****

STUDENT

CATALOG

*\*Subject to change*

Dear future successful Barber,

Welcome to **International Barber College** and thank you for considering us in assisting you in obtaining your desired training. You are now embarking into a field experience that could provide you with excellent opportunities for a successful future and career in the barber industry.

At **International Barber College**, we provide the basic training needed to pass the Arizona State Barber Board examination. We emphasize on how to be successful in the marketplace and to succeed in all of your professional goals. This means hard work, dedication, independent studying, self-accountability, and preparation on your part. You will practice shop management, business concepts, entrepreneurship skills, and the psychology of personal success.

It will be our pleasure to have you join us at **International Barber College**. Our goal is to help you discover your ability to transform your life through dedicated training. The degree of your success will depend on your effort during the entire course of your schooling.

The **International Barber College** humbly thanks you for considering our school when making the decision to pursue your career goals. It is both an honor and a privilege to provide you with a strong foundation of education & that will assist you with reaching your career goals!

Respectfully,

Mr. Artur Matatov

Mrs. Zina Yagudayeva

***Owners/Directors***

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**ABOUT THE SCHOOL:**

At the ***International Barber College*** our primary desire is to present a learning environment designed to maximize your preparation and opportunities for success in one of the most exciting career fields. The Barbering industry is rapidly growing! This industry can offer comfortable income and flexible hours.

At the ***International Barber College*** our objective is to provide the best educational knowledge with excellent academic and professional preparation that includes hands-on training on modern equipment and practical training. All this will bring you to an entry level employment, with a background in all services given in a full-level barber shop, in only 9 months of training. We have developed this educational course utilizing textbooks, videos, demonstrations and experienced barber instructors.

Our experienced instructors are skilled barbers with many years of experience and are dedicated in assisting with your training at ***International Barber College***. The staff will help you in many ways: by providing you with the opportunity to have a successful future in the Barber career, help you utilize the many opportunities in the world of Barbering and to develop high standards of achievement for this growing industry.

Our Barber Instructors will present a curriculum in a professional manner which is fun, creative, and exciting; yet disciplined, so you can be prepared for future employment and advancement in this Barbering field. This training includes Haircutting, Shaving, Facials, shampooing, Scalp Treatments, Hair Coloring; as well as, knowledge of customer psychology, product knowledge and shop management. We maintain a continuous program of research, evaluation and programs which are available in the barbering industry. We prepare you to easily and successfully acquire the knowledge and the skills, with the newest techniques, to pass your Arizona State Barber Board Exam. **Our objective** is to teach, train and graduate, our student barber, to successfully seek and find employment in this industry.

The leadership team at the ***International Barber College,*** wants to help maximize your talents and to help develop and grow you in personal ways, which will enhance your potential as a Barber. In the future, you may choose to become a Barber Shop Owner, Instructor, Supervisor, Director or even School Owner. We want to assist in transforming your life! The ***International Barber College*** staff is committed to producing successful Barber professionals.

 **INTERNATIONAL BARBER COLLEGE HOURS OF OPERATION**

**Monday - Thursday**

**8:30 A.M. - 8:30 P.M.**

**Friday**

**8:30 A.M. - 5:30 P.M.**

**Saturday**

**9: 00 A.M. -5:00 P.M.**

**INTERNATIONAL BARBER COLLEGE CLASS HOURS:**

**Monday – Thursday**

**DAY SCHEDULE:**

**8:30 A.M. – 3:00 P.M.**

**30 MINUTE BREAK**

**EVENING SCHEDULE:**

**2:00 P.M. – 8:30 P.M.**

**30 MINUTE BREAK**

**Friday**

**DAY SCHEDULE:**

**8:30 A.M. – 5:30 P.M.**

**60 MINUTE BREAK**

**EVENING SCHEDULE:**

**8:30 A.M. – 5:30 P.M.**

**60 MINUTE BREAK**

**Saturday**

**DAY SCHEDULE:**

**8:30 A.M. – 5:30 P.M.**

**60 MINUTE BREAK**

**EVENING SCHEDULE:**

**8:30 A.M. – 5:30 P.M.**

**60 MINUTE BREAK**

**INTERNATIONAL BARBER COLLEGE CLINIC FLOOR HOURS:**

**Monday – Thursday**

**9:00 A.M.**

**Students’ start services**

**7:00 P.M.**

**Students’ last service**

**Friday**

**9:00 A.M.**

**Students start services**

**4:30 P.M.**

**Students’ last service**

**Saturday:**

**9:00 A.M.**

**Students’ start services**

**4:00 P.M.**

**Students’ last service**

**APPROVAL DISCLOSURE STATEMENT**

The ***International Barber College*** is located at:

7200 W. Chandler Blvd #5 & #6

Chandler, AZ 85226

(Right off of 54th

**Phone:** (480) 753-4418

**Fax:** (480) 785-0217

*The* ***International Barber College*** is:

Approved and licensed to operate by

***The Arizona State Board of Barbers***

1740 W Adams St

Phoenix, AZ 85007

**Phone:** (602) 542-4498

**Fax:** (602) 542-3096

**ACCREDITATION AND LICENSING**

**International Barber College** is currently an Accredited School by **(NACCAS):**

***National Accrediting Commission of Career Arts & Sciences***

4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432 USA
**Phone**: 703-600-7600

**INTERNATIONAL BARBER COLLEGE HISTORY**

***International Barber College*** is owned by Mr. Artur Matatov and Mrs. Zina Yagudayeva.

Artur and Zina came to America with a dream of owning their own Barber College.

While providing for their own family & raising them into adulthood (as well as grooming them into fellow successful Barbers), they have successfully proven that with tremendous hard work, sacrifice, and determination to never give up, they have reached their goals and officially living their dream.

The Barber courses are proudly instructed by Artur & Zina

and together have many years of Barber experience.

They have helped many students reach their goal as a Barber.

Artur & Zina’s son, Lev Matatov, has pursued the same career and has successfully not only become a licensed Barber but also a Barber Instructor, Barber Shop Owner, and the Arizona Diamondbacks private Barber.

The school has been in operation since 2009

And just like the mutual interviewing process with the International Barber College Leadership Team & future Barber Student, they take great pride and take their time when making the decision to hire anybody within the family business. The intense interview process with the future employee is lengthy and the individual must possess the same passion and desire for not only the Barbering Industry but for making sure that the International Barber College’s students reach success as if they would for their own family.

**MISSION STATEMENT**

Our goal at the ***International Barber College*** is to provide our students with excellent educational knowledge, and hands-on training in our Barber, Barber Instructor, Barber/Cosmetologist crossover courses and to prepare our students in obtaining their *Arizona State License* in *Barbering or Barber Instructor*. We strive to facilitate licensed graduates in successfully obtaining suitable employment in the field of Barbering.

**MEET THE INTERNATIONAL BARBER COLLEGE TEAM**

**Owners**

International Barber College LLC

**General Manager/Owners**

Mr. Artur Matatov & Mrs. Zina Yagudayeva

**College Director**

Mr. Artur Matatov

**Director of Education**

Mrs. Zina Yagudayeva

**Director of Financial Aid**

Mr. Lev Matatov

**Operations Manager**

Mr. Lev Matatov

**Director of Admissions**

Ms. Nicole Jastrab

**Instructors**

**\*Each Instructor is licensed by the State of Arizona by the official members of the**

**Arizona State Board of Barbers. \***

Artur Matatov

Zina Yagudayeva

Lev Matatov

Darlene Mason

****

**Lev Matatov**

Lev, is a seasoned licensed Barber, Licensed Instructor, Barber Shop Owner, & Certified Director of Financial Aid. Lev stays consistent with gaining stronger training within the Title IV Funding, NACCAS, & Board of Education, in order to see that the School is in compliance with all policies & standards in order for the Students & Leadership Team to be set up for mass success. Lev also modestly is the Arizona Diamondback’s personal Barber & strives to not only be a strong humble role model for his students by proving success will be reached with hard work and determination, but also reminding the Students that if they refuse to never give up on their career goals, they will successfully reach them.

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**Nicole Jastrab**

Nicole, is seasoned Admissions Director with 5+ years of experience within the accredited adult education industry, carries 2 strong years’ experience with heavy education/training as an Admission Director/Marketing Assistant/Student Retention Control/Partnership Development/Financial Aid Assistant, & Policy Compliance Management, within a nationally known-multibillion net worth Corporate owned & operated Beauty School in the State of Arizona. She also carries certifications in: Motivational Coaching, Community Development, Fundamentals of Operations Management, Fundamentals of Project Management, Effective Communication Skills for Management, Business Management & Administration, Notary of AZ, and Domestic Violence Victim Advocacy. Nicole strives to assist everybody is set up for success on both a professional and personal level while assisting with anything needed in order for the Student to be able to focus 100% on their education & training

**Darlene Mason**

Seasoned Dual licensed Barber & Cosmetologist with a strong background in education. training, speaking, various unique teaching strategies, possesses strong innovative Barbering techniques, as well as extensive product knowledge, and excellent entrepreneurship skills that she utilizes to invest into each and every student barber in order to assist with designing their future career for the utmost success.

**COLLEGE FACILITES EQUIPMENT**

*\*THE BARBER, BARBER INSTRUCTOR, AND BARBER/COSMETOLOGIST CROSSOVER COURSES ARE TAUGHT IN ENGLISH ONLY.*

**CLINIC FLOOR**

The college is equipped with 25 Barber Chairs; 25 Tool Cabinets; 25 Sinks; 6 Lockers; and 27 Mirrors.

**CLASSROOM**

The classroom contains chairs, a demonstration area, charts, diagrams, and audio visual equipment during lecture hours. as well as, current material on new services. Each student is provided with professional quality tools if needed or agreed upon in the contract.

The college is approximately 2000 square feet.

**SCHOOL ENTRANCE INFORMATION:**

**BECOMING A STUDENT & MUTUAL INTERVIEWING PROCESS**

***International Barber College*** has a continuous enrollment opportunity with a mutual interview process policy. We don’t support a tour & enroll process as we want to ensure the future Student Barber is thoroughly aware of the International Barber College’s rules, policies, and other details that assist with their success and feels that they can respect and follow the policies. We strongly believe that the more aware the future Student is made prior to even the first meeting, the better chance of success they will have while enrolled. We want to make sure we can avoid any chance of failure possible so we go the extra step to provide a tremendous amount of information prior to signing the Enrollment Agreement, we review the rules & policies throughout the mutual interview process, again during their Contract Date, and again at Orientation prior to starting their first day of school.

Instruction occurs in teaching modules; students can start their mutual interview process to enroll at any time during the year to be placed in the future starting class. Due to the demand in enrollment, we take our starting dates very seriously and we open class when the current new class graduates onto the Clinic Floor, and if space is available. The future student that’s completing their mutual interview process is made aware throughout the entire process of what the start date is scheduled for.

Prospective enrollees (future students) are encouraged to visit the physical facilities of ***International Barber College*** to discuss personal educational and occupational goals prior to enrolling or signing an enrollment agreement. After the Prospective enrollees (future students) submit their “Letter of Intent” via e-mail, mail, fax, or in person, they will be contacted to schedule their first appointment to start the mutual interview process.

Students seeking admissions to obtain necessary forms and additional information,

may contact the college Director, Operational Director, or Director of Admissions personally by telephone, fax, e-mail, or visit the facility. There will be someone to discuss programs, rates, completion, licensure and placement rates, job market, and reasonable income in the Barber Hairstyling field. These documents are also provided prior to enrollment, throughout the mutual interview process, located in the Student Catalog, and any time requested.

**MUTUAL INTERVIEW**

The **International Barber College** doesn’t believe in the tour and enroll process and we feel that it is important that we are just as a great fit for the Barber Student’s needs as well as the barber student being a perfect fit for us.

We understand that this is an interview for the future Barber Student as well.

What would cause a future Barber Student to not be approved for enrollment at this time?

*\*Answers are but certainly not limited to, the following explanations:*

1. Constantly tardy/no-show no call for the mutual interviewing appointments
2. Demonstration that the **International Barber College’s** policies will not befollowed
3. Failed Entrance Exam

All interested persons are required to attend a mutual interview process, which will include a tour of International Barber College. This will allow the school as well as the future Barber Student to determine the individual interests, attitudes, financial needs and the ability to benefit from the *International Barber College* training. An applicant must fill out an enrollment application form provided by the college. The enrollment application is returned to the college with the required Registration fee.

