

**Florida Barber and Beauty Academy**

**1257 Howell Avenue  
Brooksville, FL 34601  
352-247-6084**

**SCHOOL CATALOG**

CATALOG OF GENERAL INFORMATION  
MAY 2023-MAY 2024  
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## Contents

OWNERSHIP/GOVERNING BODY.....	5
MISSION STATEMENT.....	5
PURPOSE.....	5
FACILITIES.....	5
STAFF.....	5
FACULTY.....	6
ADMISSION REQUIREMENTS.....	7
NON-DISCRIMINATION POLICY.....	8
EQUAL OPPORTUNITY LAWS.....	9
UNIT OF CREDIT.....	9
CONTINUOUS ENROLLMENT.....	9
STUDENT RECORDS.....	9
GRADING SYSTEM.....	9
ATTENDANCE POLICY.....	10
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY.....	10
ACADEMIC STANDARDS.....	10
REQUIRED GRADE AVERAGES.....	10
REQUIRED COMPLETION RATE.....	10
ASSESSMENT OF STUDENT PROGRESS.....	11
PROGRESS REPORTS.....	11
ACADEMIC WARNING.....	11
ACADEMIC PROBATION.....	11
APPEAL PROCEDURE.....	11
ACADEMIC DISMISSAL/WITHDRAWAL.....	11
ASSESSMENTS OF PROGRAMS.....	12
ADVISING SERVICES.....	12
COUNSELING SERVICES.....	12
GRADUATION REQUIREMENTS.....	12
CLASS SCHEDULE.....	12
FINANCIAL ADVISEMENT, JOB PLACEMENT.....	13
SCHOOL CALENDAR, CLASS SCHEDULE, LEARNING RESOURCES, ADMINISTRATION / OFFICE HOURS.....	14
PAYMENT PLAN.....	15
PREVIOUS TRAINING/ EXPERIENCE/TRANSFER OF CREDITS.....	16
STUDENT REQUIREMENTS, CODE OF CONDUCT.....	17-18
GRIEVANCE POLICY, LEAVE OF ABSENCE.....	19
REFUND POLICY.....	20

APPLICATION FEE, BOOK/KIT FEE .....	21
FEES AND PAYMENT SCHEDULE .....	22
BARBER PROGRAM.....	23
STATE LICENSURE REQUIREMENTS .....	23
PROGRAM TUITION AND FEES .....	24
COURSE DESCRIPTIONS .....	24
BARBER PROGRAM OUTLINE.....	25

Certified true and correct in content and policy.

Anthony Iglesias

Signature of Authorized School Official

## **OWNERSHIP/GOVERNING BODY**

Florida Barber Beauty Academy was established January 2022, and is under the ownership of Florida Barber and Beauty Academy, LLC. Located at 1257 Howell Avenue, Brooksville, FL 352-247-6084.

Mr. Anthony Iglesias, President, governs the school. The President is Anthony Iglesias who has complete legal control of Florida Barber and Beauty Academy, LLC

\*THIS INSTITUTION IS NOT ACCREDITED AND WE ARE NOT ELIGIBLE FOR TITLE IV FUNDS.

Additional information may be obtained by contacting the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.

### **OFFICERS OF THE CORPORATION**

Florida Barber Beauty Academy, LLC  
Anthony Iglesias, President and CEO  
Ricardo Iglesias, Vice President

## **MISSION STATEMENT**

Having fun doing business by sharing the passion of barber, hair styling, technology, art, and science. While becoming successful professional entrepreneurs who change lives from the inside out.

## **PURPOSE**

The purpose is to serve our students, employees, suppliers, clinic customers and future partners for the Greater Glory of God.

## **FACILITIES**

Florida Barber and Beauty Academy, consists of 1,400 square feet located at 1257 Howell Avenue, Brooksville, FL

352-247-6084. It is fully equipped and accommodates 9 barber stations on the clinic floor. This includes 2 shampoo bowls and 2 hair dryers. Also this location includes a reception area with 6 waiting chairs, classroom with 10 desk/chairs, 2 offices and a restroom.

