

# COLLEGE CATALOG

## 2010 4th Edition



### **Mission Statement:**

To provide a quality barber education so the graduate is able to be successful in the field of barbering

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## STUDENT COURSE IN BARBERING (1500 CLOCK HOURS)

The curriculum includes a total of 1500 hours of theory and practical applications. The course content covers both basic and advanced phases of Barbering Hairstyling. The subjects covered in a sequential order include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course prepares the student for entry-level employment as a Barber/Stylist. Full time training schedule includes 40 clock hours per week. Approximately nine (9) months to complete.

<b>Theory of Barbering (required)</b>	150 hours
The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.	
<b>Practical Application (required)</b>	1300 hours
<b>Additional Preparation for State Board</b>	50 hours
<b>Total Hours (required)</b>	1500 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	1500 hours / 39 weeks
Schedule of course	<b>DAY SCHEDULE</b> 8:30 am to 5:15 pm, Tuesday through Saturday <b>EVE SCHEDULE</b> 6:00 pm to 10:00 pm Monday through Friday
<b>Registration</b>	\$100
<b>Tuition</b>	\$4875
<b>Tools</b>	\$1399.19
<b>Sales tax</b> (8.375) for tools	\$108.13
<b>Total</b> (registration, tuition, tools and tax)	<b>\$6374.19</b>

## RE-ENROLLMENT COURSE (250 CLOCK HOURS)

The curriculum includes a total of 250 hours of theory and practical applications. The course content covers: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course prepares the student for entry-level employment as a Barber/Stylist. Full time training schedule includes 40 clock hours per week. This course must be completed within three (3) months.

**Theory of Barbering** 80 hours

The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.

**Practical Application (required)** 150 hours

**Additional State Board** 20 hours

**Preparation**

**Total Hours (required)** 250 hours

<b>Tuition and Fees</b>	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	250 hours / 6 ½ weeks
Schedule of course	<b><u>DAY SCHEDULE</u></b> 8:30 am to 5:15 pm, Tuesday through Saturday <b><u>EVE SCHEDULE</u></b> 6:00 pm to 10:00 pm Monday through Friday
<b>Registration</b>	\$100.
<b>Tuition</b>	\$812.50
<b>Total (registration and tuition)</b>	<b>\$912.50</b>

## REFRESHER COURSE (400 CLOCK HOURS)

This curriculum covers a combination of theory and practical. This course can be completed in 2 ½ months. Prerequisite: The Student/Applicant must be qualified to take the License Examination. This course is for licensed Apprentices or Barbers from another state or country. Curriculum: This course prepares the applicant for the California license examination. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course must be completed in six (6) months.

**Theory of Barbering (required)** 46 hours

The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.

**Practical Application (required)** 46 hours

**Additional State Board Preparation** 274 hours

**Total Hours (required)** 400 hours

<b>Tuition and Fees</b>	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	400 hours / 10 weeks
Schedule of course	<b><u>DAY SCHEDULE</u></b> 8:30 am to 5:15 pm, Tuesday through Saturday <b><u>EVE SCHEDULE</u></b> 6:00 pm to 10:00 pm Monday through Friday
<b>Registration</b>	\$100
<b>Tuition</b>	\$1300
<b>Total (registration and tuition)</b>	<b>\$1400</b>

# COSMETOLOGY CROSS-OVER COURSE (400 CLOCK HOURS)

This 400-hour course is designed for the applicant who has completed the California 1600 clock hour Cosmetology Course and/or holds a California Cosmetology license. This course includes 40 hours of theory instruction and 320 hours of practical training. The instructor, depending on the students needs, will assign an additional 40 hours of theory instruction. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course must be completed in four (4) months. This course prepares a licensed Cosmetologist to provide the services of a Barber in the State of California.

**Theory of Barbering (required)**                      55 hours

The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.