**ADMISSIONS AND ENROLLMENT REQUIREMENTS:**

***ADMISSION REQUIREMENTS***

Applicants must be beyond the age of compulsory education (16) and be a high school graduate or have the equivalency (G.E.D) or have a home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student’s home state.

Proof of education ***is required*** **BEFORE** start of class.

A copy of a high school diploma, GED Certificate, or official transcript (high school, college, or GED) showing graduation date, is acceptable.

Enrollment documents found listed in the “Enrollment Checklist” (please see attachment) are to be provided throughout the mutual interview process before signing the Enrollment Agreement.

**PRIOR TO ACCEPTANCE**

Students who are accepted for training will be required to submit $50.00 non-refundable Application Fee $75.00 refundable Registration fee,

proof of education,

proof of age may be documented by various means including but not limited to: birth certificate, driver’s license, government issued identification, birth registration, passport, etc.,

at time of completing the required contract and paperwork.

Any documentation needing translation are to be completed prior to the first appointment during the mutual interview process

Pass the Entrance Exam

**Entering students with previous training, and who have proper documentation from an accredited school**, (official transcripts of proof of active state license) will be subject to the ***Transfer Student*** section of this catalog. ***International Barber College*** has a continuous enrollment opportunity with new classes starting on Mondays of each new week of the starting class

***International Barber College*** admission, training, and graduation policies preclude discrimination on the basis of race, creed, color, religion, sex, and age. The school does not recruit students already attending or admitted to another school offering similar programs of study.

**ENTRANCE EXAM:**

The future Student Barber is given two attempts to pass the exam

1st attempt: Timed for 30 minutes

2nd attempt: The student can take up to 60 minutes to complete the exam

If the future Student Barber cannot pass the exam the second time, it can affect the opportunity to start on the desired start date goal and the enrollment may need to be revisited at a future date.

If the ex

**To enroll in the Barbering course, an applicant must have:**

* High School Diploma or GED
* Birth Certificate
* Social Security Card
* Driver’s License/Government issued Identification
* 2 Passport size pictures
* Completed Application
* Complete Short Aptitude Test
* Non-refundable Application Fee $50
* $75 Registration Fee

To enroll in the Barber Instructor course, an applicant must have:

* High School Diploma or GED
* Birth Certificate
* Social Security Card
* Driver’s License/Government issued Identification
* 2 Passport size pictures
* Barber License (Licensed for 2 years)
* Completed Application
* Complete Short Aptitude Test
* Non-refundable Application Fee $50
* $75 Registration Fee

To enroll in the Barber/Cosmetologist Crossover course, an applicant must have:

* High School Diploma or GED
* Birth Certificate
* Social Security Card
* Driver’s License/Government issued Identification
* 2 Passport size pictures
* Cosmetology License
* Completed Application
* Complete Short Entrance
* Non-refundable Application Fee $50
* $75 Registration Fee

**ADDITIONAL ADMISSION REQUIREMENTS**

**TRANSFER STUDENTS**

**(Transfer of Hours)**

Students, who have previously attended another accredited Barber College, recognized by the State of Arizona and have sufficient proof may receive credit hours for all or a portion of the Barber training. Proof of the Barber training must be submitted to the admissions office at the time of enrollment for evaluation. The Director will determine the amount of transfer hours accepted. The college will use the transferred clock hours accepted in the program towards the quantitative and maximum time frame calculation when determining ***Satisfactory Academic Progress (S.A.P)***

**FROM OTHER INSTITUTIONS**

Transfer students will be enrolled for the full contracted hours of the course. Students will receive credit for previous training from an accredited barber school with proper documentation of hours, services and tests, and after being evaluated in both theoretical and practical abilities by a designated school official. The contracted program will then be modified proportionately, and the contracted hours and educational costs adjusted on the student’s tuition. The acceptance of any and/or all of the transferring hours and services is at the discretion of *International Barber College.* All training received in a school that is a member of the Arizona Barber College Association will be accepted.

**CALENDAR OF HOLIDAYS FOR SCHOOL YEAR**

***International Barber College is closed on:***

*\*Dates can be revised with announcement to the Student*

* Memorial Day
* Veterans Day
* Labor Day
* Thanksgiving Day
* Christmas Day
* New Year’s Day
* First 2 days of Yom Kippur
* First 2 days of Rosh Hashanah
* First 2 days of Passover
* **Summer Break** (July 4th – July 11th with the future Student Barber returning on the following scheduled day. If a Student chooses not to return on the schedule date of return whether written or verbally, this will be counted against them and if permittable, the hours missed will need to be made up ASAP)

**DISABLED STUDENTS**

There are special facilities for students with a disability at this school. We will make every effort to accommodate students with specific disabilities. It is the future Student Barber’s responsibility to provide the proper documentation to prove the reason for Special Accommodations Request as well as submitting the request prior to the Enrollment Agreement date.

The International Barber College takes great pride and serious stride when going above and beyond possible in order to provide a mutual reasonable Special Accommodations Requests.

**Procedural Safeguards Notice (Please note that this is Adult Education, the future Student Barber is to complete an ROI AKA Release of Information if they would like to grant permission to share information with the parent. Sharing their information is soley up to the future Barber Student and is NOT Mandatory. Please note, when a future Student Barber is enrolled in a program like ARIZONA@Work, we are required to provide the information to them with the ROI granting permittable information to be released)**

Parents’ & Students’ Rights under the Individuals with Disabilities Education Act IDEA 2004 The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations. A copy of this notice must be given to parents only one time a school year, except that a copy must be given to the parents (upon request and approval of the 18+ aged child) & the Student: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint under 34 CFR §§300.151 through 300.153 and upon receipt of the first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request. [34 CFR §300.504(a)] This procedural safeguards notice must include a full explanation of all of the procedural safeguards available under §300.148 (unilateral placement at private school at public expense), §§300.151 through 300.153 (State complaint procedures), §300.300 (consent), §§300.502 through 300.503, §§300.505 through 300.518, and §§300.530 through 300.536 (procedural safeguards in Subpart E of the Part B regulations), and §§300.610 through 300.625 (confidentiality of information provisions in Subpart F). This document uses the term “school district” to mean the educational agency in which your child is enrolled. In Arizona, that might be a public-school district, public charter school, state supported institution, or secure care.

**IDEA PART B PROCEDURAL SAFEGUARDS NOTICE FOR THE STATE OF ARIZONA Rev. 07-10-15** Page | 1 GENERAL INFORMATION PRIOR WRITTEN NOTICE 34 CFR §300.503 Notice Your school district must give you written notice (provide you certain information in writing), whenever it: 1. Proposes to initiate or to change the identification, evaluation, or educational placement of your child, or the provision of a free appropriate public education (FAPE) to your child; or 2. Refuses to initiate or to change the identification, evaluation, or educational placement of your child, or the provision of FAPE to your child. Content of Notice The written notice must: 1. Describe the action that your school district proposes or refuses to take; 2. Explain why your school district is proposing or refusing to take the action; 3. Describe each evaluation procedure, assessment, record, or report your school district used in deciding to propose or refuse the action; 4. Include a statement that you have protections under the procedural safeguards provisions in Part B of the IDEA; 5. Tell you how you can obtain a description of the procedural safeguards if the action that your school district is proposing or refusing is not an initial referral for evaluation; 6. Include resources for you to contact for help in understanding Part B of the IDEA; 7. Describe any other choices that your child's individualized education program (IEP) Team considered and the reasons why those choices were rejected; and 8. Provide a description of other reasons why your school district proposed or refused the action. Notice in Understandable Language The notice must be: 1. Written in language understandable to the general public; and 2. Provided in your native language or other mode of communication you use, unless it is clearly not feasible to do so. If your native language or other mode of communication is not a written language, your school district must ensure that: 1. The notice is translated for you orally by other means in your native language or other mode of communication; 2. You understand the content of the notice; and 3. There is written evidence that 1 and 2 have been met.

**IDEA PART B PROCEDURAL SAFEGUARDS NOTICE FOR THE STATE OF ARIZONA Rev. 07-10-15 Page | 2** NATIVE LANGUAGE 34 CFR §300.29 Native language, when used with an individual who has limited English proficiency, means the following: 1. The language normally used by that person, or, in the case of a child, the language normally used by the child's parents; 2. In all direct contact with a child (including evaluation of the child), the language normally used by the child in the home or learning environment. For a person with deafness or blindness, or for a person with no written language, the mode of communication is what the person normally uses (such as sign language, Braille, or oral communication). ELECTRONIC MAIL 34 CFR §300.505 If your school district offers parents the choice of receiving documents by e-mail, you may choose to receive the following by e-mail: 1. Prior written notice; 2. Procedural safeguards notice; and 3. Notices related to a due process complaint.

PARENTAL CONSENT/ OTHER NECESSARY CONSENT TO PARTNERS TO THE STUDENT BARBER AND THE INTERNATIONAL BARBER COLLEGE –

**DEFINITION 34 CFR §300.9 Consent**

**Consent means:** You have been fully informed in your native language or other mode of communication (such as sign language, Braille, or oral communication) of all information about the action for which you are giving consent.

1. You understand and agree in writing to that action, and the consent describes that action and lists the records (if any) that will be released and to whom; and

2. You understand that the consent is voluntary on your part and you may withdraw your consent at any time. Your withdrawal of consent does not negate (undo) an action that has occurred after you gave your consent and before you withdrew it.

**IDEA PART B PROCEDURAL SAFEGUARDS NOTICE FOR THE STATE OF ARIZONA Rev. 07-10-15 Page | 3 Your consent for initial evaluation** does not mean that you have also given your consent for the school district to start providing special education and related services. If YOU ARE ENROLLING IN A PRIVATE POST SECONDARY EDUCATION and refused to provide consent or failed to respond to a request to provide consent for an initial evaluation, your school district may, but is not required to, seek to conduct an initial evaluation of your child by utilizing the Act's mediation or due process procedures.

International Barber College will not violate its obligations to locate, identify and evaluate your child if it does not pursue an evaluation of your child in these circumstances. Special Rules for Initial Evaluation of Wards of the State If a child is a ward of the State and is not living with his/her parent —

The school district does not need consent from the parent for an initial evaluation to determine if the child is a child with a disability if:

1. Despite reasonable efforts to do so, the school district cannot find the child’s parent;

2. The rights of the parents have been terminated in accordance with State law; or

3. A judge has assigned the right to make educational decisions and to consent for an initial evaluation to an individual other than the parent.

Ward of the State, as used in the IDEA, means a child who, as determined by the State where the child lives, is: 1. A foster child;

 2. Considered a ward of the State under State law; or

3. In the custody of a public child welfare agency.

Ward of the State does not include a foster child who has a foster parent. Parental Consent for Services Your school district must obtain your informed consent before providing special education and related services to your child for the first time.

The International Barber College must make reasonable efforts to obtain your informed consent before providing special accommodations and related services per the Private Post Secondary Education policies and the ADA Law.

If you do not respond to a request to provide your consent to receive special accommodations evaluation and related services, or if you refuse to give such consent, the International Barber College may not use the procedural safeguards (i.e., mediation or an impartial due process hearing) in order to obtain agreement or a ruling that the special education and related services (recommended by ADA) may be provided to your child without your consent.

 If you refuse to give your consent to receive special accommodations and related services, or if you do not respond to a request to provide such consent and the International Barber College does not provide you’re the Special Accommodations and related services for which it sought your consent, The International Barber College:

1. Is not in violation of the requirement to make a free appropriate public education (FAPE) available to you for its failure to provide those services; and

2. Is not required to have an individualized education program (IEP) meeting or develop an IEP for you for the special accommodation’s evaluation and related services for which your consent was requested.

**ACCESS RIGHTS 34 CFR §300.613** The International Barber College must permit you to inspect and review any education records relating to your child that are collected, maintained, or used by your school district under Part B of the IDEA.