## **STAFF**

### **Administrative Staff**

**Anthony Iglesias Director of Business Development and Admissions,**

Hernando High School, Admissions Compliance for Post

Secondary School

### **Ricardo Iglesias – Head Barber Instructor**

Hernando High School, Brooksville, Florida

Ricardo Iglesias, Shear Excellence Hair Academy... Tampa, Florida... Completed Barber Program. License #BR8257

Tampa Bay Barbers, Tampa, Florida Brooksville Barbers, Brooksville, Florida

## **FACULTY**

**Anthony Iglesias/ Director of Education**

**Hernando High School, Diploma, Brooksville, Florida**

**Ricardo Iglesias – Head Barber Instructor Hernando High School, Diploma, Brooksville, Florida**

Ricardo Iglesias, Shear Excellence Hair Academy. Tampa, Florida      Completed Barber Program. License #BR8257

Tampa Bay Barbers, Tampa, Florida Brooksville Barbers, Brooksville, Florida

## **ADMISSION REQUIREMENTS**

An applicant requesting admission to Florida Barber and Beauty Academy must fulfill one or more of the following requirements to be considered for acceptance.

- A. All applicants must be at least 16 years of age and have a high school diploma, general equivalency diploma, or its equivalent as required by the State of Florida, State issued Identification or Driver's License and United States Social Security Card. Previous education, training, and experience must be disclosed on the student information sheet, which will become part of the student's file. Prospective students with foreign high school credentials that wish to enroll at Florida Barber and Beauty Academy should have their credentials translated and evaluated for their U.S. equivalency.
- B. The applicant is to schedule an appointment with an Admissions Representative. The interview is to answer any questions an applicant may have, discuss the course requirements, contents, and determine the student's reason for application to Florida Barber and Beauty Academy and to sign the enrollment agreement between the applicant and the school. If a parent or guardian is accepting responsibility, he/she must be present at the interview.
- C. Florida Barber and Beauty Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, gender, gender identity, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship, grants or loans and other school administered programs.

The President reserves the right to deny entrance to any applicant that displays the lack of ability or character necessary to complete the program. Once all requirements are completed, the school will inform the applicant of their acceptance.

## **NON-DISCRIMINATION POLICY**

Florida Barber and Beauty Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, gender, gender identity, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs.

## **REHABILITATION ACT OF 1973 SECTION 504/AMERICANS WITH DISABILITIES ACT OF 1990**

Florida Barber and Beauty Academy does not exclude qualified individuals with a disability from the participation in or benefits of programs of instruction and its activities on the basis of their disability.



## **EQUAL OPPORTUNITY LAWS**

Florida Barber and Beauty Academy complies with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program.

### **OBSERVING A CLASS**

A student wishing to apply for enrollment is permitted to attend one class session prior to enrollment, at no charge. Students are encouraged to attend the class session to determine his/her level of commitment.

### **UNIT OF CREDIT**

Florida Barber and Beauty Academy is a clock hour institution. A Unit of Credit is defined as a clock or classroom hour. Since Florida Barber and Beauty Academy is a clock hour institution; One clock hour constitutes 60 minutes of supervised, directed instruction, including appropriate breaks.

### **CONTINUOUS ENROLLMENT**

Florida Barber and Beauty Academy has continuous enrollment with new classes forming weekly.

### **STUDENT RECORDS**

The Registrar's office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. Upon request from the student, both official and unofficial copies of their academic records will be given to student, other individuals, institutions or agencies.

This office also provides official certifications of student enrollment and academic status to other agencies such as insurance companies and financial institutions. A hard copy of the student's final grade is provided at the student's request from the Registrar's Office. The Registrar's Office is also responsible for processing applications for diplomas and certificates.

The school will retain student records in a fire-proof file cabinet and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

For those students who are denied entry or dismissed from the academy, records will remain on file for at least one year.

### **GRADING SYSTEM**

Students are graded during each course of study by the instructor's evaluation of the artistic talent, quality of work, and the student's ability to follow instructions, with 75% or higher being a passing grade (The school maintains a certain amount of flexibility in its testing and evaluation of individual students because the utilization of the skill acquired is partially dependent on creativity and artistic talent).