**Practical Application (required)**                      265 hours

**Additional State Board Preparation**    80 hours

**Total Hours (required)**    400 hours

<b>Tuition and Fees</b>	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	400 hours / 10 weeks
Schedule of course	<b><u>DAY SCHEDULE</u></b> 8:30 am to 5:15 pm, Tuesday through Saturday <b><u>EVE SCHEDULE</u></b> 6:00 pm to 10:00 pm Monday through Friday
<b>Registration Fee</b>	\$100
<b>Tuition</b>	\$1300
<b>Total (registration and tuition)</b>	<b>\$1400</b>

# INSTRUCTOR TRAINING COURSE (600 CLOCK HOURS)

Minimum Requirements:

- 12<sup>th</sup> grade education
- 19 years of age
- California Licensed Barber

Curriculum: Teaching methods and procedures used in barbering colleges: teaching experience in theory: and practical phases of barbering, under the supervision of a qualified Instructor.

The subjects covered include: Introduction to teaching, the learning process, the teaching process, planning for teaching, the state examination procedure and practical application. The course can be completed in 15 weeks but must be completed in 6 months. The course prepares the student for entry level employment as a Barber Instructor.

<b>Theory of Barbering (required)</b>	110 hours
The needs of the beginning teacher, the barber college operation, the learning process, principles of learning, characteristics of the learning process, the teaching process, educational objectives, preparation for training, course outlines, lesson plans, method of instruction, planning for teaching, procedure for writing a lesson plan, development of instructional materials, evaluation of instruction and practical application.	
<b>Theory of Teaching (required)</b>	40 hours
<b>Practical Application (required)</b>	210 hours
<b>Optional (required)</b>	240 hours
<b>TOTAL (required)</b>	600 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	600 hours / 15 weeks
Schedule of course	<b><u>DAY SCHEDULE</u></b> 8:30 am to 5:15 pm, Tuesday through Saturday <b><u>EVE SCHEDULE</u></b> 6:00 pm to 10:00 pm Monday through Friday
<b>Registration Fee</b>	\$100
<b>Tuition</b>	\$1950
<b>Total (registration and tuition)</b>	<b>\$2055</b>

# CANCELLATION AND REFUND POLICIES

(Article 6) CEC §94822, §94820, §94823, §94824

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
  - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of the application fee. This policy applies regardless of whether or not the student has actually started training.
  - b. A student (or in the case of a student under legal age, his/her parent guardian) cancels his/her contract and demands his/her money back in writing within three business days if the signing of the enrollment or contract. In this case all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less registration fee of \$100.
  - d. A student notifies the institution of his/her withdrawal
  - e. A student on an approval leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not returning or
  - f. A student is expelled by the school
  - g. In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification of the date said information is delivered to the school administrator/owner in person
2. Any monies due a student who unofficially withdraws from the institution shall be refunded with 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once every 3 months (every 90 days).
3. Books and tools are non refundable items.
4. Program Cancellation Policy: If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the program course.
5. For all students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds
6. School closure Policy: If a school closes permanently and ceases to offer instruction after students have enrolled or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.

PERCENTAGE OF PROGRAM	AMOUNT OF TOTAL TUITION OWED TO
01% to 59%.....	Pro Rata Refund- Hourly
60% and over.....	100%

## STUDENTS RIGHT TO CANCEL

1. A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, until midnight of the 5th business day on which he/she attended his/her first class. Business day means a day on which the student is scheduled to attend a class session. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a refund for the part of the course not taken.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Hinton Barber College 1029-A Tennessee St. Vallejo, CA 94590. This can be done by mail or hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with the proper postage
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used.
5. If the Enrollment Agreement is cancelled by midnight of the 5th business day on which the student attended his/her 1st class, the school will refund the student any money he/she paid and less any deduction for registration fee and equipment.

## DOCUMENTS NEEDED FOR ADMISSIONS

THE ITEMS BELOW ARE NECESSARY FOR ADMISSIONS:

1. Student Enrollment Agreement
2. Proof of Education  
(High School Diploma or High School Transcript with graduation date or G.E.D.)
3. Proof of Age (valid Driver's License, CA ID card, or Birth Certificate)
4. Registration Fee \$100.00 due and payable at the time of pre-enrollment  
(Per refund policy is registration fee is non-refundable)
5. Cash, money order, credit card, or checks payable to Hinton Barber College).
6. Signed copy of Social Security Card
7. Permanent Resident Card, if applicable

Please note the Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Please speak with the School Director if you have any prior convictions at the time of enrollment.

