

VH Barber & Styling Academy



CATALOG/HANDBOOK

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Vhacademy.edu

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ABOUT US	4
MISSION:	4
ACADEMY FACILITIES	4
OWNERS:	4
ADMINISTRATIVE FACULTY AND STAFF.....	4
PROGRAM OFFERING:	4
LICENSING AND ACCREDITING AGENCIES	4
NON-DISCRIMINATION STATEMENT	5
ACADEMIC CALENDAR.....	5
STUDENT SERVICES	5
OCCUPATIONS.....	6
EMPLOYMENT ASSISTANCE	6
ELIGIBILITY.....	6
TRANSFER OF CREDIT	6
ADMISSION PROCESS	6
RE-ADMISSION POLICY.....	7
GRADUATION REQUIREMENTS	7
COMPLETION AWARD	7
FINANCIAL COMMITMENT.....	8
TUITION.....	8
PAYMENT OPTIONS.....	9
REFUND POLICY.....	10
TERMINATION	12
BARBER STYLIST COURSE CURRICULUM	12
BARBER INSTRUCTOR COURSE OUTLINE	18
GRADING.....	33
ATTENDANCE POLICY	33

MAKE-UP POLICY	34
SATISFACTORY ACADEMIC PROGRESS POLICY	34
RETURN OF TITLE IV FUNDS.....	43
DRESS CODE	51
CONDUCT	52
STUDENT FILE ACCESS.....	52
PRIVACY ACT INFORMATION RELEASE	52
PROFESSIONAL CONSIDERATIONS.....	53
COMPLAINT PROCEDURE	53
CONSUMER INFORMATION.....	55

ABOUT US:

VH Barber & Styling Academy was established by Derrick and Vanette Harris with the aspiration to raise the standard of education and professionalism within the barbering industry.

MISSION:

To develop students with a foundation of technical barbering skill on hair textures, prepare students to pass the state licensing exam, engage students in fundamental business concepts and practices relevant to the beauty industry, and to engage students in community and industry building activities which foster both personal and professional development leading to licensure and employment in the hair care industry.

ACADEMY FACILITIES:

The Academy has nearly 3400 square feet of space which is fully equipped to meet the needs of the Academy as a training facility. The Academy includes a theory classroom, a large training room with 15 stations and 3 shampoo bowls, waiting room, two bathrooms, and administrative office. All facilities meet the local ordinances for an approved training facility.

OWNERS: VH Barber & Styling Academy, LLC (Derrick T. and Vanette L. Harris)

ADMINISTRATIVE FACULTY AND STAFF

Vanette Harris Chief Executive Officer/ Instructor

Derrick T. Harris Chief Financial Officer/ Instructor

Jasheika Dennis Director of Financial Aid

Chelsea Harris Office Manager

PROGRAM OFFERING: BARBER STYLIST and BARBER INSTRUCTOR

LICENSING AND ACCREDITING AGENCIES

The State of Louisiana: Board of Barber Examiners

4626 Jamestown Avenue, Suite 1
Baton Rouge, LA 70808
Phone 225 925-1701 Fax 225 925-1702

National Accrediting Commission of Career Arts & Science (NACCAS)

3015 Colvin Street
Alexandria, VA 22314
Phone 703 600-7600 Fax 703 379-2200

NON-DISCRIMINATION STATEMENT

VH Barber & Styling Academy does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or

mental handicap, family obligation or political affiliation. VH Barber & Styling Academy is an equal opportunity employer/program.

ACADEMIC CALENDAR

VH Barber & Styling Academy continually operates all year, while observing most Federal, State, and Local holidays. However, VH Barber & Styling Academy reserves the right to be closed additional days as deemed necessary. Students will not be penalized for such closings and their enrollment contract end date will be extended accordingly (e.g. closing for bad weather, in-service training). In the event of a school closure, students shall be notified prior to closure and/or by notice on the school door. VH Barber & Styling Academy reserves the right to extend operating hours during holidays, summer months and/or Saturday.

Hours of Operation

Monday to Friday 10:00am to 6:00 pm

Start Dates

The aim is to have a start date the first Monday of the following months: January, February, March, April, May, June, July, August, September, October, November, and December. VH Barber & Styling Academy reserves the right to change start dates. **HOWEVER, ***start Days may change depending on factors related to the number of students interested at one time*****

Holiday

MLK January 16, 2023, Presidents' Day February 22, 2023, Good Friday/Spring Break April 10-15,2023, Memorial Day May 29,2023, Juneteenth June 19, 2023, Independence Day/ Summer Break July 4-10, 2023, Instructor Inservice August 11,2023, Labor Day September 4,2023, Columbus Day October 9, 2023, Fall Break October10-14, 2023, Thanksgiving Break November 23-29, 2023, Christmas/Winter Break December 25, 2023-January 5, 2024, 2nd week of summer break and other Instructor In services to be announced.

VH Barber & Styling Academy reserves the right to add holidays and breaks. (All dates will be announced and posted on the door)

STUDENT SERVICES

VH Barber & Styling Academy provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits. VH Barber & Styling Academy does not have housing and therefore cannot assist students in this area.

OCCUPATIONS

VH Barber & Styling Academy provides training in Barber styling and Barber Instructor programs that upon graduation prepare students for such occupations which include, but not limited to the following:

- Barber
- Platform Artist
- Barber/ Shop Owner
- Barber Instructor
- State Barber Inspector

EMPLOYMENT ASSISTANCE

VH Barber & Styling Academy will arrange interviews and provide placement assistance, which will consist of identifying employment opportunities after graduation. However, VH Barber & Styling Academy does not make any guarantees of employment or salary. The final decision regarding jobs – accepting or rejecting – is between the student and the employer.

ADMISSION REQUIREMENTS

Barber Styling

VH Barber & Styling Academy admits as students all persons are at least 17 years of age (verified by birth certificate or other government issued I.D.) and who can demonstrate they have received either a high school diploma, G.E.D. certificate, can provide a copy of a transcript showing high school completion or a certificate of attainment. V H Barber & Styling Academy also accepts students who have evidence of completion of home schooling that the state law treats as a home or private school. Providing if the state issues a credential for home schooling. For Louisiana - Diplomas from BESE-Approved Home Study programs have the same rights and privileges as those awarded to a BESE –Approved Nonpublic School. Parents create and issue home study program diplomas; they are not awarded by BESE or the LDE. Therefore, depiction, reproduction, or duplication of state seals or wording which implies from BESE or the LDE is unauthorized. All diplomas from BESE-Approved Home Study programs are recognized by all public secondary educational institutions, state departments, agencies, boards, and commissions and all other state/local government entities. Each state may have different regulations/requirements; accordingly, each state shall be contacted for applicable requirements and guidelines to follow. In the event of a foreign diploma, the prospective student must provide an equivalency evaluation performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma prior to enrollment. Applicant must also provide a Social Security card.

Barber Instructors Program

They must possess the same minimum level of education as a Barber Stylist and have a current active barber license. VH Barber & Styling Academy does not recruit students currently attending or admitted to another school offering a similar program of study.

ADMISSION PROCESS

VH Barber & Styling Academy reviews applications and admits students on a monthly basis. The following process must be followed by students seeking admission:

1. Obtain a VH Barber & Styling Academy Student Enrollment Application Form and financial assistance form, if applicable.
2. Return a completed application packet to VH Barber & Styling Academy. Application packets are accepted on a continuous basis. A completed application packet includes:
 - Completed student application;
 - Copy of birth certificate or other government issued identification;
 - Copy of Social Security Card;
 - High school diploma or equivalent or a passing grade on equivalence test (GED) and Barber license for the Barber Instructor course;
 - Two 3 x 5 inch photographs of the student.

TRANSFER OF CREDIT

VH Barber & Styling Academy makes no guarantee that credits or hours of training or education received at another school will be applied to the requirements for graduation. Credits and hours are examined on a case-by-case basis. Eligible hours must be accepted, received and verified by the State of Louisiana Board of Barber Examiners. Remaining hours will be charged at \$11.00 per hour.