#### **GRADING SCALE**

A	90-100	Excellent
B	80-89	Good
C	75-79	Passing
D	66-74	Unsatisfactory
F	65-below	Failing

## ATTENDANCE POLICY

Students are expected to attend scheduled class meetings and to arrive on time. A student attending a minimum of seventy (70%) of their scheduled hours is considered to be in Satisfactory Academic Progress (SAP). To graduate, the student must complete the maximum required hours of their program of choice.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

- 1) Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Florida Barber and Beauty Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. Students are evaluated on both cumulative quantitative and qualitative elements at designated period throughout the program.
- 2) Attendance Progress

The maximum time a student has to complete their course is one and a half times the course length.

The maximum time frame for program completion may not exceed 150% of the published length of the program measured in academic years, terms, credit hours attempted, or clock hours completed.

<b>Course</b>	<b>Maximum Time Allowed</b>	<b>Weeks Scheduled</b>	<b>Hours</b>
<b>Barber</b> (Part- time, 20 hrs / wk) - 1200 hours	78 weeks		1,800 hours

## ACADEMIC STANDARDS

### REQUIRED GRADE AVERAGES

At the end of each increment, the cumulative grade average will be determined and documented in each student's Academic Progress Report Form. Students achieving the averages specified below will be considered to be making satisfactory academic progress: a grade average of 75% GPA at point will be at 300 clock hours, 600 clock hours, and 1200 clock hours. For example, if attending a 1200 clock hour program: 300 clock hours attended, 600 clock hours attended and 100% will be 1200 clock hours attended.

**Consequences of sustained poor academic performance are summarized below:**

#### Accumulative GPA

A 90	100%	Excellent
B 80	89%	Good
C 75	79%	Satisfactory
D 66	74%	Unsatisfactory F 65 below Failing

Student must have a minimum of 75% overall GPA to graduate.

### REQUIRED COMPLETION RATE

For example, a student in the 1200-hour program who is a part-time student is contracted for 52 weeks and the maximum time frame would be 78 weeks. Satisfactory Academic Progress is based on actual hours of attendance.

A student who is enrolled part time must attend at least 67% of their scheduled hours in order to be considered making Satisfactory Academic Progress and to complete the course within the maximum time frame. Any student not completing the course within the contract maximum ending date will not be charged an hourly rate for the hours they have left to complete. This policy complies with regulations applicable to the school For example, if an academic program published length is 1200 clock hours the maximum time frame to complete the program is 1,800 clock hours. For example, a 1200-clock hour program, the assessment points will be at 300 clock hours, 600clock hours, and 1200 clock hours.

## **ASSESSMENT OF STUDENT PROGRESS**

### **PROGRESS REPORTS**

The student's first evaluation must occur no later than the mid-point of the academic year or the program, whichever occurs sooner. At Florida Barber and Beauty Academy, evaluations will occur at the following intervals for SAP for the Barber: 300, 600 and 1200 actual hours.

Students must maintain at least a 75% grade average and be attending at a pace leading to completion of the course within the contract maximum ending date to be considered making Satisfactory Academic Progress. Students that meet minimum requirements for academics and attendance at evaluation are considered to be making satisfactory academic progress until the next scheduled evaluation. All Satisfactory Academic Progress reports are signed by the students upon completion of the evaluation and copies are available to the student at their request.

### **ACADEMIC WARNING**

A student will receive an academic warning if the student falls between Accumulative GPA 74% or below, the student will be placed on academic probation.

### **ACADEMIC 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 according to 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-ENTRY PROCEDURE**

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten 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 and federal financial aid will be reinstated, if applicable.

### **ACADEMIC DISMISSAL/WITHDRAWAL**

"Academic Dismissal" represents a separation of a student from Florida Barber and Beauty Academy for at least twelve (12) months. "Academic Dismissal" occurs after a student fails to meet the minimum requirements during probation after suspension. If, after being readmitted following suspension, the student fails to meet minimum standards, which is maintaining a 75% GPA, they will be separated from Florida Barber and Beauty Academy.