The International Barber must comply with your request to inspect and review any education records on without unnecessary delay and before any meeting regarding an individualized education program (IEP), or any impartial due process hearing (including a resolution meeting or a hearing regarding discipline), and in no case more than 45 calendar days after you have made a request. Your right to inspect and review education records includes:

1. Your right to a response from the school district to your reasonable requests for explanations and interpretations of the records;

2. Your right to request that the school district provide copies of the records if you cannot effectively inspect and review the records unless you receive those copies; and

3. Your right to have your representative inspect and review the records. The school district may presume that you have authority to inspect and review records relating to your child unless advised that you do not have the authority under applicable State law governing such matters as guardianship, or separation and divorce.

**RECORD OF ACCESS 34 CFR §300.614**

The International Barber must keep a record of parties obtaining access to education records collected, maintained, or used under Part B of the IDEA (except access by parents and authorized employees of the school district), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the record.

**CONSENT FOR DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION 34 CFR §300.622**

Unless the information is contained in education records, and the disclosure is authorized without consent under the Family Educational Rights and Privacy Act (FERPA), your consent must be obtained before personally identifiable information is disclosed to parties other than officials of participating agencies.

Except under the circumstances specified below, your consent is not required before personally identifiable information is released to officials of participating agencies for purposes of meeting a requirement of Part B of the IDEA.

Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.

**SAFEGUARDS IDEA PART B PROCEDURAL SAFEGUARDS NOTICE FOR THE STATE OF ARIZONA Rev. 07-10-15 Page | 9 34 CFR §300.623**

The ***International Barber College*** will protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at the school district must assume responsibility for ensuring the confidentiality of any personally identifiable information.

All persons collecting or using personally identifiable information must receive training or instruction regarding your State’s policies and procedures regarding confidentiality under Part B of the IDEA and the Family Educational Rights and Privacy Act (FERPA).

The ***International Barber College*** must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information.

**DESTRUCTION OF INFORMATION 34 CFR §300.624**

Your school district must inform you when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to you.

The information must be destroyed at your request.

However, a permanent record of your name, address, and phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

**CITIZENSHIP**

The***International Barber College*** only accepts prospective students who are a citizen or eligible non-citizen of the United States.

In the case that a future student Barber needs to have their Birth Certificate, Marriage Certificate, or High School Diploma/G.E.D./Transcripts/Other required documentation translated, it is the potential Student Barber’s responsibility to have this completed before the first appointment of the mutual interview process.

**INFORMATION ON TRANSLATING A REQUIRED DOCUMENT**

Our policy is to confirm that every Birth Certificate, Marriage Certificate, High School Diploma, Transcripts, or G.E.D.

**HIGH SCHOOL DIMPLOMA:** High School Diploma, G.E.D., Transcripts, or other documentation requested by the School, is valid by checking the NCES listing at [www.nces.ed.gov](http://www.nces.ed.gov) for the validity of the High School.

**IF THE DOCUMENT IS FROM A FOREIGN SCHOOL/OTHER (ANY LOCATION/INSTITUTION LOCATED OUTSIDE OF THE U.S.)** Then it is the responsibility of the future Barber Student to obtain the services of a foreign credential evaluation service to evaluate your High School Diploma/Transcript/G.E.D./Marriage Certificate/Other Documentation for the credential awarded and the U.S. equivalency.

**The Contact information for the organization** that would need to be contacted for this service is:

SPAN TRAN EDUCATIONAL SERVICES

**The website is:** <http://en.spantran-edu.com>

**There are associated fees** with each document, prices vary, so please make sure to check out the website. The fee’s associated with the process are entirely the future Student Barber’s responsibility and the **International Barber** College cannot assist with payment.

This process can be a lengthy one so it is important to get on top of this process immediately as it is due to be collected during the Mutual Interview Process.

**PROGRAMS OF STUDY**

**COURSE HOURS**

Barbering  **1500** Clock Hours

Barber Instructor **500** Clock Hours

Barber/Cosmetologist crossover **350** Clock Hours

**BARBERING COURSE/OUTLINE**

The Barbering course requires a satisfactory completion of 1500 Clock Hours of instruction. Class time is not to exceed more than 8 hours in any working day. This will include 1 hour of theory class per day. This will prepare students to pass the Arizona State Board of Barbers Examination, qualifying them for an Arizona State Barber License and employment in the Barber field.

1. At least 250 hours devoted to the study of the fundamentals of barbering, hygiene, bacteriology, histology of the hair, skin, muscles and nerves, structure of the head, face and neck, elementary chemistry relating to sterilization and antiseptics and diseases of the skin, hair and glands.

2. At least 1250 hours devoted to the practice and study of massaging and manipulating muscles of the scalp, face and neck, hair cutting, shaving, and chemical work relating to permanent waves and hair straightening, coloring and bleaching.

**CLOCK HOURS**

Clock Hour Description: A measure of time; 60 minutes in length with a minimum of 50 minutes of attendance. The number of clock hours required of a student is based on state requirements.

*International Barber College* defines a student that maintains an average of 8 hours per day a full-time student.

*International Barber College* defines a student that maintains an average of 4-6 hours per days of attendance a part-time student.

ADDITIONAL HOURS CAN BE COMPLETED BUT NO MORE THAN 40 HOURS A WEEK

***BARBER COURSE EDUCATIONAL OBJECTIVES***

The objective of the Barbering course is to train students in the basic skills needed to meet the level of competence for the examination required by the State Board of Barbering. After a Barber student passes the examination, he/she receives a license and is available for employment in Arizona in this industry and to provide personal services to his/her clientele relating to good grooming. The knowledge and skills will prepare an individual for work in the business as a barber, and/or shop owner.

***COURSE REQUIREMENTS/UNITS OF INSTRUCTION***

**CLASS HOURS**

Arizona Law 5

Haircutting 700

Hairstyling 20

Chemical Applications: 100

Color/Perms/Etc.

Shaving 250

Massages/Facials/Shampoos 50

Skin/Scalp Disease 30

Sanitation & Sterilization 50

Professional Ethics, Shop Management, Law 45

Theory 250

**TOTAL HOURS (1500)**

**TOOL KIT**

Tool kits provided to Barber Students by *International Barber College* is non-refundable.

**\* Tools will not be administered to the student until first payment has been received from the student/VA.\***

Cool Care Spray

Small Spray Bottle

Neck Dust Brush

Andis purple guards (Large Pack + Small Pack)

Oster 000

Oster 1

Oster 1 ½

Oster 0A

Oster 1A

Oster 2

Oster 3 ½

Andis Master (Regular)

Oster Classic 76 (INCLUDED: 000, 1, 1 ½, 0A, 1A, 2, 3 ½)

Razor

Tool Brush

Fade Brush

Black Style Brush

Andis Outliner

Blade Holder

Water Bottle

Mannequin

Nick Relief Powder

Scissors

Blue Jacket

Mirror

Milady’s Standard Professional Barbering Textbook & Workbook

2 Taper combs

1 All-purpose comb

2 Flattop combs

2 pack blades

1 Rattail comb

1 Blue Cape

1 Hair Pick

**ARIZONA STATE BARBER LICENSURE REQUIRMENTS**

To qualify for admittance for the *Arizona State Barber exam*, an applicant must have provided to the State Exam Board the proper forms, paid the required fee, **MUST** be 16 years of age when applying for Barber License, show proof of at least a 10th grade education with appropriate credits by a high school transcript from a public school of this state or its equivalent from other states and or possess a General Education Diploma (GED) and has completed a course in barbering from a school approved by the Arizona State Barber Board.

**BARBER INSTRUCTOR COURSE/OUTLINE**

The Barber Instructor course requires a satisfactory completion of 500 Clock Hours of instruction. Class time is not to exceed more than 8 hours in any working day. This course will prepare students to pass the Arizona State Board of Barbers Examination, qualifying them for an Arizona State Barber Instructor License and employment in the Barber Instructor field.

1. At least 100 hours will be devoted to general classroom instruction.

2. At least 400 hours will be devoted to classroom and clinic teaching.

\*The above generalized hours do not require any further specific break down by the State of Arizona Board of Barbers.\*

**CLOCK HOURS**

Clock Hour Description: A measure of time; 60 minutes in length with a minimum of 50 minutes of attendance. The number of clock hours required of a student is based on state requirements.

*International Barber College* defines a student that maintains an average of 8 hours per day a full time student. *International Barber College* defines a student that maintains an average of 4-6 hours per days of attendance a part time student.

***BARBER INSTRUCTOR COURSE EDUCATIONAL OBJECTIVES***

The Objective of this Course is to prepare the individual to obtain their Arizona Barber Instructor license. The Course consists of Curriculum Development, Lesson Planning, Teaching Methods, Classroom Management, Teach Student Relationships, and Testing Evaluation. The student teacher will teach in a classroom and work with the practical management tools under the supervision of a licensed instructor.

At completion the graduate will possess the skills and teaching knowledge to pass the Arizona State Board of Barbers Examination with the ability to teach in a classroom, as an instructor.

The barber course meets the State of Arizona requirements. The State of Arizona “Does Not” require course hours to achieve an Instructors License. The school’s course is in compliance with numerous other states required hours and curriculum to achieve their instructor’s license. Therefore, the course is designed to prepare the student to test and meet the State of Arizona’s Barber Instructor License.

***COURSE REQUIREMENTS/UNITS OF INSTRUCTION***

**GENERAL CLASSROOM INSTRUCTION HOURS**

Theory 40

State of Arizona Barber Rules & Statutes 20

Student & Classroom communication 20

Knowledge of subject matter 20

**CLASSROOM & CLINIC TEACHING HOURS**

Lesson Planning 100

Managing the classroom 100

Student management 100

Classroom Presentation 100

**TOTAL HOURS (500)**

\*The above generalized hours do not require any further specific break down by the State of Arizona Board of Barbers.\*

**ARIZONA STATE LICENSURE REQUIRMENTS**

To qualify for admittance for the *Arizona State Barber Instructor exam*, an applicant must have provided to the State Exam Board the proper forms, paid the required fee, a barber license (licensed for 2 years), and have actively practiced as a barber for the most recent 2 years. Completion of the course makes you eligible to receive your barber instructor license and be employed as an entry level barber instructor.

**BARBER/COSMETOLOGIST CROSSOVER COURSE/OUTLINE**

This program is for Licensed Cosmetologists who want to become a LicensedBarber in the State of Arizona. 350 clock hours are required to be completed in a State Approved Barber College. The course is designed to teach Barbering to licensed Cosmetologists. Upon completion of hours, the student should be able to perform all Barbering services including regular, clipper, style haircuts, and shaves. This will prepare students to pass the Arizona State Board of Barbers Examination, qualifying them for an Arizona State Barber License and employment in the Barber field.

**CLOCK HOURS**

Clock Hour Description: A measure of time; 60 minutes in length with a minimum of 50 minutes of attendance. The number of clock hours required of a student is based on state requirements.

***BARBER/COSMETOLOGIST CROSSOVER COURSE EDUCATIONAL OBJECTIVES***

The objective of the Barber/Cosmetologist Crossover course is to train students in the basic skills needed to meet the level of competence for the examination required by the State Board of Barbering. After a Barber/Cosmetologist student passes the examination he/she receives a license and is available for employment in Arizona in this industry and to provide personal services to his/her clientele relating to good grooming. The knowledge and skills will prepare an individual for work in the business as a barber, and/or shop owner.

***COURSE REQUIREMENTS/UNITS OF INSTRUCTION***

**CLASS HOURS**

Arizona Law 10

Haircutting 140

Hairstyling 3

Chemical Applications: 5

Color/Perms/Etc.

Shaving 75

Massages/Facials/Shampoos 5

Skin/Scalp Disease 10

Sanitation & Sterilization 50

Professional Ethics, Shop Management, Law 10

Theory 42

**TOTAL HOURS (350)**

\*The above generalized hours do not require any further specific break down by the State of Arizona Board of Barbers.\*

**ARIZONA STATE *BARBER/COSMETOLOGIST CROSSOVER* LICENSURE REQUIRMENTS**

To qualify for admittance for the Arizona State Barber/Cosmetologist Crossover exam, an applicant must have provided to the State Exam Board the proper forms, paid the required fee, a cosmetology license, MUST be 16 years of age when applying for Barber License, show proof of at least a 10th grade education with appropriate credits by a high school transcript from a public school of this state or its equivalent from other states and or possess a General Education Diploma (GED) and has completed a course in barbering from a school approved by the Arizona State Barber Board. Completion of the course makes you eligible to receive your barber license and be employed as an entry level barber.

