



**The Barber School by Tim Hite**  
STUDENT HANDBOOK



*The Art of Cutting Hair*

**Student Handbook**

**The Barber School by Tim Hite**

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801-304-7000

[thebarberschool.com](http://thebarberschool.com)



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## INTRODUCTION

Welcome to The Barber School by Tim Hite, where tradition meets innovation, and excellence is our legacy. Our institution, founded in 2007 by Tim and Lynell Hite in response to Utah's pioneering Barber License legislation, demonstrates the transformative power of specialized education in the barber industry. With a rich history rooted in over 50 years of Tim Hite's expertise as a Master Barber Artist, we are proud to offer a unique learning experience that blends time-honored techniques with cutting-edge educational principles.

At The Barber School, we strongly believe in the power of family and community. We started as a family-operated business, and members of the Hite family continue to play a role in our journey. Former students of Tim and Lynell, who are now master barbers and shop owners, have contributed to making our institution a hub of learning and growth. By joining us, you become part of a lineage of passionate barbers committed to upholding the highest standards of professionalism and craftsmanship.

As you flip through these pages, you'll discover a wealth of resources and guidance to support you on your path to success. Whether you're a seasoned barber seeking to refine your skills or a newcomer eager to learn the art of barbering, The Barber School by Tim Hite welcomes you with open arms. Join us as we honor tradition, embrace innovation, and shape the future of the barbering industry, one student at a time.

## PROFESSIONAL LICENSING & ACCREDITATION

### **The Barber School by Tim Hite is licensed by:**

State of Utah Department of Commerce  
Division of Occupational & Professional Licensing  
160 East 300 South  
Salt Lake City UT 84111  
801-530-6628  
Barber School License Number: 6746957-1117  
Master Barber School License Number: 6746957-1130

### **The Barber School by Tim Hite is accredited by:**

National Accreditation Commission of Career Arts and Sciences  
3015 Colvin Street  
Alexandria VA 22314  
703-600-7600



## MISSION STATEMENT

Step into the dynamic world of barbering and become a respected, shop-ready professional!

### Our Promise

Pro-led, real-shop training with clear structure and accountability.  
Graduate shop-ready with a lot of hands-on practice.  
We have clients waiting for you to practice your skills on them.  
Finish what you start: learn what is needed to pass state requirements, build a real portfolio, and graduate shop-ready.  
Straight talk, high standards, respect for your time and family.

### Who This Is For

Adults who want skills, not shortcuts.  
People who value craft, professionalism, and working with their hands.  
Students balancing family and work who need structure to execute.

### How We Operate

Routine: set attendance, daily reps on the floor, protected bookwork blocks, consistent check-ins.  
Scoreboard: we track hours, service reps, sanitation, skill evaluations, and state milestones.  
Feedback: you get specific, actionable notes—we expect you to be independent.

### Clinic Floor Reps (Our Edge)

Real clients, real expectations, every week.  
We have foot traffic. Many clients walk in every day requesting haircuts, fades, shear work, beard trims, long hair styling, shaves, coloring, and more. Many students complete around 400 hands-on services by the time they graduate.  
We are dedicated to providing professional-level service while you learn the skills in a high-level environment that emphasizes sanitation, shop etiquette, and professional standards.  
We drive consistent foot traffic, so you get the reps that will get your skills and timing ready to leave our school and start making money in a shop.



## Your Commitments

Show up on time, in dress code, with your kit ready.

Follow sanitation and safety to the letter.

Do the reps: complete required hours, services, and written work on time.

Be coachable. Serve clients like professional eye contact, personable conversation, clean station, grateful attitude.

## Our Commitments

Teach classic and modern cuts, fades, shaves, sanitation, shop etiquette, and client care.

Prepare you for licensure with mock exams, shop simulations, and portfolio reviews.

Provide career support, including teaching best business practices, shop introductions, interview preparation, and chair-readiness coaching.

## The Barber School Professional Standards

Respect first, always—students, clients, staff. Professionals value everyone and show it. We are serious about respect.

Look the part: personal hygiene, dress code, professional language.

Client-first culture: greet, consult, deliver, request feedback, and rebook.

Graduation Readiness

You're "shop-ready" when you've hit state requirements, passed required state boards, shown professionalism, and proven consistent client-quality standards in real services.

Accountability

We track graduation and license requirements. You own your results.

If you fall behind, expect a plan, not a pass: a coaching session, clear targets, and follow-up.

Completion of this program does not guarantee passage of state licensing exams or job placement. Licensing requirements and outcomes vary by individual.



### SPECIAL NOTE – AT THE TIME OF THIS HANDBOOK UPDATE

Disclaimer: Program terminology may reflect “Barbering,” “Hair Design,” or “Master Barber” depending on state updates. All terms refer to the same approved program meeting Utah DOPL requirements.

Utah is currently updating its state licensing. Under SB330, the current **Hair Design License** will be renamed the **Master Barber License** beginning January 2026.

Because this handbook is a bridge during this transition, you will see the terms *Hair Design*, *Master Barber*, and *Barbering* used throughout. These all refer to the **same single program** that our school offers — a program designed to meet Utah’s current Hair Design License requirements and anticipated Master Barber License requirements once they are finalized.

- **Students enrolled before July 2025** who signed a Barbering enrollment agreement will continue under the Barbering curriculum and graduation requirements in place at the time of enrollment.
- **Students enrolling after July 2025** will follow the updated Hair Design/Master Barber curriculum, that is currently in place by the Utah Division of Occupational and Professional Licensing (DOPL).

All information in this handbook reflects the most current state requirements available at the time of publication. If you have any questions about terminology, requirements, or your specific program, please contact school administration for clarification.

### ADMINISTRATION

Owner	Richard Hite
School Director	Kim Hatch
Assistant School Director	Lyndi Keisel
Admissions Specialist	Sara King

### LICENSED INSTRUCTORS

Adrian Calderon	990127-1116	Lucy Lopez	9583286-1129
Denise LeGrande	5059406-1105	Morningstar Facello	14218755-1116
Kim Hatch	378656-1105	Symone Hanagarne	11942180-1105
Liz Cannon	7847456-1105		
HandbookHandbook			



## PROGRAM INFORMATION – MASTER BARBERING (HAIR DESIGN)

**Course Title:** Master Barbering

**Required hours:** 1,200 clock hours

**Objective:** To provide instruction and practical experience in all phases of barbering to qualify for the Utah State Board's required practical and written exam for a master barber license and be successful in the industry.

### PERFORMANCE OBJECTIVES

- To understand the history and practical application of barbering.
- To understand and perform styling, arranging, dressing, curling, or waving of the hair.
- To understand and perform cutting, clipping, or trimming the hair using shears, clippers, or a razor.
- To understand and perform draping, shampooing, scalp treatments, basic wet styling, and blow drying.
- To understand and perform hair fusing, extensions, hair weaving, or servicing previously medically implanted hair.
- To understand and perform shaving on the face, neck, and head.
- To understand cutting, curling, styling, fitting, measuring, and forming caps for wigs, hairpieces, or both.
- To understand and perform permanent waving, bleaching, tinting, coloring, and relaxing.
- To understand the guidelines for a successful career in barbering

### TRAINING PROGRAM OVERVIEW

- Technical Skills
- Work Habits
- Communication Skills/Customer Service
- Safety and Sanitation Skills
- Critical Thinking and Lifelong Learning Skills

### COURSE GOALS

Graduates Will:

- Master skills for master barbering
- Practice proper grooming and effective communication and customer service skills.
- Pass the State Board exams for licensing.
- Exhibit professionalism and good work ethic.
- Maintain proper sanitation and safety habits.

### TEACHING METHODS & COURSE FORMAT

At The Barber School, students receive education that addresses specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic requirements, implements, and products are comparable to those used in the industry. The course is presented through well-developed lesson plans that reflect current educational methods.

Specific methods used are:



- Lecture
- Demonstration
- Audio-visual aids
- Printed materials
- Textbook and workbook
- Guest artist

**CURRICULUM SUMMARY – MASTER BARBERING (HAIR DESIGN)**

The master barbering curriculum for The Barber School consists of 1,200 clock hours and approximately hours spent in the following subject areas:

Hours in Subject Area	Topic:	Hours in Subject Area	Topic:
5	<b>(1) Orientation consisting of:</b>	5	<b>(8) first aid</b>
	(a) history of barbering,	5	<b>(9) anatomy</b>
	(b) an overview of the hair design curriculum;	10	<b>(10) science of hair design;</b>
20	<b>(2) personal, client and shop safety including:</b>	5	<b>(11) analysis of the hair and scalp;</b>
	(a) aseptic techniques and sanitary procedures;	5	<b>(12) physiology of the human body;</b>
	(b) disinfection and sterilization methods and procedures;	5	<b>(13) electricity and light therapy;</b>
	(c) health risks to the professional;	15	<b>(14) chemical reactions;</b>
	(a) developing a clientele;	5	<b>(16) properties of the hair and scalp</b>
	(b) professional image;	305	<b>(17) basic hairstyling including:</b>
	(c) professional ethics;		(a) wet and thermal styling;
	(d) professional associations;		(b) permanent waving;
	(e) public relations;		(c) hair coloring;
	(f) advertising;		(d) chemical hair relaxing; and
			(e) thermal hair straightening
5	<b>(4) legal issues including:</b>	500	<b>(18) haircutting including:</b>
	(a) malpractice liability;		<b>(a) draping;</b>
	(b) regulatory agencies;		(b) clipper variations;
	(c) tax laws;		(c) shaving; and
5	<b>(5) human immune system</b>		(d) wigs and artificial hair
10	<b>(6) diseases and disorders of the hair and scalp including:</b>		
	(a) bacteriology;	180	<b>(19) razor cutting</b>
	(b) sanitation;	20	<b>(20) facial hair design</b>
	(c) sterilization;	5	<b>(21) cardio-pulmonary resuscitation</b>
	(d) decontamination;	20	<b>(22) elective topics;</b>
	(e) infection control;	20	<b>(23) working in Utah</b>
5	<b>(7) implements, tools, equipment, and product knowledge for barbering;</b>	20	<b>(24) hair design examination review</b>
<b>1,200 Total Hours</b>			

**TEXTBOOKS USED FOR INSTRUCTION**



Milady Barbering, 7<sup>th</sup> Edition and Milady Foundations  
PROGRAM INFORMATION – BARBERING –



This program is currently being offered to students who enrolled before July 2025. No new enrollments are being accepted. Once all existing students have completed the course, it will be retired.

**Course Title:** Barbering

**Required hours:** 1,000 clock hours

**Objective:** To provide instruction and practical experience in all phases of barbering to help them pass Utah State Board's required practical and written exam for a barbering license and excel in the industry.

