



Accredited By:



# School Catalog



Vol. 3.0

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. Only available in English, the language in which all programs' are taught.

The Adrian H. Wallace  
Barber Academy

3822 N 9th Ave  
Pensacola, FL 32503  
AHWBarberAcademy.com

850-692-9298

*Certified true and correct in content and  
policy*

1/12/2022

## Table of Contents

History/Ownership/Governing Body.....	4
Licensing.....	4
Staff and Administration .....	4
Mission Statement .....	4
Annual Reporting .....	4
Academic Calendar.....	5
Admissions Procedures and Requirements.....	5
Transfer Students.....	6
Courses and Curriculum.....	6
Barber Program Outline .....	6
BARBER COURSE DESCRIPTION .....	7
School Kit List & Policy .....	9
Satisfactory Academic Progress Policy.....	10
Evaluation Periods.....	10
Attendance Progress Evaluations.....	10
Maximum Time Frame .....	11
Academic Progress Evaluations .....	11
Determination of Progress Status .....	11
Warning.....	12
Probation.....	12
Re-Establishment of Satisfactory Academic Progress .....	12
Interruptions, Course Incompletes, Withdrawals .....	12
Appeal Procedure .....	12
Noncredit, Remedial Courses, Repetitions .....	13
Transfer Hours.....	13
Extra-Instructional Charges Policy .....	13
Requirements of Completion of Program.....	13
Attendance Policy .....	14
Leave of Absence .....	14
Tardiness .....	15
Withdrawal.....	15
Veterans Policies .....	15
Veterans Attendance Policy .....	15
Standards of Academic Progress for VA Students.....	16

Veterans Refund Policy .....	16
Veterans Credit for Previous Education or Training .....	16
<b>Financial Aid.....</b>	<b>16</b>
Application Process .....	17
Financial Aid Programs .....	17
<b>Tuition and Fees .....</b>	<b>17</b>
<b>Refund Policy .....</b>	<b>18</b>
<b>Return to Title IV (R2T4) Policy .....</b>	<b>19</b>
<b>Institution/Facility/Equipment.....</b>	<b>21</b>
<b>Student Services.....</b>	<b>21</b>
<b>Student Conduct Policy .....</b>	<b>22</b>
<b>Academic and Discipline Appeals.....</b>	<b>23</b>
<b>Anti-Hazing Policy.....</b>	<b>23</b>
<b>Drug-Free Policy.....</b>	<b>23</b>
<b>Sexual Harassment Policy.....</b>	<b>23</b>
<b>Complaints.....</b>	<b>25</b>
<b>Private Policy.....</b>	<b>26</b>
<b>Student Photo Release Policy.....</b>	<b>26</b>
<b>Responsibility for Personal Property.....</b>	<b>26</b>
<b>Disclosures.....</b>	<b>26</b>

## History/Ownership/Governing Body

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

## Licensing

The Adrian H. Wallace Barber Academy is Accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS). Contact information for NACCAS is as follows: National Accrediting Commission of Career Arts & Sciences, Inc., 3015 Colvin Street, Alexandria, VA 22314, telephone (703) 600-7600, [www.NACCAS.org](http://www.NACCAS.org).

We are 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  
Licensed Barber, Florida  
Licensed Master Barber, Maryland; Apprenticeship, A-Line Barbers of Essex, MD  
Licensed Barber, Virginia

Mr. John Bartholomew III, Instructor  
Licensed Barber, Florida; Diploma, The Adrian H. Wallace Barber Academy, Pensacola, FL

Mr. Marcus Smith, Instructor  
Licensed Barber, Florida; Diploma, The Adrian H. Wallace Barber Academy, Pensacola, FL

Ms. Julian Turner, Financial Aid Administrator and Instructor  
Licensed Barber, Florida; Diploma, The Adrian H. Wallace Barber Academy, Pensacola, FL

Mr. Rick Maharrey, Substitute Instructor  
Licensed Barber, Florida; Diploma, The Adrian H. Wallace Barber Academy, Pensacola, FL

Ms. Angela Lewis, Chief Administrative Officer  
BA, Duke University, Durham, NC

## 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.

## Annual Reporting

2020 NACCAS Annual Reporting Outcomes:

- Graduation Rate: 96.55%
- Placement Rate: 89.28%
- Licensure Rate: 100.00%

## 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	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	New Year's Day
Labor Day	

\*The institution will also close for winter break. Winter break is Christmas Day through New Year's Day.