The student who withdraws voluntarily is called a "Withdrawn" student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. The final grade given at the point of withdrawal will be grade used for the GPA and accumulative GPA.

Students are eligible to re-apply for enrollment to Florida Barber and Beauty Academy after the dismissal period. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student's circumstance. A withdrawn student may re-enter anytime.

## **ASSESSMENTS OF PROGRAMS**

Florida Barber and Beauty Academy academic programs will also be evaluated and reassessed by faculty for each program that is 450 clock hours or more. These periodic evaluations of programs are done so that Florida Barber and Beauty Academy programs will keep up with the industry's demands.

### **Advising Services**

The academy provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

### **Counseling Services**

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

### **Graduation Requirements**

Students must meet the following requirements for graduation:

The student must have completed the state's requirement of clock hours of the course attended as well as carried a "C" or better in practical and academic work, and made full payment of all fees and obligations to the school. Upon completion of these requirements, the student will be issued a Certificate of completion by the school. According to the Florida Cosmetology Act, Statutes 61G5-18.001, Section 477.019 and Florida Barber Statutes 61G3-16.001, Section 476.114. Florida Barber and Beauty Academy WILL NOT certify any student to take the licensing exam prior to completing all of the hours the student has enrolled for 1200 hours for Barbering. When the student completes the clock hour requirements for a program and has successfully completed the prescribed program of study, the student will receive a certificate of completion indicating that the student has successfully completed the prescribed program of study.

## **PHYSICAL DEMANDS OF THE PROFESSION**

There are many factors to think about when you are trying to decide if barbering would be the best career for you. You need to consider physical health. Practitioners usually work on an appointment schedule in a salon and once their clientele is developed, their day is busy and hectic. Not only are they working with their hands and arms as they perform services on their clients, but they are also standing much of the day. It's also essential that you consider your hand and eye coordination as well as dexterity. Health, endurance and energy level are very important to your success in the field you have chosen.

Your personality is just as important as your physical abilities. Consider the following: Do you enjoy meeting new people? Do you smile easily? Is it fairly easy for you to talk with people you've just met? DO YOU REALIZE THAT YOUR "PEOPLE SKILLS" WILL ACCOUNT FOR WELL OVER 50% OF YOUR SUCCESS?

At Florida Barber and Beauty Academy, we will spend a great deal of time helping you develop these skills. With practice, you can achieve these client communication abilities that are so necessary in the business you have chosen. They can only be acquired if you sincerely apply yourself, because your attitude and personality truly come from within you, and only you can develop and improve them. To insure your success, make it one of your major goals during the course.

## **STUDENT SERVICES**

### **LOCAL SERVICES AND HELP LINES**

A list of community services and help lines will be made available to students requesting this information.

### **CLASS SCHEDULE**

Florida Barber and Beauty Academy has open enrollment for all programs. Course and class schedules will be given to students at registration.

### **ACADEMIC ADVISEMENT**

Director of Education will help students with their decision of academic advising.

#### **FINANCIAL ADVISEMENT**

The Admissions Representative will inform students of all options regarding funding options and payment plans.

#### **JOB PLACEMENT SERVICES**

Our school does not guarantee job placement directly or indirectly. We do, however assist in job placement at no additional charge. We obtain information regarding job openings that we receive from salons and other organizations, and post, or otherwise notify students of these openings that are available to them. We also periodically invite local salons to visit our schools for recruitment seminars. Students are advised that the law prohibits any school from guaranteeing placement as an inducement to enter school.

## **SCHOOL CALENDAR**

Florida Barber and Beauty Academy operates on a continuous basis throughout the year.

The school is closed in 2022-2023 on the following holidays:

01/01/2022 (New Year's Day), 01/17/2022 (Martin Luther King Day), 05/30/2022 (Memorial Day), 07/04/2022 (Independence Day), 09/05/2022 (Labor Day), 11/24/2022 (Thanksgiving Day), 11/25/2022 (Day after Thanksgiving), 12/23/2021 – 1/1/2023 (Holiday Break), 01/16/2023 (Martin Luther King Day), 05/29/2023 (Memorial Day), 07/04/2023 (Independence Day), 09/04/2023 (Labor Day), 11/23/2023 (Thanksgiving Day), 11/24/2022 (Day after Thanksgiving), 12/25/2023 - 01/01/2024 (Holiday Break),

Additional closures may be declared by the President due to unforeseen circumstances and/or inclement weather.