RE-ADMISSION POLICY

A student is allowed only one (1) re-admission and may not re-enter after another withdrawal or termination unless mitigating circumstances are determined (on a case-by-case basis). Once accepted for re-admission, the student will be credited for hours previously earned and will be charged the current rate for tuition on any hours remaining to be completed. Re-enrolling students must purchase book(s), uniform(s) and equipment that are missing from the student kit or not in professional working order. Remaining hours will be charged at \$11.00 per hour.

GRADUATION REQUIREMENTS

A candidate for graduation must satisfy the following requirements:

- Complete all tests with a grade point average of 70% or better.
- Complete all contracted hours based on their program.
- Pay any tuition and fees owed to VH Barber & Styling Academy unless other arrangements are made with VH Academy.

COMPLETION

Upon successfully completing all graduation requirements for either of the Barber Styling or Barber Instructor Programs, the student will receive a diploma.

FINANCIAL COMMITMENT



Attending barber school is an extensive responsibility, both personally and financially. Students must fulfill their written payment commitment with VH Barber & Styling Academy in order to attend school. VH Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual's (entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, and Post-9/11 GI Bill @ Benefits) inability to meet his or her financial obligations to the VH Academy due to the delayed disbursement funding from VA under Chapter 31 or 33.

TUITION

The following is a description of tuition, fees, payment plan, and refund policies of the school:

Barber Stylist Day Schedule (Full Time) 50 weeks at 30 Hours per Week

Barber Stylist Evening Schedule (Part Time) 75 weeks at 20 Hours per Week

1500 Hour Tuition	\$16,500.00
Registration Fee	\$100.00
Student Licensure	\$90.00
Technology Fee	\$200.00
Exam Fee	\$50.00
Student Kit, Uniform Jacket, Books (non-refundable)	\$2,680
Total Cost	\$19,620

Barber Instructor - 25 weeks at 20 Hours per week (Part Time)

500 Hour Tuition	\$5,500.00
Registration Fee	\$100.00
Student Licensure	\$110.00
Technology Fee	\$200.00
Exam Fee	70.00
Instructor Books (non-refundable)	\$245.00
Instructor Kit (non-refundable)	\$571.16
Total Cost	\$6,796.16

⇒ *The Barber Instructor course is not eligible for Title IV funds*

*The kit and registration fees must be paid prior to the first day of class and are non-refundable based on the refund policy unless other arrangements are made with VH Barber & Styling Academy. **Student Kit, uniform jacket, books, technology fee, and student license are included in the total cost of the program which are billed in the first payment period.**

PAYMENT PLANS

The cost of attendance for VH Barber & Styling Academy is \$19,620 (Barber Stylist) and \$6,796.16 (Barber Instructor). However, students who do not complete the required clock hours within their projected contract completion date shall be required to pay \$7.00 per clock hour in

addition to the contract tuition (excluding termination fee) at the time of enrollment unless arrangements are made and approved by the VH Barber & Styling Academy - Administrator.

Individuals who are entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, and Post-9/11 GI Bill ® Benefits are able to attend or participate in the enrolled course during the period beginning on the date on which the individual provides VH Academy a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to VH Academy
2. 90 days after the date VH Academy certified tuition and fees following the receipt of the certificate of eligibility.

PAYMENT OPTIONS

The following payment options are available:

1. A student may pay the full tuition amount at the time of registration or any other payments via cash, check, credit card, money order, or electronic payment (Apple Pay, cash app, Venmo, etc).
2. A student may make a minimum payment of \$200 on the first-class date of each month while attending VH Barber & Styling Academy. Once a student has completed 1400 hours of the Barber Stylist program or 400 for the Barber Instructor program, students must pay any remaining financial obligations owed to the school unless arrangements are made with VH Academy. Students will not be allowed to continue, nor hours released if the total amount is not paid.
3. Student has qualified for Title IV.
4. Student has qualified for Veteran’s Benefits

Student agrees to pay late charges of \$5.00 if payment is ten (10) or more days late. Student also agrees to pay all costs of collection, including attorney’s fees, if Student fails to pay Contract in full. The Academy does not provide financing and non-payment of the specified fees shall be grounds for suspension or dismissal.

OTHER FEES AND EXPENSES

- Termination fee \$150 (only if termination/withdrawal occurs)
- Living Expenses (potential)

	Dependent	Independent
Room and board	3,228.00	9,073.00
Transportation	1,916.00	1,916.00
Personal expenses	2,003.00	2,003.00
Totals	\$7,147.00	\$12,992.00

REFUND POLICY

The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. The refund policy complies with the NACCAS Policy VII.01.

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

1. An applicant rejected by VH Academy prior to commencement of training shall be entitled to a refund of all monies paid.
2. If Student (or in the case of a Student under legal age, his/her parent or guardian) cancels this Agreement and demands his/her money back in writing within three (3) business days of the signing of the Enrollment Agreement, all monies collected by the School shall be refunded. This policy applies regardless of whether or not the student has actually started training.
3. A Student who cancels his/her contract after three (3) business days after signing the Enrollment Agreement, but prior to entering classes, shall be entitled to a refund of all monies paid to the School less registration fee of One Hundred Dollars (\$100.00).
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school.
7. In types 2, 3 4 or 5, official cancellations or withdrawals the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
8. Enrollment time is defined as time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined above, or formal termination by the school - either officially or unofficially - which shall occur no more than 30 days from the last day of physical attendance.
9. The required date of the refund is determined by counting from the date the withdrawal was determined and the refund is based on the student's last date of physical attendance.
10. For Students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds: Refunds are calculated on **scheduled** time.

Percentage Time to Total Time of Course School	Amount of Total Tuition Owed to
.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%

11. Kit and books are non-returnable and non-refundable after being issued to the student and once the grace period has passed.
12. A termination fee of \$150 will be charged to a student who discontinues or is dismissed prior to graduation.
13. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement that is reasonable and fair to both.
14. If the School is permanently closed or no longer offering instruction, after a student has enrolled and instruction has begun, the School at the student's option, will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study or receive a prorated refund or a substantially similar course of study at an institution(s) which offers similar educational programs, in the same geographic area as the School. The Teach-out School (if applicable) shall not charge students more than the School has been charging and for which the student has not paid. Individual notice shall be provided to students.
15. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school shall at its option:
 - a. Provide a full refund of tuition and lab fees or
 - b. Provide completion of the course or program
16. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide completion of the course and/or program; or
 - c. Participate in a Teach-Out Agreement; or
 - d. Provide a full refund of all monies paid.

TERMINATION

The Student agrees that irregularity of attendance, non-payment of fees or other required charges, violation or infringement of the Academy's policies, rules and regulations, will subject the Student to dismissal at the option of the Academy.

COURSE OUTLINE - BARBER STYLIST

Barber Styling is a basic course consisting of a minimum of 1500 clock hours of training as required by the State of Louisiana Board of Barber Examiners. A student who completes this course and successfully passes a state board examination will be prepared for an entry-level position in a barber or beauty salon.

Course Format

Instructional techniques; written material, printed textbook information, workbook assignments, written tests, lectures, hands on demonstration, videos, audio, perform skills on clients, another student and or manikin

Course Goals/Objectives

Upon completion of this course, a barber-in-training should be able to pass the State of Louisiana Board of Barber Examiners' examination for an instructor's license.