## PERFORMANCE OBJECTIVES

- To understand the history and practical application of barbering.
- To understand and perform all phases of men's, women's, and children's haircutting.
- To understand and perform men's razor shaves and skills of beard/mustache styles.
- To understand and perform scalp treatments and shampooing.
- To understand the guidelines for a successful career in barbering

## TRAINING PROGRAM OVERVIEW

- Technical Skills
- Work Habits
- Communication Skills/Customer Service
- Safety and Sanitation Skills
- Proper Handling of Tools and Disinfection Procedures
- Critical Thinking and Lifelong Learning Skills

## COURSE GOALS

Graduates Will:

- Master Skills for the barbering industry
- Practice proper grooming and effective communication and customer service skills.
- Pass the State Board exams for licensing.
- Exhibit professionalism and good work ethic.
- Maintain proper sanitation and safety habits.



## TEACHING METHODS & COURSE FORMAT

At The Barber School, students receive education through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic requirements, implements, and products are comparable to those used in the industry. The course is presented through well- developed lesson plans that reflect current educational methods. Specific methods used are:

- Lecture
- Demonstration
- Audio-visual aids
- Printed materials
- Textbook and workbook
- Guest artists

## CURRICULUM SUMMARY – BARBERING

The Barbering curriculum for The Barber School consists of 1,000 clock hours and approximate hours spent in the following subject areas:

Hours in Subject Area	Topic:	Hours in Subject Area	Topic:
5	<b>(1) Orientation consisting of:</b>	5	<b>(7) implements, tools, equipment, and product knowledge for barbering;</b>
	(a) history of barbering,	5	<b>(8) first aid</b>
	(b) an overview of the barber curriculum;	5	<b>(9) anatomy</b>
20	<b>(2) personal, client and shop safety including:</b>	5	<b>(10) science of barbering;</b>
	(a) aseptic techniques and sanitary procedures;	5	<b>(11) chemistry for barbering;</b>
	(b) disinfection and sterilization methods and procedures;	5	<b>(12) analysis of the hair and scalp;</b>
	(c) health risks to the barber;	5	<b>(13) properties of the hair, skin, and scalp;</b>
20	<b>(3) business and shop management including:</b>	650	<b>(14) basic hairstyling and hair cutting including:</b>
	(a) developing a clientele;		(a) draping;
	(b) professional image;		(b) clipper variations;
	(c) professional ethics;		(c) scissor cutting; and
	(d) professional associations;		(d) wet and thermal styling;
	(e) public relations;	190	<b>(15) shaving and razor cutting;</b>
	(f) advertising;	20	<b>(16) mustache and beard design;</b>
5	<b>(4) legal issues including:</b>	20	<b>(17) misc./elective topics;</b>
	(a) malpractice liability;	20	<b>(18) Working in Utah</b>
	(b) regulatory agencies;		(a) compensation
(c) tax laws;	(b) Utah Licensing requirements		
10	<b>(6) diseases and disorders of the hair and scalp including:</b>		(c) Utah Barber Examination review

(a) bacteriology;	5	<b>(5) human immune system;</b>
(b) sanitation;		
(c) sterilization;		
(d) decontamination;		
(e) infection control;		
<b>1,000 Total Hours</b>		

Note: The curriculum for The Barber School is subject to change if deemed necessary to provide quality education.

## TEXTBOOKS USED FOR INSTRUCTION

Milady: Professional Barbering Textbook (Cima Edition)

## PERFORMANCE STATISTICS

The Barber School maintained the following performance statistics for 2024:

<b>Graduation Rate</b>	<b>91%</b>
<b>The percentage of those who sat for the exam and received a license</b>	<b>87%</b>
<b>Job Placement Rate</b>	<b>100%</b>

\*Data is provided from the NACCAS Annual Report Statistics

## IS THE BARBER SCHOOL RIGHT FOR YOU

The Barber School is committed to providing quality education. It is also important for you, the student, to commit to being successful to become a successful barber.

### Successful Students:

- Arrive a few minutes early to prepare for school.
- Complete assignments on time.
- Properly prepare for exams.
- If necessary, apply efforts at home to study.
- Receive constructive feedback well and apply the feedback to their work.
- Maintaining an “I can/I will” attitude allows you to learn the very best service possible.
- Look for opportunities to improve and practice rather than opportunities to sit.
- Cooperate and show respect to all administration and other students.
- Avoid gossip.
- Follow the rules.

### Successful Barbers

- Enjoy working with people in a service-oriented business.
- Use their creative energies in the art of haircutting and styling.
- Enjoy a career with immediate results.
- Take pleasure in making people feel good about how they look.
- Most importantly, commit to success.

### REQUIREMENTS & SAFE PRACTICES OF BARBERS

Students interested in pursuing a career in barbering should consider all aspects of barbering when making a career decision. Professional barbers must:

- Have finger dexterity and a sense of form and artistry.
- Be willing to work long hours while building a clientele to earn the desired income.
- Be able to stand on his/her feet for long periods of time with hands at shoulder level much of the time. Supportive shoes are highly recommended.
- Practice all sanitation procedures to protect self and client from the spread of disease.
- Properly handle shears, razors, and other sharp implements to avoid accidents.
- Enjoy working with the public and be able to follow a client’s direction.
- Keep updated with the latest hair trends.
- Commit to learning proper instruction methods, including the development of skills to operate a personal business.

EMPLOYER	PROVIDE BENEFITS	PAID TIME OFF	BOOTH RENTAL	BASE SALARY	COMMISSION	TIP	POSSIBLE ANNUAL SALARY
Barbershop Owner (no supervisor, own rules)	None	No	Cost of building	\$0.00	100%	Yes	\$0 - 100k or more
Independent contractor (follows rules and guidelines of the current shop)	None	No	\$0 - \$2,250 per week	\$15/hr.	100%	Yes	\$0 - \$80k
Corporate Chains: Great Clips, Dollar Cuts, Super Cuts or similar chains	Medical, Dental 401(k), other	Yes	None	\$8-\$15 per hr.	Percentage varies, plus product bonus	Yes	\$30 - \$75k
Small barber shop, work as an employee.	Possibly	Possibly	None	Minimum Wage or higher	40 - 60% with product bonus	Yes	\$30 - \$80k

## **CAREER OPPORTUNITIES**

There is a future waiting for you if you are committed to your career in the beauty industry. Upon graduating from The Barber School, several options are waiting for you. (Note: Additional training may be required.) *Methods of compensation vary and may include straight salary, salary plus commission, straight commission or booth rental as seen below.*

## **BENEFITS OF BECOMING A LICENSED BARBER**

Working as a barber provides an opportunity to meet new, interesting people and make a difference in how these people feel about their appearance. Barbers are able to use their creativity and earn a better-than-average income potential. Typically, the work environment is considered to be pleasant and stimulating. In addition, many times barbers are able to choose their own work hours with the possibility of owning their own business. Barbershops are open on a year-round basis; therefore, the need for barbers is always there.

their own work hours with a possibility of owning their own business. Barbershops are open on a year-round basis; therefore, the need for barbers is always there.

## **EMPLOYMENT ASSISTANCE**

The Barber School will, upon request, assist and guide graduates in obtaining satisfactory employment in the profession of Barbering, but does not guarantee employment or obligate itself beyond reasonable assistance and guidance. The Barber School provides this service to all graduates without additional fees. The assistance provided by The Barber School may be in the form of a letter of recommendation, a phone call to a prospective employer, and/or job postings.

Students will receive training in how to obtain employment, which includes how to seek employment, how to write a resume, complete an employment application, and prepare for an effective interview.

## **ADMISSION & ENROLLMENT**

Applicants must provide proof of the following requirements:

1. Provide proof of age
  - Must be a valid, state-issued form of identification.
2. Provide proof of one of the following education requirements:
  - Have received a High School Diploma
  - Have obtained a G.E.D.
  - Have a state issued credential for secondary school completion if home schooled.

If a student has a foreign diploma, it is required that the document be translated and validated by an outside agency (D&T Translations/ATA Certified) to prove its equivalence to a U.S. High School Diploma.



Students enrolling in The Barber School must be able to safely perform their physical duties and competently handle the responsibilities that are associated with barbering and classes at the school in order to maintain a safe, successful learning environment.

\*The Barber School does not recruit students already attending or admitted to another school offering a similar program of study.

## **APPLICATION & REGISTRATION**

An application fee of \$50.00 and a registration fee of \$350.00 are required for all students. Application to enroll should be made at least two weeks in advance.

Registration must be complete before the first day of class.

Registration includes the completion of the Enrollment Agreement, submitting proper documents, and confirming payment agreements.

## **NON-DISCRIMINATION POLICY**

The Barber School is committed to maintaining a work and educational environment free from unlawful harassment and discrimination. The School prohibits discrimination and harassment on the basis of race, religion, color, disability, sex (including pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from any of these conditions), gender identity and gender expression, sexual orientation, national origin, age, or any other protected status in accordance with applicable federal, state, and local laws.

If you believe that you have experienced or witnessed incidents of harassment or discrimination, immediately report the incident to L

In accordance with Title IX of the Education Amendments of 1972, the School does not discriminate on the basis of sex/gender in its employment practices or its educational programs or activities. The School also prohibits Sexual Harassment committed against persons in the United States as part of its education programs or activities, including admission and employment.

Sexual violence is a form of Sexual Harassment, which is a form of discrimination and is prohibited by Title IX of the Education Amendments of 1972. Sexual assault, domestic violence, dating violence and stalking also are prohibited conduct under Title IX, and are additionally defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act. These acts, as defined by law are expressly prohibited at the School.

If you believe that you have experienced or witnessed incidents of sexual misconduct or discrimination, please follow the procedures outlined in the School's Title IX policy.

**Title IX Coordinator:** Lyndi Keisel  
16 W 7200 South Midvale, UT, 84047  
[Lyndi@thebarberschool.com](mailto:Lyndi@thebarberschool.com)  
801-304-7000

The School prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about non-compliance should be directed to the Title IX Coordinator.



## ABILITY-TO-BENEFIT STUDENT

Ability-To-Benefit Student is a student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution. The Barber School does not admit Ability-To-Benefit students.

## HOUSING

The Barber School does not provide institutional housing for attending students. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

## TUITION AND FEES

The total cost for the complete program includes all tuition, listed equipment and supplies, textbooks, application fee, and registration fee.

<b>Hair Design (Master Barbering)</b>	
<b>1,200 clock hours</b>	
Application (non-refundable)	\$50.00
Registration	\$350.00
Tuition (\$13.95/hour)	\$16,740
Kit (Books and Supplies)	\$2,800.00
<b>Total</b>	<b>\$20,900</b>

## STUDENTS REQUIRING UNDER THE STANDARD AMOUNT OF HOURS

Tuition rate	Hourly cost x number of hours contracted.
Application Fee	\$50.00
Registration Fee	\$350.00

Tuition and fees are subject to change without notice. Application fees and registration fees are non-refundable. Student kit is non-refundable once received.

## PAYMENT OF TUITION

All tuition must be paid in full prior to completion of the student’s course in order to receive credit for hours necessary to apply for a license. The student must make regular payments toward tuition as outlined in his or her contract. The institution accepts cash, check, money orders, or credit card. Payments made with a credit or debit card are subject to a 3% processing fee.

Payments made after the 10th day of the month will incur a \$25 late fee. Students who default ten or more days after the due date will not be allowed to attend school until



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payment is received in full or arrangements are made with an administrator. Failure to make regular, on-time payments could result in suspension or termination.

