

## School Catalog

# Master Barbers Institute

622 West Jefferson Blvd  
Dallas, TX. 75208  
Phone: 214-942-2101 or 214-948-3808

Owners: Sole Proprietorship

Generoso David Garcia 100%

Staff

Angela Daniella Vazquez- Instructor

Generoso David Garcia- Admission

Licensing Agency  
Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX. 78711

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### **Owners**

The school is owned and operated under Mr. Generoso David Garcia. Mr. Garcia has received his education in the Barbering Profession at Oak Cliff Barber College, Dallas, TX. Beginning with a Barber License and continuing with his education to receive a Barber Instructor License.

### **Location/Facility**

The school is located in the heart of Oak Cliff, three or more miles of boulevard style businesses, and southwest of downtown Dallas, TX. The school is surrounded by a variety of both conventional and fast food restaurants, grocery stores, drugstores, large markets with a wide variety of merchandise, and public transportation.

From the front there are plate glass windows, providing a very open atmosphere for the public as well as students in training. The clinic floor is furnished with modern equipment.

The facility provides a large waiting area to accommodate clients waiting to receive services performed by supervise students. Break-room facilities provide a refrigerator and microwave for the convenience of students and staff.

On street parking monitored by city parking meters is available for clients. Secure student parking is available at the back of the building. Public transportation is available.

### **MISSION STATEMENT**

- Maximize educational opportunities for all students with the implementation and offering of quality education
- Consistently provide qualified instructional staff
- Train and prepare students to successfully complete his/her training program
- Prepare students to successfully pass a state administered license exam to become licensed to work in the profession
- Prepare students for smooth transition from school to professional employment
- Prepare students for entry level employment
- Promote interaction between local establishments of the profession, school personnel, and student body
- Set an example by leading

## Admission Requirements

### **Barber Course:**

- Must be 16 years of age
- SS Card, drivers license or state approved picture ID
- High school or higher (diploma, transcript, or GED)
- Four passport photos
- Books and tools must be purchased by the first day of class

### **Instructor Course: applicant must be a licensed Barber**

- Must present current barber's license
- High school education or higher (diploma or GED)
- Tools and books by the first day of class
- Four passport photos
- SS Card, drivers license or state approved picture ID

## HOLIDAYS/SCHOOL CLOSURE/SCHOOL CALENDAR:

Holidays observed: New Years – Christmas – Thanksgiving – Independence

The school doesn't close a day for holidays falling on Monday  
Classes start dates on based on open enrollment; typically the school begins classes monthly.

**Class A Barber Course**

<b><u>Program Cost:</u></b>	<b><u>1,000 Hours</u></b>
Barber Program	\$10,000.00
Registration	\$ 50.00
Kit	\$ 650.00
Books	<u>\$ 200.00</u>
<b><u>Total:</u></b>	<b>\$10,900.00</b>

**Cosmetology operators to a Class A barber license**

<b><u>Program Cost:</u></b>	<b><u>300 Hours:</u></b>
Operators to class A Barber Program	\$4,000.00
Registration	\$ 50.00
Kit	\$ 650.00
Books	<u>\$ 200.00</u>
<b><u>Total:</u></b>	<b>\$4,900.00</b>

**Barber Instructor Course**

<b><u>Program Cost:</u></b>	<b><u>750Hours</u></b>
Instructor Program	\$ 15,000.00
Registration	\$ 50.00
Kit	\$ NA
Books	<u>\$ 200.00</u>
<b><u>Total:</u></b>	<b>\$ 15,250.00</b>

**Barber Instructors Course**

<b><u>Program Cost:</u></b>	<b><u>500 Hours</u></b>
Instructor Program	\$ 15,000.00
Registration	\$ 50.00
Kit	\$ NA
Books	<u>\$ 200.00</u>
<b><u>Total:</u></b>	<b>\$ 15,250.00</b>

**Payment Methods:**

Payments to school may be made by any one of the following methods – money order – checks – credit cards – Agencies – or federal funds upon the school becoming eligible to participate in federal programs. The school offers a payment plan whereby a student makes a deposit to the school on or before the first day of class and pays monthly (or otherwise as designated in the enrollment agreement) installments to the school. All fees owed the school must have been paid before a student becomes eligible for graduation unless other written arrangements are entered into by the student and school administrator.