Units of Instruction

Professional Ethics	25
Bacteriology, Sterilization, Sanitation	50
Implements, Honing, Stropping and Shaving	30
Men's Haircutting	20
Cutting and Styling Curly Hair, Mustaches and Beards	10
Shampooing and Rinsing, Scalp and Hair Treatments	10
Theory of Massage and Facial Treatments	5
Men's Razor Cutting, Women's Razor and Shear Cutting	30
Finger Waving Men's Hair, Air Waving and Curling Iron Techniques	5
Permanent Waving for Men, Chemical Hair Relaxing and Blow Dying	25
Hair Coloring	10
Men's Hair Pieces	5
The Skin, Scalp, Hair and Nails	30

Disorders Therapy, Light Therapy and Chemistry	15
Anatomy and Physiology	10
Electricity Therapy, Light Therapy and Chemistry	10
Barber Styling, Shop Management, and Product Knowledge	40
Licensing Laws and Rules and History of Barbering	20
Supervised Practice in Barbering	
Shampooing and Scientific Hair and Scalp Treatments	55
Shaving	70
Tapered Hair Cutting	320
Hair Styling of Men and Women	500
Facials, Massages and Packs	15
Bleaching, Frosting, Hair Coloring and Body Permanents	90
Cutting and Fitting Hair Pieces	10
Hair Straightening	10
The Analyzing and Treatment of Hair and Skin Disorders	20
Lectures and Demonstrations on Practical Work	30
Shampooing and Scientific Hair and Scalp Treatments	15
Men's and Women's Razor Cutting	15
TOTAL HOURS	1500 Clock Hours

OCCUPATIONS

Upon graduation prepare students for such occupations which include, but not limited to the following:

- Barber
- Platform Artist
- Barber/ Shop Owner
- Barber Instructor
- State Barber Inspector

GRADING

VH Barber & Styling Academy's grading is completed and based on overall performance. Grading is completed according to the following scale:

90 - 100 %	A	Excellent	4.0 GPA
80 - 89 %	B	Good	3.0 GPA
70 - 79 %	C	Satisfactory	2.0 GPA
60 - 69 %	D	Unsatisfactory	1.0 GPA
Below 60 %	F	Failure	0 GPA

Barber Stylist course covering curriculum in not less than 1,500 hours.

1. Introduction to Barbering

Explain history of barbering.

Become oriented to the practice of barbering.

Discuss professional ethics.

Identify shop safety hazards.

Explain physical and mental stress.

2. Louisiana Laws and Regulations

Explain or discuss statutory regulations;

Explain rules and regulations for students;

Explain rules and regulations for shop management;

Explain rules and regulations for licensed barbers.

3. Implements

Identify implements;

Establish proper handling of implements;

Demonstrate proper use of implements;

Demonstrate proper care and sanitation of implements.

4. Sanitation and Safety

Identify and classify types of bacteria.

Identify types of sterilization.

Describe needs for sanitation and safety.

Identify methods of sterilization.

Identify state board requirements for sanitation.

5. Shampooing

Analyze clients' hair and scalp needs.

Determine appropriate solutions.

Apply appropriate solutions.

Perform correct shampooing and rinsing procedures.

6. Taper Haircut

Demonstrate proper handling of tools for tapering.

Describe and demonstrate side and back taper.

Analyze clients' hair and determine proper procedure.

Blend and balance haircut.

7. Men's Haircutting

Define style haircutting.

Determine style.

Demonstrate basic layer cut, length and section tie ends.

Demonstrate balance and proper, finish-up work.

Define razor haircutting.

Demonstrate proper razor haircutting techniques.

Identify types of hairpieces.

Demonstrate proper fit and cut of hairpiece.

Demonstrate proper care of hairpiece.

8. Women's Haircutting

Define women's haircutting.

Describe different lengths and techniques.

Analyze women's features.

Determine style.

Demonstrate methods of cutting and styling techniques.

9. Shaving

Analyze clients' skin and beard.

Define proper facial conditions for shaving.

Perform proper sanitation procedures.

Prepare face for shaving.

Demonstrate standing position and razor strokes.

Demonstrate proper finish procedures.

Demonstrate different beard styles and trimming

10. Massage and Facials

Identify types of massages and facials.

Discuss types of masks and creams.

Apply masks and creams.

Demonstrate proper hand manipulations.

11. Skin and Scalp

Analyze structure and function of the skin.

Identify and describe types of disorders of the skin and scalp.

Identify the differences between contagious and noncontagious disorders of the skin and scalp.

12. Hair

Identify functions of hair.

Identify structure of hair.

13. Chemicals

Identify dangers of hair chemicals.

Identify the hair type and appropriate solution.

Identify types of permanent waves.

Demonstrate types of permanent waves;

Determine rod size and demonstrate procedure for wrapping hair.

Identify hair types and appropriate hair relaxer for desired effects.

Identify the hair type and appropriate hair color.

Demonstrate the difference between temporary hair color, semi-permanent, and permanent hair color.

Perform proper mixing of colors.

Demonstrate the typical uses of bleach.

Demonstrate proper application and removal of hair chemicals.

Demonstrate proper processing time for permanent waves, relaxers, color, and bleach.

14. Chemistry

Identify types and definitions of compounds.

Identify the difference between physical mixture and chemical mixture.

Identify the differences between hard and soft water.

Identify types of cosmetics.

Apply cosmetics.

15. Anatomy and Physiology

Identify the different cells and their functions.

Identify and give the functions of each body duties.

Set up and maintain records.

Discuss advertising and promotional idea for products.

16. Employment Preparation

Explain the procedure for obtaining and renewing license to practice.

Describe the role of the barber relating to legal responsibilities.

Prepare a personal résumé.

Complete a job application.

Describe procedure for resignation.

Write a letter of resignation.

Participate in a mock interview.

Discuss equal opportunity employment provisions and affirmative action policies

In the work place.

Promote public relations within the work place.

Discuss state board exam review.

Discuss the transition from barbering school to the work place.

Establish benefits provided by the shop or available through the shop.

Discuss with shop owner methods used to pay income taxes and Social Security taxes

The course of instruction shall include the following subjects:

(1) Scientific fundamentals of barbering, hygiene, and bacteriology;

(2) History of the hair, skin, muscles, and nerves;

- (3) Structure of the head, face, and neck;
 - (4) Elementary chemistry as it relates to sterilization and asepsis;
 - (5) Diseases of the skin and hair glands;
 - (6) The massaging and manipulating of the muscles of the body above the seventh cervical vertebra;
 - (7) Hair cutting and shaving; and
 - (8) The arranging, dressing, coloring, bleaching, and tinting of the hair.
- C. Every barber college shall maintain a sign in front of its premises reading "Barber College Only".

COURSE OUTLINE - BARBER INSTRUCTOR

Course Description

This course is the study of teaching methodology, student assessment, course development, administrative responsibilities, and career opportunities as well as a review of barber-styling skills. Barber instructor is an advanced program consisting of 500 clock hours beyond the master barber course as required by the State of Louisiana Board of Barber Examiners. A student who completes this course and successfully passes a state board examination will be qualified to teach in a licensed barber-styling school in the State of Louisiana

Instructional Methods

Primary instruction methods in this course are job shadowing, practical demonstration, discussions with instructor and office manager, textbook reading and review, and hands-on student teaching.

Course Goals/Objectives

Upon completion of this course, an instructor-in-training should be able to pass the State of Louisiana Board of Barber Examiners Examination for an instructor's license.