**PAYMENTS**

Students with late monthly payments may be charged a $25.00 late fee for each past due payment not made by the next billing cycle. A Late payment will be debated and considered for first time delinquency. Payment in full is required prior to graduation or other financial arrangements must be made. Any student not completing the prescribed course within the contracted time, other than extenuating circumstances, may be charged additional tuition at the per hour rate of $10.66 per hour stated on their contract, times the remaining hours to be completed.

*Balance must be paid in full before receiving your Diploma of Barbering from the International Barber College. Course, tools, and registration costs are subject change. Please refer to any new current addendum for any changes.*

**Disclosure:**

* Students receiving VA Education Benefits will **NOT** be certified beyond the approved hours for the program.
* Late payment penalty will **NOT** be imposed in accordance with 38 USC 3679 (e)

**COURSE SCHEDULES**

Course schedules are as followed:

The course and training require approximately **40** minutes of Theory Class conducted at the beginning of each school day on Monday - Thursday. Class begins at 8:45 am and ends approximately at 9:30am. The remainder of the school day consists of monthly calendar hands on assignments, clinical floor practice and/or theory class as assigned by the instructor. Students in this course will complete their minimum hours in clinical practice, and in theory class.

**COURSE MAXIMUM TIME ALLOWED**

 **WEEKS SCHEDULED HOURS**

***Barbering***

(Full time, 32 hrs/wk) - 1500 Hours 47 Weeks 1995

***Barber Instructor***

(Full-time, 32 hrs/wk) – 500 hours 12.5 Weeks 665

***Barber/Cosmetologist Crossover Course***

(Full-time, 32 hrs/wk\_ - 350 hours 11 Weeks 350

**EVENING CLASS COURSE SCHEDULES**

Monday through Thursday of each week, from 2:00 pm to 8:00 pm, and Saturday 9:00 am to 5:00 pm. The school day consists of monthly calendar hands on assignments, clinical floor practice and/or theory class as assigned by the instructor.

**CLASS SIZE**

The number of students in a typical class is approximately 40

With a maximum of 20 students per instructor.

**1500, 500, 350 HOURS GRADUATION REQUIREMENTS**

The following must be completed before graduation for all courses.

1. Completion of required clock hours
2. Completion of ALL COURSE requirements
3. Completion of Graduate Exit Survey
4. All financial obligations must be complete unless other arrangements have been made

\*LICENSING AND EXAM FEES ARE A SEPARATE COST FROM ANY OTHER FEES LISTED IN THIS CATALOG\*

Upon the successful completion of the 1500 clock hour Barber course, 500 clock hour Barber Instructor course, and 350 clock hours Barber/Cosmetologist Crossover course, the student receives a completion form and a diploma of Completion.

To receive a Barber license, the student must submit an application through our school, to the Arizona State Barber Board. Once the Board deems the student eligible for the exam, the student will be contacted by the Boards contracted vendor, for scheduling of exam date and time.

***A $140 fee is required to take the state license exam. A $20 fee (cash only) to the school is mandatory in order to borrow any tools from the school’s premises. It will be credited back to the student when tools are returned. This fee is separate from the tuition/cost of the school.***

**GRADING SYSTEM**

The grading system at International Barber College is based on the percentage scale. Numerical grades are considered according to the following scale:

90% – 100%: EXCELLENT

80% – 89%: VERY GOOD

75% – 79%: SATISFACTORY

74% - Less: FAILING

Academic grading is evaluated after each unit of study on a percentage scale.

Practical grading is evaluated according to practical testing procedures.

The minimum passing grades for the courses are 75% (and must pass practical exams with a maximum of 2 attempts). All academic records are confidential and permanently archived at the school. (See Satisfactory Progress Policy in this catalog.)

**INTERNAL COMPLAINT PROCESS POLICY**

Any student or staff complaint/grievance should be in writing and will be directed to the Administrative Offices. (See Administrative Offices for detailed policy on filing and form.) The complaint/grievance will be reviewed by the Administration in a timely manner (in accordance with the detailed policy) and resolved to benefit all parties involved.

If all parties are not in agreement, then a copy of the complaint should be mailed by the student or staff member to our accrediting agency at

**NACCAS**

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302.

**STUDENT/STAFF GRIEVANCE PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The Instructor than shall attempt to meet with the student to discuss any issues and to resolve the complaint.
2. (If not resolved) The student should register the complaint in writing on the designated form provided by the institution within 10 business days of the date that the act which is the subject of the grievance occurred.
3. The complaint form will be given to the School Director.
4. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to the

**State of Arizona Board of Barbers**

1400 W. Washington, Ste. 220

Phoenix, AZ 85007

**HANDICAPPED POLICY/NON-DISCRIMINATION**

*International Barber College* maintains a policy of non-discrimination based on the rehabilitation Act of 1973 which prohibits schools or other business from discriminating against persons with disability. The college is an equal opportunity barber college. *International Barber College* does not discriminate in its activities with students, employees and clients. The school is against all form of discrimination based on sex, religion, color, race, ethnic origin, or age.

**COST OF ATTENDING**

**INTERNATIONAL BARBER COLLEGE:**

**Barbering: $ 17,625.00**

Tuition-1500 Clock Hours: $16,000.00

Application Fee (Non-refundable): $50

Registration Fee $75.00

Tool Kit and Books: $1,500.00

Other Fees: (Examination for State Board), not included in Tuition: $140.00

**Barber Instructor: $ 5,705.00**

Tuition- 500 Clock Hours: $5,333.00

Application Fee (Non-refundable): $50.00

Registration Fee $75.00

Books: $250.00

\*Down Payment: $350.00 (Included in Course Price) \*

Other Fees: (Examination for State Board), not included in Tuition: $140.00

**\*Currently not offered**

**Barber/Cosmetologist Crossover Course: $5,356.00**

*\*INCLUDES TOOL KIT & BOOKS\**

Tuition- 350 Clock Hours: $3,731.00

Application Fee (Non-refundable): $50.00

Registration Fee $75.00

Tool Kit and Books: $1,500.00

Other Fees: (Examination for State Board), not included in Tuition: $140.00

**CAREER PLANNING:**

**THE BARBER’S WORK**

Throughout history, a great deal of effort has gone into acquiring a fashionable hairstyle or a perfectly trimmed beard, dating thousands of years back in history. Although it has been many years since and styles change from year to year, the Barber's task remains the same: to make an attractive change in a person’s appearance, shampoo, cut and style hair, and advise patrons on how to properly care for their hair. The industry is rapidly growing and success with clients in making them look and feel good is what creativity and artistry is all about.

**WORKING CONDITIONS**

Barbers work in a clean, pleasant environment, with good lighting and comfortable temperatures. Their work can be tiring and physically demanding because they must be on their feet for long hours at a time and work with their hands at shoulder level. Barbers also work with sharp implements (razors) and a small amount of chemicals. Many full-time barbers work more than 40 hours a week, including evenings and weekends when barbershops are busiest.

**TRAINING, ADVANCEMENTS, AND OTHER QUALIFICATIONS**

Although all states require barbers to be licensed, the qualifications necessary to obtain a license vary. Generally, a person must have graduated from a state-licensed barber school, and be at least 16 years old. In addition, states have varying educational requirements - some have no requirement, while others require graduation from high school. In some states, completion of an apprentice-training program can substitute for graduation from a barber school, but very few barbers learn their skills in this way.

Most schools provide students with the necessary hairstyling implements, such as combs, scissors, razors, and include their cost in the tuition fee. Beginning students practice on mannequins and/or each other. Once students have gained some experience, students perform their skill on patrons in school clinic. Most schools have added unisex hairstyling as part of the teaching curriculum (Women and Men).

After graduating from a barber course, students take state licensing examinations. The examinations consist of a written exam and a practical exam. These exams allow applicants to demonstrate their theoretical knowledge and practical skill to provide the required services. In some states, an oral examination is included and the applicant is asked to explain the procedures he or she is following while taking the practical test. Some states have reciprocity agreements that allow a barber license out of one state to be valid in another without re-examination. Currently, Arizona has reciprocity with 26 states.

For many young people, barbering serves as an entry-point to the world of work. The field is also characterized by a pattern of movement from family responsibilities into the labor force-when employment and earnings are attractive enough and back to the home again.

Persons wanting to become barbers must have finger dexterity and a sense of form and artistry. They should enjoy dealing with the public and be willing and able to follow patrons' instructions. Because hairstyles are constantly changing, barbers must keep abreast of the latest fashions and barber techniques. Business skills are important for those who plan to operate their own salons. Many schools help their students find jobs.

Advancement usually is in the form of higher earnings as barbers gain experience and build a steady clientele, but many manage large salons or open their own after several years of experience. Some teach in barber schools or use their knowledge and skill to demonstrate cutting on platform. Others become demonstrators, manufacturer representatives, research assistants, and trade technicians or technical supervisors. Other possibilities include state board members, state board examiners, and educational directors.

**The following are excerpts from the U.S. Department of Labor, Bureau of Labor Statistics:**

**OCCUPATIONAL OUTLOOK HANDBOOK, 2010-11 EDITIONS**

**\*\* (*taken from the* U.S Department of Labor, Bureau of Statistics) \*\***

***\*\*\* Start of Quotes \*\*\****

**EMPLOYMENT**

Barbers, cosmetologists, and other personal appearance workers held about 821, 900 jobs in 2008. Of these, barbers and cosmetologists held 684,200 jobs, manicurists and pedicurists 76,000, skin care specialists 38,800, and shampooers 22,900.

Most of these workers are employed in personal care services establishments, such as beauty salons, barber shops, nail salons, day and resort spas. Others were employed in nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and states.

About 44% of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon’s owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.

**JOB OUTLOOK**

Employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry level workers should be favorable, while job candidates at high-end establishments will face keen competition.

• The total number of employment in the field as of 2008, 821,900

• Projected employment through to 2018, 987,400

• Change is employment 2008-2018, 165,500

• Percentage of increase in jobs, 20%

**EARNINGS**

Median hourly wages in May 2008 for barbers, including tips, were $11.56. The middle 50% earned between $8.93 and $14.69. The lowest 10% earned less than $7.56 and the highest 10% earned more than $19.51.

**\*\*\* End of Quotes \*\*\***

**JOB PLACEMENT POLICY**

*International Barber School* has an excellent placement record for its graduates. (*See “Outcomes Assessment” section of this catalog*) Due to the ever increasing dollars spent in the barber industry, our graduates have excellent opportunities to obtain a position in the barbering field, if they are highly motivated, and are ready to work seriously towards learning their chosen profession. **No school, however, can** **absolutely guarantee employment**. This depends entirely upon each student.