## **Barber Course**

### **Goals/Objective:**

Students are trained in all phases of Barber styling. Training prepares students for entry-level professional employment, in a specialist salon environment after graduation, and licensure for a position as salon owner, stylist, barber, nail tech, permanent wave specialist, and hair colorist

## **Instructor Course**

### **Goals/Objective:**

Student instructors are taught the most effective methods of teaching and conducting practical and theory classes. They must also learn record keeping and barber college administration. Training prepares them in teaching and instructing.

### **Curriculum for the class A barber certificate as mandated by the state licensing agency - 1,000 hours – not less than 9 months**

(1) theory, consisting of 180 hours

(A) anatomy, physiology, and histology, consisting of the study of (50 hours)

(i) Hair

(ii) Skin

(iii) Muscles

(iv) Nerves

(v) Cells

(vi) circulatory system

(vii) Digestion

(viii) Bones

(B) Texas barber law and rules, 35 hours

(C) bacteriology, sterilization, and sanitation, 30 hours

(D) disorders of the skin, scalp, and hair, 10 hours

- (E) Salesmanship, 5 hours
- (F) barbershop management, 5 hours
- (G) chemistry, 5 hours
- (H) Shaving, 5 hours
- (I) scalp, hair treatments and skin, 5 hours
- (J) Sanitary professional techniques, 4 hours
- (K) professional ethics, 4 hours
- (L) Scientific fundamentals of barbering, 4 hours
- (M) cosmetic preparations, 3 hours
- (N) shampooing and rinsing, 2 hours
- (O) cutting and processing curly and over-curly hair, 2 hours
- (P) haircutting, male and female, 2 hours
- (Q) theory of massage of scalp, face and neck, 2 hours
- (R) hygiene and good grooming, 1 hour
- (S) barber implements, 1 hour
- (T) honing and stropping, 1 hour
- (U) mustaches and beards, 1 hour
- (V) facial treatments, 1 hour
- (W) electricity and light therapy, 1 hour
- (X) history of barbering, 1 hour
- (2) instruction in practical work, consisting of the study of (1320 hours):
  - (A) dressing the hair, consisting of (800 hours):
    - (i) men's haircutting

- (ii) children's haircutting
- (iii) women's haircutting
- (iv) Cutting and processing curly and over-curly hair
- (v) razor cutting
- (B) Shaving, 80 hours
- (C) Styling, 55 hours
- (D) shampooing and rinsing, 40 hours
- (E) bleaching and dyeing of the hair, 30 hours
- (F) waving hair, 28 hours
- (G) Straightening, 25 hours
- (H) Cleansing, 25 hours
- (I) professional ethics, 22 hours
- (J) barbershop management, 22 hours
- (K) hair weaving and hairpieces, 17 hours
- (L) Processing, 15 hours
- (M) Clipping, 15 hours
- (N) beards and mustaches, 15 hours
- (O) Shaping, 15 hours
- (P) Dressing, 15 hours
- (Q) Curling, 15 hours
- (R) first aid and safety precautions, 11 hours
- (S) scientific fundamentals of barbering, 10 hours
- (T) barber implements, 10 hours



(U) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics, 10 hours

(V) Massage and facial treatments, 10 hours

(W) Arranging, 10 hours

(X) Beautifying, 10 hours

(Y) Singeing, 7 hours

(Z) Manicuring, 8 hours

**Curriculum for the Instructor's certificate as mandated by the state licensing agency- 750 hours not less than 20 weeks**

**Barber Instructor-750 Hour Curriculum**

(1) instruction in theory, consisting of 175 hours

(A) lesson planning, 15 hours

(B) personality and professional conduct, 15 hours

(C) development of a barber course, 15 hours

(D) student learning principles, 10 hours

(E) principles of teaching, 35 hours

(F) basic teaching methods, 35 hours

(G) teaching aids, 10 hours

(H) Testing, 10 hours

(I) Self evaluation, 10 hours

(J) teaching adults, 10 hours

(K) classroom problems, 5 hours

(L) classroom management, 5 hours

(2) instruction in practical work, consisting of 575 hours

(A) assisting with students, 350 hours

(B) theory class (assisting teacher, observing, teaching), 150 hours

(C) learning office procedures and state laws, 50 hours

(D) grading test papers (assisting teacher, observing, grading), 25 hours

**Curriculum for the Instructor's certificate as mandated by the state licensing agency- 500 hours not less than 13 weeks**