## ADMISSION REQUIREMENTS FOR COURSES

Barber Course 1500hr Refresher Course 400hr Re-Enrollment Course 250hr	<ul style="list-style-type: none"> <li>•Must have High School Diploma / or</li> <li>•Must have completed a 10<sup>th</sup> grade education and have passed the ATB Test</li> <li>•At least 16.5 years of age</li> </ul>
Cosmetology Crossover 400hr	Must be a California Licensed Cosmetologist
Instructor Course 600hr	12 <sup>th</sup> grade education At least 19 years of age Must be a California Licensed Barber

## ADMISSIONS POLICY AND PROCEDURES

Hinton Barber College will admit as regular students:

Students who are at least 16.5 years of age, have completed the minimum level of 10th grade education, have received a High School Diploma, GED, or have the ability to benefit from training. Students who do not have a High School Diploma or its equivalent are considered to be “ability to benefit students. Those students are required to take and pass an “Ability to Benefit” test. The test is administered by an independent third party and is sent to a test manufacturer for scoring. Applicant who fail the test must wait a minimum of 5 business days before retesting. If the exam is failed a second time the student must wait 90 days and show proof that remedial education has been obtained in the failed areas. If the student fails on the third attempt, the student will not be granted entrance.

## DISCLAIMER STATEMENT

Hinton Barber College. does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status. However, Hinton Barber College reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at this college. Hinton Barber College reserves the right to revise or amend any of the items contained within this document without prior notice.

## PRE – GRADUATION REQUIREMENTS

All barber students are required to begin the process of applying for state licensure at 1200 hours. Pre- graduation requirements include having 75% of your workbook completed, a GPA of 75% or better and a minimum attendance record of 67%. Upon completion of 1200 hours, students will be required to complete the Department of Consumer Affairs pre-application. The pre-application requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking

tickets). Students are responsible for paying the licensure exam fees to the applicable Department of Consumer Affairs. The pre-application fee is \$9.00 and the application for the Exam and the Initial Licensure Fee is \$125.00.

## GRADUATION REQUIREMENTS

All barber students are required to complete 1500 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1500), with a minimum 75% GPA. Barber students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam at 1200 hours. Hinton Barber College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for.

Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.

## LICENSURE REQUIREMENTS:

A cosmetology graduate will be granted a license by the Department of Consumer Affairs only after the individual has successfully completed the required hours and successfully passed the State written and practical examinations. The graduate must receive 75% or better on the written examination and 225 points or better on the practical examination. Graduates are required to take a model for the examination and have a valid/current California Drivers License, California I.D., or valid/current Passport and a copy of their Social Security card. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once the student has become licensed, they must renew the license every two (2) years.

## FACULTY

<u>Director-</u>	<u>Administrative Officials-</u>	<u>Instructors-</u>
<b>Gerald Hinton</b>	<b>Marie Santos</b>	<b>Gerald Hinton</b>
	<b>Falicia Mitchell</b>	<b>Toriano Collier</b>

## FACILITIES

1600 Square ft Theory and Practical training area, equipped with 15 barber chairs and 18 stations, 2 shampoo bowl sinks and student lockers.

## RULES AND REGULATIONS

Professional conduct is the only level of conduct we expect from our students. A professional does not arrive late. A professional treats patrons, instructors and fellow students with courtesy and awareness. A professional is constantly taking the time to follow rules of good grooming, hygiene and proper sanitation.

The following rules are important. If you disobey them, you may be dismissed from the college. None of the rules are picky or arbitrary. They reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional Barber/Stylist you wish to be.

## CHANGES IN RULES AND REGULATIONS

The college reserves the right to make any changes in the rules and regulations at any time. All students will be notified of changes immediately.

## THEORY

- 1) All students must attend Theory class
- 2) All students must have 120 credit hours of Theory class to graduate
- 3) Without 120 credit hours of Theory class, students will not graduate
- 4) Day Schedule theory class will be held Tuesday through Friday 8:30am to 9:30am
- 5) Evening Schedule theory class will be held Monday through Thursday 6:00pm to 7:00pm
- 6) Saturday's are mandatory for all Day Schedule students; any student who does not come in on Saturday will not receive credit for Tuesday. (No Saturday, No Tuesday)

## BARBER BOARD PRACTICE TESTING

Day Schedule Barber Board Practice Testing will be held every other Friday morning at 8:30am to 9:30am; Evening Schedule Barber Board Practice Testing will be held every other Friday evening at 6:00pm to 7:00pm. **(Barber Board Practice Tests are Mandatory)**

