up with a tuition payment schedule to meet the student's needs. Feel free to call us with further questions, *Tuesday through Saturday from 9:00 a.m. to 5:00 p.m.*

### PAYMENT PLANS

Tuition costs may be paid in full when registering or paid in monthly installments of cash, check, or credit. Minimum monthly payments are **\$500**. Tuition assistance is available, please see our **Tuition Assistance Rebate Program** below. *\*The Barber Academy does not yet offer financial aid, but is in 'initial-accreditation' status for accreditation through the National Accrediting Commission of Career Arts & Sciences (NACCAS—3015 Colvin St. Alexandria, VA 22314).* All monies owed the college must be paid in full before receiving student transcript and the diploma.

### TUITION ASSISTANCE REBATE PROGRAM \*

After the student has preformed 500 services, he or she will receive a tuition rebate based only on the total sales of all services performed exceeding the 500 service mark. It is to only be applied to tuition due upon completion of course.

*\*Tuition Assistance Rebates are not available for the Barber Teacher or Barber Cross-Training courses.*

### REFUND POLICY

**The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.**

- 1) When notice of cancellation is given within 5 days after the date of enrollment, registration fees, tuition and shall be refunded to the student.
- 2) When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the registration fee, not to exceed \$100, and the cost of the tool-kit and books that have been provided by the school and retained by the student.
- 3) When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the registration fee, not to exceed \$100, 10% of the tuition or \$300, whichever is less, and the cost of the toolkit and books that have been provided by the school and retained by the student.
- 4) When a student has completed 5% or more of the course of instruction, the school may retain the registration fee, not to exceed \$100, and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with the table below. ↓

The cost of books, for purposes of refunds, is the cost of the books charged to the student, not the cost of the books to the school. Except as otherwise provided by the Public Act (225 ILCS 410/), all student refunds shall be made by the school within 45 calendar days after the date of notice of the student's cancellation or the date the school determines that the student has officially or unofficially withdrawn. The school mails a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification unless a prior refund was mailed within the 15 calendar days.

<b>% of Total Course Completion</b> (Hours Clocked)	<b>% of Total Tuition Owed</b>
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

## **USING YOUR VA EDUCATIONAL BENEFITS**

The following information pertains to veterans using Veterans Administration educational benefits to attend The Barber Academy. This information does not replace but supplements The Barber Academy Program information.

### **CREDIT FOR PREVIOUS EDUCATION AND TRAINING**

Credit for previous work experience may be granted. Such a grant of credit is at the discretion of The Barber Academy. This credit will shorten the length and cost of the program proportionately.

### **VETERANS SATISFACTORY ACADEMIC PROGRESS POLICY**

Veterans must demonstrate satisfactory academic progress in order to continue training at the school. To maintain satisfactory academic progress, veterans must complete each module with *at least 75% grade*, complete every class within the specified time period for the program and maintain *at least an 75% attendance rate per class*. *Failure to achieve* these requirements in any one class will result in the veteran failing that module and being placed on probation. Veterans on probation will be required to retake the class they have failed before moving on to the next class of the program. Veterans on probation can receive federal veteran's educational benefits for the class for which they are required to retake. Veterans who successfully complete the class for which they are required to retake while on probation will be considered maintaining satisfactory academic progress and can proceed with taking other required classes for completion of the program. Veterans who fail to successfully complete a class for which they are required to take while on probation will be dismissed from The Barber Academy.

### **ATTENDANCE**

Veterans must maintain an **75%** attendance rate for each class. The Barber Academy stresses that is a minimum attendance rate. Successful completion of each class requires a student to attend all sections.

### **VA REFUND POLICY**

Veterans Administration tuition is subject to the following pro-rata refund policy:

<b>Percentage of Days in Class Completed by Student at Notice of Cancellation</b>	<b>Percentage of Tuition &amp; Instructional Charges the School May Retain</b>
<i>Greater than 5%-10%</i>	<b>15%</b>
<i>Greater than 10%-15%</i>	<b>20%</b>
<i>Greater than 15%-20%</i>	<b>25%</b>
<i>Greater than 20%-25%</i>	<b>30%</b>
<i>Greater than 25%-30%</i>	<b>35%</b>
<i>Greater than 30%-35%</i>	<b>40%</b>
<i>Greater than 35%-40%</i>	<b>45%</b>
<i>Greater than 40%-45%</i>	<b>50%</b>
<i>Greater than 45%-50%</i>	<b>55%</b>
<i>Greater than 50%-55%</i>	<b>60%</b>
<i>Greater than 55%-60%</i>	<b>65%</b>
<i>Greater than 60%-65%</i>	<b>70%</b>
<i>Greater than 65%-70%</i>	<b>75%</b>
<i>Greater than 70%-75%</i>	<b>80%</b>
<i>Greater than 75%-80%</i>	<b>85%</b>
<i>Greater than 80%-85%</i>	<b>90%</b>
<i>Greater than 85%-90%</i>	<b>95%</b>
<i>Greater than 90%-100%</i>	<b>100%</b>



## **GRADUATION REQUIREMENTS**

1. Satisfactorily complete course hours agreed upon enrollment agreement.
2. Achieve **75%** average on final written examination and a passing grade on practical work.
3. Perform a minimum of 300 services.
4. Comply with all financial obligations to the school. Upon graduation, the student is issued a diploma and Student Transcript.

## **LICENSURE EXAM REBATE**

A student may receive a **\$150 rebate** towards their tuition if they take and pass the state exam at *1200 hours*.

A graduate may receive a rebate of **\$100** if they take and pass the state exam *within 6 months* of their graduation date.

## **PLACEMENT ASSISTANCE**

If a student has not found employment at graduation, the school will provide the student a list of employers who have contacted the college seeking employees. The school will keep a list of graduates to help in placement. The school will contact the student 90 days after graduation to further assist him or her in gaining employment. However, the school does not guarantee employment.

## **STUDENTS RECORDS**

Student records and transcripts are maintained by The Barber Academy. We offer full on-demand access during any hour of operation for each student's real-time-updated financial, educational or attendance records. These records can be accessed by mail, e-mail or in writing.

## **STUDENT'S RIGHTS NOTICE**

### **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT**

All students, former students, and parents/guardians of dependent minor students are guaranteed the right to gain access to their files under the supervision of an instructor and/or member of the administration. The school may require advance notice of up to 48 hours and an appointment for review of these files. The school is not required to provide copies of materials in the education records. No information may be published or released about an individual student without the student's, former students, and parents/guardians of dependent minor student's written consent. However, information may be released without student consent to accrediting agencies, government agencies, insurance companies, collection agencies, legal entities, or for court orders as requested. Student records are retained for a period of five years.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW

Washington, DC 20202-5901

## **For More Information**

Have Questions? Need More Information? Feel free to contact us by phone or email. Our contact information is listed below.

### **The Barber Academy**

1815 W. Golf Rd.

Schaumburg, IL 60194

**Website:** [thebarberacademy.com](http://thebarberacademy.com)

**Call:** 847-519-9102

**Email:** [tom@gotobarbercollege.com](mailto:tom@gotobarbercollege.com)