**STUDENT ADVISING POLICY**

* National Committee to Prevent Child Abuse:  **1-800-CHILDREN**
* National Domestic Violence Hotline **1-800-799-SAFE (7233)** & **1-800-787-3224** (TDD for the hearing impaired)
* Child help USA:  **1-800-4-A-CHILD**
* Gay/Lesbian/Bisexual/Transgender/Transsexual folk, call **1-800-549-1749**
* Child Abuse National Hotline, call **1-800-252-2873**, **1-800-25ABUSE**
* Cyber Tip line for reporting the exploitation of children, call **1-800-843-5678**.
* Cocaine National Hotline **1-800-COCAINE**
* If you know of a child in immediate risk or danger, call **1-800-THE-LOST**
* Elder Abuse Hotline, call **1-800-252-8966**
* Friends of Battered Women and Their Children, call **1-800-603-HELP**
* KID SAVE: Referrals to shelters, mental health services, sexual abuse treatment, substance abuse, family counseling, residential care, adoption/foster care, etc.  **1- 800-543-7283**
* KIDS PEACE:  Parent and relative, concerned adults can call about mental health related problems--children and adolescents in crisis will be connected with a social worker for immediate help.  Call **1-800-543-7283**
* NAMI Helpline National Alliance for the Mentally Ill, call **1-800-950-NAMI**.
* National Youth Crisis Hotline **1-800-448-4663**
* National Child Abuse Hotline **1-800-25-ABUSE**
* National Mental Health Assn. Provides free information on specific disorders, referral directory to mental health providers, national directory of local mental health associations, and a Stigma Watch.  **1-800-969-6642** (M-F, 9-5 EST)
* National Institute of Mental Health Information Line: Provides information and literature on mental illness by disorder-for professionals and general public.  **1-800-647-2642**
* National Runaway Switchboard: Lists of shelters, counseling; food pantries; transportation.  Suicide & crisis counseling.  Message relay from kids to parents or from parents to kids, 3-way calls arranged.  **1-800-621-4000**
* Nine Line Nationwide crisis /suicide hotline. For runaways and homeless youth and their families.  Provide short term counseling over the phone.  Sponsored by Nine Line/Covenant House.  **1-800-999-9999**
* SAFE (Self-Abuse Finally Ends)  **1- 800-DONT-CUT** **1-800-366-8288**
* Youth Crisis Hotline: Crisis hotline and information & referral for runaways or youth in crisis.  **1-800-HIT-HOME**, **1-800-448-4663**
* To Report Child Abuse **1-800-4-A-CHILD**
* **Arizona Department of Veterans’ Services 480-558-2052 (Chandler) & 520-426-1456 (Casa Grande)**

The policy of the ***International Barber College***is to assist and advise the students whenever possible. The college makes no representation or guarantees relating to the student services; however, the school staff is willing to help and guidance in the areas listed below when possible:

* Referrals to social service agencies
* Referrals to housing while attending school
* Ride sharing or transportation
* Referral to drug or alcohol abuse programs
* Tutoring programs or remedial studies
* Health services agencies
* Assistance in organizing student study groups
* Assistance in locating an interpreter
* Referral to obtaining a GED

A student desiring assistance in any of these areas listed in the Student Services may submit an oral or written request to an office Administrator or Director of the school.

**HOUSING/STUDENT SERVICES**

The *International Barber College* will conduct an Orientation Program on the first day of class, which will provide information about the instructional programs, goals, policies, affecting students, program of study and satisfactory progress. The school does not provide housing (so out-of-town students must make arrangements for housing), however; there are apartments available in the area, with city bus services nearby. See current edition of the local newspaper or internet for availability.

**SCHOOL POLICIES:**

**SCHOOL CLOSURE DUE TO AN EMERGENCY**

In the event the School needs to be closed due to an Emergency, a notice will be posted on the schools Facebook page, placed on the door, or sent out in a mass text message giving staff and students all necessary re-opening information, as well as providing a number that they can call for more information. All student data in our computer systems is backed up regularly, and kept in a secure location.

**EMERGENCY RESPONSE & EVACUATION PROCEDURES**

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless said notification compromises efforts to contain the emergency.

Upon acceptance to this institution the required policy and procedures will be made available in a handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the institution’s Administrative Staff will handle all necessary campus notification, without delay, and will initiate the notification system. Phone systems are available to call 911. Building has all required safety codes and Evacuation Procedures in place for student and faculty safety.

The **International Barber College** also invites the Chandler PD/Fire Dept in as Guest Speakers periodically to provide brief demos/education with Security/fire/safety hazards.

**WEAPONS ON CAMPUS**

*International Barber College* has a zero tolerance regarding weapons on campus. No knives, guns (pistols or rifles), bomb materials, bow & arrows, bazookas, fireworks or anything that could be deemed a weapon by legal authorities (local Police, etc.) are permitted on campus (campus is defined as parking lot and building). Violation of this rule will result in immediate termination and notification to the appropriate authorities. Any student, faculty or staff member who sees or hears of anyone on campus with a weapon is urged to notify the Directors/Administration immediately.

**HATE CRIME REPORTING**

The current federal regulations require institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Students are encouraged to report crimes that fall into this category to your instructor or directly to the Directors/Administration, as soon as possible.

**RULES AND CONDUCT POLICY**

Professional conduct is a crucial factor in obtaining and staying in barber school and in keeping a job. All the students enrolled at the *International Barber College* must conform to federal, state, and local laws. They must conduct themselves in a manner which is in compliance to the policies and objective of the ***International Barber Colleg****e and the Arizona State Barber Board.* Any actions of disrespect for customers, facility or other students, the use of profanity, theft, use of or possession of weapons, alcohol or drugs on or around the ***International Barber College*** property are considered grounds for immediate dismissal.

The college reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated, he or she cannot attempt to re-enroll into this school for at least sixty (60) days. The rules and regulation of the barber college are designed to help the student learn professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The students shall dress in a professional manner. See *Student Rules and Regulations,* below,for full details. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damage to the college and its equipment.

**SCHOOL RULES & REGULATIONS**

* Students are required to attend their arranged contract by International *Barber College*. Students must report absence to college before their scheduled attendance on the given day.
* Daily attendance is required in all classes. Special permission is required for those who do not attend daily. Absenteeism without a valid excuse will not be tolerated.
* Students can and will be terminated for excess absenteeism for if they cannot attend school as scheduled, unless prior arrangements are made with the School Director.
* A leave of absence will not be considered when a student owes tuition and fees.
* Tardiness will not be tolerated. Students must call/text the school immediately on the day they are to be absent or tardy. ***A call must be made for each day that will be missed.***
* If the tardy falls under the schools excused absence/tardy policy, the student will need to provide documentation of such, upon arrival to the school.
* When a student is tardy or absent three (3) times without a documented excuse, for that month, they will be suspended for 1-3 days.
* Students can and will be terminated if tardiness becomes excessive.
* Students are considered tardy at the 32nd minute on the hour.

**EXAMPLE:** If You are scheduled to be at school at 8:30A.M., you are tardy at 8:32 A.M.

* Absence is anytime not spent in the Barber training course. Course time is recorded by a time clock.
* If a student knows in advance, they will not be in attendance for 3 days or more it is mandatory to see the school administrator to fill out “A Notice of Absence” slip.
* If the absence falls under the schools excused absence policy, documentation of the absence needs to be turned in to the school administrator.
* If you do not complete the course by your contract end date you will be charged the hourly rate that was charged at the time you signed the enrollment contact for every hour, thereafter.
* Students must clock in upon arrival and clock out upon departure from college. Students leaving for any reason must clock out. Students MUST and are REQUIRED to follow the clocking procedures, due to the legal verification of hours submitted to the Arizona State Board of Barbers.
* The Arizona State Board of Barbers requires all students in college to wear a blue barber jacket. If a student is not wearing their blue barber jacket after one has been issued, that student will not be allowed to stay in the college and will be sent home.
* Students receive an hour for lunch each day as per their scheduled contract.
* A sanitary environment is provided to students, customers, and staff members. As part of the student’s training, fifteen (15) minutes at the end of the day is scheduled for closing duties which must be completed and supervised by the instructor.
* Administrative and Barber Instructors are authorized to clock out any student who exhibits unprofessional behavior. If a student continues to exhibit this behavior, the student will be terminated. Profanity is not professional and not allowed any place in the college.
* Only emergency phone calls will be accepted on the business telephones. Students are allowed to receive or make emergency/personal phone calls in the classroom only.

**\*NOT ON THE CLINICAL FLOOR\***

* Any student who carries, possesses, uses weapons or illegal substances on college property will be terminated from the college. \***NO EXCEPTIONS**\*.
* Students are responsible for their personal property. This includes tool kits, books, purses, etc. The college will not be responsible for such property. Lost or stolen tool kit items must be replaced by the student.
* No student is allowed to eat or drink on the clinical floor.
* No student is allowed to sit in clinical chairs unless service is being performed.
* Students must have tools in their possession to receive hours. Students without tools will be sent home with no time for the day.
* Students who are ill (contagious to customers) are not allowed to come to school.
* Smoking is not allowed in the college building. Student and staff must smoke in designated areas.
* Students must keep their workstations clean and in sanitary condition at all times.
* Any damage incurred to school property by a student will be compensated by the student.
* Listening to music during school hours is forbidden.
* No distracting noises, such as whistling, are allowed at school.
* No personal grooming is allowed at school, example for women: Hair, Makeup, Nails. Example for men: trimming facial hair, line ups, shaves, unless performed by a barber student.
* DUTIES – Each student is expected to help keep the school clean. These duties are rotated on a monthly basis and are posted in the clinic areas. Students are NOT dismissed until all duties are completed. The duties are checked by the instructor in charge.

**ENTREPRENUERSHIP & CUSTOMER SERVICE POLICIES**

It is our goal to educate and train all the Student Barbers with the strong customer service skills that it takes to become successful in a Barber Shop, with Clients, and within themselves. We know that if we go the extra mile to invest strong customer service skills into our Student Barbers, the sky is the limit for them.

* Every Student must welcome every Client or Guest that enters the **International Barber College**, with a warm welcome and handshake.
* Students are to dress professionally
* Students are not to talk about anything unprofessional
* Students are not to have any stickers or anything personal that can offend the public
* Students are to keep their stations clean following all State requirements for proper safety and sanitation policies
* Students are to make sure that their areas around their Station stay swept and organized
* Students are to make the Client/Guest feel welcomed and appreciated
* Students are to thank the Client/Guest for coming in
* Students are to guide the Client to the register and end with a handshake of gratitude

If a Student intentionally refuses to do so, the Student Barber will be sent to the Office for private discussion

If this is a continuous issue, the Student Barber will be placed on Probation.

**PROBATION:** The Student Barber will lose the ability to receive Student Services for the entire month and they will not be allowed to partake in field trips.

* If this is still a continued issue after Probation, the Student Barber will be dropped from **International Barber College.**

**SMOKING POLICY**

Students, Employees, Guests, & Clients are to be 20 feet from the IBC entrance doors as well as other surrounding establishment’s entrance doors.

The purpose of this Policy is not to keep anybody from smoking, but to protect the health of other Students, IBC Guests, IBC Clients, and IBC Employees.

If the Student is found not respecting this Policy as well as the Arizona Law (A.R.S. § 36-601.01),

The Student will risk a City offense fine if they are observed in violation of the A.R.S. § 36-601.01

The Student will be written up, asked to clock out, & sent home with the risk of an automatic drop from the **International Barber College**

**CLOCKING IN & OUT POLICIES**

The Students of the International Barber College are responsible for managing their own hours as well as remembering to clock in and out for the day and for their scheduled breaks.

The team at IBC, will no longer be providing hours outside of their scheduled appointments or monthly 1 on 1 meetings.

If the Student forgets to clock in for the day or for breaks, the Student risks losing all their hours for the day.

* Students must clock in upon arrival and clock out upon departure from college.
* Students leaving for any reason must clock out.
* Students MUST and are REQUIRED to follow the clocking procedures, due to the legal verification of hours submitted to the Arizona State Board of Barbers.

**STUDENT SERVICE POLICIES**

* Only one free service a month
* ABSOLUTELY NO STUDENT SERVICES PERFORMED ON FRIDAY OR SATURDAY
* Must be approved by an Instructor or Director beforehand
* Clients and Guests must all be greeted and taken care of first
* The Student’s station must be properly managed, cleaned, and sanitized beforehand
* If the Clinic Floor is busy, the Student Service cannot be approved
* If the Student has had attendance issues, the Student Service cannot be approved
* If SAP is an issue, the Student Service cannot be approved
* If grades or assignments are an issue, the Student Service cannot be approved
* If the Student’s G.P.A. is an issue, the Student Service cannot be approved
* If the Student has been warned or written up, the Student Service cannot be approved
* If the Student disobeys this policy, both the Student receiving the service and the Student providing the service, will have to speak with the Director (s) and appropriate consequences will follow.
* Probation: Student Services can be taken away for any period of time
* Student (s) can be asked to clock out & sent home

**DISCIPLINE ACTION WITH NON COMPLIANCE- Include but are not limited to:**

Student (s) can be asked to clock out and go home for the day

Student (s) can lose free student services

Student (s) can be dropped from the **International Barber College**

**DRUG ALCOHOL AWARENESS & POLICIES:**

The **International Barber College** Statement on Drug-Free Campus In accordance with the Drug-Free Schools and Communities Act Amendments **International Barber College** is distributing this notification to all students and employees to inform them of **International Barber College** comprehensive program to prevent the use of illicit drugs and the abuse of alcohol.