**Barber Instructor - 500 Hour With 1 Year Experience Curriculum**

(1) instruction in theory, consisting of 125 hours

(A) lesson planning, 15 hours

(B) personality and professional conduct, 15 hours

(C) development of a barber course, 15 hours

(D) student learning principles, 10 hours

(E) principles of teaching, 10 hours

(F) basic teaching methods, 10 hours

(G) teaching aids, 10 hours

(H) testing, 10 hours

(I) self evaluation, 10 hours

(J) teaching adults, 10 hours

(K) classroom problems, 5 hours

(L) classroom management, 5 hours

(2) instruction in practical work, consisting of 375 hours

(A) assisting with students, 250 hours

(B) theory class (assisting teacher, observing, teaching), 50 hours

(C) learning office procedures and state laws, 50 hours

(D) grading test papers (assisting teacher, observing, grading), 25 hours

**Curriculum for the Instructor's certificate as mandated by the state licensing agency- 300 hours not less than 9 weeks**

**Cosmetology Operator to Class A Barber Curriculum**

(1) Instruction in theory, consisting of 25 Hours

(A) History of Barbering, 1 hour

(B) Barber Laws and Rules Review, 1 hour

(C) Implements, Honing, and Stropping, 5 hours

(D) Shaving, 5 hours

(E) Men's Haircutting and tapering, 5 hours

(F) Beard and Mustache Trimming and Design, 1 hour

(G) Hair color Review, 1 hour

(H) Permanent Waving and Relaxing Review, 1 hour

(I) Manicuring and Nail Care Review, 1 hour

(J) Facial Treatments and Skin Care Review, 1 hour

(K) Anatomy and Physiology Review, 1 hour

(L) Blow-dry Styling Review, 1 hour

(M) Shampooing and Conditioning Review, 1 hour

(2) Instruction in practical work, consisting of 275 Hours

(A) Men's Haircutting and tapering, 165 hours

(B) Shaving, Mustache and Beard Trimming, 85 hours

(C) Hair coloring, 5 hours

(D) Permanent Waving and Relaxing, 5 hours

(E) Facial Treatments, 5 hours

(F) Shampooing and Conditioning and Blow-dry Styling, 5 hours

(G) Manicuring, 5 hours

(f) The curriculum for the class A barber certificate in a public secondary program for high school students consists of 1,000 hours of instruction in barber courses and 500 hours of related high school courses prescribed by the commission in a vocational barber program in a public school to be completed in a course of not less than six months, with the 1,000 hours as follows:

**Access to student files and information**

A student or parent/guardian (if student is a minor) may have access to their files by contacting the school administrator for an appointment to view their file. Records will be reviewed under the supervision of an instructor or other school official and may not be removed from the school. Copies are available, \$.25 per page. No information regarding a student will be released without the prior written consent of the student, and or parent/guardian (if the student is a minor), unless required to do so by a governmental agency. All student records (academic and financial) are kept in the office of the administrator in locked cabinets. The school maintains files for minimum of (3) years.

**Attendance/Absence Policy**

Students must maintain a 67% average in attendance, to remain in satisfactory progress. Required hours are specific to full and part time students. Failure to comply with this policy could result in suspension. The school director or other designee will meet with student(s) to advise them of their status. In the case of a minor the parent/guardian will be notified in writing or by telephone. Students should notify the school in the event that he/she will not be in attendance.

If a student does not notify the school and misses (10) consecutive days; he/she will be dropped and their certificate is sent back to TDLR.

To track student attendance; the school uses a computerized clock, time sheets, and each instructor maintains a roll or sign-in sheet. Both forms are used to complete the attendance progress report that is submitted to the Texas Department of Licensing and Regulation monthly.

### **Transfer/Re-entry Policy**

Students who re-enter school must pay a re-enrollment fee of \$50.00; if he/she returns within a (60) day period, the fee will be waived. The hours accrued by the student at the time of withdrawal or transfer; will be accepted by the school, after approval by the Texas Department of Licensing and Regulation.

### **Non-Discrimination Statement**

Master Barbers Institute does not practice discrimination of any kind on the basis of color, race, creed, sex, age, religion, marital status, financial status, military status, country or ethnic origin, or people with disabilities.

### **Recruiting Guidelines**

The school does not recruit students attending or admitted to another school offering the same or similar courses of study.

