



Information contained is required by Rule 6E-2.004(11), F.A.C. All statements reflect policies in effect at the time of publication and are subject to change without notice or obligation. This includes statements of fees, course offerings, and program, admission, and graduation requirements applicable to both currently enrolled and new students.

Table of Contents

| | |
|---|----|
| History/Ownership/Governing Body..... | 3 |
| Licensing..... | 3 |
| Staff and Administration..... | 3 |
| Mission Statement..... | 3 |
| Academic Calendar..... | 3 |
| Admissions Procedures and Requirements..... | 4 |
| Transfer Students..... | 4 |
| Courses and Curriculum..... | 5 |
| Grading and Progress Policy..... | 6 |
| Requirements of Completion of Program..... | 7 |
| Attendance Policy..... | 7 |
| Leave of Absence..... | 8 |
| Tardiness..... | 8 |
| Withdrawal..... | 8 |
| Re-Entry..... | 8 |
| Tuition and Fees..... | 9 |
| Financial Aid..... | 9 |
| Refund Policy..... | 9 |
| Institution/Facility/Equipment..... | 10 |
| Student Services..... | 10 |
| Student Conduct Policy..... | 11 |
| Academic and Discipline Appeals..... | 12 |
| Anti-Hazing Policy..... | 12 |
| Drug-Free Policy..... | 12 |
| Sexual Harassment Policy..... | 12 |
| Complaints..... | 13 |
| Private Policy..... | 13 |
| Disclosures..... | 13 |

History/Ownership/Governing Body

The Adrian H. Wallace Barber Academy was founded in November 2013. The Academy is owned by President and Chief Executive Administrator, Adrian H. Wallace.

Licensing

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution can be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free number (888) 224-6684.

Staff and Administration

Mr. Adrian H. Wallace, President, Owner and Instructor
14 years' experience in the Barber industry, US Veteran
Licensed Barber, Florida
Licensed Master Barber, Maryland; Apprenticeship, A-Line Barbers of Essex, MD
Licensed Barber, Virginia

Ms. Megan J. Hinote, Instructor
Licensed Barber, Florida; Diploma - The Adrian H. Wallace Barber Academy of Pensacola, FL

Mission Statement

It is the mission of The Adrian H. Wallace Barber Academy to provide a quality post-secondary barber education in practical skills necessary for licensure and employment success.

Academic Calendar

The Adrian H. Wallace Barber Academy is open Tuesday through Saturday 10:00 am – 6:00pm. We are closed on Sunday, Monday and the following legal holidays:

Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas
New Year's Day

The Academy president may declare additional holidays, which will be announced at the appropriate time with proper notice.

Beginning dates for enrollment at The Adrian H. Wallace Barber Academy are continuous. All courses have open enrollment. Students shall start the first Tuesday of each month.

Admission Procedures and Requirements

The Adrian H. Wallace Barber Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The Academy considers each applicant on the basis of ability, character, and recommendation by references.

In order to be admitted and enrolled as a student in The Adrian H. Wallace Barber Academy, candidates must provide the following:

Current driver's license or state issued photo identification; High School diploma, a recognized equivalent of a High School Diploma such as a home schooled certificate by the state where the student resided during home school or a GED; Are at least 16 years or age; and a valid social security card. All applicants who do not have a High School Diploma or equivalent must take the TABE (Applicant must demonstrate a 9th grade score in math, reading, and language arts).

A non-refundable fee of \$100.00 is due at the time of application.

Final acceptance of the applicant is made by the president of the Academy. Applicants will be notified of their acceptance and will return to complete the Enrollment packet and begin the orientation process.

Transfer Students

The acceptance of any and/or all of the transferring hours and services is at the discretion of The Adrian H. Wallace Barber Academy. Transfer students will receive credit for previous training from an accredited barber school with proper documentation of hours, services and tests, and after being evaluated in both theoretical and practical abilities by the Academy's president. No more than 75% of the program credits will be transferred into the Academy from another institution. The barber program educational costs will be adjusted.

In order for course credits to be considered, student must request official transcript be sent directly to The Adrian H. Wallace Barber Academy. In addition, student may be required to provide catalog and other relevant documents regarding courses to be considered. All courses must have a grade of "C" or higher on the transcript from the awarding institution. Competencies of courses submitted for transfer credit must be comparable to the courses at the Academy in order for the credit to be awarded.

The transfer from The Adrian H. Wallace Barber Academy to another institution is at the discretion of the accepting institution; The Adrian H. Wallace Barber Academy cannot guarantee the transferability of credits earned at our school. It is the students' responsibility to confirm whether or not the clock hours & services earned at the Academy will be accepted by another institution of the student's choice.

Courses and Curriculum

The curriculum for barbering shall consist of twelve hundred (1200) clock hours of theoretical instruction and practical operations covering all practices constituting the art of barbering.