## LUNCH PERIODS AND BREAKS

- 1) Even # stations go to lunch at 12:00pm; and are expected back to class by 12:45pm
- 2) Odd # stations go to lunch at 1:00pm; and are expected back to class by 1:45pm
- 3) Lunch period is mandatory for all students
- 4) Lunch period is 45 minutes and Breaks are 10 minutes

- 5) Even # stations take break (1) at 10:30am to 10:40am and break (2) at 2:30pm to 2:40pm
- 6) Odd # stations take break (1) at 11:00am to 11:10am and break (2) at 3:00pm to 3:10pm
- 7) **NO LUNCH BREAKS FOR THE EVENING SCHEDULES**

## MINIMUM DAILY HOURS

Full time students must be clocked in at least 6 hours daily. **If a full time student cannot complete at least 6 hours for the day, do not come in.** Full time student timecards with less than 6 hours, will not receive credit for the day.

## ATTENDANCE POLICY

- 1) Students are expected to attend school, as they will be expected to report to work. All absences and tardiness are recorded.
- 2) Being tardy means being late. All tardiness is recorded.
- 3) An absence is any time not spent in training. All absences excused or not, are recorded. Course time is recorded by time clock; missed hours cannot be made up. Course completion dates are extended to compensate for needed hours.
- 4) Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in the Satisfactory Progress Policy.
- 5) Illness or other medical reason substantiated by a doctor's statement is accepted and recorded, as an "excused absence". Military duty substantiated by a superior officer's statement is accepted and recorded as an "excused absence".
- 6) Students requesting a leave of absence must get permission from the school showing cause. Military duty or medical reasons are valid excused absences.
- 7) Students leaving the premises for any reason during school hours, other than for lunch, shall get permission from the instructor.
- 8) Theory class attendance is recorded and must be complied with for successful completion. The California State Barber Law requires a minimum of one hundred twenty (120) hours attendance.
- 9) No student shall be allowed to attend, or to remain in school while intoxicated or under the influence of any drug. Students while under prescription medication must notify the school for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners.
- 10) No student shall be allowed to attend school while they have an infectious, contagious or communicable disease.
- 11) Students will check their own time cards in and out, including lunch periods. Students are not to clock any time card other than their own.

## **CONDUCT POLICY:**

1. Students shall not be unruly or interfere with any other student. They shall conduct themselves in a quiet, professional manner during school hours.
2. Students shall comply with all sanitary requirements. Violations of these sections are cause for suspension or expulsion.
3. Students will request the assistance of an instructor whenever they are in doubt as to the correct procedure. No student shall instruct another.
4. Students shall give their full attention to their customers. Students are to render barber services equally to all customers, irrespective of any factors. Refusal of barber services by a student is cause for disciplinary action.
5. Students are responsible for keeping their working area and tools clean at all times.
  - a) All stand bottles, including the sterilizer jar, are cleaned and properly filled daily.
  - b) The station counter top is cleaned after each customer.
  - c) The chair is wiped clean of hair and debris after each customer.
  - d) Soiled linen is disposed of in the proper container.
  - e) All soiled paper is disposed of in the proper container daily.
  - f) All tools wiped clean and properly stored after each customer.
  - g) The haircloth is neatly folded and properly hung on the chair after each customer.
  - h) The sink and mirror are cleaned daily.
6. Students are to wash their hands immediately before serving a customer and comply with all provisions of the sanitary sections of the Barber Law.
7. Students shall attend theory class as assigned by an instructor.
8. Students shall go to lunch on their assignment schedule.
9. Students shall comply with the Attendance Policy as set forth.
10. Students shall follow the daily assignment schedule as directed by an instructor.
11. Students are to come to school prepared to participate in class assignments or assignments as directed by an instructor.
12. Any student guilty of willful destruction of college property will be dismissed immediately!

## **DRUG ABUSE**

No student shall be allowed to attend or to remain in school while intoxicated or under the influence of any drug. Students while under prescription medication must notify the college for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners. (Art. 7, Sec. 6581 BL).

## **STEALING**

Any student found to be involved in stealing from another student or from the college will be dismissed immediately.