### **Graduation Requirements:**

#### **Barber Course, Barber Instructor Course**

Students must complete the required number of hours for each program as designated by the Texas Department of Licensing and Regulation, complete required percentage of assignments, maintain a passing average for all tests, and satisfy all financial obligations to the school. Students must pass both the written and practical exit exams with a grade of 75% or higher. He /she will then be presented with a diploma from the school.

### **Scholarship and Fee Waivers**

Scholarships and or fee waivers may be offered solely at the discretion of the school administrator, to the student based on merit or need. If student drops, the scholarship and or fee waiver becomes void.

### **Employment Assistance**

The school cannot and does not guarantee employment to any student or graduate. But in an effort to assist our graduates, the school does post employment information on the school bulletin board, and publish inquiries from local salons. We will assist students in preparing resumes, techniques of interviewing, and advising in areas of concern to each student.

### **Tardiness Policy**

Students are required to be in the classroom on time. Excessive tardiness may result in disciplinary action. For classes that are scheduled to begin at 8:00 AM, students who clock in after 8:15 AM are considered tardy.

### **Excused and Unexcused Absence Policy**

Students are expected to call in if they are not going to be in class or if they will be late for any reason, If possible the student should let the instructor know ahead of time if he/she will be absent. All students who must be absent from school for an emergency or extended illness must contact the school office. Evidence of excused absences will be documented and maintained in the student's file.

### **Grounds for Termination**

Insufficient progress in training and attendance, non-payment of monies due the school, and failure to comply with the schools' rules and regulations may be grounds for termination. Any of unbecoming action that reflects bad on school.

### **Make-up Policy**

Students are required to make up any test that are missed; due to an absence. Schedules to take a make-up test are to be made up the following wednesday. If not made up they do not get credit for that test. In special situation it must be made with and approved by the lead instructor.

### **Leave of Absence**

A documented leave of absence may be a maximum of sixty (60) days. An extended leave of absence is allowed for medical reasons; these would be taken on an individual basis subject to TDLR approval and would require documentation from a licensed physician.

A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory or unsatisfactory progress status as prior to their leave. A leave of absence may extend the student's contract period and maximum timeframe by the same number of days in the leave of absence.

### **SAFETY REQUIREMENTS**

Basic safety requirements for each course are introduced on the first day of classes, during Orientation. Safety instructions include but are not limited to information on how to safely store and use chemicals and equipment associated with the specific course of study. Safety instructions are an ongoing procedure throughout the entire course of study. When applying chemicals protective gloves are to be worn. If electrical equipment is used in

the preparation of nails eye protection should be worn. Hair may not be left on the floor following a hair-cut. Rubber soled shoes must be worn by all students and staff to avoid possible slips on the floor.

### **PHYSICAL DEMANDS**

Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the Barber Industry, should obtain a doctor's release before entering the school or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odors from certain chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult with a physician before making application for enrollment.

### **Code of Conduct**

Students shall at all times conduct themselves in a professional manner refraining from loud talking, any form of profanity or vulgarity, language demeaning to others, comply with the school's published dress code, and meet those standards outlines in the school's policies and procedures.

### **Grievance and Complaint Policy**

If you wish to file a formal complaint, you must do so in writing to the school administrator, (forms are available from the administration office). Verbal complaints are considered informal in nature and are therefore not subject to the formal review process, however informal complaints may be presented.

To be accepted for review complaints must be in writing. Allegations presented in the complaint must be substantiated by evidence of a compelling nature.

Complaints containing opinion, hearsay information, etc, cannot be considered for decision making purposes. Allegations included in a formal written complaint will be reviewed by a school representative with the complainant within (10) days of receipt of the written complaint. If the problem cannot be resolved; it will then be referred to the school's complaint committee, who will meet and review the allegations within (21) days.

If no additional information is needed from the complainant, the committee will act on the allegations, send a letter to the complainant within (15) days stating the steps taken to correct the problem, or evidence to show that the allegations were not warranted or based on fact.

Any person who is the subject of a complaint will receive a summary of the complaint and will be given adequate time to respond to allegations.

If an acceptable resolution is not reached the student may forward the original written

complaint to the Licensing Agency:  
Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX. 78711

Forms are available from the admission's office.

**Complainants are urged to resolve problems through the school's complaint process.**

### **Licensing Requirements**

#### **Eligibility for a; Class "A" Barber Certificate.**

(A) An applicant for a Class a barber certificate must:

- (1) Be at least 16 years of age; and
- (2) Pass a written and practical examination demonstrating to the state licensing agency's (TDLR) satisfaction the applicant's fitness and competence to practice barbering.

