



**BUSINESS OF BARBERING  
I N S T I T U T E**

**BBI Student & Staff Catalog Guide  
Business of Barbering Institute**



**Business of Barbering Institute Student & Staff Catalog Guide**  
By Business of Barbering Institute

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**Mail:** P.O. Box 23677  
Lexington, KY 40523

**Tel:** 859-271-0179

**Email:** [bbinstitute22@gmail.com](mailto:bbinstitute22@gmail.com)

Business of Barbering Institute. Student & Staff Catalog Guide: a training course for  
Barbering

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## ★ *Section 1 - General Information*

### *1.1 Purpose*

The purpose of this Catalog is to provide the potential students with the necessary information to make a rational choice regarding obtaining training through the Business of Barbering Institute.

### *1.2 Philosophy and Objectives*

Business of Barbering Institute provides individuals with a viable alternative to the traditional college learning environment. Our approach is to not only provide theory in the classroom but to also provide students with the opportunity to obtain the necessary hands-on training to assist them in meeting the current job market's entry-level requirements. The school's curriculum, having been designed with this philosophy and objective in mind, has been written to allow students to start each course on the first Monday of each month, learn and utilize writing skills by way of computer assignments, projects, textbook and workbooks as well as attend classes through face-to-face education. The completion date will vary upon completing the full state required hours for the course.

### *1.3 Mission Statement*

*Business of Barbering Institute is committed to providing a high-quality of education, both in theory and practical. Our mission as an educational institution is to promote students in advanced levels of education, business, and public relations. Our primary focus is to prepare future professionals to succeed in the field of Barbering careers. Graduates of the Business of Barbering Institute will be prepared for success.*

### *1.4 Description of Facilities*

Business of Barbering Institute is in Lexington, KY 40523. Our campus is easily accessible off new circle rd, highway i64, and Broadway.

### ***1.5 License***

Business of Barbering Institute is fully licensed, approved, and regulated by the Kentucky Board of Barbering. Our courses are based on licensing divisions and state board requirements for the total number of hours and subject matter in which one completes our course. Business of Barbering Institute's curriculum is structured to comply with the above regulations and requirements.

### ***1.6 Ownership and Governing Body***

Business of Barbering Institute is a privately owned and operated school of Barbering. Business of Barbering Institute is incorporated under the Business Corporation act and was established in 2022. We provide a holistic education for the barber industry. Our direct focus is to reach, teach, and give everyone an opportunity to receive valuable education without regard to race, sexual orientation, gender identity, religion, disability status, national origin, or any other aspects of a person's identity or demography.

## ***★ Section 2 - Admissions Policy, Requirements, and Procedures***

### ***2.1 Admissions Policy***

It is the policy of Business of Barbering Institute *to* recruit and admit only those students who can demonstrate a sincere desire to succeed in a new career as a barber industry professional practitioner and has a positive attitude toward learning. Our goal is to provide our students with quality training in the shortest possible time and to provide them with practical, experiential learning opportunities that will position them to a Professional Barbering career.

Interested candidates are encouraged to set an appointment with the Admissions Registrar for an educational interview that will last approximately 45 minutes. Understanding the importance of family support, all prospective students are encouraged to invite a spouse, parent, relative and/or friend to accompany them to the interview. We also encourage family and friends to enroll at the same time, as this provides students with a built-in support system.



## ***2.2 Admissions Procedure and Requirements***

Business of Barbering Institute will accept for enrollment as a regular student any person who meets the following requirements:

1. Has been interviewed at least 4 weeks prior to the class starting date
2. Has completed and submitted the following documents:
  - Application for Admission and paid Application Enrollment Fee
  - Enrollment Agreement and paid the Enrollment Agreement Deposit Fee
  - Proof of high school diploma, transcript or GED
  - Copy of social security card
  - Copy of driver's license
  - Work Schedule (if applicable)
  - Two references (one person and one professional)
  - Cosmetology license (active) (if applicable) or
  - Barber license (active) (if applicable) or
  - Demonstrates the potential to be successful in our course as evidenced by the successful completion of their admissions interview, application for admission, enrollment appointment, and orientation completion.

Once the completed application packet is received, it will be reviewed by the Admissions Registrar and the Director of Education for final approval. Notifications are sent on an ongoing basis, and the student will be notified as soon as possible of course approval and enrollment date as well as the date of their required Orientation. Business of Barbering Institute admits and enrolls students without regard to race, sexual orientation, gender identity, religion, disability status, national origin, or any other aspects of a person's identity or demography.

### **2.3 Schedule Options:**

**Full-time Day Hours:** Mon. – Fri. 8:00 am – 4:30 pm w/ a mandatory 45-minute lunch  
7.75 hours a day = **38.45 hours a week**

- Please note, all courses are face-to-face courses. Business of Barbering Institute implements traditional learning courses.

1. Full-time (Monday – Friday) students must take a one (45) minute lunch daily from 12:00 am - 12:45 noon.
2. Full-time day students must take a 15-minute break daily from 9:00 am to 9:15 am.
3. Full-time (Monday – Friday) day students will take a second 15-minute break daily from 2:30 pm to 2:45 pm.
4. A minimum of 4 hours required a day to receive your required hours.

### **2.4 Tuition and Fees**

\*TBD – To Be Discussed during Admissions Interview

<b>Courses</b>	<b>Tuition</b>	<b>Non-Refundable Application Fee</b>	<b>Book Kit</b>	<b>Tool Kit</b>	<b>Permit Fee</b>	<b>Total Cost</b>
<b>Barber Course</b>	<b>\$16,000</b>	<b>\$150.00</b>	<b>\$303.00</b>	<b>\$1550.00</b>	<b>\$15</b>	<b>\$18,018.00</b>

\*Fees are subject to change without notice based on management and/or owner discretion.