Units of Instruction

Classroom training in the science of teaching

Course outlining and development

Lesson planning and motivation

Record keeping

Testing

Grading

Required Total Hours: 110

Teaching Assistance & Observation

Book Knowledge

Teaching Techniques

Visual Aid Equipment

Required Total Hours 180

Performance and Demonstration

Classroom Management

Student Motivation

Product Knowledge

State Laws

Required Total Hours: 50

Supervised Practice Teaching

Permanent Waving

Relaxers
 Shampooing
 Nail Care
 Facials
 Hair coloring/lightening
 Haircutting
 Clinic Floor Management

Required Total Hours: 160

TOTAL CURRICULUM HOURS: 500

GRADING

VH Barber & Styling Academy's grading is completed and based on overall performance. Grading is completed according to the following scale:

90 - 100 %	A	Excellent	4.0 GPA
80 - 89 %	B	Good	3.0 GPA
70 - 79 %	C	Satisfactory	2.0 GPA
60 - 69 %	D	Unsatisfactory	1.0 GPA
Below 60 %	F	Failure	0 GPA

Milady's Master Educator Course Book

Chapter 1- The Career Education Instructor

Qualities and Characteristics of a Master Educator

Roles of the Instructor

Loyalty to the Institution and Its Mission

Welcome Advice from Colleagues

Constant Pursuit of Knowledge

Effective Time Management and Organized Work Methods

Authority, Order, and Self Confidence

Professional Ethics, Character, and Human Relations

Dependability and Flexibility

Cooperation and Teamwork
Interest in Other People
Initiative and Ability to Work Independently
Patience and Self-Control
Professional Image
Courtesy, Compassion, and Consistency
Desire and Motivation
Enthusiasm and Energy
Imagination and Pleasure
Effective Communications and Generational Skills
Winning Personality and Positive Attitude
General Instructor Responsibilities

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Understand the importance of developing the qualities and characteristics desired in a master educator.

Perform the key concepts in the time management and event control.

Put into practice the strategies for the building self-confidence.

Practice the steps for the independent action and self-control.

Implement the actions for self-motivation.

Adopt behaviors necessary for developing enthusiasm.

Practice the steps to developing a winning personality and positive attitude.

Chapter 2- The Teaching Plan and Learning Environment

The Teaching Plan

Teacher Organization and Preparation

General Organization

Assessing Students and Organizing Student Information

Managing the Atmosphere

Consider the Environment
Adult Learner Characteristics
Student Demographics
Making It Happen
The Physical Environment
The Motivating Classroom
The Practical Classroom

Learning Facilities Checklist

Teaching Materials

Textbook Evaluation Checklist

Administrative Responsibilities

Attendance

Grade Records

Welcoming New Students

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Identify, prepare, and organize elements for effective teaching.

Identify various types of classroom arrangements and explain the types of educational activities for which they are best suited.

Understand the importance of administrative tasks required of the educator and explain what they include.

Chapter 3- Basic Learning Styles and Principles

Why Learning Styles Are Important

The Role of the Educator

Learning Styles Defined

Learning Styles Profiles

Four Steps in Learning

Multiple Intelligences

- Verbal/Linguistic Intelligence
- Visual/Spatial Intelligence
- Logical/Mathematical Intelligence
- Intrapersonal Intelligence
- Bodily/Kinesthetic Intelligence
- Interpersonal Intelligence
- Musical/Rhythmic intelligence
- Naturalist Intelligence

The Benefits and Importance of Identifying Learning Styles

- How to Identify Preferred Intelligences
- Developing Intelligences
- Combining Intelligences

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

- Explain why learning styles are important.
- Define Learning styles or profiles.
- List the four steps in learning.
- Explain eight distinct intelligences and how they impact learning.

Chapter 4- Effective Classroom Management and Supervision

- Promoting a Positive Environment
 - Professionalism in the Classroom
 - Principles of Managing Learner Behavior
 - Managing Chronic Misconduct
- Academic Advisement
- Managing Difficult Learner Behavior

Constant Attention Seeking and Interruptions

Chronic Tardiness

Too Shy to Participate

Sleeping in Class or Inattentiveness

Distracting Side Conversations

Doubt and Pessimism

Having All the Answers

Conflict Management

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Understand the principles of managing learner behavior.

Explain low-profile and direct, high-profile control techniques that are used in dealing with learner misconduct.

Understand the basic principles involved with academic advising and counseling of students.

Define what is meant by barriers to learning.

Describe various difficult learner behaviors and explain methods for managing them.

Understand the basic principles of conflict management.

Chapter 5- Basic Methods of Teaching and Learning

About Teaching and Learning

Teaching and Learning Methods and Techniques

Interactive Lecture

Demonstration and Practice

Group Discussion and Discovery

Role-Playing

Window Planning

Steps in Cardiopulmonary Resuscitation

Field Trips

Guest Speakers

Mind Mapping

Peer Coaching

Projects

Workbooks and Partially Complete Handouts

Case Studies

Concept Connectors

Visualization

Stories and Anecdotes

Mnemonics

Energizers

Characterizations

Experiments

Humor

Games, Group Synergy, and Competitions

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Define teaching, learning and teaching methods.

Explain the purpose and use of lectures, demonstrations, group discussions, peer coaching, role-playing and the discovery method of learning.

Explain why window planning is an effective method of teaching and learning.

Explain the purpose and benefits of field trips and using guest speakers in the classroom.

Understand the concept of mind mapping and demonstrate its use.

Explain the use of projects, workbooks, partially complete handouts, case studies and concept connectors.

Explain the purpose and benefits of visualization in the educational process and how stories and anecdotes can increase learning retention.

Explain the use of mnemonics, energizers, characterizations, experiments, humor, games and group synergy.

Chapter 6- Program Review, Development, and Lesson Planning

Planning Concepts and Preliminary Analysis

Curriculum Development

Steps for Developing a Course of Study

Advisory Council

Organizing Material

Instructional Outcomes

The Course Outline

Orientation Program

Lesson Plan Development

Advantages of Lesson Planning

The Lesson Plan: Pieces, Parts, and Points

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Understand the steps in the curriculum development process.

Understand the importance and effectiveness of the use of an advisory council in the curriculum development process.

Define the three domains for instructional outcomes and write learning objectives for each.

Understand the importance of a sound orientation program for new students.

Know the value and advantage of lesson planning.

Explain what each component of a lesson plan represents.

Chapter 7- Educational Aids and Technology in the Classroom

The Master Educator's Role

Why Use Educational Aids and Technology?

Advantages of Using Instructional Aids and Technology

What to Consider

Important Concepts

Classifications of Educational Materials

Standard Print Materials (Non-projected)

Audiovisual Materials (Non-projected)

Audiovisual Materials (Projected)

Equipment

In Conclusion

Enabling Exercises

Objectives-After completing this chapter you should be able to:

List the 10 advantages of using educational aids.

Understand the eight important concepts to consider when preparing and selecting visual aids.

Identify the four categories of instructional materials.

Identify the types of standard, non-projected print materials used in classrooms and explain their use.

Explain the guidelines for effective use of multipurpose boards and flip charts.

Understand the basic rules for preparing and using transparencies.

Understand the general guidelines that should be considered when using projected materials.

Understand the importance of integrating technology into educational programs.

Chapter 8- Effective Presentations

Communication Skills

Steps for Increasing Personal Awareness

C-R-E-A-T-E

C- Consider the Topic

R- Research the Topic

E- Examples for Clarification

A- Analyze Your Learners

T- Teach with Poise

E- Enjoy and Be Enthusiastic

What Makes a Powerful Presentation?

Powerful Motivation

Creating Motivational Circumstances

Powerful Openings

Building Powerful Content

Closings with Impact

Connecting All the Parts

Varying the Stimuli

Questioning

Reinforcement

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Explain what is meant by the acronym C-R-E-A-T-E with respect to education in the classroom.

Identify the various components of powerful presentations.

Explain the 10 methods used for inspiring learner motivation.

Understand the importance of powerful openings and closings in each presentation.

Employ methods to strengthen the body or major content of a lesson.

Explain the importance of effective questioning and reinforcement during a lesson.

Chapter 9- Assessing Progress and Advising Students

What's in a Grade?

What to Grade

Sample Grading Procedures

When to Grade

Grading Styles

Grading by Disposition

Grading with Spite

Grading by Personal Fetish

Grading Without Risk

Grading by Assumption

Grading in Absentia

Grading Improvement Only

Grading with Warm Fuzzies

Grading Methods: The Test Plan

Question Types in Test Development

Descriptive Performance Evaluations

Likert Scales

Rating Scales

Checklists

Performance Checklists

Multiple-Category Grading

Point Grading

Rubrics

Academic Advisement Counseling

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Understand the purpose of grading.