Payments in default according to contract terms are subject to collections. Students are responsible for attorney fees, the cost of collections, and court costs. Students are subject to collectors' calls at any number that the students provide or at which the school reasonably believes the student can be contacted, including calls on mobile, cellular, or similar devices for any lawful purpose. The student may incur any fees or charges that may be incurred for incoming calls from the school and/or outgoing calls to the school or collection agency, to or from any such number without reimbursement from us.

### **ADDITIONAL EXPENSES**

#### **Overtime Fees**

Students failing to complete his or her contracted course of study on or before the scheduled graduation date must pay the contracted hourly rate per hour for each additional hour required for graduation and adhere to the contracted schedule. Overtime fees will be due upon graduation, before the release of hours. This charge is in addition to the regular tuition previously set forth. A student whose enrollment is terminated for any reason must satisfy their original contract and then re-contract for the remaining hours of required instruction.

Overtime Hair Design per scheduled hour     \$13.95

#### **TERMINATION FEE**

Termination fees are added to a student's account when they are terminated from the program. This includes self-requested termination and any policy violation that leads to termination from the program.

Termination Fee     \$150

#### **RE-ENTRY FEE**

Re-entry fees are assessed when a student is terminated from a program and chooses to return to one of the programs at The Barber School.

Re-entry fee \$150

#### **POOR SANITATION FEE**

Students leaving their station, work area, sanitation room, or any other area of the school that does not adhere to proper barbering sanitation protocols will incur a charge.

Poor Sanitation Fee \$10

#### **MISSED SATURDAY'S FEE**



## The Barber School by Tim Hite

STUDENT HANDBOOK

Working on Saturdays is an expectation in our industry. Not showing up, coming late, or leaving early is unprofessional and will not be allowed.

Students are required to attend from 8 am to 5 pm on their scheduled Saturdays. Any unexcused absence will result in a fine. If a student is clocked in for less than 7 hours, it will be considered a missed Saturday, and they will be charged a \$50 Missed Saturday Fee.

If a student needs to make up hours on a Saturday, they must be clocked in for the full 7 hours, or they will be charged the Missed Saturday Fee for leaving early.

If a student has excessive unexcused absences, they may face disciplinary action, up to and including termination from the program.

Missed Saturday Fee \$50

### STATE FEES

Upon completion of the course, additional fees must be paid to the testing facility for testing and to the State of Utah for licensing fees. These fees are not included in tuition or other fees required by The Barber School.

### MASTER BARBER KIT CONTENTS

Barber Theory Textbook	Clips – Duck Bill
Barber Tote	Clips – Duck Bill
Blow Dryer	Comb – 420 Black
Box of Gloves	Comb – 420 White
Brush - Clipper	Comb – Flat Top
Brush – Nylon	Comb - Pick
Brush – Paddle	Comb – Pin Tail
Brush – Paddle	Comb – Pocket
Brush – Round 2” Black	Comb – Rat Tail
Brush – Vent	Comb – Wahl
Cape – Chemical Services	Curling Iron
Cape – Esthetician Small	Feather Razor
Cape – Hair Cutting	Foil Shaver
Cape – Kids Cape	Hair Color Foils
Cape Clips	iPad
Clipper Guards	Mannequins (3)
Clippicide	Mirror
Clippers	Neck Duster
Clips – Alligator	Perm Papers



Perm Rods  
Razor Blades  
Razor Handle  
Sanik Dispenser  
Sanik Strips  
Shave Products  
Shears - Barber  
Shears - Blending  
Shears – Mannequin

## **The Barber School by Tim Hite**

STUDENT HANDBOOK

Smock - with The Barber School Logo

Spatulas  
Spray Bottle  
Style Products  
Styrene Jar  
Trimmers  
Tripod  
Tweezer



## FUNDING OF TUITION

The following is a list of funding options for those who qualify:

- **Vocational Rehabilitation:** The Barber School has been accepted by the Department of Vocational Rehabilitation as an approved school. The Department of Human Services regulates this program.
- **VA Benefits:** The State Approving Agency for Veterans Education has approved the Barbering programs for education to veterans with qualifying assistance.
- **Pell Grants (Title IV Aid) \*:** This program is federally funded, requires no repayment, and is determined by the submission of an application for federal student aid to the Department of Education. The Department of Education determines the maximum award. Some applicants are selected for verification. If you are selected, you and your spouse or parent(s), if applicable, must provide a copy of all W-2s, tax returns, and all other requested documents needed to complete the verification process.
- **Stafford Student Loan (Title IV Aid) \*:** This program is federally funded, requires repayment, and is determined by the submission of an application for federal student aid to the Department of Education. The Department of Education determines the maximum award. Students receiving this loan must complete entrance counseling and must sign the Master Promissory Note before the loan can be funded. (See [www.studentloans.gov](http://www.studentloans.gov) for details.) Some applicants are selected for verification. If you are selected, you and your spouse or parent(s), if applicable, must submit official tax transcripts, copies of all W-2s, and all other requested documents needed to complete the verification process.
- **Bank Loan:** Some banks or credit unions offer an “Education Line of Credit” loan for those who qualify.
- **Outside Scholarship:** Some community organizations, including various religious organizations, offer scholarships to students. The Barber School may accept these scholarships. Please inform the school of your sponsoring organization their requirements, and they will let you know if we can receive a scholarship from them.
- **In-House Payments:** Any student not eligible for financial assistance is welcome to make payments for their tuition, fees, and kit directly to the school. An initial down payment of 40% is required. The balance will then be divided into payments not to exceed the course length. Payments made in full before the start of school will not incur interest.

Note: All tuition and fees must be paid in full before graduation. In the event of default before the student’s completion date, The Barber School may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.

\* Applications for Title IV are not considered complete until all required forms have been received, verification is complete, and the application is considered accurate. Incomplete applications may not be used as a source to fund schooling. The Barber School is not a bank and in no way will act as a bank. Federal/Government Funds are processed according to government standards and are released according to government standards, on government time frames. Funds are processed as efficiently as possible but cannot be guaranteed on a time when they will fund.



## TRANSFER STUDENTS

Official transcripts of prior credit must be submitted to The Barber School at the time of application for review by the Director of Education. The Barber School may recognize credit for all or part of an applicant's previous training depending on the theory and/or practical assessments. Students will be notified of any credit accepted. Some or all the credits and hours earned/completed at The Barber School may or may not be accepted by other institutions for various reasons, including differences between accrediting agencies and the licensing divisions.

If less than the current tuition, a tuition rate of \$13.95 per hour for the Barbering program will be charged, plus applicable fees; otherwise, the current tuition and applicable fees will apply.

Contracts of fewer than 1,200 hours do not include books or kits. Any kit items needed are charged an additional fee.

## RE-ENTRY STUDENTS

Former students of The Barber School who wish to re-enter must request approval from the school administration. The request will be reviewed, and a decision will be made within 30 days of the request.

- Students who re-enter within 180 days of the original exit date will be charged the same contract amount as the original enrollment, and all previous payments will be credited to the contract, except any refunds made as a result of the withdrawal.
- Students who re-enter more than 180 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine skill level placement. Students who re-enter will be charged the current tuition rate, less any tuition payments made during their prior enrollment. They will not be given credit for payments made to non-refundable kit, books, and fees.

A student who takes a leave of absence or who drops and re-enrolls will return in the same academic standing as when they left. Arrangement for satisfactory payment of any applicable balance owed under previous enrollment(s) must be made prior to re-entry. Students who have withdrawn from enrollment at The Barber School twice may not be considered for re-enrollment. Acceptance of re-entry students is based on availability and past performance and is at the discretion of the school administration.

## GRADUATION REQUIREMENTS

Students are eligible to graduate when they have:

- Completed the necessary clock hours of training.
- Achieved an attendance rate of no less than 70%.
- Completed all required assignments and exams, achieving a minimum score of 75% in both academic and practical components.
- Have completed all Financial Aid exit paperwork.



Students must satisfactorily fulfill all financial, practical, and academic obligations to the school before their hours are released.

**Formal Verification of Graduation and a diploma will not be issued until all listed requirements have been met.**

## **STATE REQUIREMENTS FOR LICENSING**

Upon graduating from The Barber School, the following requirements must be met to obtain a license from the State of Utah.

- Be a graduate of a school licensed and approved by the Division of Occupational and Professional Licensing with no less than 1,200 clock hours.
- Pass both a practical examination and a theory examination, administered by Pro-V.
- Submit under oath to the Division of Professional and Occupational Licensing an application for license. After taking the test at Pro-V, applicants must submit their application packet, the original passing letters from Pro-V for theory and practical exams and pay the state licensure fee to State of Utah DOPL.

## **CALENDAR, SCHEDULES & PROGRAM START DATES**

A new class will begin approximately every 3-6 weeks. If this should fall on a holiday, class will start the following day. Class starting dates are subject to change.

## **CLOSED DAYS**

The Barber School is closed on Sunday, Monday, and on the following holidays: Martin Luther King Jr Day, Presidents' Day, Memorial Day, Independence Day, Utah Pioneer Day, Labor Day, Fall Break (Thanksgiving Weekend), and Winter Break - Christmas Eve through New Year's Day.

The Barber School may also be closed for up to five days in a calendar year for instructors' continuing education programs, emergencies, and additional scheduled holidays as determined by The Barber School.

## **CLASS SCHEDULES OFFERED**

The Barber School operates year-round and is open Tuesday through Friday, 9:00 AM to 8:00 PM, and Saturday, 8:00 AM to 5:00 PM. All students are expected to attend classes according to the schedule assigned at the time of enrollment. All students are required to attend their entire scheduled hours on Saturdays.

### **Orientation Class Schedule**

**Full-Time:** Tuesday – Friday 10:00 AM – 4:00 PM (3 weeks)

**Part-Time:** Tuesday – Friday 5:00 PM – 8:00 PM (6 weeks)

Students will be required to attend Saturday classes on their 7<sup>th</sup> week of attendance.



## FLOOR SCHEDULE

Upon graduation from orientation, students will move to a clinic floor schedule. Students have the option to choose if they plan to attend 20, 25, or 35 hours per week. Attendance of the full number of hours scheduled is required; any hours that are missed and not made up at the time of graduation will turn into **overtime charges**.