In addition, the institutions owner 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 on Tuesday of each week and will be allotted a 1 hour break.

## Admission Procedures and Requirements

The Adrian H. Wallace Barber Academy does not discriminate in its employment, admission, instruction, or graduation policies based on 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 Barber Academy considers each applicant based on ability, character, and recommendation by references.

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. Applicants who do not have a High School Diploma or equivalent can enroll under the "Ability-to-Benefit" policy. (See Disclosures, page 26 Ability-to-Benefit Application and Enrollment Procedure).
- Be at least 16 years of age.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency that is qualified to translate documents into English and confirm academic equivalence of such documents.

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

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

A student who has been terminated or withdrawn may reapply to The Adrian H. Wallace Barber Academy. If a student re-enrolls within 180 days, they will enter in the same status as when they were withdrawn and treated as though there was no break in attendance. 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%.

If a student re-enrolls after 180 days, they will also enter in the same status as they left, but the student will require a new contract (based on current cost and length of program with transfer hours included), new SAP (based on transfer hours), payment period is adjusted with regards to transfer hours.

Returning students will be charged a \$100 Re-entry fee.

## Transfer Students

The acceptance of any and/or all 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 Barber Academy president. No more than 75% of the program credits will be transferred into the school from another institution. The Barber Program educational costs will be adjusted.

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. Courses submitted for transfer credit must be comparable to the courses at the Barber Academy 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 the clock hours & services earned at the Barber Academy will be accepted by another institution of the student's choice.

## Courses and Curriculum

### BARBER PROGRAM OUTLINE 1200 HOURS

**DESCRIPTION:** The Barber Program is designed to train the student in the basic manipulative skills, safety judgements, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related field.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.

- Perform the basic manipulative skills in the areas of haircutting and styling, hair shaping, hair coloring, texture services and scalp and hair conditioning.
- Perform basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in barbering and related fields.

**REFERENCES:** A library of references, periodicals, books, text and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

Textbooks: Milady's Mindtap Professional Barbering, 6th Edition; Publisher Milady; 2017, ISBN: 9781305100558 (hardcover)

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps with address specific tasks necessary for the state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities and student participation. Audio-visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in the course.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Student must maintain a written grade average of 75% in order to graduate. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>A = 93% -100% = Excellent</b>
<b>B = 85%- 92% = Very Good</b>
<b>C = 75%- 84% = Satisfactory</b>
<b>D = 74% and Below = Unsatisfactory</b>

**BARBER COURSE DESCRIPTION:** The total hour requirements below must be met by each student in each category for the earned hours to be accepted by Florida's Barber Board for examination:

Barber Course #	Course Name	Services	Clock Hours
<b>MOD I</b>			
<b>BAR 101</b>	Sanitation, Hygiene and Safety	--	325
<b>MOD II</b>			
<b>BAR 102</b>	Hair Structure and Chemistry	--	50

<b>BAR 103</b>	Haircutting, Styling and Shaving	100	350
<b>BAR 104</b>	Chemical Procedures and Services	200	200
<b>BAR 105</b>	Skin Care and Facials	50	75
<b>MOD III</b>			
<b>BAR 106</b>	Business and Professional Relations	25	50
<b>BAR 107</b>	HIV/AIDS, FL State Laws/Rules, Exam Review	150	150
<b>Total</b>		<b>525</b>	<b>1200</b>

## MOD I

### **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.

#### Theory Units of Study:

- Study Skills\*
- The History of Barbering\*
- Professional Image\*
- Microbiology\*
- Infection Control and Safe Work Practices\*
- Implements, Tools and Equipment\*
- Properties and Disorders of the Skin\*
- Properties and Disorders of the Hair and Scalp\*
- Shaving and Facial Hair Design\*