(B) The state licensing agency (TDLR) shall issue a Class A barber certificate to an applicant who:

- (1) Complies with the application requirements
- (2) Passes the examination with an average grade of at least 75 percent;
- (3) Pays the required fee

#### **Eligibility for; Instructor's Certificate-(750)**

(A) An applicant for a Instructor's certificate must:

- (1) Be a Class "A" barber
- (2) have no experience as a practicing barber in a barbershop,
- (3) Submit the required examination fee with the application.

(B) An applicant must submit a new application and fee for each examination taken by the applicant. Fees paid are not refundable.

(C) The state licensing agency (TDLR) shall issue a Instructor's certificate to an applicant who:

- (1) Passes the appropriate examination; and
- (2) Pays the required certificate fee.

#### **Eligibility for; Instructor's Certificate-(500)**

(A) An applicant for a Instructor's certificate must:

- (1) Be a Class "A" barber
- (2) have at least one years' experience as a practicing barber in a barbershop,
- (3) Submit the required examination fee with the application.



- (B) An applicant must submit a new application and fee for each examination taken by the applicant. Fees paid are not refundable.
- (C) The state licensing agency (TDLR) shall issue a Instructor's certificate to an applicant who:
- (1) Passes the appropriate examination; and
  - (2) Pays the required certificate fee.

### **Reciprocity, or Endorsement and Provisional Licensure**

The examination requirement shall be waived for any person who completes the application for and payment of fees prescribed by the Licensing Department for a certificate of registration, license, or permit and who submits satisfactory proof that he or she holds a current, valid certificate, license or permit from another state or country that has substantially equivalent licensing requirements to those of the State of Texas. Applicant must: submit a completed application on a department-approved form; pay the fee for license by reciprocity, the applicable license application fee, and the law and rules book fee. Be at least 16 years of age and have at least a seventh grade education; hold a current original barber license from the home licensing state or country; and provide one of the following: **(A)** a letter from the licensing board in the home state, bearing its official seal of office, stating that the applicant's license is current and in good standing; or **(B)** If the applicant is from a territory or foreign country, provide documents verified by a certified credentialing agency confirming that the licensure in the territory or foreign country was obtained by standards substantially equivalent to those of Texas. **(C)** Texas requires 1,500 hours of training substantially equivalent to the Texas curriculum. If the applicant graduated in a state that required less than 1,500 hours, documented work experience may be substituted at the rate of 25 hours per month worked, up to a maximum of 500 hours, or the applicant must complete the balance of hours required in an approved Texas barber school. **(D)** The department may issue a provisional license to applicants currently licensed in another jurisdiction who file an application for a Texas barber license by reciprocity. **(E)** To be eligible for a provisional license, an applicant must: **(1)** File a completed application for a Texas barber license by reciprocity; **(2)** provide information sufficient for the department to verify the applicant's licensure in good standing, for at least two years immediately preceding the person's Texas application, in the same license type for which the person seeks the certificate or license; and **(3)** have been licensed in a jurisdiction or foreign country in which the requirements for obtaining the same certificate or

license are substantially equivalent to the requirements under the Act, including passage of a national examination or other examination recognized by the commission relating to the practice of the profession.

Licensure in good standing means that a person must hold an active and valid license in another jurisdiction or foreign country. A person issued a provisional license may perform those acts of barbering authorized by the provisional certificate or license pending the department's approval or denial of an applicant's license by reciprocity. A provisional certificate or license is valid until the date the department approves or denies the application for licensure by reciprocity. The department must approve or deny a provisional certificate or license holder's application for a certificate or license by reciprocity not later than the 180<sup>th</sup> day after the date the provisional certificate or license is issued. The department shall issue a certificate or license by reciprocity to the provisional certificate or license holder if the person is eligible to hold a certificate or license under the Act. An applicant for licensure by reciprocity is eligible for a provisional certificate or license only once. A person who is denied licensure by reciprocity and subsequently reapplies for licensure by reciprocity is not eligible to obtain additional provisional certificates or licenses to practice barbering in Texas.

#### **SATISFACTORY PROGRESS POLICY**

Satisfactory progress in attendance and academic work is a requirement for all students to stay enrolled at Master Barber Institute

#### **ACADEMIC PROGRESS**

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study; generally students are tested for progress in theory performance weekly. Tests are routinely scored by the end of the day. The instructor reviews the study material with the group and students may request a private time to review their progress and or discuss areas of personal concern.