## **INSTRUCTOR'S DIRECTION**

Any student in direct violation of an instructor's direction may be suspended from college immediately.

## **REFUSING SERVICE**

Any student guilty of refusing service to a patron will be suspended from college immediately.

## **DRESS CODE**

Male students must wear a shirt and pants (shorts must be below the knees). Female students must wear a blouse and pants (dresses, skirts or shorts must be below the knees). All students are to wear a clean smock and wear shoes that are comfortable for standing and in good repair. In compliance with State Regulations, students must wear foot covering, no sandals (Art. 2, Sec 216 CBL). Barber smocks must be kept clean.

## **TIME CLOCK PROCEDURES**

Student time cards are an important document and are used for the computation of your training hours. At all times, the student must punch in on a time clock upon entering school, leaving for the lunch period, returning from lunch and at the close of the day. The punching of the time clock is necessary to meet State Board requirements for the number of hours the student is in college and it is a legal document. Punching in or out for another student is looked upon as forgery and will be dealt with accordingly. If a student forgets to punch in for the day or when arriving back from lunch the student's time will not be counted.

## **TARDINESS**

Student arriving 15 minutes late, in the morning, will not be allowed to punch in until after Theory Class is completed. If you arrive at the College two hours late (10:30), you will not be allowed to punch in for the balance of class. Evening students arriving after 7:00pm will not be allowed to punch in for the balance of class.

## **PLACEMENT**

This institution does not guarantee employment, However we will make reasonable efforts to gain employment for graduates who request assistance. The college is always in contact with barber/stylist shops and salons to provide graduates with options after their training is complete. The more flexible and professional a graduate can be regarding placement, the easier it is for the college to assist. The college maintains a Job Listing Book of current employment opportunities.

# SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

## ATTENDANCE PROGRESS

Full-time: 40 Hours/WK

Part-time: 20 Hours/WK

ATTENDANCE: All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

MAXIMUM TIME: The maximum time a student has to complete is 150% of the program length.

## ACADEMIC PROGRESS:

<b>Written:</b>	<b>Practical:</b>
A (93-100)	4 (Excellent)
B (85-92)	3 (Very Good)
C (75-84)	2 (Satisfactory)
D (70-74)	0-1 (Unsatisfactory)
F (69-under)	

Students will be assigned grades as listed for Written and Practical Examines.

Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

## DETERMINATION OF PROGRESS:

Evaluation of progress will be conducted by the Director on the first business day of each month. Satisfactory: Students with a minimum of 75% GPA and 67% attendance.

**NOTE:** Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or midpoint of the academic year, whichever is shorter.

## **PROBATION:**

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, he or she will be terminated from Title IV programs and may be terminated from the school. No more than four (4) probationary periods will be allowed during the program.

## **APPEAL PROCESS:**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The Director, within five (5) business days of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to 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 student is a dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be made within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

## **WITHDRAWALS:**

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

### **Course Incomplete's/ Repetitions and Non-Credit Remedial Program:**

Course incomplete's, repetitions, and non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

## **HOURS OF OPERATION**

### **STUDENTS**

#### **Day Course:**

Tuesday – Saturday 8:30am to 5:15pm

#### **Evening Course:**

Monday – Friday 6:00pm to 10:00pm

### **CLIENTS**

Monday 6:00pm to 9:00pm

Tuesday – Friday 9:30am to 9:00pm

Saturdays 8:30am to 5:00pm

## **HOLIDAYS AND SCHOOL CLOSURES**

Christmas Day and the day after (Dec 25th and 26th)

Thanksgiving Day and the day after (Nov; the last Thursday and Friday)

New Years Day (Jan 1st)

Easter (Tuesday following Easter)

4<sup>th</sup> of July

National Holiday of Martin Luther King Jr

Presidents Day (Feb)

## **LEAVES OF ABSENCE:**

Students returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure.

## **FREE PERSONAL DAYS**

It takes 187.5 days to complete the 1500 hours of the Barbering Course. Students are allowed 300 hours to be absent at no charge. This includes vacation, sick time and personal business.

It takes 50 days to complete the 400 hours of the Cosmetology Cross-Over Course and the Refresher Course. Students enrolled in these courses are allowed 75 hours to be absent at no charge.