## **CLASS SCHEDULE**

Business Office Hours:	Monday – Friday	9:00 am – 4:30 pm
Evening Classes:	Monday – Friday	5:00 pm – 9:00 pm

## **LEARNING RESOURCES**

Learning Resources available for students such as online videos; DVD's and books are available for students to review, during operating hours of the school listed in the Class Schedule.

## **ADMINISTRATION / OFFICE HOURS**

Administration and staff will be available to meet with current students, graduates and prospective students. Monday – Friday 5:00 pm – 10:00pm. Appointments are requested, but walk-ins are always welcome.

## **PAYMENT PLAN**

### **A. In-House Payments**

Flexible payment plans available to students.

*Disclosure: Florida Barber and Beauty Academy does not offer any in-house scholarships, grants or loan programs etc.*

### **Academic Calendar of Beginning Dates of Enrollment**

September 5, 2022

October 3, 2022

November 7, 2022

December 5, 2022

January 2, 2023

February 6, 2023

March 6, 2023

April 3, 2023

May 1, 2023

June 5, 2023

July 3, 2023

August 7, 2023

September 4, 2023

## **PREVIOUS TRAINING/ EXPERIENCE/TRANSFER OF CREDITS**

Barbering Courses: The acceptance of transfer hours credited is at the discretion of the receiving school. It is the student's responsibility to confirm whether or not hours will be accepted by another institution of the student's choice.

A person transferring to our school from another barbering school must meet all admission requirements and provide transcripts from previous school reflecting a grade average of 75%. Florida Barber and Beauty Academy reserves the right to deny or accept all, part, or none of the hours credited based on practical evaluations and theory evaluations and personal interviews. Credit will be given for clock hours earned from other institutions in accordance with the results of these evaluations. Average score of theory and practical evaluations must be 75% or higher. These evaluations will be conducted one time and will be overseen, confirmed and validated by the school manager. There is no appeal of decision available. There is no charge for these evaluations.

Transfer students are required to pay a \$150.00 enrollment fee plus an hourly rate for the hours left to complete in the course, which is equivalent to the hourly rate for the course in which the student is enrolled. Transfer students are subject to all standards and policies in effect at Florida Barber and Beauty Academy. Students transferring out of Florida Barber and Beauty Academy are subject to a \$50.00 transfer fee. If the student has not completed their contractual obligations to pay fees, tuition, etc. Florida Barber and Beauty Academy reserves the right to withhold all transcript information until the contract is in good standing.

## **ACCESSIBILITY TO STUDENT RECORDS AND THE PRIVACY ACT**

Florida Department of Business & Professional Regulation and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.



## **STUDENT REQUIREMENTS AT FLORIDA BARBER AND BEAUTY ACADEMY**

### **1. Attendance/Class Cuts**

After three unexcused absences, the student will be advised on the attendance requirements by the Instructor, Registrar and/or the Director of Education. Absences without prior approval from the Registrar or the Director of Education are not permitted and are considered an absence for the entire class period.

### **2. Tardiness**

To assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than 5 minutes after the start of a regularly scheduled class. After arriving to class 5 minutes late, time will be deducted in the minutes of which student arrived late.

### **3. Code of Conduct**

Students are expected to conduct themselves in a professional manner at all times. Theft of property or damage to property from the school or other students, possession of non-prescriptive drugs/alcoholic beverages/weapons, any physical contact or disrespectful behavior, or any other detrimental behavior will be considered unsatisfactory conduct and will be grounds for suspension and/or dismissal.

### **4. Make-up Work**

Students who have been absent for any reason are required to make-up any missed classes and/or assignments before proceeding to the next course of study. A student may make-up missed time by attending another class in session or night classes which are conducted for students who have been absent or a student who wishes extra practice.