### **2.5 Application & Tuition Enrollment Fee**

A \$150 non-refundable application enrollment fee must accompany the completed application before being considered and accepted into the Business of Barbering Institute. Failure to

complete the application in its entirety, attach and/or bring in all required/requested documents within the allotted provided time frame/deadline will result in forfeiting your non-refundable application enrollment fee as well as denial of the said application. In most cases, the potential students are requested to resubmit the admissions application for consideration in 30 business days, while in other cases there is a 90-day waiting period before they are allowed to resubmit. Both waiting periods are decided on a case-by-case basis.

In addition, a tuition enrollment deposit fee must accompany the completed enrollment agreement before being considered and accepted into the Business of Barbering Institute. Fees are non-refundable.

## **2.6 Orientation**

Orientation will be held for all new students prior to beginning any course. Orientations are scheduled for the first Monday of every month with exception of holidays and the months of December and January. All students will be notified of their scheduled orientation. *Orientation is mandatory prior to attending class.* Suppose the scheduled orientation is missed for any reason. In that case, the student will have one opportunity to reschedule their orientation for the following month and pay an additional application fee of \$150.00. The application fee of \$150.00 will be due at the time of rescheduling one's orientation.

If the student decides not to reschedule orientation as the above policy states, the student will not be permitted to start school. Please note, application fees are non-refundable.

The orientation gives the student the opportunity to review the Student & Staff Catalog Guide, familiarize themselves with financial procedures and obligations, and learn about the Business of Barbering Institute's operations as an educational institution. Business of Barbering Institute staff is available to answer questions, schedule appointments, and alleviate any concerns a student may have during this time.

## **2.7 Dress Code**

Since a student's appearance reflects on their class performance, degree of professionalism, and the institution, Business of Barbering Institute has adopted a specific dress code. We at Business of Barbering Institute believe that one's dress should be appropriate for the type of career for which one is training. We work very closely with various employers, government entities, and other professionals. Therefore, it is important that our students be a representative of Business of Barbering Institute's high standards in their appearance and decorum.

All students and faculty are required to dress in a business-appropriate manner given their course. All attire (including uniforms) shall be neat and clean pressed at all times when in the campus.

- 1. Students and Staff are to be always in uniform unless granted special permission for a special occasion.**
- 2. Uniforms consist of the appropriate smock/vest and pants for each course and closed-toe shoes.**
- 3. Uniforms for staff include business casual clothing of any color with closed-toe shoes. Please note, T-Shirts of any color are not considered business casual and are not permitted/allowed.**
- 4. Staff and Students must wear a name badge provided by the school.**

Undergarments should not be visible. Shorts should not be worn. Jeans/Denim is not allowed. All clothing and uniforms must be pressed, clean, and free of holes and obvious wear and tear. This includes but is not limited to; dresses (to the knee or longer) shirts, slacks, pants, blouses, sweaters, turtlenecks, and other sleeved shirts and/or dresses are allowed under the specified uniform, but cannot have a print or writing visible through the smock/vest or on the sleeves of the undergarment. In addition to the described professional attire, if a student staff member or educator chooses to wear a smock or an apron, the smock or apron must be black.

#### **Barbers White – Smock/Vest/Apron**

#### **Educators & Instructor Trainees - Black/Business Casual** (Professional Attire/Black Smock-Vest or Apron)

- 5. Students and staff must be well-groomed, with clean hair and appropriate makeup.**

6. A **professional image** as determined by the school's standards does not include the following:

- a. Offensive tattoos. These must be covered.
- b. Excessive cleavage, armpits, midriffs, or cleavage can be seen while wearing low-riding pants.
- c. Clothing that is too tight or excessively baggy so as to inhibit movement required of work
- d. Foul language, profanity, and inappropriate conversations, including but not limited to discriminatory language or offensive jokes.
- e. Head wraps of any kind (unless religious-based) and hats
- f. Gold chains and jewelry

Due to the frequency of hand washing, students are encouraged to keep jewelry to a minimum. Face and/or visible body piercings are not allowed. All necklaces should remain covered by clothing, and no dangling earrings (longer than one inch) should be worn. You will be working in environments where such jewelry will interfere with the client or your work. Long hair should remain pulled back or worn in a style that keeps it out of the student's and client's/customer's face. **No hats, bandanas, or headwear are permitted** except for clearly defined religious reasons (which should be discussed ahead of time with Business of Barbering Institute's leadership and/or the internship, externship, and/or apprenticeship instructors).

★ *Section - 3 Grading and Student Requirements*

**3.1 Grading**

Business of Barbering Institute *uses* the following grading scale to evaluate students in both practical and theory subjects:

<b>Letter Grade</b>	<b>Theory Percentage</b>	<b>Practical Performance</b>
<b>A+</b>	<b>93 - 100%</b>	<b>Excellent Work</b>
<b>A</b>	<b>90 - 92%</b>	<b>Nearly Excellent Work</b>
<b>B+</b>	<b>87 - 89%</b>	<b>Very Good Work</b>
<b>B</b>	<b>83 - 86%</b>	<b>Good Work</b>
<b>B-</b>	<b>80 - 82%</b>	<b>Mostly Good Work</b>
<b>C+</b>	<b>77 - 79%</b>	<b>Above Average Work</b>
<b>C</b>	<b>74-below%</b>	<b>Failing Work</b>
<b>C-</b>	<b>70 -72%</b>	<b>Failing Work</b>
<b>D+</b>	<b>67 - 69%</b>	<b>Failing Work</b>
<b>D-</b>	<b>60 - 66%</b>	<b>Failing Work</b>

<b>F</b>	<b>0 - 59%</b>	<b>Failing Work</b>
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Student grades are based on the completion of course tasks: Assignments, Textbook, Workbook, Exams/Assessments, and Practical's. At the completion of each task, the instructor will grade the task based on the appropriate rubric, and feedback will be provided to the student at that time. Specific information regarding assignments, expectations, and grades, as well as all rubrics, can be found in the Syllabus.