#### Hands On Classes:

- Introduction to Clinic Floor\*
- Tool Kit\*
- Drape\*

## MOD II

### **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.

#### Theory Units of Study:

- Chemistry
- Treatment of the Hair and Scalp
- Men's Facial Massage and Treatments
- Men's Haircutting and Styling
- Men's Hair Replacement



- Women's Haircutting and Styling
- Chemical Texture Services
- Haircoloring and Lightening
- Hands on Classes:
- Introduction to Regular Haircuts, Fading and Tapering\*
- Facial
- Chemical Services
- Eyebrows

### MOD III

#### **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 borne 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.**

##### Theory Units of Study:

- State Board Preparation and Licensing Laws
- The Job Search
- Barbershop Management

##### Hands On Classes:

- Customer Service
- Taxes, Booth Rent VS Commission
- State Board Inspections (Sanitation)
- State Board Website
- State Board Application
- HIV

\*These theory units of study and classes must be complete and test satisfactory before student can participate in student clinic activities, i.e. cutting hair and performing other services to the public.

### SCHOOL KIT LIST AND POLICY:

- |  |  |
|--|--|
| ● Milady's Mindtap: Interactive eBook and Learning Path & Tablet | ● (6) Combs: Flat Top, Starlite #939                               |
| ● Carry-all Case   | ● (2) Brush: Diane Medium Bristle Long, Diane Medium Bristle Short |
| ● Barber Jacket  | ● (2) Wahl Hero Trimmer  |
| ● Disinfectant Jar   | ● Close Shaver   |
| ● Disinfectant   | ● (2) Adjustable Clippers  |
| ● Mannequin  | ● Neck Strip Dispenser   |
| ● (3) Hair Clips   | ● Neck Duster  |
| ● (2) Spray Bottles  | ● Styptic Powder   |
| ● Mirror   | ● Clubman Talc   |
| ● White Towels   | ● Mentos Shave Gel   |
| ● Basic Shear  | ● Cutting Cape   |
| ● Blending Shear   | ● Chair Cloth Clip   |
| ● Afro Pick  | ● Disposable Razor   |

- Razor Blades, Double Edge
- Speed-O-Guide Guards: 0, 00, 000
- Blow dryer
- Detachable clippers (model 10)
- Cordless Trimmers
- Oster 76 Blades: 0a, 1a, 1 ½, 2

I hereby understand that:

1. The Kit may not be removed from the campus facility without permission.
2. I am responsible for replacing lost, missing, or broken items.
3. Per the refund policy stated in my enrollment agreement, some items are not returnable.
4. The implements and products provided are to be used on school clients and/or models as assigned to develop required skills and speed.

### **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

#### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Barber	450 and 900 clocked (actual) hours
--------	------------------------------------

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

#### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barber (Full-time, 37.5 hrs/wk) – 1200 Hours	48 Weeks	1800 Hours

The institution operates all programs according to a schedule of 900 hours per academic year of instruction. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria (rubrics) adopted by the school. Students must maintain a written grade average of 75%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>A = 93% -100% = Excellent</b>
<b>B = 85%- 92% = Very Good</b>
<b>C = 75%- 84% = Satisfactory</b>
<b>D = 74% and Below = Unsatisfactory</b>

### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing per their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

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

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

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **APPEAL PROCEDURE**

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 allowable 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. If the student does not prevail upon appeal, or chooses not to appeal, the student may continue on a cash-pay basis.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

A clock hour is defined as a minimum of 50 minutes of supervised instruction with a 10 minute break. Class and break schedules are on the course descriptions provided by each instructor. The school follows an independent course numbering system; Courses are numbered sequentially and assigned a three-letter prefix representing the program title.

### **Extra-Instructional Charges Policy**

Each program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. The institution has reserved space, equipment and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$250 per week, or any part thereof, payable in advance until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

### **Requirements of Completion of Program**

The following requirements must be met by the student to qualify for graduation:

- Achieve a cumulative grade point average of 75% or higher.
- Attend all required hours of the program (1200 hours for the Barber Program) as required by the State Board of Barbering and Cosmetology.
- Complete all designated requirements (tests, laboratory hours, client services) of the program.
- Satisfy all financial obligations to the institution or fill out a payment plan approved by the owner.

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

Upon the successful completion of the 1200 hour Barber Program, the student receives a diploma. 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.