Explain what categories should be graded and when grading should occur.

List the characteristics of nine different types of grading styles.

Understand the importance of establishing a test plan.

List advantages and disadvantages of various types of questioning used in evaluation.

Explain the purpose and use of Likert scales, rating scales, checklists, performance checklists, multiple-category grading, rubrics, and point grading.

Understand the basic principles and steps involved with academic advising of students.

Chapter 10-Making the Student Salon an Adventure

Practical Skills Training

The Student Salon Philosophy

The Essence of Teamwork

The Profitable Student Salon

What Does the Public See?

The Warm Reception

High-Tech, High-Touch Safety

Record-Keeping Requirements

The Efficient Dispensary

Cultivating Satisfied Clients

 Recognizing First-Time Clients

 Tender, Loving Client Care

 Interacting with Clients

Building a Successful Clientele

 Rebooking Clients for Future Services

 Encouraging Repeat Services

 Client Referrals

 Upgrading Client Tickets

 Effective Use of Downtime

The Professional Portfolio

Making the Student Salon an Adventure

 In-School Promotions

 Contests

 Simple Surprises

Student Salon Teaching

 The Three Elements of Zone Teaching

Supervising Multiple Students

Tools of the Educator

In Conclusion

Enabling Exercises

Objectives- After completing this chapter you should be able to:

Understand the role played by the clinic/student salon in the school's achievement of optimum profit.

Understand the personal role of every school team member.

Assist learners in developing a solid client base using referrals, rebooking, and ticket upgrading.

Explain why developing success habits while students are in school will contribute to their later success in the salon.

Understand why the school's image is so important and give examples of how the school team can work together to ensure the school presents the best possible image.

Explain the basic standards that might be established for the effective operation of a reception desk and dispensary.

Explain the most important record-keeping requirements of a school clinic/student salon.

Understand the three elements of zone teaching.

Chapter 11- Career and Employment Preparation

Preparing for Employment

Resume Development

Employment Portfolio

Targeting the School

Observe the Target

The School Visit

Arranging the Employment Interview

Interview Preparation

The Interview

The Employment Application

Success on the Job

The Institution

The Curriculum

Stay in Balance

Fundamentals of Business Management

Types of School Ownership

Individual Ownership

Partnership

Corporation

Special Skills Needed

The Importance of Record Keeping

Purchase and Inventory Records

Service Records

Operating a Successful School

Planning the School's Layout

Personnel

Payroll and Employee Benefits

Managing Personnel

The Front Desk

The Reception Area

The Receptionist

Booking Appointments

Use of the Telephone in the School

Good Planning

Incoming Phone Calls

Booking Appointments by Phone

Handling Complaints by Telephone

Selling in the School

Promoting the Clinic in the Community

In Conclusion

Enabling Exercises

Volume 1 Summary and Conclusions

Objectives- After completing this chapter you should be able to:

Explain the Importance of Preparing for employment.

Write an achievement-oriented resume and prepare an employment portfolio.

Complete a typical employment application and be prepared to complete an effective employment interview.

Explain strategies to maintain employment once it is obtained.

Explain the importance of keeping accurate school records.

Discuss the importance of the reception area to a school's success.

Demonstrate good school telephone techniques.

ATTENDANCE POLICY

Students are encouraged to strive for an attendance rate of at least 67% out of 100%. Attendance is monitored once a month. A time sheet is the official method of verification of time accumulated in the course of study at VH Barber & Styling Academy. It is solely the student's responsibility to sign in/out correctly.

Students may not be permitted to class if greater than 15 minutes late unless approved on a case by case basis. Late students may be permitted in class after each scheduled break. [24a]

EXCUSED AND UNEXCUSED ABSENCE POLICY

VH Barber & Styling Academy has opted to build time into your individual contract to allow for any absence due to personal matters or illness, rather than asking for documented proof of those absences. However, once the absences exceed the contract end date, the \$7 per hour fee will go into effect and you will be charged for those additional absences (unless on an approved LOA).

MAKE-UP POLICY

Students will be required to make up all assignments, exams or other work missed as the result of any absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the Instructor. [24c]

SATISFACTORY ACADEMIC PROGRESS POLICY

Students enrolled in programs approved by the National Accrediting Commission of Career Arts and Sciences, our Accrediting Institution, must meet formal standards that measure their satisfactory progress toward graduation. Additionally, federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor these same standards. The requirements are applicable to all students attending VH Barber & Styling Academy, without regard to the method of funding for the program. Throughout the enrollment period these standards will be referred to as Satisfactory Academic Progress (SAP) and are implemented only as prescribed by the above referenced agencies. The policy is provided to all students prior to enrollment and consistently applies to all students in any particular category of attendance. Additionally, all evaluations are maintained and are included in the student's permanent record.

The current SAP definitions went into effect on July 01, 2015 and were updated March 6, 2023. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards. If the student has made acceptable Pace and Quantitative progress for that particular payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

SAP standards are established by Administration of VH Barber & Styling Academy. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each evaluation period for all students.

SAME AS OR STRICTER THAN

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The SAP policy is regularly reviewed by the Administrator and Financial Aid Officer to ensure it meets all federal requirements as defined by the Department of Education. Additionally, in the event of academic policy changes, the Administrator or Curriculum Advisor will notify the Financial Aid Officer accordingly who in turn will be responsible to immediately implement any changes. Students will be notified in writing whenever changes to the SAP policy is made.

EVALUATION PERIODS

Student compliance for academic and attendance progress with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following **ACTUAL HOURS INTERVALS:**

Program	Total	Evaluation for SAP	Evaluation for SAP	Evaluation for SAP
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	Program Hours			
Barber Stylist (full time – 30 hours per week)	1500	450 hours & 15 weeks	900 hours & 30 weeks	1200 hours & 40 weeks
Barber Stylist (part time – 20 hours per week)	1500	450 hours & 22.5 weeks	900 hours & 45 weeks	1200 hours & 60 weeks
Barber Instructor (full time – 30 hours per week)	500	225 hours & 7.5 weeks		
Barber Instructor (part time – 20 hours per week)	500	225 hours & 11.25 weeks		

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. The evaluation results will be shared with students within seven school business days following the established evaluation periods. Access to the results will be provided by administrative or instructional staff. All students will be notified of any evaluation in which the student is not meeting Satisfactory Academic Progress. Students who receive financial aid will be notified of their SAP status prior to each disbursement of Financial Aid funds. An unfavorable status may warrant financial aid sanctions that will be outlined below.

ACADEMIC YEAR DEFINITION

900 Clock hours and 26 weeks

a. QUANTITATIVE REQUIREMENT

Attendance

Students are required to be in **attendance** a minimum of 67% of his/her educational program; and complete the program in no longer than 150% of the published length of the program (as measured in clock hours) to be considered making Satisfactory Academic Progress. Evaluations are conducted at the end of evaluation period (as prescribed above) to determine if the student has met the minimum attendance requirements. The minimum attendance represents the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the conclusion of each evaluation period, we will determine if the student has maintained the minimum required 67% cumulative attendance percentage since the beginning

of the course. At this time, if the attendance percentage is greater than 67%, the implication is: given the same attendance rate, the student will graduate within the maximum time frame allowed.

Full-time students are scheduled to attend 30 clock hours weekly and part-time students are scheduled to attend 20 clock hours weekly.