## **EXTRA INSTRUCTIONAL “OVERAGE” FEES**

Absent time beyond the 300 hours or 75 hours (based on enrolled Course) will be charged for at **\$3.25** per hour, based on tuition. These “overage” fees are due after the scheduled completion date. The student may not earn hours until the overage fees are paid in full. If overage fees are not paid within a four (4) week period after becoming due the student must terminate enrollment. Any overage fees accrued after the scheduled graduation date are payable as they accumulate. The student must have this fee paid within 5 school days. Abuse of the policy is cause for termination. If a student will be absent from school and owes overage fees they must call daily and talk to a staff member.

## **POLICY RELATING TO ABSENCES**

The student is required to attend 67% of the agreed schedule. Failure for any reason to maintain the 67% attendance may be cause for dismissal. Absences will be excused only with a doctor’s written verification, death in the family or approval of a school staff member. An unexcused absence must be made up. In all cases, all school work must be completed.

## **SCHEDULES**

### **Full Time Schedule**

Full time attendance is based on eight (8) hours per day, (5) days per week, for a total of (40) hours per week. No less than 67% percent attendance is required. Any scheduling for less than full time must be approved by the administrative office prior to enrolling.

### **Part Time Schedule**

Part time attendance is based on four (4) hours per day, (5) days per week for a total of (20) hours per week. No less than 67% percent attendance is required. Any scheduling for less must be approved by the administrative office prior to enrolling.

## **STUDENT COMPLAINT PROCEDURES**

The Director shall have the authority and duty to do all of the following:

- 1) Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;
- 2) Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund;

- 3) Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints as required by Section 73870;
- 4) If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, notify the Bureau, the accrediting association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
- 5) If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
- 6) Implement reasonable policies or procedures to avoid similar complaints in the future;
- 7) Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.
- 8) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
  - a) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.
  - b) If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be included.

## TEMPORARY APPROVAL

This institution’s application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Hinton Barber College is not a public institution.

This institution does not offer ESL instruction at this time.

Board of Barbering and Cosmetology		Bureau for Private Postsecondary Education
<b>Headquarters Location</b> Board of Barbering and Cosmetology 2420 Del Paso Road Suite 100 Sacramento, CA 95834 1-800-952-5210 Fax (916) 575-7281 <a href="#">Driving Directions</a>	<b>By Mail:</b> Board of Barbering and Cosmetology PO Box 944226 Sacramento, CA 94244-2260  Web site: <a href="http://barbercosmo.ca.gov">barbercosmo.ca.gov</a>	1625 North Market Boulevard, Suite S-202 Sacramento, CA 95834  Phone: 916 574-7720 Fax: 916 574-8648  <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>
<b>Office Hours</b> Monday through Friday, 8:00am - 5:00pm excluding State Holidays		P.O Box 980818 West Sacramento, CA 95798-0818

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hinton Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in the Barber Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate of completion that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hinton Barber College to determine if your certificate of completion will transfer.”

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: (916) 574-7720  
Web site: [www.bppve.ca.gov](http://www.bppve.ca.gov)  
E-mail: [bppve@dca.ca.gov](mailto:bppve@dca.ca.gov)

## **CALIFORNIA BUSINESS AND PROFESSIONS CODE 480**

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:

(1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or convictions following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

(2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or

(3) Done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

## **TEMPORARY APPROVAL**

Hinton Barber College has a temporary approval from the Bureau for Private Postsecondary and Vocational Education ("Bureau"). A temporary approval is merely an interim designation the Bureau can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the Bureau has not yet conducted a site visit. It is issued if the Bureau determines the institution's operational plan satisfies the minimum standards listed in Education Code Sections 94900(a) or 94915 (a) and (b), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the Bureau to conduct the site visit and inspection of the institution. After that visit, the Bureau will then determine whether the institution should be approved on a permanent basis.

## **RELEASE OF INFORMATION**

Students have the right to gain access to their records, and authorize certain individuals or organizations to gain access to certain information in their student file according to the school's privacy and file access policy.

## **PRIVACY AND FILE ACCESS POLICY**

Information contained in a student file is confidential. In compliance with the Family Education Rights and Privacy Act of 1974, the school does not release any personal information on a student to a third party without written consent by the student or the parents / guardians of a minor student.