35 AM - Every Saturday				25 AM - Every Saturday				20 AM - Every Saturday			
	Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours
Tuesday	9:00 AM	3:30 PM	6.50	Tuesday	9:00 AM	1:00 PM	4.00	Tuesday	9:00 AM	11:45 AM	2.75
Wednesday	9:00 AM	3:30 PM	6.50	Wednesday	9:00 AM	1:00 PM	4.00	Wednesday	9:00 AM	11:45 AM	2.75
Thursday	9:00 AM	3:30 PM	6.50	Thursday	9:00 AM	1:00 PM	4.00	Thursday	9:00 AM	11:45 AM	2.75
Friday	9:00 AM	3:30 PM	6.50	Friday	9:00 AM	1:00 PM	4.00	Friday	9:00 AM	11:45 AM	2.75
Saturday	8:00 AM	5:00 PM	9.00	Saturday	8:00 AM	5:00 PM	9.00	Saturday	8:00 AM	5:00 PM	9.00
Total			35	Total			25	Total			20
35 AM - 1 Saturday Month				25 AM - 1 Saturday Month				20 AM - 1 Saturday Month			
	Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours
Tuesday	9:00 AM	5:45 PM	8.75	Tuesday	9:00 AM	3:15 PM	6.25	Tuesday	9:00 AM	2:00 PM	5.00
Wednesday	9:00 AM	5:45 PM	8.75	Wednesday	9:00 AM	3:15 PM	6.25	Wednesday	9:00 AM	2:00 PM	5.00
Thursday	9:00 AM	5:45 PM	8.75	Thursday	9:00 AM	3:15 PM	6.25	Thursday	9:00 AM	2:00 PM	5.00
Friday	9:00 AM	5:45 PM	8.75	Friday	9:00 AM	3:15 PM	6.25	Friday	9:00 AM	2:00 PM	5.00
Total			35	Total			25	Total			20
35 PM - 1 Saturday Month				25 PM - 1 Saturday Month				20 PM - 1 Saturday Month			
	Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours
Tuesday	11:15 AM	8:00 PM	8.75	Tuesday	1:45 PM	8:00 PM	6.25	Tuesday	3:00 PM	8:00 PM	5.00
Wednesday	11:15 AM	8:00 PM	8.75	Wednesday	1:45 PM	8:00 PM	6.25	Wednesday	3:00 PM	8:00 PM	5.00
Thursday	11:15 AM	8:00 PM	8.75	Thursday	1:45 PM	8:00 PM	6.25	Thursday	3:00 PM	8:00 PM	5.00
Friday	11:15 AM	8:00 PM	8.75	Friday	1:45 PM	8:00 PM	6.25	Friday	3:00 PM	8:00 PM	5.00
Total			35	Total			25	Total			20
35 PM - Every Saturday				25 PM - Every Saturday				20 PM - Every Saturday			
	Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours		Time In	Time Out	Daily Hours
Tuesday	1:30 PM	8:00 PM	6.50	Tuesday	4:00 PM	8:00 PM	4.00	Tuesday	5:15 PM	8:00 PM	2.75
Wednesday	1:30 PM	8:00 PM	6.50	Wednesday	4:00 PM	8:00 PM	4.00	Wednesday	5:15 PM	8:00 PM	2.75
Thursday	1:30 PM	8:00 PM	6.50	Thursday	4:00 PM	8:00 PM	4.00	Thursday	5:15 PM	8:00 PM	2.75
Friday	1:30 PM	8:00 PM	6.50	Friday	4:00 PM	8:00 PM	4.00	Friday	5:15 PM	8:00 PM	2.75
Saturday	8:00 AM	5:00 PM	9.00	Saturday	8:00 AM	5:00 PM	9.00	Saturday	8:00 AM	5:00 PM	9.00
Total			35	Total			25	Total			20

## SCHEDULE CHANGE

A student may change their schedule or contracted hours with approval from the school administrator. The student and the staff member must approve this schedule change. A change in the contracted hours results in a shift in the student's scheduled graduation date on the contract; therefore, the student must sign the appropriate documentation to update their schedule.

## ATTENDANCE POLICY

Programs at the Barber School are clock-hour programs. Students clock in and out at the front desk using the Student Mobil App. Absent time is calculated in the Student Mobile App and student software in the Attendance History as absent hours.

Students who are not on an approved leave of absence and miss 14 consecutive calendar days will be terminated from the School.



All students are required to attend regularly and adhere to their chosen schedule. Students who violate the Attendance policy and/or Failure to do so may result in failure to meet satisfactory standards and/or termination.

To maintain satisfactory progress in their program, students must attend a minimum of 70% of the scheduled hours. If a student reaches the maximum time limit to complete a course, which is 143% of the regular course length (equal to a 70% attendance average), they will be terminated from the program. However, they may re-enroll on a cash-pay basis.

The attendance percentage is calculated by dividing the total hours attended by the total number of hours scheduled. At the end of each evaluation period, the school will check if the student has maintained at least 70% cumulative attendance since enrollment. If they have, it indicates that the student will graduate within the maximum time frame allowed, given the same attendance rate.

**Tardies:** Students must arrive on time for all assigned classes. Prompt arrival is mandatory every day of the week, including for students scheduled on Saturdays. Students who arrive late (6 minutes) regularly will face disciplinary action, including counseling, warning, write-up, suspension, probation, and termination.

**Unexcused Absent Hours:** All scheduled missed hours other than those excused or covered by an approved leave of absence or official closure/holiday are recorded as absent hours and used to determine the student's cumulative attendance average and satisfactory progress status.

Each student is allotted 48 hours throughout their enrollment that they may miss without penalty of paying overtime charges.

Unexcused Absent Hours can be made up anytime throughout the student's enrollment period; this is done when the student clocks in more hours than are scheduled per day.

*Example:* Throughout the week, a student left two hours early on Wednesday, arrived one hour earlier than their scheduled time on Thursday, and stayed an hour later than their scheduled time on Friday. Due to these schedule changes, the student's attendance history will show two absent hours and two make-up hours. However, the total hours attended for the week will match their scheduled hours, allowing the student to meet their attendance requirements and avoid overtime charges.

**Excused Absent Hours:** We understand that students may miss school for various reasons, including illness, bereavement, caring for a family member, health conditions, disabilities, pregnancy, childbirth, and emergencies. We have established guidelines that students must follow to have their absence recorded as excused.

In these situations, students can have their absent hours removed from their attendance history if they pre-arrange the absence with the school administration at least 7 days in advance unless it is



an unforeseen emergency. In the event of an unforeseen emergency, please email [kim@thebarberschool.com](mailto:kim@thebarberschool.com) and [fa@thebarberschool.com](mailto:fa@thebarberschool.com). They will respond within 24 hours of receiving the notification and provide further guidance.

If a student needs to miss more than 48 hours due to health conditions, disabilities, pregnancy, or childbirth, or if they are on an approved leave of absence, they will not incur additional fees for absences related to these reasons.

To do so, they must provide the following documentation either in person or emailed to the school administration in a PDF form:

- For illnesses: a document from a doctor's visit, urgent care visit, or emergency room visits, which should include the healthcare provider's name and signature, date, and time of the visit. Most healthcare providers can provide a note at the time of the visit asking to excuse the student's absence.
- For family care issues: documentation from a healthcare provider that includes the expected duration, and the need for the student to provide care. The documentation should also state that the care is provided to a spouse, child, or parent.
- For bereavement: an obituary notice or other appropriate documentation.
- For health conditions, disabilities, pregnancy, and childbirth: documentation from the healthcare provider substantiating the condition/impairment and documentation for the absence including the healthcare provider's name and signature, date, and time of the visit.

These absences will also be considered excused, and related fees will be waived as long as the student provides supporting medical documentation. If a student's absence is longer than 14 days, they should refer to the School's Leave of Absence policy.

All absences, whether excused or unexcused, are recorded. Students will be charged an additional fee for hours needed beyond the contract term due to unexcused absences. The rate specified in the student contract will be applied. Therefore, it is beneficial to the student to monitor their attendance closely.

Students with outside agency sponsorship may be required by agreement with that agency to maintain a higher standard/measure of satisfactory progress. Only students admitted under such a contract will be affected. Those students will be notified of the requirements therein.

## **BREAKS**

- Students must clock out when leaving campus for any reason. Leaving campus without being clocked out may result in disciplinary action.
- All breaks must be scheduled on the booking system before the break is taken. Students who leave theory or practical class for a break without instructor/administration permission may be dismissed from school.
- You may not be on the clinic floor interacting with students or clients if on any break unless special permission has been given to receive a personal service.



## LUNCH BREAK

Students who are at school 6 hours or more are scheduled to take a half-hour lunch break. Lunch breaks must be scheduled on the booking system in advance. Lunch breaks CANNOT be taken during the first or last 60 minutes of a scheduled shift.

## SHORT BREAK

You may have one 5-minute break per 4 hours of attendance. (Note: The only exception is evening schedules consisting of 3.5 hours or more. This schedule may receive one 5-minute break.) You do not need to clock out for the 5-minute break unless you leave campus. Taking breaks that last longer than five minutes without being clocked out may result in disciplinary action.

If a break is missed, it may not be combined with another break. More than one break in a four-hour period is not allowed. For example, there should be at least four hours between 5-minute breaks. If additional breaks are taken, you must be clocked out. Not clocking out for excessive breaks may result in disciplinary action.

## TIMEKEEPING

Hair Design/ Master Barbering is a clock-hour program; therefore, it is vital that students adhere to the clock-in/out rules and procedures. To complete a clock-in, students must add their working hours into the booking system. Failure to clock in or out may result in the student receiving none or partial credit for the day. Students may submit a Missed Punch Request if they fail to clock in or out. Students timekeeping offenses will be counseled, probated, and suspended from school where necessary. No student may clock in or out for another student. The penalty for such action is termination. Any student found guilty of false representation of the clock-in hours or credit sheet will be terminated immediately. Note: Students may not clock in if they are not in complete uniform.

Students are required to clock in or out:

- Upon arrival and departure from The Barber School
- When leaving and returning from lunch
- When leaving campus for any reason
- For extenuating circumstances (i.e., doctor/dentist appointments, emergencies, etc.)
- When not following school rules and policies
- When otherwise directed by The Barber School staff

## MAKE-UP HOURS & ASSIGNMENTS

In the event of absences, arrangements for make-up of missed assignments or tests must be made with your instructor immediately upon returning to class. If no effort is made, a grade of zero will be recorded for any work or hours not made up.

Note: Not completing make-up work will affect SAP.

If a student has any services, practical assignments, projects, or theory test to make-up



after they have completed/earned their contracted hours, they are required to come into school in complete uniform, clock-in, and make-up this work before their hours will be released. Overtime hour charges may apply. Under this circumstance, the staff will give the student a deadline and a schedule for the work to be done.

## **OVERTIME**

If the student elects to take additional time-off (more than the allowed time), or takes unexcused time off, the days missed will affect the student's attendance grade and will put the student in overtime status. Overtime charges will need to be paid when they are generated onto a student's balance before hours can be released upon graduation.

## **GRADUATION DATE**

The scheduled graduation date will not be extended unless the student elects to take an official, school- approved Leave of Absence or otherwise makes an official contract amendment. Absent time must be prearranged in writing through the administrators at least one week in advance. All other emergency nature absences must be reported at the time of the absence.

## **SATURDAY ATTENDANCE POLICY**

All Saturday absences must be arranged in writing at least one week in advance through the administration at The Barber School. Unexcused Saturday absences will result in a \$50 fine posted to the student's ledger.

Students will be required to pay their fine the next school day, prior to taking services.

Note: Absences due to illness MAY be appealed if backed up with a written excuse from a doctor. Emergencies must be verified.

## **LEAVE OF ABSENCE POLICY**

The School will grant a leave of absence (LOA) to students for absences related to caring for a family member, health conditions, disabilities, pregnancy, childbirth, and emergencies. A LOA request must be completed in writing, signed, dated, and submitted to the School Director.