Program	Total Program Hours	Minimum Completed hours with 450 actual hours	Minimum Completed hours with 900 actual hours	Minimum Completed hours with 1200 actual hours	Minimum Completed hours with 1500 actual hours
Barber Stylist (FT)	1500	302	603	804	1005
Barber Stylist (PT)	1500	302	603	804	1005

Program	Total Program Hours	Minimum Completed hours with 225 actual hours	Minimum Completed hours with 500 actual hours
Barber Instructor (FT)	500	150	335
Barber Instructor (PT)	500	150	335

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below (In accordance with the Guidelines provided by the Department of Education relating to programs approved for Title IV Funding):

Program	Total Program Hours	Maximum Completion Time Frame (weeks)	Maximum Completion Time Frame (hours)
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Barber Stylist (FT)	1500	60	2250
Barber Stylist (PT)	1500	112	2250
Barber Instructor (FT)	500	24	750
Barber Instructor (PT)	500	45	750

Please note, for those students enrolled in the Barber Stylist and whom fail to complete the course in the Minimum Completion Time Frame of 50 weeks (11 months) as a Full Time Student or 75 weeks (16 months) as a Part Time Student, you will be assessed an additional charge of \$7.00 an hour for each additional hour needed to complete the program beyond the expected graduation date (as stated in the Enrollment Agreement). Note: that over contract charges are not covered by Title IV, HEA funding. A student who exceeds the maximum time frame shall be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

PACE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The school's satisfactory academic progress policy must contain a Pace measure. The policy defines the pace students must progress in the program to ensure completion within the maximum timeframe of 150%. The maximum time frame is no longer than 150% of the published educational program length; as measured in the cumulative number of clock hours the student is required to complete.

b. QUANTITATIVE REQUIREMENT

In addition to the previous mentioned attendance requirements, students must maintain at least a minimum grade of 70% in Theory /Practical work in order to be considered making satisfactory progress.

90 - 100 %	A	Excellent	4.0 GPA
80 - 89 %	B	Good	3.0 GPA
70 - 79 %	C	Satisfactory	2.0 GPA
60 - 69 %	D	Unsatisfactory	1.0 GPA
Below 60 %	F	Failure	0 GPA

c. WARNING

The school evaluates Satisfactory Academic Progress at the end of each payment period. In the event a student falls below a 2.0 GPA, or is not completing the required (67%) clock hours to keep Pace with the requirements for graduation within the maximum 150% timeframe (as explained above): The student will be placed on Warning for one pay period.

A student who is put on a Warning can continue to receive Title IV Aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their Satisfactory Academic Progress status.

d. APPEAL PROCESS

If the student does not make Satisfactory Academic Progress at the end of the Financial Aid Warning period, they lose their Title IV financial aid eligibility. However, the student may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. The student has five days to institute an appeal. The appeal must be submitted to the Financial Aid Officer (or Designee).

The basis on which a student may file an appeal is: death of a relative, an injury; illness of the student; or any other special circumstance. NOTE: ALL appeals are evaluated on an individual basis and will never be determined based on information that is not pertinent to the student filing the appeal.

The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make Satisfactory Academic Progress and what has changed that will allow them to do so, by the next evaluation point.

Once the Financial Aid Officer (or Designee) receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. During this time period the Financial Aid Officer will meet with the Administrator for the purpose of rendering an appeal decision. Upon approval of the appeal the student must meet with the Financial Aid Officer and their instructor to develop a plan to get the student back on course to meet the requirements of the Satisfactory Academic Progress status. The Financial Aid Officer will notify the student in writing of the decision and that decision is final. All appeal documents will be maintained in the student file.

e. PROBATION

A status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

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

If probation is granted, the Students failing to meet minimum requirements will be placed on probation until the next evaluation period. Theory/Practical grades and attendance percentages are used to evaluate the student's attendance and academic progress.

If at the end of the probation the student is meeting the minimum requirement in both academics and attendance areas, he or she will be deemed to be performing at the satisfactory progress level and permitted to continue in the enrolled program. If the student fails to meet minimum requirements, he or she will be evaluated for termination from the school.

For those students enrolled with Title IV Aid, whom are placed in Probation Status, the Student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must make Satisfactory Academic Progress at the end of the period to retain Title IV funding for the next payment period.

Student who regains Satisfactory Academic Progress at the next reporting period will have regained full eligibility for Title IV funding; those who are not will continue to be ineligible to receive Title IV funds without the option to appeal.

f. REINSTATEMENT OF Title IV AID/REESTABLISHMENT OF SAP

A student who does not achieve the minimum standards is no longer eligible for program funds, if applicable, unless on warning or prevailed upon appeal that has resulted in probation. A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing cumulative grade point average to 70% and
- 2) Increasing cumulative attendance to 67%

Reinstatement of aid is limited to the period under evaluation. Students making Satisfactory Academic Progress by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV funding.

g. LEAVE OF ABSENCE, TEMPORARY INTERRUPTIONS AND RE-ENROLLMENT:

Students must provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

A leave of absence extends the students contract period and maximum time frame by the same number of calendar days taken in the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation Students who re-enter the institution after a temporary interruption or previous withdrawal will re-enter in the same progress status as when they left.

h. COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course Incompletes, Repetitions and Non-Credit Remedial Courses do not apply and have no effect upon the institution's satisfactory academic progress standards.

i. TRANSFER STUDENTS

Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted SAP evaluation periods are based on actual contracted hours at the institution.

VH Barber & Styling Academy is an Accredited Institution. We are accredited by National Accrediting Commission of Career Arts and Sciences. As part of the accreditation process, we developed and implement operational and financial management policies designed to ensure our programs yield licensed and employable students. Our policies were diligently audited by an Accreditation Team against the standards set forth by the National Accrediting Commission of Career Arts and Sciences. The results of the audit being granted Accreditation in February of 2015; making VH Barber & Styling Academy the only accredited Barber school in Bossier City, Louisiana. As a result, VH Barber & Styling Academy will not accept the hours of any student desirous of transferring from a Non-Accredited School. Therefore, if a student wishes to transfer from a Non-Accredited School, they will be required to complete the entire program (based on the program length).

Students must be aware that all hours attempted whether you had Title IV or paid cash counts toward the 150% Quantitative requirements mentioned above.

However, if a student transfers from a verified Accredited School, the student may receive credit hours upon reviews of transcripts or other supporting documentation (by the College Instructor or designee), to include the number of hours posted by the state (from which a student is transferring) regulatory body. All students requesting a transfer from an Accredited School should complete a Barber School Transfer Credit Form. Please note, the results of the review are based on the discretion of VH Barber & Styling Academy and do not constitute a guarantee that full credit will be given. If at the discretion of the Administrator, credit hours for transfer students will be given; the student will be notified and advised of the payment pro-ration going forward.

For students desirous of making a Program Transfer, credit hours may be given for hours depending on whether there are similar curriculum items in each program. The determination will be made by the Administrator. If at the discretion of the Administrator, credit hours for program transfer students will be given; the student will be notified and advised of the payment particulars accordingly. All students requesting a program transfer should complete a Barber School Program Transfer Form.

Please note, VH Barber & Styling Academy is not obligated to accept a full credit transfer for students transferring from any institution. Nor, is any other school obligated to accept hours

obtained from VH Barber & Styling Academy in the event of a transfer. As a result, we strongly encourage you to exercise extreme caution when deciding to transfer to a different school, because of the potential time commitment and financial impacts of such a decision.

*****The SAP policy is always available to students via the School website. *****

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the Admissions Representative and complete a Withdrawal Form using the last date of attendance as the drop date.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event the school unofficially withdraws a student from school, the Administrator and/or Admissions Representative must withdraw the student from the program using the last date of attendance as the drop date.

If the student is receiving Title IV funding a R2T4 (Return to Title IV) calculation must be completed by the Financial Aid Officer within 45 days of the date that the withdrawal was deemed necessary, using the last date of attendance as the withdrawal date. This applies to both official and unofficial withdrawals. Additionally, the student's status must be reported to FAME for proper processing of the calculation results.

ATTENDANCE POLICY/PROGRESS

Students must attend a minimum of 67% of the cumulative hours to maintain Satisfactory Academic Progress and complete the program within the maximum time allowed. The maximum time frame is equal to 1.33 times the published length of the program (example for Barber Stylist would be 2000 scheduled hours). Time off for authorized leaves of absence will be added to the maximum time frame.