Students are evaluated by many criteria, including attendance/participation, completion of assignments/grades, and written and/or practical performance during assessments/exams. Students will receive written grade reports upon the completion of each assessment/assignment and practical, with a cumulative grade point average determined on an ongoing basis as coursework is completed.

Students must complete the entire course (both theory and practical) with a minimum cumulative grade point average of 2.0. Additionally, per accreditation rules and procedures, **it is mandatory that students log a minimum of 67% of attendance per week in order to earn the required acceptable attendance percentage. However, the Business of Barbering Institute requires a minimum of 75% attendance rate per week in order to earn an acceptable attendance percentage.** Failure to log the required 75% attendance rate per week will result in a deficiency. If all the deficiencies are not met up by the graduation date, the student will be required to pay the full month's tuition before starting a new month.

### ***3.2 Satisfactory Academic Progress Policy***

The performance of each student will be evaluated at regular intervals and upon completion of each unit. All students are required to maintain attendance at 75% for all Barber Industry Courses and to maintain a minimum cumulative 2.0 GPA. Additionally, all students must complete all course requirements not to exceed 150% (i.e., 66 weeks for a 44-week course) of the normal course length. Any failed courses and/or subject weeks must be repeated at the next available offering, and the student will be responsible for all **additional costs**. Students not meeting all three of the SAP criteria (minimum 2.0 GPA, 75% attendance, 150% program length) will be placed on academic warning until the next SAP evaluation (during which the

student will continue in their course).

After the warning period, if the student has not met the SAP criteria, the student will be deemed on academic probation until the next SAP evaluation period (during which the student will continue in their course). After the academic probation period, if the student has not met the SAP criteria, the student will be deemed ineligible for continued enrollment and their student status will be terminated and they will be dismissed from their said program unless/until appeal and/or review by the SAP Committee. If the student has met the criteria at the end of the academic probation period, the student will be taken off probationary status.

### ***3.3 Evaluation Periods***

Students are evaluated for Satisfactory Academic Progress (cumulative attendance/academics):

<b>Course Name</b>	<b>Course Hours</b>	<b>Evaluation I (Scheduled)</b>	<b>Evaluation II (Scheduled)</b>	<b>Evaluation III (Scheduled)</b>
<b>Barbering</b>	<b>1500</b>	<b>450</b>	<b>900</b>	<b>1200</b>

### ***3.4 Three Strikes Rule***

Students cannot be placed on probation more than twice during the duration of a course. If a student comes out of probationary status twice (either due to meeting the criteria or by virtue of a successful appeal) and again falls below the minimum enrollment criteria, their student status will be terminated, the student will be dismissed, and the student will have to reapply/re-enroll in Business of Barbering Institute and pay all attendant fees. The student will not be eligible to reapply/re-enroll until after 90 days from the date of being dismissed/terminated from any said course.

### ***3.5 Student Appeal of Probationary Status Policy***

A student who is either placed on SAP probation (counting toward the Three Strikes Rule) or who has been dismissed due to unsatisfactory progress may file a written appeal for either review or reinstatement with the Director of Education. The appeal should contain details regarding the mitigating circumstance (\*see definition below) regarding

1. Why the student has failed to meet the Satisfactory Academic Progress (SAP) requirements and



2. How the student plans to rectify the situation moving forward.

The written appeal process must be initiated by the student *within 5 business days* of being placed on SAP probation/dismissal and be received by a school official. All appeals received within these guidelines will be reviewed by the SAP Committee; and a decision [regarding whether:

1. The student will remain on SAP probation,
2. The student will be taken off SAP probation, or
3. The student will be reinstated] will be made within three (3) business days of receipt.

***Absolutely no waivers will be provided for graduation requirements.***

### ***3.6 Assignments***

At Business of Barbering Institute, our weeks run from Monday through Friday. **All assignments for a given week are due at the end of the week as specified by the appointed educator/instructor.** Mondays are assessment days unless otherwise, the student's week starts on Tuesday as it pertains to the holiday schedule. On assessment days, the final assessment for the given week is available during theory time only (8:00 am – 10 am). Assessments are not available until assessment day/Monday or Tuesday. Any exceptions to this are on a case-by-case basis, must be approved by the Director of Education, and will be addressed by the educator/instructor. Any assignment turned in after 4:15 pm on Friday is considered late and is governed by the rules of both the Make-Up Policy and Late Work Policy.

### ***3.7 Time & Recordkeeping***

All time is tracked using Business of Barbering Institute Sign-In Sheet systems, which house student-logged hours, curriculums, all lessons, and grade books. Students in the on-campus learning setting must be clocked into sign-in for their time to be logged. Failure of a student or staff member to clock in due to their own error will result in the student and staff member not receiving hours during the time they were not logged in.

Therefore, students and staff must be clocked in whenever they are doing any Business of Barbering Institute-related work. The time clock system provides the Business of Barbering Institute administration detailed information from day to day and week to week to help keep students and staff on track. We do not provide students copies of their hourly reports. However, the attendance reports will be posted monthly.

### ***3.8 Make-Up & Late Work Policy***

Per state law, in order to graduate from Barbering Program and be registered for your state

board exam you must complete the state-required hours for the program. Given the unique nature of the Business of Barbering Institute *curriculum* and the state hour requirements, keeping up with assignments is critical to timely completion.

All students are to clock a minimum of 75% attendance rate in hours a week in the sing-in cards. **One must be clocked into the system in order for your hours to be logged.** For this reason, it is highly required that *any time* you are completing schoolwork (reading, assessment, tasks, etc.), you remain clocked into the system so that your time can be counted accurately.