The course of instruction in the practical phases of barbering required for a student enrolled in this 1200-hour course shall cover not less than 1200 hours including training in basic haircutting and in hairstyles of all textures of hair at the discretion of the school owner or instructor. The practical and theory training shall include performance of the following minimum practical and classroom operations:

| Barber Course # | Course Name | Services | Clock Hours |
|------------------------|--|-----------------|--------------------|
| BAR 101 | Sanitation, Hygiene and Safety | -- | 325 |
| BAR 102 | Hair Structure and Chemistry | -- | 50 |
| BAR 103 | Haircutting, Styling and Shaving | 100 | 350 |
| BAR 104 | Chemical Procedures and Services | 300 | 200 |
| BAR 105 | Skin Care and Facials | 50 | 75 |
| BAR 106 | Business and Professional Relations | 25 | 50 |
| BAR 107 | HIV/AIDS, FL State Laws/Rules, Exam Review | 150 | 150 |
| | Total | 625 | 1200 |

Bar 101 Sanitation, Hygiene and Safety (325 Clock Hours):

Students must be able to express an understanding of the importance of any and all decontamination methods.

Bar 102 Hair Structure and Chemistry (50 Clock Hours):

Students must define both organic and inorganic chemistry, demonstrate an understanding of the human body and of the structure of the hair and how they function.

Bar 103 Hair Cutting, Styling and Shaving (350 Clock Hours):

The student learns all necessary techniques of hair cutting, including but not limited to, taper cuts, fades, flat tops, and standard haircuts using scissor over comb, clipper over comb and freehand techniques. Students will practice all areas of shaving techniques including softening of beard, applications of massage cream and tonics.

Bar 104 Chemical Procedures and Services (200 Clock Hours):

Students at our elite Florida barber school will practice the application of chemical services, which include coloring; bleaching; hair relaxing or permanents. All application is conducted under the supervision of an instructor in the clinic. Students will also learn cleansing with a suitable shampoo and massaging with hands or electrical appliance, which includes electric steamer, infrared lamp, ultra violet lamp, and thermal lamp.

Bar 105 Skin Care and Facials (75 Clock Hours):

This course includes practical training and performance of facials, including skin analysis, client consultation and customizing treatments.

Bar 106 Business and Professional Relations (50 Clock Hours):
Professional Ethics; Salesmanship; Client record-keeping; Decorum; Basic tax information relating to booth renters and independent contractors.

Bar 107 HIV/AIDS, Florida State Laws and Rules, Chapter 476 (150 Clock Hours):
The class is designed to give students the training required for preventing the spread of blood born infectious disease. Students will learn best practices for controlling the infection, objectives of the Florida Barber/Stylist licensing laws, discuss state board rules, understand the purpose of inspectors and prepare to take state board exams. ***HIV Online Test must be taken at time of application of the licensing exam.**

Grading and Progress Policy

The grading system is:

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

Progress records are maintained for each student and are based upon exams, quizzes and class participation.

Cumulative grade point average must be 70% or higher and 67% attendance to pass.

When a student receives a D on any Examination, he or she will be advised. The opportunity will be given for a make-up examination. Failing to pass the make-up examination will result in the student being placed on probation and the student may be required to repeat any needed portion of the course at the discretion of the president.

An incomplete grade indicates that the student did not complete work assigned at a given time. The president will meet with the student and determine the cause. A date will be set at which time the student must have completed the work in question. Failure to complete the work will result in the student being given a failing grade and no diploma will be issued.

Students who have progress below 70% will cease to make academic progress and will be placed on 30 days probation. If the student fails to correct the deficiencies in 30 days, the student will be terminated from the program. The student will be eligible for re-entrance into the program when he/she is able to correct the deficiencies that caused the termination and bring clear and valid documentation that the problems have been corrected by supplying proof of additional education or letters of reference showing that the student is a good candidate for re-entrance.

Students will be evaluated on their progress three (3) times during their course of study: completion of 450 hours, 900 hours and 1200 hours.

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

Students are awarded clock hours for course completion. A clock hour is defined as a minimum of 50 minutes of supervised instruction. Class and break schedules are on the course descriptions provided by each instructor. The academy follows an independent course numbering system; Courses are numbered sequentially and assigned a three letter prefix representing the program title.

Requirements of Completion of Program

The following requirements must be met by the student in order to qualify for a diploma:

- Achieve a cumulative grade point average of 70% or higher.
- Attend all required hours of the program as required by the State Board of Barbering and Cosmetology (1200 hours*), maximum hours of 1800 (150% of proposed program timeframe).
- Complete all designated requirements (tests, laboratory hours, client services) of the program
- Satisfy all financial obligations to the Academy or fill out a payment plan approved by the Academics' president.