This notification summarizes **International Barber College’s:**

1. Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use or distribution of illicit drugs and alcohol on the **International Barber College’s property or as part** of the **International Barber College’s** activities.
2. A description of the applicable legal sanctions under Federal, State, or Local Law for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and hotline Numbers) that are available to employees and students.
5. A clear statement that **the International Barber College** will impose disciplinary sanctions on students and employees (consistent with Federal, State, or Local Law), and a description of those sanctions, up to and including expulsion, or termination of employment and referral for prosecution for violations of the Standards of Conduct.

**Standards of Conduct:**

It is the policy of **International Barber College** to enforce disciplinary action against any student or employee who engages in the conduct prohibited by law, including illegal and unauthorized use of intoxicating beverages such as alcohol and the illegal use, distribution, manufacture, possession, and sales of controlled substances.

**International Barber College** rules provide that any student or employee found in violation of these policies on campus or at any off-campus activities sponsored by **International Barber College,** will be subject to disciplinary procedures, which could result in sanctions, including referral for the completion of an appropriate rehabilitation program, termination of employment, termination from school, and referral for criminal prosecution, as is applicable.

Health risk of alcohol and other drug use:

**Alcohol**

Alcohol consumption causes many different changes in behavior and even low doses significantly impair the judgement and coordination required to operate/drive a vehicle safely.

* **Low-Moderate doses of alcohol**:

May increase the incidence of a variety of aggressive acts.

* **Moderate-High doses of alcohol**:

May cause marked impairment in higher mental functions, severely altering a person’s ability to learn and retain any information.

* **Very High doses of alcohol:**

May cause respiratory depression or death.

If combined with other depressants, dependency may occur. Sudden cessation of alcohol intake is likely to produce withdrawal and that can be life threatening.

Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and liver. Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are more at risk than other children not of alcoholic parents, of becoming alcoholics.

**Marijuana/Cannabis**

All forms of cannabis can have negative physical and mental effects. Use of cannabis may impair or reduce short term memory and comprehension, can also alter the sense of time, and reduce ability to preform tasks requiring concentration and coordination such as driving or operating a vehicle. Research also shows that students do not retain knowledge when they are high. Motivation and cognation may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Users often inhale (but not limited to) the unfiltered smoke deeply and hold it into their lungs for as long as possible. Marijuana can be damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of the user’s life.

**Cocaine**

Cocaine stimulated the central nervous system the use of cocaine can cause death by cardiac arrest or respiratory failure. It’s immediate effect incudes dilated pupils, elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, Hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

**Crack or Freebase Rock**

Is extremely addictive, and its effects are felt within ten seconds. The physical affects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

**Ecstasy/MDMA**

Ecstasy/MDMA (3-4 methylenedioxymethamphetamine) is a synthetic, psychoactive drug chemically similar to the stimulant Methamphetamine and the hallucinogen Mescaline. Street names for MDMA include “Ecstasy” “ETC” and “Hug Drug.” In high doses, MDMA can interfere with the body’s ability to regulate temperature. On rare, but unpredictable occasions, this can lead to a sharp increase in body temperature (Hyperthermia), resulting in Liver, Kidney, Cardiovascular System failure, and death. MDMA can interfere with its own metabolism (breakdown within the body) and potentially harmful levels can be reached by repeated drug use within shore intervals.

**Tobacco**

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than non-smokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung disease such as emphysema and chronic bronchitis are ten times more likely to occur among smokers than non-smokers. Smoking during pregnancy poses serious risks such as spontaneous abortion, preterm birth, low birth weights, stillborn deaths, and infant deaths. Possibly, the most dangerous substance in tobacco smoke is Nicotine. Due to Nicotine being highly addictive, smokers find it difficult to stop smoking/tobacco use. Out of 1,000 typical smokers, less than 20% succeed with quitting smoking on the first attempt.

**Anabolic Steroids**

Anabolic Steroids are a group of compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than seventy side effects ranging in severity. From liver cancer, acne, to psychological affects and physical reactions. The liver, the cardiovascular, and the reproductive systems are seriously affected by steroid use. In males, the use of Anabolic Steroids can cause withered testicles, sterility, and impotency. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include extremely aggressive behavior known as “Roid Rage” and depression. Some effects appear quickly and others such as heart attacks and strokes may not show for years.

**Depressants**

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles and large amounts can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can cause both physical and psychological dependence.

**Designer Drugs**

Illegal drugs are defined in terms of their chemical formulas. To circumvent legal restrictions, underground chemist modifies the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamine/MDMAX. “Bootleg” manufacturing creates an opportunity for overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs, such as Fentanyl and China White, can cause symptoms such as those seen in Parkinson’s Disease (uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.)

It is the policy of **International Barber College** to enforce disciplinary action against any student or employee who engages in the conduct prohibited by law, including illegal and unauthorized use of intoxicating beverages such as alcohol and the illegal use, distribution, manufacture, possession, and sales of controlled substances.

**International Barber College** rules provide that any student or employee found in violation of these policies on campus or at any off-campus activities sponsored by **International Barber College,** will be subject to disciplinary procedures, which could result in sanctions, including referral for the completion of an appropriate rehabilitation program, termination of employment, termination from school, and referral for criminal prosecution, as is applicable.

**Drug and Alcohol Counseling or Rehabilitation Services and Hotline Numbers**

The following drug and alcohol counseling, rehabilitation services, or Hotline Numbers, are available outside of the **International Barber College** for students and employees, and the following list is provided merely for informational purposes only and not endorsed by **International Barber College**.

**Awakening Recovery Center**

http://awakeningrecovery.com/

1204 E Baseline Rd.

Suite 208.

Tempe, Az 85283

(480) 209-1977

**BAART Chandler**

Addiction Treatment Center

908 A West Chandler Boulevard

Chandler, AZ 85225

(480) 899-0200

**Aurora Behavioral Health System**

https://www.auroraarizona.com/contact/arizona-contact-information

6350 S. Maple Ave

Tempe, AZ 85283

(480) 345-5400

**Drug and Alcohol Counseling or Rehabilitation Services and Hotline Numbers**

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**Valley of Hope Chandler**

www.valleyhope.org

501 N. Washington St

Chandler, AZ 85225

(480) 899-3335

**Alcohol Recovery Solutions**

<http://www.bigsteptorecovery.com/>

15215 S. 48th Street, Suite 150

Phoenix, Arizona 85044

(480) 496-9760

**24/7 Free Addiction Hotline**

https://addictionresource.com/addiction-and-rehab-hotlines/arizona-numbers/

1 (888) 431-2466

Legal Sanctions Arizona revised statutes make it unlawful:

**Alcohol**

For a person under the age of 21 years to buy, receive, have in possession, or consume, spirituous liquor. A.R.S. 4-241.

For a person to buy for resale, sell, or deal, in spirituous liquors in the State without first having procedure a license duly issued by the Arizona State Liquor Board. A.R.S. 4-244 (1).

To consume spirituous liquor in a public place, thoroughfare, or gathering as set forth in A.R.S. 4-244 (20)

For any person to serve or furnish spirituous liquor to an intoxicated or disorderly person, or for any person to allow or permit an intoxicated or disorderly person to come into or to remain at an event where spirituous liquor is being served or consumed A.R.S. 4-244(14)

For a person to operate a motor vehicle on any highway while consuming spirituous liquor A.R.S.4-244(21)

To conduct drinking contests, or to sell, or provide, to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price or to provide more than two spirituous liquor beverages to one person at one time for that person’s consumption as set forth in A.R.S. 4-244(23)

**Drugs**

It is unlawful for a person to possess, use, sell, or transfer drugs (marijuana, peyote, prescription drugs, dangerous drugs, or narcotic drugs) or manufacture of dangerous drugs in a drug free school zone A.R.S. 13-3411 (A) (1-3)

A person shall not knowingly possess, use, administer, sell, acquire, manufacture, or transport narcotic drugs A.R.S. 13-3408 (A) (1-7)

A person shall not knowingly possess, administer, use, acquire, sell, manufacture, or transport prescription only drugs A.R.S. 13-3406 (A) (1-7) This means that it is illegal for a person to posess, sell, acquire, administer, or use, prescription drugs that were not legally prescribed to them. It is illegal for a person to acquire prescription drugs that are not legally prescribed to them. It is illegal for a person to sell drugs that were prescribed in their name or somebody else’s name.

There are additional State Statutes relating to unlawful conduct involving the use of alcohol and/or drugs. There may also be Municipal and Local County Ordinances relating to unlawful conduct concerning the use and/or possession of alcohol and/or drugs.

**For additional education and information on overview, enforcement, penalties, Sentencing, State Laws, or to make a report and more, visit:**

<https://www.maricopacountyattorney.org/155/Drug-Enforcement>

<https://criminal.findlaw.com/criminal-charges/alcohol-crimes.html>

<https://criminal.findlaw.com/criminal-charges/view-all-criminal-charges.html>

<https://criminal.findlaw.com/criminal-charges/public-intoxication.html>

<https://criminal.findlaw.com/criminal-charges/contributing-to-the-delinquency-of-a-minor.html>

<https://criminal.findlaw.com/criminal-charges/drug-possession-penalties-and-sentencing.html>

<https://criminal.findlaw.com/criminal-charges/drug-possession-defenses.html>

<https://statelaws.findlaw.com/arizona-law/arizona-drug-possession-laws.html>

<https://www.azdps.gov/services/public/silent_witness>

<https://www.mcso.org/Home/SendUsATip>

**DRESS CODE & PORFESIONAL IMAGE**

The following information is regarding the dress code for the ***International Barber College.***

*\*Failure to comply will result in being sent home to change if the attire is not considered to be appropriate by the college and will lose the hours it takes back to return to school.*

* No shorts, miniskirts, sweats, or excessive unprofessional ripped jeans are permitted
* Yoga and Sweatpants are not approved
* Shear clothing without the correct modest skin covering fabrics are not approved
* Clothing that supports unprofessional or gang related behavior are not approved
* Tank tops need to be professional and the International Barber College Jacket must be worn at all times; students may use a cardigan or an undershirt to wear in a modest fashion
* Armpits & Chests must be covered at all times
* No bare stomachs
* Slippers, house shoes, flip flops, low cut blouses, men’s undershirts, shorts, lingerie, see through fabrics, and bare feet are not approved
* Undergarment lines or body suit lines should not be visible through out outside of clothing
* Slips must be worn when fabrics are sheer
* Hats & Sunglasses are not to be worn indoors
* Bandannas or any head coverings (unless Special Accommodations are made) are not approved
* Shoes may be any color but must be closed toe and heel. A work type shoe is recommended due to the long periods of standing required in the occupation.
* Students are issued a blue barber jacket. It must be kept, clean, pressed, and fastened at all times. If ripped or destroyed, the student must purchase another jacket.
* Denim jeans, khaki pants, or skirts below the knees are permissible (Skirts: A Student must wear opaque tights with the skirt)
* No hats or sunglasses are to be worn in doors at any time.
* I-Pads, MP3 players, laptops and all other personal listening devices are not allowed to be used by students during school hours.
* Headphones are not to be worn at any time unless Special Accommodations have been made in writing for educational purposes and special needs only.

**FERPA - STUDENT’S RIGHTS AND PRIVACY ACT & SAFEGUARDING**

The Family Educational Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S Department of Education.

FERPA gives a student (or in the case of a minor, his/her parents or legal guardian), certain rights with respect to their education records. These rights include:

**1)** To gain access to their education records under the supervision of an administrative staff member, by appointment. Appointments will be set in a timely manner, but no longer than 45 days from the written request. The written request should identify the record(s) the student and/or parent/guardian wishes to inspect.

**2)** The right to request the amendment of the student’s education records that the student feels may believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. The request to amend should be in writing. The school will notify student of their decision to amend or deny, and this notice will be in writing, giving student procedures on how to appeal.

**3)** If a copy of their file is requested it will be at a charge of twenty cents per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner, not to exceed 14 days.

**4)** The school will not release any educational or non-public personal information unless it is authorized by the student in written consent, as of which will be kept on file. To prevent identity theft, a student’s non-public personal information, (information which is not publicly available; such as name, address, social security number, financial institution, account numbers, enrollment application info, etc.), are maintained in locking files, and available only to authorized personnel.

**5)** Student has the right to file a complaint with the United States Department of Education concerning any alleged failures by the school to comply with the requirements of FERPA.