**Not clocking the required hour percentage per week will result in a deficiency.** If a student becomes deficient in a given week, one must make up missed hours in order to graduate within one's allotted contracted time. All missed hours must be made up at the end of the program. Failure to do so will result in a possible full months tuition fees which will be due the first Monday of the following month no later than 9:30 am. The Business of Barbering Institute does not sell hours. Therefore, any hours missed that are paid for in order to be granted a make-up time extension, will still have to be made up by the permitted deadline.

If a student does not comply and either make up the hours or pays the additional fees to allow will also be responsible to pay the tuition for the remainder of hours required, the student will be withdrawn and will not be eligible for re-enrollment consideration for 90 days. At that time all past fees assessed as well as re-enrollment fees will be provided to the student and required before being permitted to re-enroll in Business of Barbering Institute.

NO EXCEPTIONS. Make-up assignments that are submitted during the student's regularly scheduled hours, will not be accepted and will be required for the student to resubmit.

In the event that a student fails/misses' instruction, ***the student cannot stop out of their current course and transfer to a future course.*** The student will be held to Satisfactory Academic Progress standards, and it is up to the student to work with the Instructor and the Director of Education to make up for the lost time/assignments. If a student is not active in a course for three (3) days, there has been no contact with the student, and/or the student has not made an attempt to reach out to the school and its staff via the school's email or phone, the student will be officially withdrawn from the course. Unless a mitigating circumstance is provided, the student will have to re-enroll in a future course and will be subject to additional fees and tuition costs.

If a student becomes deficient in over 10% of assignments in a given course, the student will be Dismissed (\*see Satisfactory Academic Progress) and will have to re-enroll in a future course and pay all relevant tuition and fees.

All assignments, tests/exams, etc. are due as scheduled in the syllabus. The making up of specific assignments is at the discretion of the instructor. If the student contacts the instructor directly, the instructor may (but is not required to) accept overdue assignments or allow for alternate arrangements to be made to make up the points. All overdue assignments can only assess the highest score of 80%, with everything correct.

Missed assessments will result in a failing grade unless due to extenuating circumstances beyond the student's control. Such situations will be addressed on a case-by-case basis. Missed assessments may be made up **ONLY** with the instructor's expressed, written approval and in accordance with whatever criteria they set forth.

### ***3.9 Incomplete***

Any student not completing all required coursework by the end of their scheduled unit will be given a grade of Incomplete (I). All incomplete work must be made up at the end of the course (unless extenuating circumstances are approved in writing) or the incomplete will become a grade of "F" and the student will not be cleared to graduate.

## **★ Section 4 - Operational Expectations & Procedures**

### ***4.1 Institution Calendar***

Business of Barbering Institute is structured on a course system, which allows students to enroll in the course throughout the year at the beginning of each month with the exception of the month of December. The course is set up with a number of lessons which correspond to the number of clock hours in each course description. Once a student is accepted for admission, they will be able to start at the beginning of the next course.

The Business of Barbering Institute weeks run from Monday to Friday. **All assignments are due for a given week by 4:15 pm on Fridays.** Monday starts a new week for all students. Final assessments are given at the end of each lesson on Monday, which varies by course.

Business of Barbering Institute *is* **closed on all major government and state-recognized holidays.** The holiday closures are as follows:

- o Jan. 1 – New Year’s Day
- o Jan. dates are open (varies by the year) – Birthday of Martin Luther King, Jr.
- o Feb. dates are open (varies by the year) – President’s Day
- o Apr. dates are open (varies by the year) – Good Friday
- o ***We are closed a week (Monday – Friday) for Spring Break every year. The week may fall in April depending on the calendar. - Dates to be announced by the administration.***
- o May dates are open (varies by the year) – Memorial Day
- o July 4 – Independence Day and the entire week - Monday through Friday
- o September dates are open (varies by the year) – Labor Day
- o October dates are open (varies by the year) - Columbus day
- o October 31 - Halloween Day
- o ***We are closed a week (Monday – Friday) for Fall Break every year. The week may fall in September or October depending on the calendar. - Dates to be announced by the administration.***
- o November 11 – Veterans Day
- o November dates are open (varies by the year) – Thanksgiving Day  
***\*We are closed the Wednesday before and the Friday after Thanksgiving***
- o December 25 – Christmas Day  
**We are closed every year for Winter break from December 20 through New Year’s Day in the New Year. Students return on the second week of January on Monday.**

#### ***4.2 Religious Holidays***

In the event that a student celebrates/recognizes a personal/religious holiday, the recognition of

which would interfere with the completion of assignments or conflicts with a course requirement, the student must communicate this information to both Business of Barbering Institute and their instructor in writing **at the beginning of the course**. Business of Barbering Institute reserves the right to request additional information as it relates to the personal/religious holidays in order to make a determination regarding appropriate accommodations.

When a student returns from a scheduled school holiday or weekly break, the student **MUST** make attendance. “Making Attendance” is returning to the next business on time and ready for school. Students who do not return to school as scheduled will be suspended as well as be responsible for all associated fees. All fees will be due the day that the student is released from suspension and returning to school. The suspension will be no less than three (3) business days. Business of Barbering Institute understands that mitigating circumstances may arise. Please review the appropriate section of this catalog for mitigating circumstances as defined by the Business of Barbering Institute.

**4.3 Credit Hour Definition** Business of Barbering Institute defines one class hour as the credit awarded for a course according to 50 minutes of contact time during a 60-minute period. Class hours are as follows for Barber Industry Courses:

*Full-time: Days 8:00 am – 4:30 pm (Mon. – Fri.)*

#### **4.4 Transfer of Credits**

Transfer credits/credit hours are accepted at the Business of Barbering Institute. The unique curriculum, coursework, and method of instruction provided by Business of Barbering Institute are too unique and without comparable substitutes based on current market conditions. However, in the event that it is determined by the Business of Barbering Institute’s leadership that transfer credit hours will be accepted, such a change will be thoroughly reviewed, outlined, and considered on a case-by-case basis, and each credit hour accepted/brought in from another school will assess a \$15/hr. fee and every hour needed/earned from the Business of Barbering Institute.