### **Attendance Policy**

All students are expected to attend classes on a regular basis and to maintain an attendance percentage of at least 67%. Daily attendance is required and 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 Barber Academy promptly. Three (3) unexcused absences within 30 days will result in a counseling report card that will be stored in the students file.

If the Barber 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 schools 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 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 (LOA) must submit in advance (at least 1 day prior), a written request with reason for leave and signature to an administrator. If granted approval, the administrator will notify the student. LOAs may be granted for medical and non-medical reasons but it must be in writing in person unless there is an unforeseen circumstance such as car accident. If a student is unable to provide written request in advance due to such unforeseen circumstances, the school will document its reason for the leave of absence, if granted, and collect the request from the student at a later date. In this example, the beginning date of the approved LOA will be the first date the student was unable to attend class due to the unforeseen circumstance. There must be a reasonable expectation that the student will return from the LOA.

The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Additional charges will not be assessed as a result of a LOA. Students on a LOA are not considered to be withdrawn from the school and no refund calculation is required at that time. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Changes to the contract period on the enrollment agreement must be initialed by all parties or a contract addendum must be signed and dated by all parties.

If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

A student on an approved LOA who has notified the Barber 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 LOA or the date the student notifies the Barber Academy that he/she will not be returning.

### **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 school 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 for (14) consecutive calendar days and has made no contact with the school and the school has made attempts to contact the student to no avail. The Barber Academy will make 2 attempts to contact the student, either by phone, email or mail, before they are withdrawn. A grade of "W" will be assigned upon withdrawal determination. Upon withdrawal, official or unofficial, the institutional refund policy AND the Title IV refund policy (R2T4) 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 Barber 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.

## **Veteran's Policies**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not: • Prevent the student's enrollment; • Assess a late penalty fee to the student; • Require the student to secure alternative or additional funding; • Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to: • Produce the VA Certificate of Eligibility (COE) by the first day of class; • Provide a written request to be certified; • Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **VETERAN'S ATTENDANCE POLICY**

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1/3 absence. Students exceeding 3 total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

### **STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% each evaluation period.

A VA student whose CGPA falls below 75% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 75% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 75%.

### **VETERAN'S REFUND POLICY**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

### **VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

## **Financial Aid**

Financial Aid is available to those who qualify. The Financial Aid office requires an entrance interview with all prospective students. Materials regarding financial aid are distributed free of charge. The Adrian H. Wallace Barber Academy participates in five federal programs of assistance – Federal Pell Grant, FSEOG, Federal Work Study and Federal Stafford Loans (subsidized and unsubsidized). The amount and type of financial aid offered is based upon financial need as determined by the federal government's system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan, or a student who has been convicted of possessing or selling illegal drugs while receiving financial aid at any post-secondary school.



## APPLICATION PROCESS

In order to apply for federal financial aid, the student must complete the application for federal student Aid (FAFSA), and furnish the necessary documentation required for verification of information submitted. An interview is appropriate and required in almost all circumstances. After the application is completed by the student, the information will be sent to a servicer – to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a breakdown showing the estimated charges and the financial aid that will cover those charges.

## FINANCIAL AID PROGRAMS

**FEDERAL PELL GRANT:** A federal program of grants (gift) based on demonstrated financial need. Upon receipt of the Student Aid Report, it is signed by the student and used by this institution to receive aid for the student. The maximum annual award is \$5,920.00. It may change on an annual basis.

**SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS:** This is a low-interest, long term loan program available through the U.S. Department of Education. Special applications are available in the financial aid office. The loan is guaranteed by an agency of the federal government. Interest does not accrue and repayment does not begin while the student is attending an approved school at least on a half-time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.** An origination fee and a guarantee fee are charged by the lender and deducted from the proceeds of each disbursement. The maximum that may be borrowed for the first year of academic school is \$3,500. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.**

**UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS:** This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. **THIS IS A LOAN AND MUST BE REPAYED BY THE STUDENT.**

**FSEOG:** A gift award that is based on financial need. If you are awarded the Federal Pell Grant, you will receive first priority for this grant. An FSEOG does not require repayment.

We are also approved for training grants from vocational rehabilitation and Veteran's training. See office for details.