**Written complaints are sent to:**

Family Policy Compliance Office

USDE, 400 Maryland Ave., SW

Washington, DC 20202-5901.

**6)** Students are not permitted to inspect the financial records of their parents.

**7)** The school will permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, audits, by NACCAS, by COE or in response to a directive of the Commission.

Students who have graduated or dropped may request and receive an Official Transcript of their program, hours, grades and services, as long as they do not owe the school any money. Any graduate or drop student who still owes the school money will only receive an Unofficial Transcript (without school seal or signature) and a notation will be placed on the transcript stating that the student owes money to the school. The school does not publish student directory information.

Should it become an issue in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish. Student files are kept in an upstairs Administrative Office that has a sprinkler system in case of fire, and maintained in locked, heavy gauge metal file cabinets. The computers that hold student information is backed up weekly and kept off site. Students’ enrollment, academic and attendance records will be kept permanently by the school, and financial aid records for only three (3) years. Personal information from a student’s file that is no longer needed is shredded to prevent identity theft.

The **International Barber College** uses the SMART System to provide the Barber Student’s Financial Aid Information for processing and documentation. The Following Policies to protect the Students’ information & safeguarding through this company are:

**SECURITY OVERVIEW OF ONLINESMART.NET**

**DATACENTER**

The ONLINESMART.net datacenter has a dual-standard SSAE 16 and ISAE 3402 Service Organization Control (SOC) 1 Type II, SOC 2 Type II, and SOC III reports to include operations, policies and procedures, and physical and environmental security controls as well as facility-specific PCI and HIPAA compliance reports for physical security and information security policies supporting compliance for Financial, Healthcare and Federal industries that require regulatory authority of PCI DSS, HIPAA, FISMA, NIST 800-53 and ITAR standards. In addition, our facility annually registers its adherence to the US-EU Safe Harbor Privacy framework.

**WEBSITE**

The ONLINESMART.net website is protected through the use of compiled .Net code and anti SQL Injection technology prevents hackers from gaining unauthorized access to your data.

**BACKUP PROCESSES**

Data stored in ONLINESMART.net is backed up nightly to a separate server farm. Data is transported offsite for disaster recovery purposes. Backups are audited monthly to ensure integrity and ease of restoral should the need arrive.

**SECURITY**

Security to the datacenter is controlled through proximity and biometric access control. 24/7 access via dual factor authentication, monitored security cameras and intercom system, security fence around complex perimeter, power delivery, generator and diesel fuel infrastructure maintained and under 24/7 surveillance. Security to OnlineSMART.net is restricted through unique user level passwords with unique combinations of user name, password & school name.

**ENCRYPTION**

All information transmitted online while using OnlineSMART.net is encrypted with SSL encryption just like when you access your bank or other sensitive information online. You should log out of each session or protect physical access to your computer to ensure no unauthorized access to your online session when using OnlineSMART.net. As a best practice you should never access ONLINESMART.net from a computer or device that you do not control.

**SERVER PROCESSES**

The ONLINESMART.net server infrastructure is built on a latest generation Dell Servers to take full advantage of current technologies that facilitate a high speed computing environment. Through the use of VMWare Virtualization technologies a completely redundant environment has been created so that the environment is never dependent upon a single physical device. This allows for immediate or very fast recovery in the event of any type of failure either virtual or physical.

**FERPA RESPONSIBILITES AND STUDENT RIGHTS**

**A school is required to—**

✔ annually notify students of their rights under FERPA;

✔ include in that notification the procedure for exercising their rights to inspect and review education records; and

✔ maintain a record in a student’s file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

**A student has the right to—**

✔ inspect and review any education records pertaining to the student;

✔ request an amendment to his/her records; and

✔ request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

**STUDENTS ACCESS/PRIVACY RIGHTS**

All students, former students, and parents/guardians of minor students, are guaranteed the right to gain access to their files. No information may be published or released about an individual student without the student’s, former students or guardians of minor student’s consent. Any accrediting agency has the right to view student and school files for any accreditation process.

**FELONY BACKGROUNDS**

In the event the student has a previous criminal background, and having been convicted of a ***Felony regardless*** of how long ago the felony was committed, they must contact the school office for further instructions. Depending on the students choice of program different documentation may be required by each of the licensing.

**GENERAL TERMS OF AGREEMENT**

***School****:*

* Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
* May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
* Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
* Will issue an Official Transcript of Hours to students who withdraw prior to course completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the School.
* Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, **but placement is not guaranteed.**
* May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

***Student****:*

* Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
* Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
* Agrees not to refuse to perform client services or other course requirements.
* Agrees to provide all financial aid documents, if applicable, in the designated time frame.
* Agrees to comply with the school’s dress code at all times and projects a professional image representative of the barber industry.
* Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
* Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
* Understands that if he/she is a Title IV financial aid recipient, \* minimum attendance and grade requirements must be maintained for satisfactory progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
* Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

**ADDITIONAL TERMS OF AGREEMENT**

* Placement assistance may be provided in the form of possible job posting, openings, or referrals to potential employers. **It is understood that the *International Barber College* does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.**
* All equipment for the course selected will be furnished by the *International Barber College* at stated charge. A complete list of required books supplies and/or equipment is provided to each student. Lost, mutilated, or stolen items will be replaced at the expense of the student.
* Diplomas which signify satisfactory completion will be issued after the completion of the entire course, which includes classroom and practical lab instruction. The Student must achieve a passing grade average to receive a diploma. A student will be permitted to re-test for any grade below passing. Any times for make-up will be granted by the School Director. Any Excessive absence may be cause for Dismissal.
* The *International Barber College* will reserve the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for maximum of 30 days. Students will be notified.
* The *International Barber College* will reserve the right to reject any applicant or admission not meeting the requirements for the course selected. Student’s enrollment may be terminated at the election of the Director of the School. If the Student’s academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulation of the school (as stated in the catalog) in such event the extend of the students tuition obligation will be accordance with the School’s refund policy.
* If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be constructed in all respects as if such invalid or unenforceable provision was omitted.
* Any controversy or claim arising out of or relating to this Agreement, or breach thereof, not addressed by the Arizona Education Code shall then settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and the judgment upon the award rendered by the Arbitrators may be entered in any court having jurisdiction.
* This Agreement constitutes the complete contract between the International Barber College and the Student, and no verbal statements or promises will be recognized.
* Graduation Requirements: Passing of the final test with average grade, 75% or better and satisfactory completion of 1500 hours Barbers License, 500 hours for Barber Instructors License, and 350 for Barber/Cosmetologist Crossover License**.** For licensure, the student must pass the Arizona State Board test with a 75% overall grade.
* Students may be suspended from college for as long as thirty (30) days.
* Students are required to formally notify the Director or designate any persistent health related condition which may expose a fellow student, staff member or clinic customer to disease or infection. ***Failure to inform the college maybe cause for severe disciplinary action up to and including termination.***
* Students must pay all tuitions and fee obligations when due, to be in good standing and comply with all the school requirements.
* Any equipment left in college building becomes the property of college, if not picked up within thirty (30) days of the last day of attendance.
* Students are only allowed to see visitors in the customer waiting area or outside. Visitors are not permitted on the clinical floor or classroom.
* Students are not permitted to sell any products, crafts or any items on the college premises.
* Students may take photographs in college with permission from the school administrator, instructors and all individuals being photographed.
* Students will be respectful to Barber Instructors and other students. If the student has questions or concerns, which are not related to the subject being taught, they shouldn’t interrupt the class session. Talk to the Barber Instructor after class.
* *International Barber College* reserves the right to change and amend these Barber College Rules and Regulations. Changes will be posted on the Bulletin Board and distributed to students.

**The International Barber College also works with the following COMPANIES BELOW. This includes sharing your identity information, social security information, birth certificate, identity, drivers license, previous and current educational records. WITH LINKS TO THEIR SAFEGAURDING AND PRIVACY STATEMENTS CAN BE FOUND HERE:**

**ARIZONA @ WORK:**

<https://az.gov/policy/privacy>

<https://arizonaatwork.com/policies>

**IFAP:**

<https://ifap.ed.gov/fsahandbook/attachments/1112FSAHbkVol2Ch7.pdf>

**FATSTAF:**

<https://www.fatstaf.com/legal.html>

<https://www.fatstaf.com/cyberguards.com>

**ARIZONA BOARD OF BARBERS:**

<https://apps.azsos.gov/public_services/Title_04/4-05.pdf>

**NACCAS:**

<http://elibrary.naccas.org/InfoRouter/docs/Public/NACCAS%20Handbook/2016%20NACCAS%20Handbook.pdf>

**ARIZONA BOARD OF EDUCATION:**

<https://www.azed.gov/adeinfo/privacy-policy/>

<https://www.azed.gov/disputeresolution/category/records/>

**FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL AID/FATSTAF FERPA/SAFEGAURDING PROTECTION POLICIES:**

1.       **Who has access to our Student information & when do they have access to it?**

*All FAT$TAF employees involved in the educational purpose of processing Federal Funds for IBC. They have access whenever they are involved in processing funds and reviewing student files.*

**2.      How do you provide training to the employees who have access to our student information and ensuring that their information (identity and everything pertaining to the Gramm Act Bliley Act)?**

*All employees are fully trained in the use of SMART and all employees are required to encrypt any and all documents containing PII when sending back and forth. FAT$TAF has strict written security policies pertaining to the Gramm-Leach Bliley Act of its own that all are trained in and required to implement and follow.*

1. **How do you evaluate the effectiveness of the company's & employee's policies with protecting this information?**

*We meet quarterly to discuss and review our strict internal security policies and to see what issues we are having especially with schools not following these rules.*

 **What is the result?**

 *Sometimes we have to contact schools to reiterate our policies.*

1. **Have you had to make changes?**

*Yes*

**If so, what changes and what are the results of the changes?**

*We decided to allow schools to upload their status changes to SMART documents and send an e-mail to their FAAs at FAT$TAF rather than to encrypt those particular documents. We also decided to allow this as a temporary measure for schools whose scanners have broken down and are unable to encrypt documents since SMART is a secure database.*

1. **Has FATSTAF ever been hacked?**

*No*

**For additional information pertaining to this Act please visit:**

 <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/gramm-leach-bliley-act>

**And for stronger and more thorough information, please refer to:**

<https://www.govinfo.gov/content/pkg/PLAW-106publ102/pdf/PLAW-106publ102.pdf>

**ATTENDANCE POLICY**

The *International Barber College* emphasizes the need for all students to attend classes on a regular consistent basis in order to develop the skills and attitudes necessary to be successful in the Barbering Profession.

The college is operating on a Full Time attendance is equal to seventy-five percent (75%) for the operating hours (32 hours per week). Anyone who would be attending or scheduling for less than full-time must be approved by the administrative office prior to enrolling.

The Student is required to notify the college if they will be absent; any student absent without notifying the college will be withdrawn from the course after 10 days of non-attendance. Therefore, attendance is monitored very closely, and students are counseled when attendance exceeds four absences per month. Absences may be excused for emergency or unanticipated situation. Students will be required to clock in and out on the time clock. The college will terminate a student if he or she is absent from school 10 consecutive scheduled days unless mitigating circumstances can be documented.