Furthermore, credits obtained through Business of Barbering Institute are designed to be transferred to other certificates, diplomas, or degree programs; and this decision is left up to the total discretion of the receiving institution. The Business of Barbering Institute has absolutely no control and does not guarantee the transferability of any credits out of this school. We also reserve the right to hold any transcripts, progress reports, and/or release of hours to any student by way of the new potential school if and when there is an outstanding financial obligation to Business of

Barbering Institute.

All transcripts, progress reports, and hours are released to schools only when requested in writing via email or certified mail. All requests should be mailed to

Business of Barbering Institute  
P.O. Box 23677  
Lexington, KY 40523  
Attention: Director of Education

#### ***4.5 Re-Entry Procedure***

The school will allow the student to re-enter the school in the same progress status at which he or she departed, not to exceed 6 months. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is also a \$150 application fee as well as a \$200 re-enrollment fee that the student is responsible for at the time of re-enrolling.

#### ***4.6 Changes in Course***

Business of Barbering Institute reserves the right to make changes in the curriculum and overall course as is deemed necessary and appropriate by Business of Barbering Institute leadership, including but not limited to changes in graduation requirements, substitution or replacement of instructors, and changes in technology requirements. Business of Barbering Institute also reserves the right to cancel or postpone any course when enrollment is insufficient or due to circumstances beyond our control.

#### ***4.7 Mitigating Circumstance Definition***

A mitigating circumstance is defined by the Business of Barbering Institute as a circumstance that was *beyond the student's control* that prevented the student from maintaining Satisfactory Academic Progress (SAP) standards. The student must be able to articulate that the event occurred *during the time at which they dropped below the minimum SAP standards*.

The SAP Committee may require proof in the form of obituaries, marriage certificates, death certificates, receipts, doctors note, official letters/notices, job schedules, and more *at their discretion* in order to determine the validity of the statements and to confirm that the above criteria to qualify the event as a mitigating circumstance were met.

#### ***4.8 Code of Conduct***

Since proper conduct is required of the educational objectives in the Business of Barbering Institute, the following Code of Conduct is established. Any violations will result in disciplinary action as determined appropriate by Business of Barbering Institute *leadership*, up to and including Dismissal.

The Code of Conduct applies when a student is enrolled at the Business of Barbering Institute *regardless* of whether or not a student is present in/on the Business of Barbering Institute's premises/engaged in official student business.

- 1) Plagiarism, cheating, and/or not actively participating in class discussions.
- 2) Giving false information on applications, forms, or other school papers.
- 3) Forgery or altering of school documents, records, or identification.
- 4) Physical or verbal abuse (including but not limited to gossiping about the school, the school's policies and/or rules, and any members of its staff, obscene, racial, or sexually harassing language) toward another person.
- 5) Theft or damage to private property on campus, or at school events.
- 6) Behavior that threatens the health or safety of other people or property.
- 7) Unauthorized use or misuse of school property/technology. This is including but is not limited to eavesdropping through webinars or on-campus conversations that are not intended for a student.
- 8) Cell phone usage is prohibited during the externship and should be turned off prior to entering the institution.
- 9) The possession, sale, or use of any drugs (except as permitted by law), alcohol, firearms, or fireworks are strictly prohibited.
- 10) Drunken, lewd, indecent, obscene, or sexually harassing behavior is forbidden.
- 11) Giving false testimony or evidence at a school hearing (e.g., SAP review).

- 12) Constant tardiness or disrupting class, or not following directives of staff.
- 13) Any behavior that violates any state or local laws or ordinances.
- 14) Failure to follow all policies and procedures as printed in the student catalog.
- 15) Creating a hostile school and/or work environment by way of harsh words, aggressive behavior, agonizing emails or social media post, or any repugnant behavior towards another person.

#### ***4.9 Academic Honors***

Academic honors are awarded in each course, and students are recognized for academic achievement above a 3.4 GPA. To be eligible, a student must have completed all class and externship/apprenticeship work during that term. These awards can be very helpful when pursuing employment.

#### ***4.10 Honor Code***

Business of Barbering Institute requires that all students abide by the Honor Code, the provisions of which are as follows. The Honor Code is an undertaking of students, individually and collectively that:

- 1) They will not give or receive aid in examination
- 2) They will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading.
- 3) They will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.
- 4) The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid as far as practicable, academic procedures that create temptations to violate the Honor Code.
- 5) While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal



conditions for honorable academic work. Violations of the Honor Code are against the rules of the Business of Barbering Institute and are grounds for disciplinary action, up to and including dismissal, as determined by Business of Barbering Institute leadership.

#### ***4.11 Termination and Dismissal***

Business of Barbering Institute *reserve* the right to terminate a student's enrollment for various reasons, including but not limited to the following:

- 1) Non-payment of tuition
- 2) Unsatisfactory academic progress 3) Unsatisfactory attendance-- including tardiness
- 3) Failure to submit course work as scheduled
- 4) Nonconformity with policies, regulations, Honor Code, or Code of Conduct
- 5) Conduct damaging to any facility
- 6) Disruptive behavior or unprofessional conduct
- 7) Plagiarism and other forms of cheating
- 8) Creating a hostile school and/or work environment by way of harsh words, aggressive behavior, agonizing emails or social media posts, google reviews, or any repugnant behavior towards another person.