## Tuition and Fees

### BARBER PROGRAM:

Registration Fee (Nonrefundable)	\$100.00
Tuition	\$10,000.00
Books and Kit	\$1,300.00
<b>Total Price</b>	<b>\$11,400.00</b>

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

### Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract, but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
  - For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>Percentage of Scheduled Time Enrolled in Total Course or Program</b>	<b>Amount of Tuition Owed to the School</b>
0.01% to 50% .....	Prorata based on Hours Completed
50.1% and over .....	100%

- All refunds will be calculated on a prorata basis calculated by the length of time the student remains enrolled, up to a minimum of 50% of the program, multiplied by the cost of the program. Enrollment end date will be based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded with 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. IF the course is cancelled subsequent to a

student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in enrollment agreement.

### **Return of Title IV (R2T4) Policy**

When a Title IV financial aid recipient withdraws prior to program completion, the Barber Academy is required to complete a return of Title IV (R2T4) calculation and determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance.

Withdrawal is the termination, whether official or unofficial, of an enrolled student prior to successful completion of a program. A student may officially withdraw by providing notification either orally or in writing to any school official and this date is the school determined student withdrew date. An official withdrawal can also be when the school terminates a student per policy. For purposes of an unofficial withdrawal and the date of determination for tuition refund and R2T4 purposes, (14) consecutive calendar days of non-attendance, except in those cases when a student fails to return from a scheduled leave, constitutes as an unofficial withdrawal. The Barber Academy will attempt to contact the student after (14) days of non-attendance and the 14<sup>th</sup> calendar day is the school determined student withdrawal date. The student withdrawal date is the students last day of physical attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. The unearned portion of the Title IV funds must be returned to the Department of Education. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

After the R2T4 calculation and the institutional calculation are complete, the student may still owe a balance to the school and a letter will be mailed or emailed to notify the student of the owed balanced, if applicable. For example, earned aid is determined by dividing the number of clock hours scheduled to be completed up to withdrawal date in a payment period by the total number of hours in a payment period. A student is scheduled to complete 250 out of 450 hours in a payment period. Student completed 55.56% of the payment period and has earned 55.56% of Title IV funds. Student has not completed more than 60% of the payment period and therefore 44.44% is unearned and must be returned to the Department of Education. The school has a portion to return based on the

institutional charges multiplies by the unearned portion and if the student is required to return excess funds due to loans, they are included in the repayment of loans.

If a student did not receive all of the funds that they earned, they may be due a Post-withdrawal disbursement. Grant post-withdrawal disbursements do not require permission from the student and the school will apply earned grant funds to eligible Title IV institutional charges – if there is a credit balance due to the student, the school will issue this to the student or can notify the student of excess funds and obtain permission to apply to other institutional charges due to school. Loan post-withdrawal disbursements require the permission of the student (or parent in the case of a PLUS loan) to disburse the funds. The school must send notification to a student within (30) days of school determined date. If the school does not receive a response within (14) days from receipt of notification from student, the school will not disburse the loan funds.

After the attempt to contact the student after (14) calendar days of non-attendance, a R2T4 calculation will be completed within (30) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning. Loan post-withdrawal disbursement notification is sent to student for permission to disburse within (30) days of the school determined date. The school is required to return any unearned funds to the Department within (45) days of the school determined date. Any returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to PLUS Loans and Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less.

The requirement for Title IV program funds when a student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

For questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## Institution/Facility/Equipment

The campus is conveniently located in the Fairfield and 9<sup>th</sup> Ave. Plaza, just blocks from 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, student 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 school is compatible with industry standards and effectively meets the objectives of the program.

## Student Services

The Adrian H. Wallace Barber 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 2017

Standard Professional Barbering, Publisher: Milady 2011

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

Student Workbook for Milady's Standard Professional Barbering, Publisher: Milady June 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 2013

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 Barber Academy does provide orientation, academic advising and career counseling to all students to ensure satisfactory progress through the program. All students are required to attend orientation, during which the contents of the current student handbook are reviewed. Orientation is held after enrollment but on or before the first day of class. 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 Barber 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. Students also receive training in professionalism and job search skills. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of

relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. These documents are discreetly located in the restroom. Material and information includes but not limited to: Disaster Assistance, Suicide Prevention, Tobacco Free Florida, Bullying and WIC – Nutritional Program.