Students are evaluated in practical skill development throughout the entire course of study. The process of evaluating practical skills follows each practical skill performance.

The following grading scale is used at our school:

### **Grading Scale**

A = 100 - 90% EXCELLENT

B= 89 - 80% GOOD

C= 79 - 70% SATISFACTORY

F= >69% is failing and must be retaken on the following Wednesday

All students are required to achieve a grade of at least 75% for each theory subject, practical and laboratory subjects.

Courses of 600 hours or more; students will be evaluated on a monthly basis.

### **DETERMINATION OF PROGRESS**

Evaluations of progress will be conducted by the instructor.

Students meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress monthly the student must meet both attendance and academic minimum requirements on monthly bases.

Students failing to meet minimum progress requirements will be placed on their first probation for 30days until the next month evaluation period. During this probation they must bring up their grades or their attendance, to be in compliance

If the student is still not meeting minimum requirements, he/she will be left for their second probation period. If they do make satisfactory progress the following month. They are consider to be in satisfactory progress

If the student fails to meet minimum requirements,

at the end of this third period will not be able to attend at Master Barber Institute he/she may be terminated from the school.

### **Leave of Absence**

A documented leave of absence may be a maximum of sixty (60) days. An extended leave of absence is allowed for medical reasons, request are reviewed on an individual basis subject to TDLR approval and would require documentation from a licensed physician.

A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory or unsatisfactory progress status as prior to their leave. A leave of absence may extend the student's contract period and maximum timeframe by the same number of days in the leave of absence.

### **APPEAL PROCESS**

Students placed on probation for failure to make satisfactory progress or a student terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the School Administrator within 5 days of having been notified of the school's actions, along with any supporting documentation, reasons why the decision to place on probation or terminate should be reversed, and a request for a re-evaluation of progress.

Should a student fail to appeal a probation and or termination decision, the decision to probate or terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if the student is a minor), the student's instructors, the Senior Instructor and the School Owner. A decision on the student's appeal will be made within three (3) business days and will be communicated to the student in writing. This decision will be final.

### **WITHDRAWALS/COURSE INCOMPLETES**

If a student withdraws from his/her contracted course or fails to complete his/her training and later returns to the school, he/she will return in the same satisfactory progress status as applied prior to the interruption.

### ***Cancellation, Settlement and Refund Policy***

Master Barbers Institute maintains a cancellation, settlement (refund) policy that provides a full refund of all monies paid (except the non-refundable application fee); if an applicant is not accepted by the school or a student cancels the enrollment agreement (cancellation must be in writing) not later than midnight of the third day after the date the agreement is signed by the student; (or parent/guardian, if the student is a minor).

This policy applies regardless of whether or not the student actually started training.

If a student cancels after three business days, but prior to starting class; the student is entitled to a full refund less the application fee of \$50.00 ( for the barber and instructor course). The policy provides for the refund of the unused part of tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period fails to begin the course of training; withdraws, or is terminated from the course of training before completion of the course.

The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in clock hours, the effective date of the termination for refund purposes is the earliest of: the last date of attendance, if the student is terminated by the school; the date the school receives the student's written notice of withdrawal; the date notification is delivered in person; or 10 school days after the last date of attendance. And the school may retain not more than \$100 if: tuition is collected before the course of training begins; and the student does not begin the course of training before the date the cancellation period expires.

**Withdrawal or Termination of Student**

If a student does not notify the school that he/she is withdrawing; formal termination shall be based on the last date of class attendance. Students who do not return from a leave of absence, the last day of the leave will be used as the termination date.

If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school: may retain \$100 in tuition and fees paid by the student; and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.

**If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:**

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;**
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter;**
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and**
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.**

**If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.**

**Effect of Student Withdrawal**

The school shall record a grade of incomplete for a student who withdraws from a course of training but who is not entitled to a refund if: the student requests the grade at the time of withdrawal; and the withdrawal is for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the course of training before the fourth anniversary of the date the student withdraws.

**Payment of Refund**

The school shall pay a refund owed not later than the 30th days after the date the student becomes eligible for the refund.

If a course is canceled subsequent to a student's enrollment and before instruction has begun, the school shall at its option: provide a full refund of all monies paid or provide completion of the course.