A student may be granted a LOA for a minimum of 14 consecutive school days and up to 180 days. A LOA cannot exceed 180 days within a 12-month period, beginning on the first day of the student's LOA. Under extenuating circumstances, a student can request an exception to the School's policy to seek a LOA for as long as medically necessary. Student must provide supporting medical documentation from a medical provider.

The student must provide the following documentation either in person or emailed to the school administration in a PDF form:



- For illnesses: a document from a doctor's visit, urgent care visit, or emergency room visit, which should include the doctor's name and signature as well as the date and time of the visit. Most doctors can provide a note at the time of the visit asking to excuse the student's absence.
- For family care issues: documentation from a medical provider that includes the expected duration, and the need for the student to provide care. The documentation should also state that the care is provided to a spouse, child, or parent.
- For health conditions, disabilities, pregnancy, and childbirth: documentation from a medical provider substantiating the condition/impairment and the need for leave as well as the expected duration of the leave.

The student must submit a written request for an LOA in advance (unless unforeseen circumstances prevent the student from doing so). The request must include the student's reason for the LOA and medical documentation, as well as the student's signature.

The School may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: (a) the School documents the reasons for its decision; (b) the School collects the request from the student at a later date; and (c) the School establishes the state date of the approved LOA as the first date the student was unable to attend.

In the event of an unforeseen emergency email [kim@thebarberschool](mailto:kim@thebarberschool) AND [fa@thebarberschool](mailto:fa@thebarberschool). They will respond within 24 hours of receiving the notification and provide further guidance.

The student will not be assessed for any additional charges as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required during the LOA. The student's contract period will be extended by the same number of days taken in the LOA and charges to the contract period must be either (a) initialed by all parties; (b) be stated in an enrollment contract addendum signed by all parties.

Should the student need to extend a LOA, the extension must be submitted in writing prior to the end date on the original LOA. The student will be notified if the extension is approved.

The student will be withdrawn (and a refund calculation will be completed) if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. Under these circumstances, the student's official withdrawal date, for the purpose of calculating a refund, will be the student's last date of attendance.

## **MAXIMUM TIME FOR COURSE COMPLETION**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:



Hours	Schedule	Min Week	Max Weeks	Scheduled Hours
Hair Design – 1200 Hours	35 hours/week	35 Weeks	29 weeks	1430
Hair Design – 1200 Hours	25 hours/week	40 Weeks	57 weeks	1430
Hair Design – 1200 Hours	20 hours/week	50 Weeks	71.5 weeks	1430

## **DISABILITY ACCOMMODATION & GRIEVANCE POLICY**

### Student Disability & Grievance Policy

#### **Statement of Non-Discrimination**

The Barber School (“the School”) does not discriminate on the basis of disability. Individuals with disabilities (including pregnant students as applicable), are entitled to reasonable academic adjustments to ensure that they have full and equal access to the School’s educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (“Section 504”) and the Americans with Disabilities Act (42 U.S.C. § 12182) (“ADA”), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA/Section 504 Compliance Coordinator, or trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA/Section 504 Compliance Coordinator:

Lyndi Keisel  
16 W 7200 South  
Midvale UT 84047  
801-304-7000

[Lyndi@thebarberscool.com](mailto:Lyndi@thebarberscool.com)

#### **Requests for Academic Adjustment**

Individuals with disabilities (including pregnant students as applicable), wishing to request an academic adjustment(s) must contact the ADA/Section 504 Compliance Coordinator. Examples of academic adjustments include special services, excused absences or a Leave of Absence. A disclosure of a disability or a request for academic adjustment made to any staff, faculty, or personnel other than the ADA/Section 504 Compliance Coordinator will not be treated as a request for an academic adjustment. However, if a student or applicant discloses a disability to such an individual, the individual is required to direct the student/applicant to the ADA/Section 504 Compliance Coordinator.

##### **1. How to Request an Academic Adjustment**

Individuals who wish to request an academic adjustment (which includes special services, excused absence(s) or a Leave of Absence) should contact the ADA/Section 504 Compliance Coordinator, Lyndi Keisel, located at 16 W 7200 South, Midvale, UT 84047, via phone at 801-304-



7000, or email at [fa@thebarberschool.com](mailto:fa@thebarberschool.com). The [Request for Academic Adjustments](#) form is available upon request and is also available on the School’s website. To facilitate timely review, individuals are encouraged to submit requests at least two weeks before the academic adjustment is required.

**2. Process for Determining Reasonable Academic Adjustment**

Once an individual has requested an academic adjustment, the School will determine if medical documentation is necessary. Individuals requesting reasonable academic adjustment may be asked to provide medical documentation substantiating their physical and/or mental impairment(s) and/or the need for the requested academic adjustment(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested academic adjustment does not clearly relate to the impairment(s). Such documentation should specify that the individual has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date an individual requests a reasonable academic adjustment, and must be completed by a qualified professional in the area of the student/applicant’s disability, as enumerated in the chart below.

Documentation used to evaluate the need and reasonableness of potential academic adjustments may include a current medical diagnosis from a licensed professional, including the date of diagnosis; an evaluation of how the student/applicant’s disability affects daily activities; suggestions for academic adjustment; psychological or emotional test results; a description of how the disability limits functioning; and details about medications and recommendations to reduce these effects. The School may request additional documentation if needed.

After the ADA/Section 504 Compliance Coordinator receives the Request form and the required documentation (as applicable), the ADA/Section 504 Compliance Coordinator (or trained designee) will engage the student or applicant in an interactive process to determine what academic adjustment(s) may be appropriate. The School will provide communication regarding approved reasonable academic adjustment(s) in writing.

<b>Disability</b>	<b>Qualified Professional</b>
Physical disability	MD, DO, Nurse Practitioner
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO, Nurse Practitioner
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	MD, DO, Nurse Practitioner, PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD/DO neurologist, neuropsychologist



Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD/DO, Nurse Practitioner who practices or specializes within the field of the disability.

### **3. Process if a Request is Denied**

In the event that any aspect of a requested academic adjustment (which includes special services, excused absence(s) or Leave of Absence) is denied, the individual will receive a written explanation detailing the reasons for the denial. As part of the interactive process, the individual will be invited to propose additional alternative academic adjustment(s). A Student or applicant has the right to appeal the School's decision to deny a requested academic adjustment in accordance with the School's Grievance Policy outlined below.

### **4. Process to Determine Fundamental Alterations**

The process the School uses to determine when a requested academic adjustment constitutes a fundamental alteration of a program or activity is conducted on a case-by-case basis. In cases where a requested academic adjustment may constitute a fundamental alteration of a program or activity, the ADA/Section 504 Compliance Coordinator will evaluate the request in consultation with faculty and administrators. This process will involve assessing whether the adjustment would alter essential program or course requirements. Should an adjustment be deemed a fundamental alteration, the individual will receive a written explanation outlining the determination. As part of the interactive process, the individual will be invited to propose additional alternative academic adjustment(s).

### **Grievance Policy Relating to Complaints of Disability Discrimination**

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes they have been subjected to discrimination on the basis of disability, including disagreements/denial regarding requested academic adjustment, may file a grievance with Kim Hatch, School Director, 16 W 7200 S Midvale UT 84047, 801304-7000, [kim@thebarberschool.com](mailto:kim@thebarberschool.com). Grievances must be in writing, contain the name and address of the person filing it, state the problem (including denial or disagreement regarding requested academic adjustment) or action alleged to be discriminatory, and the remedy or relief sought. The School will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the individual will be advised and provided an update as to the status of the investigation. The individual may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.



The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

## **FACILITIES AND EQUIPMENT**

The Barber School is designed and equipped to integrate the classic-style barber shop into today's fast-paced lifestyle and current fashion trends. We have designated a room for classroom instruction and professional demonstrations. Our clinic floor is furnished with a station for each student. Each student is provided with a locker and access to the break room which is furnished with a refrigerator, microwave, sink, tables, and chairs. All facilities at The Barber School are handicapped accessible.

## **INSTRUCTION**

The programs offered by The Barber School have been carefully designed to meet the requirements of the State of Utah and requirements that successful barbershops and salons are expecting from graduates of The Barber School.

All classes are taught by explanation and demonstration, use of visual aids, including slides, charts, films, handouts, video, and textbooks, reviews, and tests. The instructor's talents and expertise will be widely used in The Barber School, and we urge all students to take full advantage of this valuable opportunity to learn from them.

Note: The Barber School reserves the right to modify teaching techniques and procedures for theory and practical instruction without notice to students. This will enable The Barber School to provide as optimal instruction as possible.

### **THEORY INSTRUCTION**

Students are required to attend theory class while in attendance at The Barber School. Students are required to participate in theory class and complete the required homework and exams. Please review the following regarding theory instruction at The Barber School:

- Students must attend the full class to receive credit for that day.
- If a student chooses not to attend theory class, the student must clock-out.
- Students are required to complete weekly theory workbook activities, quizzes, and exams.
- Activities – All activities require the student to demonstrate their knowledge of the chapter work. Activities will be graded by instructors on a weekly basis. Failure to submit the work for the previous week's chapter will result in a zero.
- Quizzes – Every chapter requires the student to take quizzes and achieve a score of 75% or higher to pass. The cumulative score of quizzes and activities will be calculated and go towards the student's workbook grade.
- Exams – Students are required to take the final exam for every chapter of their theory instruction and receive a passing score of 75% or higher. Failure to achieve



the minimum score will require the student to re-take the test after an instructor or staff member has re-opened the exam.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

The SAP Policy is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. To achieve Satisfactory Academic Progress, all students, regardless of their program and/or attendance schedule, must meet the school's requirements regarding academics and attendance at the time of the official progress evaluation. All students attending The Barber School must maintain satisfactory academic progress. SAP will be reviewed by a school official at the following actual clocked-hour increments:

### **SAP EVALUATION PERIODS**

Hair Design 1200 hours

SAP Evaluation 450 hours – 13 weeks

900 hours – 26 weeks

Academic year 900 hours

### **SAP WARNING**

Students failing to meet minimum SAP requirements will be notified and placed on warning. The student will be advised 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, they may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **SAP PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after a warning period may be placed on probation if the following criteria are met:

- The school evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period.
- The student prevails upon appeal of a negative progress determination prior to being placed on probation.
- The school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period.
- The school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's SAPP requirements by a specific point within the maximum timeframe established for the individual student.

The student will be advised of the actions required to attain SAP by the next evaluation period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, he/she



will be determined as not making SAP and may face expulsion from school.

## **SAP EFFECTING TITLE IV -FEDERAL FINANCIAL AID**

Students who do not achieve the minimum SAP standards are no longer eligible for Title IV (Federal Financial Aid) or HEA program funds, or other education assistance, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

## **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

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

## **SAP APPEAL PROCEDURE**

If a student is determined as not making satisfactory progress, the student may appeal the negative determination. Reasons for appeal such as death of a close family member, injury or illness, or other allowable special circumstances will be considered.