### **5. Interruptions in Training/Termination**

A student can be terminated for failure to learn the required skills. A student that has not successfully passed the examinations at the end of each chapter test with a minimum of 75% is encouraged to attend the additional class sessions for extra practice and has the opportunity to take no more than 2 retests on an approved scheduled day.

### **6. Leave of Absences**

A student may be granted a leave of absence for a maximum of 180 days. A request for a leave of absence may be requested and the date of expected return must be specified. If the student does not re-enter within the specified time and has not notified the school, the student's contract will be terminated, and he/she is granted a refund according to the Refund Policy and a Return to Title IV will be calculated for those students that receive Title IV funds.

### **7. Re-Entry**

A student that has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required re-entry procedures. The student will be required to pay a Re-Entry fee of \$100.00. The decision of the President is final.

### **8. Drug Abuse Policy**

A student who is a drug or alcohol offender will be dismissed from the school immediately. Possession, distribution or use of alcohol or illicit substances will bring immediate expulsion.

## CODE OF CONDUCT

Florida Barber and Beauty Academy Code of Conduct is a key tool in preparing students to be professionals.

**Students of Florida Barber and Beauty Academy will adhere to the following rules and regulations that support their quality of education.**

Students may not disrupt class with the use of mobile phones, text messaging, laptops, touch pads, iPad, iPod, headphones, music devices and all other electronic devices.

It is mandatory that students wear the uniform designated by the school every day and at all times while on school property. Uniforms must be clean, neat and free of offending odors or stains. Additional uniforms may be purchased. Students must practice good hygiene, be well groomed, and take steps to prevent and/or address problems of offensive body odor, including the odor of smoke.

The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection or physical hazard to the client, or to self.

Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of this code. Students that use profanity language, or disrespect verbally any of their peers, Florida Barber and Beauty Academy employee, client, or guest could lead to suspension, if the student continues to violate the same infraction repeatedly, it could lead to further suspensions or final termination from the program.

Students also are expected to exhibit behaviors that uphold the essential values of the school community. Physically harming or contributing to the harming of another person or property will not be tolerated. There will be an immediate termination from the program.

Students are expected to respect the time requirements of their programs and their instructors.

Attendance and academic progress are mandatory requirements for this program. Violations of any attendance and/or academic policies may also result in disciplinary action as described in this document.

Anti-Hazing: Florida Barber and Beauty Academy strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution.

Students are always expected to conduct themselves in a professional manner. Theft of property or damage to property from the school or other students, possession of non-prescriptive drugs/alcoholic beverages/weapons, any physical contact or disrespectful behavior, or any other detrimental behavior will be considered unsatisfactory conduct and will be grounds for suspension and/or dismissal.

Any student that violates the Code of Conduct during the time of enrollment and has reached the point of completion.

The student will not be allowed to participate in the Graduation Ceremony. Administration will process all the requirements for completion and issue Diploma.

All suspensions or dismissals may require the student to submit a written appeal to return to school. The Appeal's Committee may be called to meet with the student, to review the appeal submission and make a recommendation to the Chief Administrative Officer. The Chief Administrative Officer will render the final decision.

## **GRIEVANCE POLICY**

In the unlikely event that anyone, student, staff or client, should be dissatisfied with service or actions of Florida Barber and Beauty Academy, the following procedure is to be followed:

1. We strongly encourage whoever has the grievance to bring the issue to the attention of the immediate supervisor, admissions, or school administrator. We seek to provide a safe, quiet and healthy environment that is without stress and is conducive to higher education.
2. Should the matter remain unresolved following the oral discussion, the grievance must be stated in written form.
3. The written grievance is to be submitted to the school President (Anthony Iglesias). The grievance matter will be discussed with the school administrator and the employee (if the grievance is in regard to an employee, that person would be allowed to sit in on the discussion), but the decisions regarding resolution would be made by an unbiased party. The report will be prepared in writing and presented to the student within 5 days of receipt of the formal grievance. The decision is final and may not be appealed.