(LICENSING AND EXAM FEES ARE A SEPARATE COST FROM ANY OTHER FEES LISTED IN THIS CATALOG.)

Upon the successful completion of the 1200* clock hour Barber Program, the student receives a completion certificate. To receive a Barber license, the student must submit a barber examination application, certificate of completion of board-approved HIV/AIDS course (2 hour course) and pay applicable fees to the department. Once the application is approved, the student must schedule a date and time for their barber examination with PearsonVue. A license will be issued and mailed upon successful completion of the barber examination.

*A student can be determined competent by a school official to sit for the barbering exam at 1,000 hours of training. If student is determined competent, all hours required for program completion will be deemed satisfied.

Attendance Policy

All students are expected to attend classes on a regular basis. Daily attendance is required. Attendance is recorded by the Instructor. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them. If satisfactory arrangements are not made, incomplete or failing grades may be assigned. Students who are unable to attend class should notify the Academy promptly. Three (3) unexcused absences within 30 days will result in probation of 30 days or less.

If the Academy closes early or has a delayed opening for any reason and if a class can meet for 50% or more of the regularly scheduled meeting time, or if the class can meet for 50 minutes or more, it will meet. The Adrian H. Wallace Barber Academy will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the Academy's operational status will be communicated through one or more communication methods including text messages, emails and answering machine updates. For the most up-to-date information regarding Academy openings, closings, or emergencies, all students, faculty, and staff are required to maintain a working phone number on file and are encouraged to sign up for email and text alerts through the office of the President.

LEAVE OF ABSENCE

Students who need to take a leave of absence from the Academy must submit, in writing, a signed request for leave. Students on a leave of absence are not considered to be withdrawn from the Academy. Students can only be allowed three leaves of absence per 12- month period, and the leave cannot exceed 60 days per leave. Any student who does not return from their leave of absence on the scheduled date will be withdrawn from the Academy. A student on an approved leave of absence who has notified the Academy that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the Academy that he/she will not be returning. The withdrawal date for a student who does not notify the Academy that he/she is not returning will be the date of determination.

TARDINESS

Students are expected to arrive to class on-time and prepared to learn, as tardiness causes the student to miss valuable instruction and disrupts the class. A student arriving 15 minutes after instruction has begun is considered tardy. Any student who is tardy to class three (3) times will be recorded for 1 unexcused absence and counseled by the instructor. Any further tardiness will result in the student being required to make up hours and work missed at a scheduled time agreed upon by the instructor.

WITHDRAWAL

Students have the option to officially withdraw from the Academy at any time by giving written notification to the president. Unofficial withdrawal can take place at such time as the student fails to attend classes and has made no contact with the Academy administration. A grade of "W" will be assigned upon withdrawal determination. Upon withdrawal, official or unofficial, the Academy's refund policy will apply and arrangements must be made to pay any balance due to the Academy. Students will not be permitted to re-enroll in the Academy with an outstanding balance. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the date of determination.

RE-ENTRY

A student who has been terminated or withdrawn may reapply to The Adrian H. Wallace Barber Academy in the same status as when they were withdrawn. At that time, the student's academic

records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning students will be charged a \$100 Re-entry fee.

Tuition and Fees

| | |
|---------------------------------|-------------------|
| Application Fee (Nonrefundable) | \$100.00 |
| Tuition | \$3,600.00 |
| Tools, Books, and Smock | \$ 600.00 |
| Total Price | \$4,300.00 |

Tuition costs may be paid in full when registering or paid in monthly installments of cash or money order. **All monies owed the Academy must be paid in full before receiving paper work for the state exam unless other arrangements have been made.**

Financial Aid

No financial aid is provided at this time and tuition will be the sole responsibility of the student.

Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Institution/Facility/Equipment

The campus is conveniently located in the Fairfield and 9th Ave. Plaza, just blocks of Cordova Mall and can easily be accessed via I-110. The campus occupies approximately 2,400 square feet of floor space. There is ample free parking.

The Adrian H. Wallace Barber Academy consists of a reception area, admission office, a classroom, break area, barbershop clinic and supply storage. All space is completely air conditioned. Our instructors deliver education in the classroom through lectures, audio and video presentations and demonstrations in the student clinic. The practical classroom is furnished with student stations, computers with internet access and treatment tables for the student to practice and perform the techniques to the public under the direct supervision of a licensed instructor. All equipment used at the Academy is compatible with industry standards and effectively meets the objectives of the program.

Student Services

The Academy does not provide housing for students, but it is local to city bus access.