The student must submit a written appeal notice to the school administration with supporting documentation of:

- reasons why the determination should be reversed at the time of the determination.
- why the student failed to achieve SAP.
- details of what has changed in the student's situation that will allow the achievement of SAP at the next evaluation.

Appeal documents will be reviewed, a decision made within 30 days and reported to the student. The appeal and decision documents will be retained in the student file.

## **SAP COURSE INCOMPLETE**

Course incomplete, course repetitions, and non-credit remedial courses do not apply to the school and have no effect upon satisfactory progress standards at this institution.

## **SAP ISSUES RELATED TO TRANSFER STUDENTS**

The Barber School does not consider prior performance measures at other schools when considering the initial SAP status for a transfer student except as it pertains to the granting of prior credit. Upon acceptance, the student is deemed to be in SAP compliance until the first available evaluation period, which is based on their current contracted hours. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.



\*SAP Check Point for transfer students: Mid-point of the contracted hours or the established evaluation periods, whichever comes first.

## **SAP ISSUES RELATED TO RE-ENTRY OR LEAVE OF ABSENCE STUDENTS**

If enrollment is temporarily interrupted for any reason including Leave of Absence, the student will return to school in the same progress status as prior to the interruption. 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.

## **WITHDRAWALS**

No designation of passing or failing will be given upon a student's withdrawal from school. If the student wishes to re-enroll within 180 days, they will return in the same satisfactory academic progress status as at the time of withdrawal.

## **CANCELLATIONS, WITHDRAWALS, AND TERMINATION**

### **Refund Policy**

- An applicant not accepted by The Barber School shall be entitled to a full refund of all monies paid, except for the application fee.
- If the Student (or, in the case of an student underage, his/her parent or guardian) cancels the enrollment and demands his or her money back, in writing, within three business days of the signing of the enrollment agreement or contract, regardless of whether the student has started training. All monies collected by the school shall be refunded, except the non-refundable application fee.
- A student notifies the school of their withdrawal, or if the school expels a student. In all stated situations, the cancellation date will be determined by the postmark of the written notification or the date the notification is delivered to the school administrator or owner in person. Email date sent.
- If the student cancels his/her enrollment after three business days after signing, but before entering classes, he or she will be entitled to a refund of all monies paid to the school, less an application fee of \$50 and a registration fee of \$350.
- After they are issued, the cost of equipment, books, and supplies is non-refundable. Kit items are not returnable.



- In case of severe illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School will make a settlement which is reasonable and fair to both parties.
- If the School is permanently closed and no longer offers instruction after the student has enrolled, and instruction has begun, the student shall be entitled to a pro-rata refund of tuition.
- If a course is cancelled subsequent to a student's enrollment period, and before instruction in the course has begun, the School shall, at its option,
  - (1) provide a full refund of all monies paid for that course, or
  - (2) provide completion of the course.
- If a school cancels a course and ceases to offer instruction after students have enrolled and after instruction has begun, the school will at its option provide completion of the course or provide a full refund of all monies paid.
- If the Student cancels his/her enrollment after enrolling in and beginning classes, beyond the three (3) business day period after signing an enrollment agreement will be entitled to a refund based on the Minimum Tuition Adjustment Schedule. The student will be entitled to a refund as seen in the chart below. Note: Enrollment time is defined as the elapsed time between the actual starting date and the date of the student's last day of physical attendance in training. This schedule applies to students who leave on his/her free will or is expelled.
- Any monies due applicant or student shall be refunded within 45 days of formal termination by the School, which shall occur not more than 30 days from the last day of physical attendance, or, in the case of a leave of absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. In the case of an unofficial withdrawal, the institution will take attendance every 14 days to determine an unofficial withdrawal.



## REFUND CALCULATION

Percentage of Scheduled Hours	% of Tuition School will receive/retain
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

The refund is calculated based on the student's last date of attendance. Any monies due to the student shall be refunded within 45 days of the withdrawal determination date. The Barber School will retain monies paid for tuition according to the following schedule:

The percentages are based on tuition alone. Books, tools, late fees, application fees, registration fees, re-entry fees, and any other fees assisted, will be added to the tuition charges. In addition, the institution will charge a \$150 termination fee.

Payments in default according to contract terms are subject to collections. Students are responsible for attorney fees, cost of collections and court costs. Students are subject to collectors' calls at any number that the students provides or at which the School reasonably believes can contact the student, including calls on mobile, cellular, or similar devices for any lawful purpose.

## RETURN OF TITLE IV (FEDERAL FINANCIAL AID)

Federal regulations require the return of a portion of Federal Financial aid "unearned" by students who withdraw from classes, do not return from leave of absence, or are terminated by the school. This is referenced as a return to title IV calculation. The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. The school uses the last day of attendance or 14 days after not returning from a LOA to determine scheduled hours/date of determination in the Return to Title IV calculation. Any refunds to the USDE will be made within 45 days of the date of determination. In a case where financial aid funds are applied to a student's account after his/her last day of attendance, and funds are due to the student, a check will be mailed to the student within 30 days unless the student makes arrangements with the school to pick up the check. Arrangements must be made by the last day of attendance.

If the hours scheduled to be completed by the student on his or her last date of attendance are less than 60 percent of the course hours in the payment period, a portion of aid awarded to the student is considered unearned and must be returned to its source. Financial aid refunds will first be applied to loans and then the Pell Grant.

If the student received a check for living expense funds, the student may also be required to make a refund under the Return to Title IV regulations. Grant Aid must only be returned if it exceeds 50% of the Grant disbursed for the payment period. Loan refunds by the student are paid according to the promissory note. Please be advised that this is only the Return to Title



IV calculation. Once the school determines the amount of Title IV aid that the school may retain, the institution will then calculate the intuitional refund policy.

**Please see SAP – Warning/Probation for loss of financial aid as a result of poor SAP. [SATISFACTORY ACADEMIC PROGRESS POLICY \(SAP\)](#)**

## GRADING

Students are required to take and pass all quizzes and activities with a cumulative score of 75% or higher. Students must pass final chapter exams with a score of 75% or higher. Failure to achieve this minimum score will require the student to retake the exam until they achieve the minimum score.

Each student is evaluated at specified intervals to demonstrate complete understanding of specific barbering techniques and sanitation. Students are required to obtain a score of 75% or higher in order to pass off their evaluations.

Practical skills are evaluated according to text procedures and criteria contained in Practical Evaluations. To be considered in academic good standing, students must maintain a scholastic average of 75% or higher in theory and practical procedures. Numerical grades are considered according to the following scale:

90 % - 100 %	A (Excellent)
89 % - 80 %	B (Good)
79 % - 75 %	C (Fair)
74 % - 0 %	F (Unsatisfactory)

## STUDENT ACCESS TO POSTED GRADES

Grade sheets are updated weekly on the student mobile app in the Program Summary screen, and students should review each grade sheet carefully. If, at the completion of an evaluation period, a student has questions regarding the accuracy of their grade point average or attendance record, the student should immediately ask those questions.

## DISCIPLINARY POLICIES

Students who are not in compliance with The Barber School’s educational and graduation requirements, general policies, and rules, and/or any policy laid out in the Enrollment Agreement will be subject to disciplinary action. Any infraction of the Standards of Conduct and Rules and Regulations of The Barber School will be handled promptly.

## COUNSELING/WARNING

A student may be counseled and warned for any infraction of the Standards of Conduct, Rules and Regulations, or failure to comply with educational requirements. If the student does not correct the problem, they may be placed on probation, receive a formal written warning, or be suspended or terminated from the program.



## **PROBATION**

A student may be placed on probation for a specified time for any infraction of the Standards of Conduct, Rules and Regulations, or non-compliance with education requirements. Probationary guidelines may include being placed on a strict schedule and having daily check-ins with instructors or faculty. If the student does not correct the problem, they may be suspended or terminated from the program, depending on the severity of the infraction.

## **SUSPENSION**

Enrollment may be immediately suspended for two weeks or less for any infraction of the Standards of Conduct, Rules and Regulations, Clinic Floor Expectations or non-compliance with education requirements or general policies at the discretion of the school administration. A suspension will extend the contract period by the same number of days designated in the suspension document.

## **DISMISSAL/TERMINATION**

Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the school, or for any of the following reasons:

- Immoral or improper conduct
- Noncompliance with educational requirements, Rules of Conduct, Clinic Floor Expectations, General Policies, and/or Enrollment Contract
- Noncompliance with the school's Satisfactory Progress Policy
- Noncompliance with state laws and regulations
- Any action that causes or could cause bodily harm to a client, student, or employee of the school.
- Willful destruction of school property and/or theft
- Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol
- Not meeting all terms of probation or suspension

Note: The Barber School reserves the right to determine the appropriate steps in disciplinary procedures. If deemed necessary, The Barber School may choose to act on probation, suspension, or dismissal without previous steps of disciplinary action.

## **PROCESS OF APPEAL**

A terminated student may appeal if there are extenuating circumstances. A student has 10 days to file an appeal. The appeal must be submitted in writing along with any documentation necessary to support the unusual circumstance. Administration will review the appeal, and the student will be notified within 10 days of the staff's decision.



## SCHOOL STANDARDS

**Professionalism** – Maintain the highest standards of professionalism by adhering to the school dress code. Students are expected to maintain high standards of personal hygiene. Uniforms and clothing are to be freshly laundered and pressed, and in good condition with no frays or holes. Please see the Dress Code Policy.

**Attitude** – Maintain a professional and positive attitude towards staff, other students, clients, and any visitors or guests of the school, with respect for all. Attitude also includes using professional and appropriate language, voice tone, and mannerisms. In addition, maintain a willingness to cooperate, participate, and learn.

**Service** – Maintain the highest level of customer service to ensure that clients and students receive the utmost level of respect and service in order to contribute to a positive and valuable experience at The Barber School.

Maintain a focus on quality in all services taught from the first day of class to graduation, including:

- A formal and proper client greeting.
- A thorough client consultation
- Education on take-home maintenance products (hair care)
- Maintain an “I can/I will” attitude, allowing yourself to learn and provide the very best service possible.
- A formal thank you for coming in, which includes walking clients to the reception area, review of helpful hair care tips, including product, shaking hands, and offering a name for the client's request on the next service.

## DRESS CODE

Professional appearance inspires confidence and respect in your workmanship. Training at The Barber School is a dress rehearsal for your career.

Students must come to school with their hair and make-up in a professional manner. The student must be clean and concerned with every aspect of personal and oral hygiene. The students' clothes must be clean and in good condition, with no rips, holes, or fraying.

Remember, you are training to become a professional.

For this fundamental reason, a uniform is required for all students and must be kept neat and clean at all times. The uniform must consist of the following:

- Students must wear the Barber School smock while on the clinic floor.
- Students must have their name tag on the left side of the smock, below the logo, facing upright, and the name that matches their Squire profile.
- Pants must have a button and be zippered with no elastic bands at the waist or ankles.
- Pants must be black. No rips, holes, or tears are permitted.
- If you wear a Barber School Apron, dress shirts must have a collar, buttons, and be professional in nature.
- No excessive graphics or decorations showing outside uniform.