If the grievance remains unresolved to the student's expectations, the student may submit an identical copy of the written grievance to the state-licensing agency, Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684. Additional information may be obtained by contacting the Commission for Independent Education. <http://www.fldoe.org/policy/cie>

## **LEAVE OF ABSENCE**

Florida Barber and Beauty Academy requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Florida Barber and Beauty Academy may grant the student's request for a leave of absence and document its decision in the student's file.

A student may be granted a Leave of Absence (LOA) up to 180 days in any 12-month period.

The number of days in a leave of absence commences the day after the student's last day of attendance. A 12-month period begins on the first day of the student's initial leave of absence.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawal.

## **CANCELLATION AND 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, through 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 more than 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.

## FEES

The Application Fee and the Book/Kit Fees are non-refundable items. All fees are identified in the catalog and in this enrollment agreement.

Barber (1200 hours)

Tuition -	\$6,815.00
Application Fee -	\$150.00 non-refundable
License Fee -	\$173.50 non-refundable
Books/Kit -	\$701.50 non-refundable
Total Tuition and Fees -	\$7,840.00

## **FEES AND PAYMENT SCHEDULE**

Florida Barber and Beauty Academy reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities, with prior notice of scheduled changes. Reasonable accommodation will be made for students impacted by such a change.

### **Collection Fees**

In the event that a student's account is sent to collections, Florida Barber and Beauty Academy shall be entitled to collection, attorney fees and cost on the account thereof.

### **Payment Options**

The student has the option of paying the tuition cost in full prior to attending the first class; or put on a payment plan.

A student may be dropped from classes for failure to provide tuition payments. Payment can be made with cash, credit card (VISA & MasterCard) or personal check made payable to Florida Barber and Beauty Academy. Checks must be drawn on a U.S. bank. No counter (starter) checks will be accepted.

### **Registration Fee**

The Registration fee is due at the time of signing the Enrollment Agreement for admissions. The registration fee is non-refundable if you voluntarily withdraw. If classes are cancelled by the school, the registration fee will be completely refunded.

### **Returned Check Fee**

If a check is not honored when presented for payment, the bank will attempt to collect the funds an additional time. In accordance with Florida Statutes, Chapter 832.05, a returned check fee will be assessed. In the event of collection agency or legal action for recovery, the maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney fees as prescribed by law. Florida Barber and Beauty Academy is not responsible for other collection fees imposed by the bank. It is a non-refundable fee.

### **Transcript and Diploma Replacement Fees**

The student will receive one (1) student copy and one (1) official copy of their academic transcript free of charge. If more than one (1) transcript is requested, a non-refundable fee of \$25.00 will be charged. There is a non-refundable diploma replacement charge of \$20.00.

### **Re-Instatement Fee**

A student who has withdrawn and would like to re-enter a program will be charged a fee of \$100.00.

### **Administrative Fee**

Students are charged an additional Administrative fee of \$150 when withdrawn. This fee is non-refundable.

### **Withdrawal Administrative fee**

Withdrawn students are charged an additional \$100 as a withdrawal fee. This fee is non-refundable.

### **Student ID Replacement Fee**

Students are charged a fee of \$5.00 should their Student ID need replacing. This fee is non-refundable.

## **BARBER PROGRAM**

### **STATE LICENSURE REQUIREMENTS**

476.114 Examination; prerequisites.

- (1) A person desiring to be licensed as a barber shall apply to the department for licensure.
- (2) An applicant shall be eligible for licensure by examination to practice barbering if the applicant:
  - (a) Is at least 16 years of age;
  - (b) Pays the required application fee;

**PROGRAMS TUITION AND FEES  
BARBER PROGRAM  
1200 CLOCK HOURS**

**PROGRAM TUITION AND FEES**

Tuition \$6,815.00 Application Fee \$150.00 (non-refundable) Book/Kit \$701.50 Licensure fee \$173.50

**TOTAL COST: \$ 7,840.00**

**PROGRAM OBJECTIVE**

The objective of this program is to provide complete training in all procedures and practices of barbering and to prepare students for the state-licensing exam.