In the event of Dismissal, the student will be notified in writing. *There is no appeal process for Dismissal decisions.* Students who are dismissed due to unsatisfactory academic progress may reapply for admission to *Business of Barbering Institute* after **90 business days** and will be responsible for all attendant tuition and fees. Students who are dismissed are not entitled to any refunds of any tuition or fees that they have paid.

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

*Business of Barbering Institute* does not discriminate on the basis of race, ethnicity, sex, sexual

orientation, gender identity, religion, disability status, national origin, or any other aspects of a person's identity or demography. Any grievance pertaining to such should be directed to *Business of Barbering Institute leadership*.

#### ***4.13 Anti-Hazing Policy***

*Business of Barbering Institute does not permit any type of "Initiation" or "Hazing" of new or currently enrolled students. Any such action will result in disciplinary action and possible termination of enrollment.*

#### ***4.14 Sexual Harassment Policy***

Sexual harassment is the conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (ELEC), sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

#### ***4.15 Drug Policy***

Based on the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and to express this Institute's commitment to preventing drugs and alcohol abuse in the school environment, the Institute has adopted the following Drug and Alcohol Abuse Prevention Policy, which applies to all students and their guest, employees, and guest of the Institution.

It is the policy of this institution to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on any property owned or controlled by the Institution. We are committed to providing a campus environment free of alcohol and drug abuse and illegal use of alcohol and drugs. To strengthen that commitment, the Institute has adopted and implanted a program that seeks to prevent the abuse of alcohol and drugs by the institute, which includes its students and their guests, employees, and guests of the Institution.

The policy contains the following sections: Standards of Conduct; Institutional Sanctions; Applicable Legal Sanctions; Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol; Available Drugs and Alcohol Counseling, Treatment, and Rehabilitation; Federal Drug Workplace Act Requirements; and Review.

#### ***4.16 Standards of Conduct***

The unlawful manufacture, dispensation, possession or use of a controlled substance (drugs) and the unlawful possession, use, or both, of alcohol, are prohibited in and on property owned or controlled by this Institution. No student is to report to work, attend class, or participate in any Institute activity while under the influence of one or more illegal drugs or alcohol. The possession and use of alcoholic beverages by students or their guest and/or guest of the

Institution are at all times subject to applicable state alcoholic beverage laws, as well as city ordinances within our service area, and the Institute's policy.

Institutional Sanctions Violation of the policy and laws referenced above by a student, their guest, employee, or guest of the Institute will be grounds for disciplinary action up to and including termination or expulsion in accordance with applicable Institute policies. Violators may be consistent with local, state, and federal criminal laws.

Disciplinary action taken against a student or employee of this institute does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude disciplinary action by the Institute. Students or employees who believe disciplinary action was taken in error should follow the grievance procedures outlined in the student and employee handbook as appropriate.

#### ***4.17 Disciplinary Actions***

The resulting disciplinary action will depend on the severity of the violation and may simply involve a verbal warning, probation, or suspension. More severe cases can result in termination of enrollment or employment and referral to local authorities in case of criminal activities. Repeated offenses may also result in suspension or termination of enrollment and employment.

Upon enrolling, the student agrees to adhere to the professional image and Code of Conduct. If, in the opinion of Business of Barbering Institute's faculty and staff, a student does not adhere to this conduct then corrective action can be taken, up to and including temporary suspension of class privileges or termination from the course. In the case of suspension or termination, the student will have 24 hours to file a written appeal with the Director of E&A. The Director will review the case and will render a final decision to the student in writing within 7 business days. The Director of E&A retains final authority, and their decision cannot be appealed.

#### ***4.18 Grievance Policy***

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to complaints about a course, program of study, or grade.

Students are expected to address any disagreements or conflicts directly with the individual involved in person with a written document outlining the complaint and communication. After

this, if there is no satisfactory resolution, the student may set an appointment to see the Director of E&A.

#### ***4.19 Grievance Procedure***

Any student, teacher, or interested party may file a complaint with the school. All complaints must be in writing and given to the school Director of Education. The complaint must outline the allegation and nature of the complaint. A school representative will meet with the complainant within 10 days of receiving the written complaint to see if the complaint can be resolved to the satisfaction of the complainant.

If the complaint cannot be resolved, it will be referred to the Institution's complaint committee. The Institution's complaint committee consists of three members selected from the following categories: School owner, Director of Education, Instructor, Financial Aid Administrator, or member of the public interest. Once the complaint has been escalated to the complaint committee, the members of the complaint committee will meet within 10 calendar days of receiving the complaint to review the allegations. The complaint committee will review the allegations, gather additional information if needed and give their final decision within 20 days of the committee meeting.

### **★ *Section 5 - Student Activities***

#### ***5.1 Course Completion***

Students have officially completed their designated course when all requirements listed in the course description of the course have been satisfied, all class hours or credits are met, an overall minimum 2.0 GPA has been attained, and a minimum of 75% attendance rate hours.

Additionally, all financial requirements must be satisfied prior to any certificate of completion, degree, or diploma being issued to the student. Once all these requirements are met, the student will officially be eligible to graduate. At 1450 hours each student must have paid the tuition in full and complete all the bookwork and assignments.

#### ***5.2 Graduation***

As an educational institution, the *Business of Barbering Institute* does hold a physical graduation ceremony. Upon completion of all course requirements, students will have an option of a group graduation ceremony and a certificate denoting completion will be conferred upon completion of the required exit survey/interview.

### ***5.3 Certificates and Diplomas***

Students who successfully complete all requirements for a specific course will be awarded a Diploma or Certificate.

### ***5.4 Transcripts***

Academic transcripts are issued by the *Business of Barbering Institute administration* and will be mailed directly to designated schools upon written request. One official transcript will be sent free of charge upon course completion. If and when a student is dismissed from any course for any reason, there is a \$50 transcript fee. Thereafter, a \$50 transcript fee must accompany each request. Transcripts are only issued when all financial obligations to the *Business of Barbering Institute* have been satisfied.