**ADDENDUM:**

* “The **International Barber College** emphasizes the need for all students to attend classes on a regular consistent basis in order to develop the skills and attitudes necessary to be successful in the Barbering Profession.”
* “The college is operating on a Full-Time attendance is equal to seventy-five percent (75%) for the operating hours (32 hours per week). Anyone who would be attending or scheduling for less than full-time must be approved by the administrative office prior to enrolling.”
* “The Student is required to notify the college if they will be absent; any student absent without notifying the college will be withdrawn from the course after 10 days of non-attendance. Therefore, attendance is monitored very closely, and students are counseled when attendance exceeds four absences per month. Absences may be excused for emergency or unanticipated situation. Students will be required to clock in and out on the time clock. The college will terminate a student if he or she is absent from school 10 consecutive scheduled days unless mitigating circumstances can be documented.”
* **“**Agrees to attend theory class as scheduled for the duration of the course of study.
* “Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.”
* “Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school. “

If the Student is late for Theory Class, the Student will need to sign in with the Theory Instructor, and then visit with the Director to discuss with further appropriate disciplinary actions varying from but not limited to:

* The Student may be assigned to an In-School Suspension
* The Student may lose free student services for the month
* The Student may be asked to clock out and sent home
* The Student may be interrupted from training for unsatisfactory attendance or progress, or violations of college or State rules and regulations
* The Student may be dropped from the **International Barber College**

**LEAVE OF ABSENCE POLICY**

A leave of absence is a temporary interruption in a student’s course of study. A leave of absence refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for an institutionally scheduled break in a student’s course. A leave of absence may be granted by a request to the College Director with a reasonable excuse for such leave. If a student finds it necessary to be out of college for an extended period, a leave of absence must be requested in writing, signed and dated and turned into the admissions office and the request must include the reason for the leave. A leave of absence must meet certain conditions to be counted a temporary interruption in a student’s education instead of being counted as withdrawal requiring the college to perform a refund calculation. If a leave of absence does not meet the conditions, the students considered to have ceased attendance at the college (and therefore to have withdrawn from the school). A leave of absence ill not be considered when a student owes tuition and fees.

***A LEAVE OF ABSENCE IS APPROVED IF:***

* It is the only leave of absence granted to the student in a 12-month period, not to exceed 180 days. The college may grant more than one leave for limited, well documented cases due to unforeseen circumstances as: Subsequent leaves of absence if the school documents they are granted for jury duty, military reasons, or circumstances covered under the family and Medical Leave Act of 1993 (FMLA) and medical reasons.
* The student makes a written request for the leave of absence and the written request must include the reason for the leave; the school may also grant a leave of absence to a student who doesn’t provide the request prior to taking the leave if it is for unforeseen circumstances and if the reason can be documented. The school must collect the reason for the leave from the student upon the students return to school.
* The college determines that there is a reasonable expectation that the student will return to the college.
* The leave of absence (LOA) does not exceed 180 days in any 12-month period.
* Upon the students return from the leave of absence, the student is permitted (and required) to complete the course work he or she began prior to the leave of absence. Therefore, when a student returns from a leave of absence, the student will be continuing his or her education.
* Maximum leave of absence is a minimum of 7 days and a maximum of one months or (30 days) at a time in a 12-month period, unless is it due to medical reasons or the FMLA as stated above. Exceptions may be approved by the school. Not returning when your leave absence expires will result in immediate termination.
* Upon being granted a leave of absence the student must remove their belongings from their assigned locker before taking the leave of absence. If the student fails to remove their belongings from their locker and also fails to return to school at the end of their approved leave of absence they are to be considered withdrawn from the school. The locker contents will be removed and held for 10 days after the drop date in the school office after which the contents will be discarded.
* If a student’s leave of absence is not approved or the student fails to return to the college at the end of an approved leave of absence, the student is considered withdrawn from the school and the refund requirements apply. The decision and the approval of the College Director shall be final. The student’s withdrawal date is the date the student began the leave of absence. The student must return to school within three (3) business days of the date he or she is scheduled to return. Failure to do so will result in termination from the course.

**COURSE CANCELLATION POLICY**

If the barbering course is cancelled subsequent to a student’s enrollment, the International Barber College shall give the student a calculated refund as stated in the catalog.

**RE-ENTRY POLICY**

A student may apply for re-admission after a Leave of Absence or being terminated. It is up to the discretion of the Director if the student will be re-admitted. This will depend on what step the student had accomplished to rectify previous problem. A registration fee will be required for re-entry of $150.00.

**MAKE UP TESTS**

An examination will be given after completion of each chapter or module of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The makeup examination will be offered following the next testing schedule.

A student who fails to achieve a passing score on the practical portion of the instructions (training) will be given an opportunity to improve their score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor.

Student must maintain an average score of 75% “C” or better, at all times. Students receiving below a (75%) or “C” average score will be placed on probation. If the score is not improved before the next examination or grading cycle, appropriate action will be taken by the instructor. A passing score must be maintained in attendance and conduct at all times.

|  |  |
| --- | --- |
| **CHAPTER COMPLETED** | **EXAM DAY** |
| Monday | Wednesday |
| Tuesday | Thursday |
| Wednesday | Friday/Monday |
| Thursday | Monday |
| Friday | Monday |

**GRADUATION**

In compliance to Arizona statute, a student, upon a student successfully completing scheduled hours of the course of study, and passing of the final exam, both written and practical and testing with grade average of 75% with no grade less than 74%.

Certification of clock hours will not be provided until financial obligations to school have been paid in full.

When student has completed 1500, 350, and 500 hours, according to their assigned course and is in compliance, they will be awarded an appropriate Diploma verifying the completion at the *International Barber College*. This is not a license to practice barbering each student must pass the Arizona State Board Barber Exam to become a licensed Barber in the State of Arizona.

**GRADUATION REQUIREMENTS**

Passing of the final test with an average grade or better and satisfactory completion of required hours, for licensure to pass the Arizona State Board test with a **75%** overall grade.

The student who completes the course and the minimum practical examine as established by the Arizona State Barber Board is qualified to take the licensing examination given by the Arizona State Board. Minimum, services are required by the school. Upon successfully passing the Arizona Sates Examination, the graduate is issued an Arizona Barber License. With this Arizona license the new barber may be employed in a Barber Shop establishment or own their own Barber Shop.

**PLACEMENT/EMPLOYMENT ASSISTANCE**

The college does attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the *International Barber College*. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the college to assist. The *International Barber College* maintains a “Job Bulletin Board” listing current employment opportunities as well as a listing of Barber/Styling shops for sale, this is undated an posted as information dictates. The School **DOES NOT** guarantee job placement.

**INSTITUTIONAL CANCELLATION AND OR REFUND POLICY:**

***\*\* Official withdrawal date* from the collegeis the date the student officially provides in *writing, determined by the postmark on the written notification of their* withdrawal, or the date said information is delivered to the school in person \*\*.**

**Notice to VA Students:**

Students receiving VA education benefits will **NOT** be certified beyond the approved hours for the program. VA Students also receiving education benefits will also not be penalized for a late payment in accordance to 38 USC 3679 (e)

International Barber College’s Veterans Refund Policy complies with CFR 21.4255.  In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded.  Any amount in excess of $10 of the application/registration fee is subject to proration.  The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course.  Refunds are made within 40 days of the last date of the student’s attendance.

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

Any monies due the applicant or students shall be refunded within 40 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee in the amount of $50 and a refundable registration fee of $75.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
* For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:
* All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 40 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
* Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

**PERCENT OF SCHEDULED TIME**

**TOTAL TUITION SCHOOL**

* **ENROLLED TO TOTAL COURSE/PROGRAM SHALL RECEIVE/RETAIN**
* 0.01% to 04.9% 20%
* 5% to 09.9% 30%
* 10% to 14.9% 40%
* 15% to 24.9% 45%
* 25% to 49.9% 70%
* 50% and over 100%
* All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
* Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, or send an e-mail to the Office of the International Barber College:

International Barber College

7200 W. Chandler Blvd #5 & #6

Chandler, AZ 85226

**College@InternationalBarber.net**

**CREDIT EVALUATION POLICY**

This institution will inquire about each veteran or veteran benefit eligible person’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

**(NOTE:  ALL PRIOR TRAINING MUST BE EVALUATED.)**

**SATISFACTORY ACADEMIC PROGRESS:**

***SATISFACTORY ACADEMIC PROGRESS***

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

***EVALUATION PERIODS***

Students are evaluated for Satisfactory Academic Progress as follows:

Barber: 350, 500, 700, 850, 1050, 1200, 1500 scheduled clock hours

Barber Instructor: 150, 250, 350, 450, 500 scheduled clock hours

Barber/Cosmetologist Crossover: 100, 200, 300 scheduled clock hours

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

***ATTENDANCE PROGRESS EVALUATIONS***

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

***MAXIMUM TIME FRAME***

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

**COURSE MAXIMUM TIME ALLOWED**

**WEEKS SCHEDULED HOURS**

***Barber***

(Full time, 32 hrs/wk) - 1500 Hours 46 Weeks 2250

***Barber Instructor***

(Full-time, 40 hrs/wk) – 500 hours 12 Weeks 675

***Barber/Cosmetologist Crossover***

(Full-time, 32 hrs/wk\_ - 350 hours 11 Weeks 350

**The maximum time allowed for part-time students will be determined based on 75% of the scheduled hours.**

***ACADEMIC PROGRESS EVALUATIONS***

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. There will be 4 comprehensive practical skills evaluations conducted during the course of study. Practical skills are evaluated according to the barber board procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75%. All Students must make up failed or missed tests and incomplete assignments.

**Numerical grades are considered according to the following scale:**

90% – 100%: EXCELLENT

80% – 89%: VERY GOOD

75% – 79%: SATISFACTORY

74% - Less: FAILING

***DETERMINATION OF PROGRESS STATUS***

Students meeting the minimum requirements for academic and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students not meeting the minimum requirements initially will be placed on warning.

***WARNING***

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds and Veteran Benefits.

***PROBATION***

VA Students, who fail to meet minimum requirements for attendance or academic progress, or practical evaluations, after the warning period (maximum of 2) and are considered not to be making satisfactory academic progress, will be placed on probation and could be in danger of losing VA funds. When a student is placed on Academic Probation they will be placed on an academic plan. They must be able to meet these 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 Veteran Benefits.

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

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

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

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

***APPEAL PROCESS (as it pertains to academic and attendance progress)***

Students, who may have been terminated after failing to achieve minimum requirements, may appeal this determination. The student must submit a written appeal to the Administrative Offices, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The student needs to provide sufficient evidence as to why the attendance was below satisfactory level and how it has changed and will stay changed in order to finish within the 133 % time frame of the course.

This appeal must be received in the Administrative Offices within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student’s instructor, and a school Administrative Staff Member. A decision on the student’s appeal will be made within three (3) business days by the attending Administrative Staff Member and will be communicated to the student in writing.

This decision will be final. All results, communications, etc., regarding this Appeal will become a permanent part of the students file. Should a student prevail upon his/her appeal, the student will be automatically re-entered in the program and financial aid funds will be re-instated to the eligible student.

***INCOMPLETES / REPETITION OR NON-CREDIT REMEDIAL COURSES***

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect upon the institution’s satisfactory academic progress standards.

***WITHDRAWALS/RE-ENTERING***

Any student who withdraws from his/her contracted course or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. (See Institutional Withdrawal, Cancellation and Refund Policy) A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school up to within 180 days from the date of interruption and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month when accepted for reenrollment.

(See Grounds for Dismissal for additional requirements for those students wishing to re-enroll.) Non-credit remedial programs have no effect upon a student’s satisfactory progress status in this school.

**NOTICE OF STUDENTS RIGHTS**

You may cancel your contract with the school, without any penalty or obligation on the fifth (5) business day following your first class session as described in the Notice of Cancellation from that will be given to you at the first class you to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities.

After the end of the cancellation period, you also have the right to stop school at any time and may have the right to receive a refund for the part of the course not taken. **Your refund rights as described in the catalog**.

If the college closes before you graduate, you may be entitled to a refund, contact or write the Arizona State Board for Private Postsecondary Education, 2020 North Central Ave. #550, Phoenix, AZ 85004-4578, and (602) 258-2435.

Not later than three (3) business days following the first day of class. If you have any complaints, questions, or problems which you cannot work out with the International Barber College, write or call the Arizona State Barber Board.

**EMPLOYMENT AND LIABILITY DISCLAIMER**

You are hereby informed that it is a violation of section …..Arizona Business and Professions Code and section…of Title …of the Arizona Administrative Code for a student enrolled in a Barber College to charge a fee or receive a commission for performing a barber service. You are further informed that a student’s enrollment and relationship with the college is limited to a student relationship status, and you, as a student, shall not receive any types of wages, salary, commissions, emoluments, or benefits of any kind.

You are also informed that as a student that you are *not an employee, an agent, or a representative of the International Barber College, and that the College representatives have no responsibility, liability, or obligation to you as an employer.*

***There is no employee/employer relationship of any kind between a student and International Barber College.***

**ANNUAL REPORT STATISTICS**

Listed below are the most recent annual report statistics for International Barber College:

**Completion:** 88% **Licensure:** 100% **Placement:** 100%