**PROGRAM DESCRIPTION**

The 1200-hour Barber course prepares all graduates for the Florida State Board of Barbering Examination on to become licensed barbers. The course study includes hair cutting and styling, hair coloring, permanent waving, scalp and hair treatments, shampooing, and hair straightening. Our school has a clinic floor open to the public and is supervised by licensed instructors.

This course is taught in English.

Instructional Method: Each course will include the following: lectures, demonstrations, hands-on, questions on and answer, guest speakers and scheduled Theory classes.

**Disclosure:** There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. Supplies are not to be borrowed from another student or school.

**COURSE DESCRIPTIONS  
BARBER PROGRAM OUTLINE**

A full-time NA. A part-time student will complete the program in 52 weeks.

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>SERVICES</b>	<b>CLOCK HOURS</b>
BAR101	Florida Law HIV/AIDS		225
BAR102	Safety, Sanitation and Sterilization	130	270
BAR103	Hair Structure and Chemistry		90
BAR104	Haircutting/Hairstyles	100	135
BAR105	Shampooing	30	45
BAR106	Shaves/Mustache/Beard	20	45
BAR107	Chemical Services	20	90
	<b>Total</b>	<b>300</b>	<b>900</b>

Educational Objective (Barber): Upon successful completion of this program and passing the State Board exam, students will be prepared for entry level employment in a barber shop, hair stylist on a cruise ship, salesperson, or platform artist. A student is awarded a diploma upon completion of graduation requirements listed in our catalog.

**Disclosure:** *The graduate will need to sit for and pass the Barbering written exam given by the Department of Business and Professional Regulation to become a licensed Barber in the State of Florida and seek employment.*



## BARBER PROGRAM

**Textbooks:** Milady Standard Barbering, 6th Edition: Publisher: Milady 2017.  
Textbook (Hardcover-English) ISBN-13: 9781305100558  
Workbook (Softcover-English) ISBN-13: 9781305100664  
MindTap ISBN-13: 9781305664005

*Note: There are no prerequisites for this program.*

*Courses at Florida Barber and Beauty Academy are offered in English.*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

### **COURSE DESCRIPTIONS**

#### ***BAR101- Florida Law/HIV/AIDS- 225 Clock Hours***

Give students awareness of the spread of infectious diseases, such as HIV and AIDS, and what measures can be taken to control infection. The student will identify the main objectives of the Florida Barber/Stylist licensing laws, discuss state board rules and regulations, understand the purpose of inspectors and prepare for state board exams.

#### ***BAR102 - Safety, Sanitation and Sterilization – 400 Clock Hours***

Explain and understand the importance of decontamination and methods of decontamination in the barbershop.

#### ***BAR103 - Hair Structure and Chemistry – 90 Clock Hours***

Students will define organic and inorganic chemistry and demonstrate an understanding of the organs and systems of the body and structure of the hair and how they function.

#### ***BAR104 – Haircutting/Hairstyles – 235 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 also demonstrate style outs including blow-drying.

#### ***BAR105 – Shampooing – 75 Clock Hours***

The student learns about types of shampoos, selection of proper shampoos based on client's needs and the proper techniques of shampooing and rinsing. The student practices these techniques on mannequins and customers on the clinic floor under an instructor's supervision.

#### ***BAR106 - Shaves/Mustache/Beard - 65 Clock Hours***

Students will practice all areas of shaving techniques including softening of beard and applications of massage cream and tonics. The student will learn all fourteen standard positions and strokes.

#### ***BAR107 - Chemical Services – 110 Clock Hours***

Students will practice the application of chemical services, including but not limited to, permanent waving, coloring or bleaching, hair relaxing and curling on mannequins and customers under the supervision of an instructor. Students will learn all phases of permanent waving and relaxing techniques, including customer consultation on rod sizes and perm selection. Topics also covered in this course include an introduction to coloring, classifications of hair coloring, preparation and application of permanent, semi- permanent rinses and bleaches. Students will also learn cleansing with a suitable shampoo and massaging with hands or electrical appliance, which includes electric steamer, infrared lamp, ultraviolet lamp, and thermal lamp.