- Tank tops, halter-tops, crop tops, or crew tops are not allowed.
- Hoodies, sweatshirts, and T-shirts are not permitted.
- All clothing must be neat and in good condition.
- Underclothes should not be visible.
- Students must wear their hair and makeup in a professional-looking manner while in school.
- Shoes must be closed-toed.
- Wearing hats of any kind, scarves, bandannas, and sunglasses is not allowed on the floor.
- Offensive, gang-related, or inappropriate tattoos must be covered.
- Showing excess skin in areas such as the chest, armpits, back, or waist is not permitted.

At the staff's discretion, students not dressed appropriately and professionally will be required to clock out and be sent home to change into appropriate, professional attire. Any student who repeatedly disregards the dress code or presents a problem when being sent home will be suspended and possibly terminated. The dress code is subject to change at any time.

## **SANITATION REQUIREMENTS**

Sanitation requirements are mandatory and apply at school, barber shop and salon. All rules are in full compliance with the codes published by the State of Utah Department of Commerce and the Department of Health.

- Students must properly wash their hands before and after each client and upon leaving the restroom.
- The student must use proper sanitation procedures for all soiled implements.
- Kits must be kept clean, marked, and ready for inspection. Student kits must remain in the school until all financial obligations are met.
- Students are responsible for the sanitation and safety of their entire station for client safety and protection.
- Sanitation work must be completed after each client, including sweeping hair.
- Work areas must be kept clean and in an orderly manner. All students are responsible for vacant stations on either side of them.
- In addition, work areas must be thoroughly cleaned and wiped down after each service. Including drawer and chair base.
- Any material spilled must be properly cleaned up immediately.
- Shampoo bowls must be carefully washed, and all loose hair must be removed from the drains immediately after each use.
- Loose hair must be swept up and placed in a covered waste receptacle immediately after the hair is cut and the customer leaves the chair.
- Students must clean up their own papers, debris, or spills in the lunchroom/lounge. Any food and/or containers left in the refrigerator overnight may be discarded.
- Food and drink are prohibited on the clinic floor, in the laundry/facilities room, and in the restrooms. A bottle of water with a lid is permitted on the clinic floor. Food and drink shall only be kept in the refrigerator or on countertops in the break room where



there is no risk of occupational exposure.

- Personal grooming or applying make-up or contact lenses may not be done on the clinic floor, in the restroom, or in the utility/laundry room because of sanitation risk.

## **CLASS**

- Students need to attend class at assigned times with required equipment, books, and writing material.
- Any student who is disruptive, disrespectful, or abusive to a client, instructor, or any staff will be subject to disciplinary action.
- Any student who is not participating or being disruptive during theory class will be asked to clock out and leave for the remainder of the day.

## **SERVICES**

- Students are required to take all client services assigned to them. Any student refusing to perform any service will be asked to clock out and be subject to disciplinary action.
- Client release must be completed and signed by the client before performing any services.
- The school will not take any monies from patrons as tips for student services through the front desk.
- No student is to perform a service on a client without checking in with the front desk.
- Students must complete services in a reasonable amount of time.
- Client appointments must be modified by the front desk if a service changes or is added.
- Students must follow all directions given by instructors about the service.
- Students may not perform services on other students or assist other students without the prior consent of an instructor.
- Appointments are made on a walk-in basis first. Students may book appointments for themselves, only in advance or with approval from the receptionist.
- Students are not to provide services at home in exchange for money.
- Solicitation of The Barber School's clients to be serviced in your home is unethical and is grounds for termination.

## **SMOKING**

- The Barber School is a smoke-free, alcohol-free, and drug-free environment.
- No smoking or vaping is allowed in the building or within 25 feet of the building per Utah law.
- Vaping or smoking inside the building will result in disciplinary action.
- Smoking is allowed only in the smoking area, which is located behind the building.
- Students under the age of 21 will not be allowed to smoke on the premises or parking areas or be in the adult smoking area outside.

## **STUDENT KIT**

- Students are supplied with a kit that includes excellent equipment. The student is responsible for the upkeep of their equipment. It is recommended that students mark

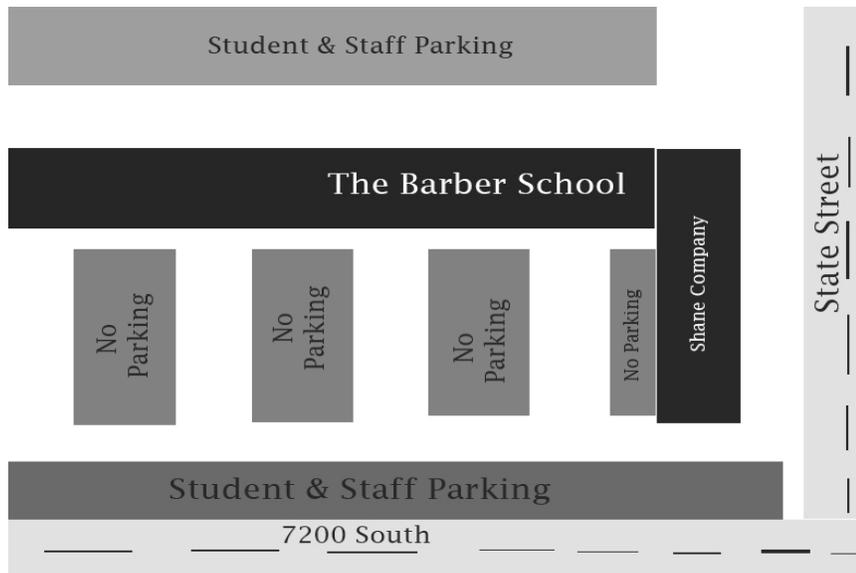


all their belongings with their name or initials and keep equipment that is not being used in a locker.

- The Barber School is not responsible for lost or stolen kit items.
- Students must arrive prepared with their tools daily or they will be asked to clock out for the remainder of the day.
- Students are to use the tools and equipment provided in the student kit or by The Barber School. Tools and equipment not offered in the student kit are prohibited while at school.

## PARKING

Students must park in the area designated for student parking. Failure to comply with parking is grounds for disciplinary action. **Review the following diagram for designated student parking.**



## PERSONAL SERVICES

Instructors will grant students' personal services based on students' attendance and satisfactory completion of daily requirements.

There will be no personal services on Fridays or Saturdays unless authorized by an instructor. All personal services are based on the availability of time. Clients must take priority over students receiving personal services. Students may need to adjust their appointments/times for personal services to accommodate clients. Students are not allowed to have personal services at times that instructors are providing demonstrations or lessons or during times when the instructors consider the school to be busy with client services.



Students in the clinic may have personal services only if:

- Grades and attendance have met the minimum 80% of the requirements, and the student is making satisfactory progress.
- The student was present and performed at least three services the prior day.
- The student has requested a personal service with the approval of an instructor and has obtained a personal service ticket.
- Student personal services may not exceed 30 minutes.
- Students may only perform 1 student service per week
- A student must pay the initial \$10 before receiving a chemical or hair design service.
- The front desk will evaluate and approve student service while ensuring that the scheduled start times align with the requirements of our clients.

## **STUDENT CODE OF CONDUCT & CLINIC FLOOR EXPECTATIONS**

To maintain professionalism, support student success, and reflect real-world standards in the barbering industry, students are expected to follow these guidelines at all times.

### **Professionalism & Appearance**

- Students must arrive groomed and in dress code; no personal grooming is allowed on the clinic floor.
- Maintain a professional attitude and appearance at all times while on school premises.
- Public displays of affection between students or with clients are not allowed.
- Cleanliness and hygiene are expected, including regular hand washing.
- Bottled drinks with sealed lids are allowed at stations.

### **Respectful Conduct**

- Treat all clients, students, instructors, and staff with respect and professionalism.
- Gossip, profanity, vulgarity, or crude behavior is prohibited.
- Harassment of any kind (verbal, physical, sexual, or otherwise) will not be tolerated. Report concerns immediately. Proven violations may result in termination.
- Students involved in any form of physical violence or threatening to use physical violence against another student, staff member, or client may be terminated immediately.
- Criticism of other students' or instructors' work must be addressed privately—not in front of clients or on the clinic floor.
- Do not yell across the floor or disrupt others' work or study.

### **Client Services & Participation**

- Performing services on clients is a required part of training.
- If a student believes they are unable to perform a service, they must speak with an instructor before the service is assigned.



- Instructors may offer support, coaching, or alternative learning opportunities when appropriate.
- Unjustified refusal to take a service after it has been assigned may result in the student being clocked out for the day.
- Repeated refusal without a valid justification may lead to disciplinary action and impact program progress.
- Fear or lack of confidence will be addressed through coaching—not used as a long-term reason to avoid client services.

### **Clinic Floor Standards**

- Always greet clients professionally by name, introduce yourself, and offer a handshake.
- Engage in conversation with your client, not with other students during services.
- Escort clients to the front desk, offer to rebook them, and recommend appropriate products.
- Remain with the client until they have completed payment. Escort them to the door and their car if needed.
- Reset and clean your station within 10 minutes after each service.
- Keep shampoo bowls, chairs, and the entire floor clean and safe at all times.
- Students must be fully prepared for each service before it begins, including having clean towels and tools ready.
- The lead student helps oversee readiness, but each student is responsible for their own setup and sanitation.

### **Electronics & Devices**

- Phones, AirPods, headphones, or other electronic devices are not permitted during client services.
- No phone scrolling, watching videos, or using sound while on the clinic floor.
- Emergency calls must be taken off the floor and away from clients.
- Document client notes and services in Squire as part of your service.

### **General School Policies**

- No visitors are allowed in classrooms, student areas, or the clinic floor unless approved by the administration.
- Students must not gather in reception, dispensary, or front desk areas.
- Loitering after clocking out is not allowed; students must leave the building when not clocked in.
- Students who are not working with clients must remain engaged in practical or theory assignments, or they may be clocked out.
- Studying must not disrupt other students or client services.



- Students may not bring children to school or record clock-in hours when their children are at the school.
- The music system, thermostats, and breakers are off-limits to students.
- Theft, vandalism, destruction of property, or physical violence will result in immediate termination.

### **Locker & Property Policy**

- Students are responsible for securing personal belongings. Locks must be used on assigned lockers.
- The school is not responsible for lost or stolen items.

## **ALCOHOL AND DRUG POLICY**

The Barber School has a strong commitment to the health, safety, and welfare of its students, employees, their families, and its clients. Using sharp instruments, such as those used in the barber shop, while under the influence of drugs and/or alcohol is not lawful and is potentially hazardous to the health of the student, the instructor and/or client. Our commitment to maintain a safe and secure workplace requires a clear policy and supportive programs relating to the detection, treatment, and prevention of substance abuse by students.

It is the goal of The Barber School to provide a safe learning environment by eliminating the hazards to health and job safety created by alcohol and other drug abuse. We believe this goal to be in the best interest of our employees, students, and clients. This policy applies to all students while at the school and to situations where off-premises conduct impairs school performance, undermines public confidence in The Barber School, or harms the reputation of The Barber School. It is also intended to apply to clients receiving services while at The Barber School.