## Student Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Students who do not abide by the school policies, or who are lacking in professional ethics, will be advised, may be put on probation, suspended or terminated. The following list includes the Barber 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.
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 Barber 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 Barber Academy in accordance with attendance policy will result in a written or verbal warning, followed by academic warning and then termination. Please notify the school in advance if you will be absent or late.
13. All monies owed must be paid prior to graduation, unless prior arrangements have been made and approved by school owner.

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

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

- Failure to meet all financial obligations to the Barber 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 Barber Academy condone such behavior. Students found hazing will automatically be terminated.

### **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 Barber Academy will take any action necessary for any student or employee deemed in violation. These actions include suspension and even termination. All evidence of illegal drug or alcohol activity will be reported to the Law Enforcement Agencies.

### **Sexual Harassment Policy**

It is the policy of The Adrian H. Wallace Barber Academy to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. The Barber Academy strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of the Barber Academy policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other school personnel through conduct or communication of a sexual nature. It is a violation of schools policy for any student, faculty member, administrator, third party or other personnel to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator or other school personnel.

## **DEFINITIONS – SEXUAL HARASSMENT**

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.

Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

## **REPORTING**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of the Barber Academy should report the occurrence to any agent or responsible employee of the school. An employee may be required only to report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official.

## **PRIVACY**



The Barber Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible. The Academy will attempt to honor a student's request that his or her name be withheld, if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

## **ACTION**

The Barber Academy is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

## **ANTI-RETRIBUTION**

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution or harassment.

## **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. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school owner.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 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. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
5. 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.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, members of the institution's Advisory Committee will hold the hearing within 90 days of the original complaint. The student will represent his/her case followed by the institution's response. The Advisory Committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's licensing agency.

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/](http://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 (5) business days of the request. Any third-party request for information will require written authorization from the student or guardian of a dependent minor. A new release form is to 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, its accrediting agency, and any other school official. The Barber Academy maintains a record of all release forms and requests for information.

### **Student Photo Release Policy**

Students attending The Adrian H. Wallace Barber Academy give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic, or in labs for advertising, trade publications, and/ or any other lawful practice.

### **Responsibility for Personal Property**

The Adrian H. Wallace Barber Academy does not assume responsibility for loss or damage to personal property through fire, theft, or other causes on or off the school's campus.

### **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.

The Adrian H. Wallace Barber Academy will admit students who do not have a high school diploma, the recognized equivalent of a high school diploma, or who have not completed secondary school education in a homeschool setting, on an Ability-to-Benefit basis. Ability-to-Benefit implies that an individual student is able to perform the work required in a program and that the student will benefit from participation in such program. When accepting students via Ability to Benefit, the Adrian H. Wallace Barber Academy requires the prospective student to pass (demonstrate at least an 8th grade education level) a TABE test prior to admission, or, after enrollment, satisfactory complete 225 clock hours.

## Ability-to-Benefit Application and Enrollment Procedure

An individual who applies to the program under the Ability-to-Benefit provision must take the following steps:

1. Take the Test for Adult Basic Education Test (TABE) and pass on at least an 8th grade level.

When and where (closest location in relation to The Adrian H. Wallace Barber Academy):

- Walk-In appointments only: Monday, 8:00 - 3:00pm; Tuesday – Thursday, 8:00 -1:00pm
- Pensacola State College Campus  
Building 6, Student Services, Room 336  
1000 College Blvd  
Pensacola, FL 32504  
(850) 484-1656
- Upon completion of test, ask for a Field Copy. The Field Copy and a completed application should be given to an administrator at The Adrian H. Wallace Barber Academy to set up an interview.

OR

2. After acceptance into a program, the instructor of the program will closely monitor student progress. If student is able to satisfactory complete 225 clock hours, they will be allowed to continue the program. If student does not satisfactory complete 225 clock hours, the student will not be allowed to continue and will be considered withdrawn.
3. A copy of all reports and records pertaining to an Ability-to-Benefit student will be maintained in the student folder.