

**ADVANCE TOWARD  
YOUR GOALS!**



# **DELUXE BARBER COLLEGE**

*"Creating Professional Bosses"*

## **2024 - 2025 CATALOG**

# *Building a Career*



**12636** Nacogdoches Rd., San Antonio, TX **78217**

**1212** West Parmer Ln., Suite F Austin, TX **78727**

[DELUXEBARBERCOLLEGE.COM](http://DELUXEBARBERCOLLEGE.COM) / [DELUXEBARBERCOLLEGE.ORG](http://DELUXEBARBERCOLLEGE.ORG)

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## **DELUXE BARBER COLLEGE**

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1212 West Parmer Ln. Ste, F  
Austin, TX 78727  
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Against the grain: Sustaining a Culture of Professionalism, Affordability and Accessibility. Why not become a Barbering Professional?

## **COLLEGE PHILOSOPHY**

Deluxe Barber College embraces the philosophy of professionalism and service to the community while allowing each student to realize his/her full earning and production potential. Are you ready to achieve your full earning potential? Take the first step and call us at 281-456-4600 or visit us at [www.deluxebarbercollege.com](http://www.deluxebarbercollege.com). You can earn your barber diploma in nine months. We need creative, sociable, easy going men and women who love meeting and working with others; and who are interested in a haircutting/hairstyling program. As a Master Barber/Stylist, you will gain the skills and confidence to excel as a professional barber. Lets' have fun in a fast growing, rewarding career as a barber. As a professional barber, you'll be a part of the team of specialists in a fast growing trade of the new century. Now you have the opportunity of being a barbershop owner, state barber board inspector, sales representative, barber school owner, advance to an instructor and more. Don't be left behind. Join our team of male and female students at Deluxe Barber College and become a professional barber - saying "bye- bye" to unemployment and start your own business. Again, here at Deluxe Barber College we are committed to providing you with the knowledge and skill necessary for employment as a professional barber stylist.

## **APPROVAL DISCLOSURE STATEMENT**

Deluxe Barber College is a proprietary institution that is approved by the Texas Department of Licensing and Regulation to provide training in the art and science of barbering that upon graduation prepares students for such occupations as Barber and Barber instructor. Deluxe Barber College is a member of the Better Business Bureau and Texas Barber Association. Deluxe Barber College Also provides training for students sponsored by the Texas Department of Assistive and Rehabilitative Services.

## **MISSION STATEMENT**

The mission statement of Deluxe Barber College is to assist in making occupationally designed employment related education in the beauty industry accessible and affordable to those who would not otherwise have such opportunities.

## **OBJECTIVE**

1. To provide the knowledge and skills essential for career success.
2. To teach our students through hands on strategies the job techniques for faster learning.
3. To integrate teaching and service in ways that enhance the learning experience.
4. To increase student success.
5. To contribute to the vitality of the state of Texas through community engagement.

## **Admission Policy**

Deluxe Barber College representatives will conduct an oral interview with all perspective students. Classes start Tuesday of each week and registration should be completed the week before the starting date.

The registration requirements are as follows:

- An admissions representative unofficially interviews prospective students.
- Must have a valid State ID, or Driver's License and Social Security Card.
- Application for admission completed by the applicant including 4 references with name, address and phone number.
- Transcript from previous school is required to fulfill Texas Department of Licensing and Regulation. There is an admission's requirement of completion of seventh grade education
- A high school diploma, transcript or its equivalent (GED)
- Home school following state rules such as; the instruction must be bona fide (i.e., not a sham), the curriculum must be in visual form (e.g., books, workbooks, video monitor), and the curriculum must include the five basic subjects of reading, spelling, grammar, mathematics, and good citizenship.
- State registration fee of \$25.00 required.
- Six (6) 2 x 2 Passport photo required.

## **Evaluating the validity of High School Diploma**

Deluxe Barber College will check with the state, accreditation agencies and/or school website for validity of a student's high school diploma if we have reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education. Student self-certification is not considered a sufficient proof of validity and there is no appeal process if our office of admission is unable to validate high school diploma.

In addition to checking online for further information about the high school issuing the diploma and its accreditation, Deluxe Barber College may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state's list of recognized schools. Lack of accreditation does not necessarily make a high school ineligible. Our school maintains a list of possible known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not necessarily be 100% accurate and may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

### ***Homeschooling***

Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to receive FSA funds if their secondary school education was in a home-school that state law treats as a home or private school.

### ***Ability-To-Benefit (ATB) Alternatives & Eligible Career Pathway programs***

Students may become eligible for Title IV aid through the ATB alternatives in one of two ways. If a student first enrolled in an eligible postsecondary program prior to July 1, 2012, the student may enroll in any eligible program and can become eligible through one of the ATB alternatives. However, if a student first enrolled in an eligible postsecondary program on or after July 1, 2012, the student may only become eligible through one of the ATB alternatives if the student is enrolled in an “eligible career pathway program.”

## **SCHOOL CALENDAR AND HOLIDAYS**

At Deluxe Barber College, we have open enrollment starting every Tuesday of the enrollment week with classes running the entire year.