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

- 90-100% A Excellent
- 80-89% B Good
- 70-79% C Satisfactory
- 60- 69% D Unsatisfactory

- Below 60% Very Unsatisfactory

***Grading for practical work may include Pass or Fail or Yes or No.**

DETERMINATION OF PROGRESS

Students will be evaluated at the following actual hour intervals:

Barber Stylist 450, 900 and 1200 actual hours

Barber Instructor 225 actual hours

Students meeting requirements at the end of each evaluation period review points will be considered making Satisfactory Academic Progress until the end of the next scheduled evaluation period. In order for a student to be considered making Satisfactory Academic Progress, the student must meet both cumulative attendance and academic minimum requirements.

WARNING

Students failing to meet requirements for attendance or academic progress at the end of any evaluation period will be placed on Warning until the end of the next evaluation period. During the Warning period, students are considered to be making Satisfactory Academic Progress. If the student is meeting minimum requirements at the end of the Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the id Warning period, the student will be suspended from training, unless the students appeals the finding that they are not meeting the satisfactory academic Policy and prevails on the appeal and is placed on probation (see below). A student cannot have successive periods in Warning status.

APPEAL POLICY AND PROBATION

If a student is determined NOT to be making Satisfactory Academic Progress at the end of the Warning period, the student may appeal the negative determination. The appeal must be based on the following: The death of a relative, an injury or illness of the student, or other allowable special circumstances. The Student must submit his/her written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

The written appeal will be reviewed within 5 business days by the school administration and the student will be notified of the results in writing. The results of the appeal review are final. If the student prevails on appeal the student will be placed on Probation and will be considered making Satisfactory Academic Progress until the end of the next evaluation period.

The status of probation is allowed if: the evaluation determines the student did not meet satisfactory academic progress during the warning period and the student prevails upon appeal and the school determines that the satisfactory academic progress evaluations can be met by the end of the subsequent evaluation or an academic plan developed will - if followed - ensure that

the student is able to meet the satisfactory academic progress requirements by a specific point within the maximum time frame established by the individual student.

If at the end of the next evaluation period, the student is still not making progress or is not following the approved academic plan the student will then receive another letter canceling the student training and/or funding. If the student wishes to continue attending the student will have to submit a new appeal which will follow the same appeal procedure listed above.

A copy of all evaluations including the appeal documents along with the appeal determination record will be maintained in the students file.

REESTABLISHMENT OF STATUS

A student who does not achieve the minimum standards is no longer eligible for program funds, if applicable, unless on warning or prevailed upon appeal that has resulted in probation. A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing cumulative grade point average to 70% and
- 2) Increasing cumulative attendance to 67%

REENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period and maximum time frame by the same number of days in the Leave. There will be no additional charges to a student for the time off when they are on an approved leave of absence. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director/ Administrator. Decisions by the School Director/ Administrator regarding re-enrollment are final.

TRANSFER STUDENTS

Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Academic Progress.

RETURN OF TITLE IV FUNDS

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The Third Party Servicer will calculate the amount of Title IV Funds that may need to be returned to Federal funded programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students who withdraw both officially and unofficially by failing to report to school or return from a leave of absence. These students will be dismissed from enrollment at VH Barber & Styling Academy. This policy is not a part of the VH Barber & Styling Academy Tuition Refund Policy as it is a separate and distinct policy mandated by the Federal Government for all students participating in Title IV Financial Aid programs. (Refer to institutional refund policy)

The calculated amount of the return of Title IV funds that is required for the students affected by this policy are determined according to the following definitions and procedures as mandated by the regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance, and the total amount of financial aid funds that was already disbursed to the student's account; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that was originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student in writing owe if they are required to return any funds that they have received. If it is determined that the amount of funds earned by the student is greater than the amount of funds already disbursed, the student or parent will be advised that they have 14 calendar days from the date that the school sent the notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.

WITHDRAWAL POLICY

"Official" Voluntary Withdrawal

An OFFICIAL withdrawal is completed on a voluntary basis and initiated by the student. The student must consult with the Admissions Representative and complete a Withdrawal Form using the last date of attendance as the drop date. A notice of withdrawal will be forwarded to the Financial Aid Officer and the School Administrator for further processing. Students requesting an Official Withdrawal are required to meet with the School Administrator to discuss options available to avoid the withdrawal; if the withdrawal remains necessary the student will be released from the school. All students who have received Title IV financial assistance will be required to meet with the Financial Aid Officer to determine the status of any financial aid. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student completed the paper work necessary to begin the withdrawal process. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information, VH Barber & Styling Academy will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
 - a. The student records and attendance records are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund policy).
3. The student's grade record will be updated to reflect his/her final grade.
4. VH Barber & Styling Academy will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, VH Barber & Styling Academy will provide the student with a letter explaining the Title IV requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program,

based on scheduled attendance, and the amount of funds the student received.

- b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
- c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. Supply the student with a record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and/or final account record will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Leave of Absence Policy

If a student desires to take a leave of absence from his/her studies for reasons related to personal matters, medical concerns, family issues, scheduled vacation, subpoena, etc., then the following procedures must be followed in order for the leave to be approved:

1. The request must be made in advance of the leave;
2. The request must be made in writing and the reason(s) for the leave must be specified and contain the student's signature;
3. There must be a reasonable expectation that the student will return from the LOA;
4. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school will still allow a leave and will document the decision and will collect the request from the student at a later date. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the incident.
5. The new contract end date will be stipulated and written to acknowledge the leave and reflect the same number of calendar days as the leave of absence. The maximum time frame will also be extended by the same number of calendar days in the leave. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events. An addendum to the contract will be made to display the new contract end date;
6. No extra-instructional charges will incur during the leave of absence;

7. A student will not be granted a LOA if the LOA together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12-month period.
8. A student granted on LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time;
9. Should a student not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. A student who takes an unapproved LOA will also be withdrawn. The withdrawal date for purposes of conducting the refund is always the student's last date of attendance.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, failure to return from an official leave of absence, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the

VH Barber & Styling Academy contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

After 14 consecutive calendar days of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the last day of attendance date, after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. VH Barber & Styling Academy calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Apply the school's refund policy (see school refund policy);

VH Barber & Styling Academy's Third Party Servicer will return to the Federal funded programs any unearned portion of Title IV for which the School is responsible within 45 days of the date the withdrawal determination was made, and record in students account.

If applicable, *VH Barber & Styling Academy* will provide the student with a refund letter explaining Title IV, HEA requirements:

- a) The amount of Title IV, HEA aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
7. Supply the student with a final student account report showing outstanding balance due the school and the available methods of payment.
 8. A copy of the completed worksheet, check, letter, and final account statement will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

VH Barber & Styling Academy measures progress in clock hours and instructional weeks, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

will issue a grant overpayment notice to student within 30 days from the date the VH Barber & Styling Academy determination, that student withdrew, giving student 45 days to either:

Repay the overpayment in full to VH Barber & Styling Academy or Sign a repayment agreement with the U.S. Department of Education.

Order of Return:

VH Barber & Styling Academy is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Federal Pell Grants for which a Return is required

Earned AID:

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point

in time. A copy of the worksheet used for this calculation can be requested from the financial aid officer.

Post Withdraw

If a student has not received all of the funds that has been earned, a post-withdraw disbursement will be made. VH Barber & Styling Academy may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with VH Barber & Styling Academy). For all other school charges, VH Barber & Styling Academy needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

VH Barber & Styling Academy responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV funds due the Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Time frame for returning an unclaimed Title IV, HEA credit balance:

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with VH Barber & Styling Academy or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

Includes:

- Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the Return of Title IV funds calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV, HEA funding

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that VH Barber & Styling Academy may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. VH Barber & Styling Academy may also charge you for any Title IV program funds that they were required to return. If you do not already know what VH Barber & Styling Academy refund policy is, you may ask the Financial Aid Officer for a copy.