Although The Barber School has no intention of intruding into the private lives of its students, we recognize that involvement with alcohol or other drugs away from school eventually takes its toll on performance. Our concern is to ensure that students report to school in a condition to perform their duties safely and efficiently in the interest of their fellow students, clients, as well as themselves.

## **SUBSTANCE ABUSE POLICY**

- Students are NOT to be under the influence of alcohol, illegal drugs, or prescription drugs that may impair alertness or judgment, while in attendance at school.
- Unlawful manufacture, distribution, purchase, storage, possession, or use of a controlled substance, including but not limited to drugs and alcohol, during



enrollment in school, is strictly prohibited. Students engaged in such behaviors/activities may be terminated.

- The use of any form of school funds, including funds from any federal, state, or religious program, money, or any attempt to obligate such funds for the purchase, use, consumption, sales, and storage of drugs and/or any alcoholic beverage is strictly prohibited.
- Individuals who are on school property or at school sanctioned activities and who demonstrate behavioral effects of being under the influence of alcohol or drugs may be asked to leave the property. If the individual is considered to be a danger to him/her or others, he/she may be detained. Disciplinary sanctions may be imposed according to policy.

## **POLICY STATEMENT**

- The Barber School will not tolerate or condone substance abuse. It is our policy to maintain a workplace free from alcohol and other drug abuse and its effects.
- It is the policy of The Barber School that students who engage in the sale, use, possession or transfer of illegal drugs or controlled substances, or who offer to buy or sell such substances; the use of alcohol during school hours; or the abuse of the prescribed drugs will be subject to disciplinary action up to and including termination.
- It is the policy of The Barber School to commit the resources necessary to achieve and maintain a drug-free and alcohol-free environment.
- The Barber School expects the full support of this policy by all employees, students, and clients.

## **PROCEDURE**

To provide a safe, drug-free, and alcohol-free working environment, The Barber School will:

- Enforce the institution's Drug and Alcohol Policy as described above.
- Provide increased awareness through training, education, and communication on the subject of alcohol and other drug abuse.
- Recognize that there may be employees and students who have an alcohol or other drug problem and stand willing to assist in the resolution of that problem by encouraging employees and students to seek help. In addition, The Barber School may take any or all of the following actions:
  - Conduct alcohol and other drug screen test both prospective to and during enrollment.
  - Inspect persons and their property who attend The Barber School.
  - Cooperate with outside law enforcement agencies.
  - Take any other actions deemed necessary and appropriate by The Barber School.

## **DRUG/ALCOHOL TESTING**

Drug and/or alcohol tests can and will be given to students at random or at any time, for any reason the school finds necessary.



The student is required to take any/all drug tests as requested from the school at the time the student has been selected for screening. Requesting to take the test at another time is not an option. Refusing to take a drug test is considered an admission of guilt and the student will be suspended or terminated from school.

### **IF THE STUDENT FAILS TO PASS THE DRUG TEST**

- 1st time will be suspended for a minimum of two weeks and not allowed to return to school until he/she can pass a drug test through the testing company of the school's choice at the student's expense. The student will automatically be chosen to take a drug test at one of the next drug screenings.
- 2nd time failed; the student will be terminated from school.

### **SCHOOL RESPONSIBILITY**

As a responsible education provider, employer, and member of the community, The Barber School will:

- Create an awareness in employees, students, and their families of the impact of substance abuse.
- Administer programs that consider student rights, are positive in their intent, and are within legal rights.
- Support the establishment of programs to assist students with alcohol and other drug abuse or dependency problems.
- Utilize all channels and resources available to it to educate and increase the awareness of students and our clients.

### **EMPLOYEE AND STUDENT RESPONSIBILITY**

The Barber School believes that each student has the responsibility to:

- Report to school at all times free of alcohol or other drugs and their effects.
- Participate in and support school-sponsored drug and alcohol education programs.
- Seek and accept assistance for alcohol and other drug abuse-related problems before job or school performance is affected.
- Support school efforts to eliminate alcohol and other drug abuse among employees or students where it exists.

Responsibility for the interpretation of this policy falls to The Barber School's administration and owners.

### **SANCTION PROCEDURE**

The determination of sanctions will be established by The Barber School's Director and/or the staff. The student has the right to appeal. The alcohol and drug policy of this school is reviewed regularly to determine its effectiveness and to implement changes when needed. The review ensures that its disciplinary sanctions are consistently enforced. Students are interviewed and a suggestion box is made available for them to make comments on how this and other school programs may be improved.



## **GRIEVANCE PROCEDURE**

At The Barber School, we value transparency and seek to address student concerns promptly and effectively. This Grievance Procedure covers student grievances based on sex that do not involve Sexual Harassment, such as alleging pregnancy discrimination. Complaints based on Sexual Harassment will be handled pursuant to the School's sexual misconduct policies & procedures ("Title IX policy").

If you have a complaint or grievance, we encourage you to follow the procedure outlined below. The School will make every attempt to resolve any sincerely raised student complaint made in good faith.

### **1. Registering a Complaint:**

- To initiate the grievance process, please email your complaint to [fa@thebarberschool.com](mailto:fa@thebarberschool.com) or [kim@thebarberschool.com](mailto:kim@thebarberschool.com) within 30 days of the incident.
- Your email should include a detailed description of the issue, relevant dates, the individuals involved, and supporting documentation or evidence.

### **2. Acknowledgment and Response:**

- Upon receiving your grievance email, we will acknowledge receipt within 24 hours (not including weekends or holidays).
- Our management team will review your complaint and respond in writing within 30 days of receipt.
- While the initial response may not provide a final resolution, it will outline the steps being taken to investigate and address your concerns.

### **3. Further Investigation:**

- Depending on the nature and complexity of the grievance, additional interviews or discussions with relevant staff and students may be conducted.
- We are committed to a fair and thorough investigation process to ensure all perspectives are considered.

### **4. Final Resolution:**

- After completing the investigation, we will communicate the outcome and any actions taken to address the grievance.
- If the complaint cannot be resolved internally, we will provide guidance on alternative avenues for resolution, including referrals to appropriate agencies if applicable.

### **5. External Escalation:**

- Students are encouraged to exhaust our internal grievance process before seeking resolution from external entities.



- If you believe your grievance warrants further review after exhausting our internal process, you may contact our accrediting agency, NACCAS, at the following address:

NACCAS  
3015 Colvin St.  
Alexandria, VA 22314  
Phone: 703-600-7600  
Website: [www.naccas.org](http://www.naccas.org)

### **Additional Information:**

This Grievance Procedure covers student grievances based on sex that do not involve Sexual Harassment, such as alleging pregnancy discrimination, including grievances related to different treatment based on pregnancy, exclusion from the School's programs or activities based on pregnancy, or the School's failure to excuse pregnancy related absences or provide appropriate academic adjustments in the same manner as it provides academic adjustments to students with temporary disabilities. Complaints based on disability discrimination and/or disagreements/denial regarding requested accommodations may file a grievance pursuant to the grievance process contained in the School's Disability Accommodation & Grievance Policy.

## **ANNUAL SECURITY REPORT**

The Institution's annual security report can be found on The Barber School's website at: <http://thebarberschool.com/campus-security-report/>

This is accessible to all enrolled students and to current employees at any time. The following information is contained in this report:

- Procedures for students and others to report criminal actions or other emergencies.
- Persons to whom a student should report crimes.
- Procedures, if any, that encourage pastoral counselors and professional counselors, to inform of any procedures to report crimes on a voluntary, confidential basis.
- A description of the programs designed to inform students and employees about campus security procedures and practices.
- A description of programs designed to inform students and employees about the prevention of crimes.
- Crime Statistics for incidents occurring on campus, in or on non-campus buildings or property, and on public property during the three most recent calendar years.
- A statement of policy regarding the possession, use, and sale of alcoholic beverages.
- A statement of policy regarding the possession, use, and sale of illegal drugs.
- A description of any drug or alcohol-abuse education programs.
- A statement of policy regarding the institution's programs to prevent dating violence, domestic violence, sexual assault, and stalking.



- Notice of where information provided by a State concerning registered sex offenders may be obtained.
- A statement of current campus policies regarding immediate emergency response and evacuation procedures.
- Helplines in Utah

The school will provide a paper copy of the annual security report for a student or employee upon request.

## **RIGHT TO PRIVACY AND RECORDS**

Students and parents of dependent minors have the right to inspect and review the student education records according to the rules of FERPA. All student records will be kept confidential and released only upon written authorization of the student with the following exceptions:

- a. Student records may be released to law enforcement agencies following proper legal procedures.
- b. Student records may be released to appropriate parties connected to financial aid or accrediting agencies.
- c. Student records may be released to a collection agency should use of a said agency be deemed necessary for collection of funds owed to the school.
- d. Other schools to which a student is transferring.
- e. Specified officials for audit or evaluation purposes.
- f. Appropriate officials in cases of health and safety emergencies, and State and local authorities, within a juvenile justice system, pursuant to specific State law.

### **STUDENT RIGHTS AS OUTLINED BY FERPA**

Students may:

- Inspect and review any education records pertaining to the student.
- Request an amendment to his/her records.
- Request a hearing (if the request for the amendment is denied) to challenge the contents of the education records on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

For more details as outlined by FERPA, please read FERPA policy below or visit:

<https://studentprivacy.ed.gov/ferpa>

No portion of the file may be removed or reproduced without permission of the owner of the school, as all materials and records contained therein are the property of The Barber School.

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

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days



after the day The Barber School ("School" or "Institution") receives a request for access. A student should submit to the School Administrator a written request that identifies the record(s) the student wishes to inspect. The School Administrator will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask The Barber School to amend a record should write the School Administrator, 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 (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The Barber 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 typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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.
- 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

**DIRECTORY INFORMATION**

FERPA requires that the School, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the School to the contrary in accordance with School procedures.

The Barber School has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- E-mail address



- Date and place of birth
- Program of study
- Honors and awards
- Dates of attendance
- Enrollment status

Requests to have directory information about you withheld should be submitted in writing to the School Administrator.

**SEE THE LIST BELOW OF THE DISCLOSURES THAT POSTSECONDARY INSTITUTIONS MAY MAKE WITHOUT CONSENT.**

- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —
- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the School has designated as "directory information" under § 99.37. (§ 99.31(a)(11))



- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))



I HEREBY CERTIFY THAT I HAVE RECEIVED A COPY OF THE BARBER SCHOOL STUDENT HANDBOOK PRIOR TO ENROLLMENT AND HAVE REVIEWED ITS CONTENTS. I UNDERSTAND ALL POLICIES STATED HEREIN AND AGREE TO COMPLY WITH THE STANDARDS OF CONDUCT, RULES AND REGULATIONS, AND POLICIES OF THE SCHOOL. I ALSO UNDERSTAND THAT ALL RULES AND POLICIES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE SCHOOL.

**I am aware of the current Annual Report statistics, Annual Security Report Information, and current outcome rates of The Barber School. I understand I can also find these statistics and more information regarding Title IV, Title IX, statistics and more on The Barber Schools website.**

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Student Signature

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Date

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Print Student Name

*This page is to be filed at the school with the student's records.*