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

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

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

A student should submit to the Director of the College a written request that identifies the record (s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. 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 College to amend a record should write to the Director of the College, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the College's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Director of the College providing all reasons and supporting documentation why further consideration should be made. The College will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as: School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; A person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law; and 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. Each third party request for educational records requires the student's written consent be provided to the Director of the College and include the following: Specify the records to be disclosed; State the purpose of the disclosure; Identify the party or class of parties to whom the disclosure is to be made; The date; The signature of the student whose record is to be disclosed; The signature of the custodian of the educational record. Within the College the following directory information maybe disclosed without student consent: Student Name (first name, last initial) or Student ID; Program of Attendance; and Honors, Awards and/or Recognitions If you do not want the College to disclose directory information without your prior written consent you must notify the Director of the College in writing by the fifth business day after the start of your program. Hinton Barber College does not release student directory information to the general public.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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

# SCHEDULE OF CHARGES

## **Registration Fee: \$100.00**

The Registration Fee is payable at the time of enrollment and is non-refundable.

## **Tuition Hourly Charge:**

Barbering 1500 hour Course (x) \$3.25 hourly charge = \$4875.00

Cosmetology Crossover 400 hour Course (x) \$3.25 hourly charge = \$1300.00

Barbering Refresher 400 hour Course (x) \$3.25 hourly charge = \$1300.00

Barbering Re-enrollment 250 hour Course (x) \$3.25 hourly charge = \$812.50

Barber Instructor 600 hour Course (x) \$3.25 hourly charge = \$1950.00

## **Books and Written Materials: \$309.00... plus sales tax**

- Milady's Standard Professional Barbering Textbook [ISBN: 1-4018-7395-2]
- Milady's Professional Barbering Workbook [ISBN: 1-4018-7399-5]
- Hinton Barber Practical Exam Manual

These books and Written Materials are mandatory for all students enrolled in the following barbering courses; Barbering 1500 hours, Barbering Re-enrollment Course 250 hours, Barbering Refresher Course 400 hours, Cosmetology Crossover Course for Barbers 400 hours.

## **Barber Tools Kit: \$1291.06 (Books and Written Material included in kit)...plus sales tax**

All students are required to own and operate their own barber tools and equipment.

The school will have a list of all mandatory tools and equipment available for purchase. The books and written materials listed above are included in the student kit.

## TOOLS AND EQUIPMENT LIST

Textbook, Workbook, Practical Manual	309.00	Cool Care Blade Cleaner	8.00
7 Detachable Blades	202.61	Electric Curling Iron	18.95
Afro Pick	2.00	End Papers	2.00
After Shave Lotion	7.00	Guard Set (7pc Masters)	12.00
All Purpose Comb (2)	2.00	Hair Clips (12)	5.00
Andis BGRC Clippers	149.95	Hand Mirror	6.00
Andis Master Clippers	118.00	Handheld Hairdryer	25.00
Andis Outliners	67.55	Large Tooth Handle Comb	5.00
Applicator Brush (2)	2.00	Mannequin & Stand	45.00
Barber Towels (12)	14.00	Mixing Bowl (2)	4.00
Barber Briefcase	30.00	Neck Duster	8.00
Barbers Smock	25.00	Perm Rods (10)	5.00
Blade Holder	20.00	Razor Blades	5.00
Blending Shears	40.00	Shampoo Cape	4.00
Chair Cloth / Drape	15.00	Shaving Cream	2.00
Chair Cloth Clip	2.00	Shears	65.00
Cleaning Brush (4)	4.00	Spray Disinfectant	8.00
Clipper Combs (2)	5.00	Steam Towels (12)	14.00
Clipper Oil	2.00	Straight Razor	14.00

## TOOLS AND EQUIPMENT LIST

		Styling Brush	5.00
		Styptic Powder	2.00
		Tail Comb (2)	5.00
		Talc Powder	4.00
		Water Spray Bottle	2.00
		<b>SUBTOTAL</b>	<b>\$1,286.06</b>
		<b>SUBTOTAL</b>	<b>\$1,291.06</b>
		<b>SALES TAX (8.375%)</b>	<b>\$108.13</b>
		<b>OTHER</b>	
		<b>TOTAL</b>	<b>\$1,399.19</b>