Return to Title IV, HEA funding questions?

If you have questions regarding Title IV program funds after visiting with your financial aid officer, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

**This policy is subject to change at any time, and without prior notice.*

DRESS CODE

A clean uniform must be worn at all times. A student will not be permitted on the premises without a uniform. Students will be sent home who do not have on proper uniform, proper attire and/or proper shoes. Uniform jackets are provided by school. VH Barber & Styling Academy reserves the right to modify the rules and regulations. All students are required to wear a combination of any of the following:

Men acceptable attire:

- an issued VH Academy barber jacket
- VH academy school purchased t-shirt or hoodie with VH Barber & Styling Academy (Barber Stylist Students)-optional
- VH academy school purchased t-shirt or hoodie with VH Barber & Styling Academy (Barber Instructor Students)-optional

- black pants/scrubs
- a black belt with slacks
- knee length black shorts
- a pair of enclosed shoes

Ladies acceptable attire:

- an issued VH Academy black barber
- VH academy school purchased t-shirt with VH Barber & Styling Academy (Barber Stylist Students)-optional
- VH academy school purchased t-shirt with VH Barber & Styling Academy (Barber Instructor Students)-optional
- black pants or skirt
- a black belt with slacks
- knee length shorts
- a black blouse
- a pair of enclosed shoes

Students may not wear the following:

- skirts/shorts above the knee
- blouses that reveal the upper body
- pants that inappropriately reveal the lower body
- skirts that inappropriately reveal the lower body
- visors
- do rags
- sandals
- open-toe shoes
- high-heeled shoes
- Mule-style shoes

VH Academy will issue uniform jackets

Only VH Academy purchased hats may be worn-optional

CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of VH BARBER & STYLING ACADEMY's student conduct policy include, but are not limited to, the following:

- Destroying or damaging VH BARBER & STYLING ACADEMY property.
- Use any illegal drugs or alcohol while on VH BARBER & STYLING ACADEMY property or attending VH BARBER & STYLING ACADEMY while under the influence of illegal drugs or alcohol.
- Cheating on a school examination.
- Engaging in any unlawful or improper action at VH BARBER & STYLING ACADEMY.
- Exhibiting violence, insubordination or inappropriate language toward any VH BARBER & STYLING ACADEMY staff, another student, or public.

CELL PHONE POLICY

Cell phone usage is not allowed in classroom or practical lab unless for instructional purposes. Cell phones will be used during breaks only.

ACCESS TO FILES / PRIVACY ACT INFORMATION RELEASE

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees the student and parent or guardian of a dependent minor, the right to access their personal file and the student's rights to the privacy of that file. A third party would only be granted access to a student's file or information regarding that file by providing written permission from the student or parent or guardian of a dependent minor. Some third party agencies, such as governmental and legal agencies have a right to receive information for accrediting purposes. If a student wishes to view his/her file, an appointment must be made with the administrator each time. An 18-hour notice must be given to access files. A student's record will be maintained by the school for a minimum of five years after graduation or withdraw.

VH BARBER & STYLING ACADEMY does not publish a directory of or for its students.

PROFESSIONAL CONSIDERATIONS

VH Barber Styling Academy would like our students to be aware of factors that could affect their success in the field of barbering, or instructing. The work associated with these fields could be strenuous and physically demanding, sometimes requiring long hours of standing.

As a barber, or instructor, you will be exposed to various chemicals that could have harmful effects on the body. The practice of safety and sanitation is extremely important for yourself and others and must be practiced at all times.

Felony convictions, habitual drunkenness, habitual addition to the use of morphine, cocaine, or other habit-forming drugs, immoral or unethical conduct may affect a student's ability to obtain

a license in the barber industry. Please contact the State of Louisiana Board of Barber Examiners for more information on this matter.

COMPLAINT PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files. The following procedure outlines the specific steps of the complaint process.

- 1. The student should register the complaint in writing.**
2. The complaint form will be provided to school Administration.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 10 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- 5. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.**

State of Louisiana Board of Barber Examiners

4626 Jamestown Ave

Suite 1

Baton Rouge, LA 70808

National Accrediting Commission of Career Arts & Science (NACCAS)*

3015 Colvin Street

Alexandria, VA 22314

Phone 703 600-7600 Fax 703 379-2200

LICENSING REQUIREMENTS

After graduation, you may schedule to take the state's licensing examination. The Louisiana Board of Barbering Examiners administers the examination. The state-licensing test includes two parts: a written exam and a practical test.

OPPORTUNITIES IN THE PROFESSION

OCCUPATIONS

VH Barber & Styling Academy provides training in Barber styling and Barber Instructor programs that upon graduation prepare students for such occupations which include, but not limited to the following:

- Barber
- Platform Artist
- Barbershop Owner
- Barber Instructor
- State Barber Inspector

After obtaining your license, you will have several options. You may open your salon or shop or choose to work for someone else for barbering or work as an instructor in a school or open your own school for the licensed barber instructor. If you do work for a salon owner, compensation usually occurs in one of three ways:

- WORK ON A COMMISSION

A percentage of the money you take in goes to the owner and the remainder to you. A 60%-40% split where you receive 60% is a common arrangement.

- LEASE YOUR WORKSPACE FROM A SHOP OWNER

You pay a weekly lease for the equipment and space in the owner's shop. After paying the lease cost, all the revenue you make will come to you. This lease may range from \$75 to \$250 per week and is negotiated between you and the owner. With this arrangement you are in effect running your own business.

Remember to keep track of tips for income tax purposes as tips can be substantial.

- WORK ON AN HOURLY WAGE

New graduates may elect to work on an hourly wage. A newly graduated student will find \$8 to \$10/hour is common. Tips will add \$3 to \$4/hour to this. Generally, working for an hourly wage results in the lowest income but the greatest fringe benefits such as continuing education, incentive bonuses and insurance coverage.

OWNING YOUR OWN BUSINESS

Most graduates eventually want to open their own shop/salon. This requires capital investment and should be considered carefully. If you choose to open your own business, you will need to decide whether you want to work alone or hire employees. If you add other stylists, you must determine how you will compensate them.

Once your first shop/salon is operational, you may want to add another location. At this point other factors must be carefully considered such as who would manage the second shop/salon for you.

You may wish to become associated with a haircutting franchise as an employee, manager or franchise owner.

A career in hairstyling offers you even more choices. For example, some students return to schools to teach. Others become platform artists where they teach other stylists during weekend educational seminars. Others sell hair care products or specialize in one area of hair care, such as hairpieces.

COMPENSATION

Salary Ranges

The National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) is the national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools. NACCAS lists the national average income for salon professionals is between \$30,000 and \$48,000, exclusive of tips. Instructors can usually earn between \$8.00 and \$12.00 an hour.

Source: NACCAS 2007 cosmetology Job Demand Survey Results. However, earnings can vary widely based on individual's goals, training, geographic location and initiative.

PHYSICAL DEMANDS & SAFETY REQUIREMENTS OF THE PROFESSION

The following items are general occupational demands for those in the cosmetology and barbering industries: V H Barber Styling Academy would like our students to be aware of factors that could affect their success in the field of barbering, or instructing. The work associated with these fields could be strenuous and physically demanding, sometimes requiring long hours of standing. As a barber, or instructor, you will be exposed to various chemicals that could have harmful effects on the body. The practice of safety and sanitation is extremely important for yourself and others and must be practiced at all times.

PROFESSIONAL CONSIDERATIONS (regulatory oversight restrictions/ability to meet requirements of the employer)

Felony convictions, habitual drunkenness, habitual addition to the use of morphine, cocaine, or other habit-forming drugs immoral or unethical conduct may affect a student's ability to obtain a license and/or employment in the barber industry. Please contact the State of Louisiana Board of Barber Examiners for more information on this matter.

OUTCOME RATES

(2021)

Completion: 72.22%

Licensure: 100%

Placement: 80%