### ***5.5 Payment Plans***

Although most students pay tuition in full upon acceptance, *Business of Barbering Institute* has tuition payment plans available. Please consult with the Admissions Registrar for your further information about tuition investment plan options.

### ***5.6 Application Fee***

A \$150 non-refundable application enrollment fee must accompany your completed application before being considered for acceptance.

### ***5.7 Tuition and Fees***

Tuition and fees are billed in advance and are due at the time of registration and the signing of the enrollment agreement. The tuition for the course is detailed on the student enrollment agreement. Students not fulfilling their financial obligations as agreed upon in their agreement will not be permitted to attend class. In the event, a student is progressing through their course and a scheduled payment fails, that student will be notified in writing/via email and given 48 hours to rectify the situation before being suspended.

**At no given time shall any student be permitted to fall two (2) payments behind on tuition or financial obligations with the school. If and when a student shall fall behind on one (1) payment, the student will be stopped out immediately, their hours will be frozen, and overages that occur due to the student's failure to pay will be due before returning to school. The student will not be permitted to return to school until the student's tuition account is completely brought current.**

**All payments returned due to unsuccessful payment will be subject to an NSF charge of \$40.** Students may receive a call from the business office during this time to address the situation. If payment is received, the student will continue in the course uninterrupted. If

payment is not received, the student will receive a Notice of Suspension and the student will be suspended by the end of the business day. Suspensions are a minimum-maximum of five (5) business days long. At any point during a suspension, if a student makes the appropriate payment, they will be immediately reinstated (during business hours). If after the five (5) business days suspension period no payment is received, the student will be officially dismissed. All monies owed at that time will be discussed with the student further prior to additional lawful steps being taken.

Any hours missed during suspension must be made up at the conclusion of the course, before moving on to graduation, and are subject to a fee of \$15.00 per clock hour. Students can only be suspended ONCE during the duration of a course no matter the reason. Any subsequent payment failures will result in immediate dismissal. *Business of Barbering Institute reserves the right to change tuition, fees, and costs at any time; no changes will be made that will affect currently enrolled students who have already paid their required tuition and fees.* If the student does not complete the course within the stated completion time, the student will be charged \$15.00 per clock hour, which must be paid weekly, until the course is completed.

### ***5.8 Cancellation and Refund Policy***

*Business of Barbering Institute* realizes that in rare instances, certain circumstances may arise that cause a student to change their career plans. ***Any cancellations made after the signing of the Student Contract must be made in writing.*** Should a student cancel for any reason, all refunds will be made according to the following refund schedule:

1. If a student cancels his/her enrollment within two (2) business days of signing their enrollment agreement, but prior to the start of class, the student shall be entitled to a refund of all monies paid to the school less a \$150 administrative fee and the \$150.00 non-refundable application enrollment fee.
2. If the student chooses not to enroll after the two (2) business days cancellation period, but before the first (1) day of instruction, the student shall be entitled to a refund of all monies paid to the school less a \$500 administrative fee and the application enrollment fee of \$150.00 will be retained by the school and no other charges will be assessed to the student.
3. If the student chooses to cancel after the two (5) business days cancellation period expires and/or once instruction has begun, the non-refundable application investment fee of \$150.00 and full enrollment deposit fee(s) will be retained by the school, and the student will be eligible for a refund of all other associated fees based on the following schedule:

<b>Attended</b>	<b>School retained or received</b>
.01% to 4.9%	20% to be retained or received
5% to 9.9%	30% to be retained or received
10% to 14.9%	40% to be retained or received
15% to 24.9%	45% to be retained or received
25% to 49.9%	70% to be retained or received
50% and over	100% to be retained or received

All refunds due will be paid within 60 days of the student's last date of attendance and/or appearance. Refunds are based on the student's last date of attendance and/ or appearance. Students are required to notify the school within two (2) business days from the date of last attendance if they are withdrawing from the school. The date of withdrawal is considered the last date of attendance by the student.

If the student does not notify the school of their withdrawal and stops out, the student's last date of attendance will be determined based on the student's last day of course participation. If a student has not been present in school for three (3) days, they will be officially withdrawn from the course. In cases of mitigating circumstances beyond the control of the student, the school will make a settlement that is reasonable and fair to both parties.

Books purchased are the property of the student and are not refundable. If and when books and kits are ordered and a student withdraws or is dismissed for ANY reason before receiving said books and kits, the student will forfeit their ownership of all books as well as kits. Both the books and kits become the permanent property of the school. ***Students who have been dismissed due to unsatisfactory academic/attendance progress or for disciplinary reasons are not eligible for a refund under any circumstances.***

If the student does not complete the course by the stated completion time, the student will be charged \$15.00 per clock hour to be paid weekly until the course is completed. *Business of Barbering Institute reserves the right to cancel any class that does not have sufficient*

enrollment to start a class. In the event of a class or course cancellation due to lack of enrollment, *if the student does not agree to reassign to another class or course start date*, the student will receive a full refund of tuition, but *Business of Barbering Institute* will retain the non-refundable application enrollment fee of \$150.00. If *Business of Barbering Institute* closes or discontinues a course, each currently enrolled student will be refunded all monies paid by the student for all tuition and fees minus the cost of hours already accrued and transferable to the board.

### ***5.9 Leave of Absence Policy***

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 lapsed during a leave of absence will extend the student's enrollment agreement 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 with the same satisfactory academic progress status as at the time of withdrawal. Students will not be granted a Leave of Absence if they are behind on hours and/or have past-due financial obligations to the school.

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence or notify the school of an extension of leave, the student is considered a stop out and will be canceled; and any refund due a student based on the above schedule will be paid within sixty (60) days of the scheduled last day of the leave of absence.