Library resources include but are not limited to:

Standard Professional Barbering, Publisher: Milady 2011

Exam Review for Milady's Standard Professional Barbering, Publisher: Milady June 16, 2010

Student Workbook for Milady's Standard Professional Barbering, Publisher: Milady June 25, 2010

Student CD for Milady's Standard Professional Barbering, Publisher: Milady August 20, 2010

Procedures DVD for Milady's Standard Professional Barbering, Publisher: April 28, 2008

Merriam-Webster's Collegiate Dictionary and Thesaurus, Publisher: Merriam-Webster, Inc. April 1, 2014

Milady's Aesthetician Series: Advanced Face & Body Treatments for the Spa, Publisher: Milady August 6, 2007

Milady's Aesthetician Series: A Comprehensive Guide to Equipment, Publisher: Milady June 4, 2008

The Human Body Book and DVD, Publisher: DK Adult February 18, 2013

The Academy does provide orientation, academic advising and career counseling to all students to ensure satisfactory progress through the program. Special attention is given to those students that need additional assistance. Academic tutoring is available to students that need further assistance during the course of study.

Although the Academy does not make any guarantees of employment or salary upon graduation, the academy will provide placement assistance, which will consist of identifying employment opportunities and advising students on appropriate means of attempting to realize these opportunities.

Student Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Students who do not abide by the Academy's policies, or who are lacking in professional ethics, will be advised, may be put on probation, suspended or terminated. The following list includes the Academy's student conduct policy:

1. Students must wear smock at all times. Belts must be worn; no sagging pants. Students dressed inappropriately will not be permitted in class.
2. Theft of any kind shall result in immediate termination. Lying, cheating and stealing of any kind will not be tolerated.
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the Academy.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination.
5. Cell phone usage while in the classroom is prohibited. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom if it is necessary to use the cell phone.
6. All rules of sanitation, sterilization and overall cleanliness must be followed at all times. It is imperative that your stations and work tools be sanitized and sterilized properly before usage.
7. Food or Drinks are only allowed in designated areas.
8. Smoking is prohibited in school facility and only allowed in designated areas outside of the Academy.
9. Students are not permitted to play loud music or wear headphones during class and while servicing customers.
10. The use or possession of alcohol or illegal drugs is forbidden on school premises and will be grounds for immediate dismissal. NO EXCEPTIONS!!!
11. Absolutely no gambling or card playing allowed on school premises.
12. Daily attendance is mandatory. Failure to attend the Academy in accordance with attendance policy will result in a written warning, followed by Academic warning and then termination. Please notify the Academy in advance if you will be absent or late.
13. Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the president.
14. All monies owed must be paid prior to graduation. A student will not receive a diploma/certificate until the balance is paid in full.

A student is subject to termination for the following (but not limited to):

- Failure to maintain satisfactory progress.
- Failure to comply with the Academy's attendance policy.

- Failure to comply with the Academy's student conduct policy.
- Failure to meet all financial obligations to the Academy.
- Violates any of the conditions set forth in the signed enrollment agreement.

Academic and Discipline Appeals

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five(5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the student will be automatically re-entered in the program.

Anti-Hazing Policy

The Adrian H. Wallace Barber Academy adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the Academy condone such behavior. Students found hazing will automatically be terminated from the Academy.

Drug-Free Policy

The Adrian H. Wallace Barber Academy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by the students and employees on its property or as part of any activities. Possession, use, or distribution of these products can result in prosecution by Local, State, or/and Federal Authorities and even conviction can result in a fine or imprisonment or both. The Academy will take any action necessary for any student or employee deemed in violation. These actions include suspension and even termination from the Academy. All evidence of illegal drug or alcohol activity will be reported to the Law Enforcement Agencies.

Sexual Harassment Policy

No Academy employee, student or guest of the Academy should engage in any improper conduct. All employees of the Academy will endeavor to prevent students from sexually harassing other students, Academy employees, clients, or guests. A student's failure to comply with these policies will result in dismissal, termination from the Academy and even prosecution by the appropriate authorities.

Complaints

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. Any student or staff complaint/grievance should be in writing, on designated forms provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred and will be directed to the owner. The complaint/grievance will be reviewed within 15 days and resolved to benefit all parties involved. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

If a student's complaint or grievance is not resolved by the persons designated above, a student may choose to seek resolution by bringing it to the attention of the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. Toll Free Phone: 888-224-6684. www.fldoe.org/cie/.

Private Policy

Students and guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or guardian of a dependent minor. The Adrian H. Wallace Barber Academy requires a release form be completed for each third party request of information. The Adrian H. Wallace Barber Academy provides access to student records without written consent to the United States Department of Education, the State Licensing Agency, and any other school official. The Academy maintains a record of all release forms and requests for information.

Disclosures

Barber License candidates must submit answers to each of the background questions on the Barber Examination Application, and if needed, provide required documentation.

The barbering profession requires standing for long periods of time, with shoulder, arm and hand muscle movements. A person must consider their physical limitations before entering this field, as it involves extensive physical demands.