The student may obtain a leave of absence by notifying the school in advance in writing, including the reason for the request and the student's signature. They may return early at no charge, at a mutually agreed upon date in the future not to exceed 6 months. However, if the student does not return on the requested early date or the official requested leave date, the student will be considered a stop-out and will be withdrawn. Please note the following specifics:

1. The request must be made in advance of the leave.
2. The request must be made in writing and the reason(s) for the leave must be specified.
3. The leave may not exceed a maximum of 180 days in any 12-month period and must be a minimum of two (2) weeks.
4. There must be a reasonable expectation that the student will return from the LOA.



5. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow leave and will collect the request at a later date. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the accident and an end date will be noted that will not exceed the 180-day maximum, unless and until the student returns prior to that date. The school will maintain documentation in the file explaining the sequence of events.
6. The contract end date and maximum time frame will be extended by the same number of days as the leave of absence and a contract addendum will be included in the file stipulating the new contract date that will be signed and dated by all parties.
7. No extra-instructional charges will incur during the leave of absence.
8. Should a student not return from a leave of absence, he or she will be terminated and the documented date of return and the school refund policy will go into effect.
9. A student granted an LOA that meets the criteria is not considered to have withdrawn and no refund calculation is required at that time.
10. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

### ***5.10 Right to Privacy and Information Release***

Business of Barbering Institute strictly follows FERPA (Family Educational Rights and Privacy Act). Record information will not be released to unauthorized persons or agencies (exceptions include authorized school personnel, and authorized governmental agencies, including accrediting agencies) without written consent from the student or parent/guardians of dependent minor students. All record requests must be submitted in written form via email or certified mail.

### ***5.11 Policy for Reviewing Financial or Educational File***

Upon a written request, students or parents/guardians of dependent students are permitted to review their records, with proof of identification under the supervision of the administrative

staff. All student records will be maintained for at least seven years.

## ★ *Section 6 - Business of Barbering Institute*

### **6.1 Course Objectives**

Our goal is to educate students to pass the required state exams and to help them obtain gainful employment as a beauty and barber industry practitioner. We endeavor to prepare the best practitioners the industry has seen through rigorous curricula, a focus on skill-based learning, polishing of professional qualities, and encouragement of creativity and innovation that is responsive to the needs of today's students and classrooms. We train and develop professional barbers.

### **6.2 Barber Course**

The Barber Course clock hours is 1500 hours. This course can be completed in as little as 44 weeks with full-time timely attendance. Approximately one-fourth of the course time is devoted to post-graduate training in the chosen area of expertise, and three-thirds is devoted to technical instruction in the areas of educational psychology, hand and eye coordination (theory & practical), sanitation and disinfection, and business methods.

### **6.3 Barber Course Study**

The professional course in the barbering discipline requires 1500 state-regulated clock hours. This course includes instruction in both theory and practical experience. It also includes all the basic principles of hair cutting, clipper cutting, hair coloring, hair styling, manicures, skin care, clinical sanitation procedures, state law, chemistry, anatomy, business management, EPA, OSHA, and FERPA requirements. This will entitle one to take the Kentucky State Board of Barbering Examination for the Kentucky Barber License. The instructional methods used for teaching are from Milady's textbooks and practical hands-on training.

### **6.4 Barber Course Summary/Outline**

#### **1 – 250 Hours:**

First Hour:

Theory/Book Work

9 AM - 10 AM:

- o Mannequin Work
- o Practice Breakdown of Cutting
- o Perms
- o Colors
- o Practicing the Whole Board Procedure
- o Tool Implementing
- o Sanitation
- o Evaluation
- o Standard and Foundation
- o Evaluation Exams
- o Tool kit received when paid in full.

1-250 will be added to the following added instructions.

#### ***6.4 Barber Course (cont.)***

#### **250 – 1250 Hours:**

First Hour:  
Theory/Book

9 AM – 10 AM:

- o Floor Clinic until  
Lunch

- o Finish Day and Floor  
Clinic until 4:00 PM

- o Cleaning/Closing  
Responsibilities

All book work and assignments need to be finished before reaching 1250 hours.

At 1250 hours a full exam will need to be completed.

- o Exam will be timed for the written and practical sections.

**6.4 Barber Course (cont.)**

**1250-1500 Hours:**

Photo/Video Content  
Instructions

o How to promote  
using digital media

Business relating to  
Barbering

Post Production

Business Planning

o Constructing vision  
of business

Marketing Planning

Job Fair

Social Media  
Instructions

Once a week is  
completed the full  
board procedure with a  
real-life client and  
review/prepare for  
testing until graduation.

**Total Hours..... 1500 Hours**

**Required Total: 1500 Hours.....Curriculum Total: 1500 Hours**

## ***6.5 Career Development***

### ***Career Development Counseling***

A vital part of any career training is job placement. Job placement preparation will begin prior to your graduation with interview and resume techniques. *Business of Barbering Institute* will keep an updated file of the employers that contact our office looking for potential employees. These contacts will be supplied to students as available. We will also transmit information to prospective employers to assist in your job search. Even though every effort will be made to assist in career placement, the ***Business of Barbering Institute cannot and does not guarantee placement.*** A successful placement is based not only on the educational achievements of each student but on other relevant personal qualities and professional characteristics and degree of fit with the hiring institution.

## **6.6 Receipt and Acknowledgement**

*I acknowledge having received, understood and signed a complete copy of the Business of Barbering Institute's Student & Staff Catalog Guide prior to my enrollment and/or employment. I further acknowledge and have an understanding that the Business of Barbering Institute reserves the right to make updates to this Catalog without any additional signatures from students and/or staff being required. The updated version of the catalog is always available on the Business of Barbering Institute school's website.*

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signed Name \_\_\_\_\_ Date \_\_\_\_\_