### **SCHOOL HOLIDAYS ARE:**

January	New Year's Day
July 4th	Independence Day
September	Labor Day
Thanksgiving	Thursday, Friday & Saturday
DECEMBER	Christmas day and the day after Christmas

### **FULL TIME 1ST SHIFT**

Tuesday thru Friday	8:30AM - 4:00PM (45 minutes lunch break)
Saturday	8:00AM - 4:00PM ( 1 hour lunch break)

### **FULL TIME 2ND SHIFT**

Tuesday thru Friday	10:30AM - 6:00PM (45 minutes lunch break)
Saturday	8:00AM - 4:00PM ( 1 hour lunch break)

### **PART TIME SHIFT**

Tuesday thru Friday	4:00 PM - 9:00 PM
Saturday	11:00 AM - 4:00 PM

## **HOURS OF OPERATION**

All students must attend classes for the scheduled daily hours. Full time students must accumulate a total of 144 clock hours a month and part-time students **must accumulate 100 clock hours a month**

### **San Antonio Campus**

Tuesday thru Friday	8:30 AM To 9:00 PM
Saturday	8:00 AM To 4:00 PM

### **Austin Campus**

Tuesday thru Friday	8:30 AM To 6:00 PM
Saturday	8:00 AM To 4:00 PM

## COURSE COMPLETION

At **Deluxe Barber College**, upon completion of your program, we offer a certificate of completion. Students must take and pass a written and practical part of the state board examination, submit an application and pay the required fees before a license can be issued.

### **CLASS A BARBER PROGRAM (1,000 HOURS)**

The purpose of the barber stylist program is to train our students to master the art and science of hair styling and instill in them the importance of a good public relationship to fit in today's economy. To complete the program you must successfully accumulate 1000 clock hours. Full-time students are to complete the program in eight (8) months. Part-time (see Instructor/ Management)

#### Tuition Payment Schedule

Tuition/fees	\$12,000.00
Supplies	\$1500.00
Books	\$450.00
Registration	\$100.00
Badge	\$50.00
Smock	\$100.00
-----	
Total	\$14,200.00

### **MASTER BARBER CAREER OPPORTUNITIES**

- Barbershop Owner
- Barber School Owner
- A Company's Barber Product Sales Specialist
- State Barber Board Inspector
- Men's Hairstylist in a salon or barbershop
- A Celebrity Personal Hairstylist
- Hotel and Resort Salons
- Cruise Ships Barber Stylist
- Self-Employed Master Barber
- Barber Instructor

## PROGRAM OVERVIEW

In the first half of your barber training, we will teach you theories and practical techniques. In the second half, you will enter the shop floor, getting hands-on practice and building your confidence as you cut clients' hair. With our 1,000-hour program, you will learn: Haircutting and Hairstyling, Shaving, Skin care, Business management, and the history of barbering, and if you're ready for a change, we are ready for you. Fill out and submit the form and one of our counselors will walk you through the barber school facility.





# THE UNIQUE REQUIREMENTS FOR CAREER SUCCESS IN THE BARBERING PROFESSION

## IMPORTANCE SKILLS

**-Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**-Speaking** - Talking to others to convey information effectively.

**-Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**-Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.

**-Service Orientation** - Actively looking for ways to help people.

**-Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**-Coordination** - Adjusting actions in relation to others' actions.

**-Operations Analysis** - Analyzing needs and product requirements to create a design.

**-Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**-Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.

**-Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.

**-Time Management** - Managing one's own time and the time of others.

## What knowledge is needed to be a barber?

**-Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**-English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**-Sales and Marketing** - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**-Dependability** - Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**-Attention to Detail** - Job requires being careful about detail and thorough in completing work tasks.

**-Self Control** - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

**-Concern for Others** - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

**-Cooperation** - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**-Integrity** - Job requires being honest and ethical.

**-Independence** - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

**-Stress Tolerance** - Job requires accepting criticism and dealing calmly and effectively with high stress situations.

**-Social Orientation** - Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

**-Achievement/Effort** - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

**-Adaptability/Flexibility** - Job requires being open to change (positive or negative) and to considerable variety in the workplace.

**-Persistence** - Job requires persistence in the face of obstacles.

**-Innovation** - Job requires creativity and alternative thinking to develop new ideas for answers to work-related problems.

**-Initiative** - Job requires a willingness to take on responsibilities and challenges.

**-Analytical Thinking** - Job requires analyzing information and using -- **-Logic to address work** - related issues and problems.

**-Logic to address work** - related issues and problems.

**-Leadership** - Job requires a willingness to lead, take charge, and offer Opinions and direction.

# **CLASS A BARBER PROGRAM**

## **BARBER**

### Content

1. History and Career Opportunities
2. General Anatomy and Physiology
3. Skin Structure and Growth
4. Skin Disorders and Diseases
5. Hair and Scalp Properties
6. Hair and Scalp Disorders and Diseases
7. Principles of Hair Design
8. Hair and Service Preparation
9. Haircutting
10. Hairstyling
11. Facial Treatments
12. Shaving
13. Facial Hair Design Services
14. Chemical Texture Services
15. Haircoloring
16. Hair Loss Services

Appendix: Nail Care and Services

# **CLASS A BARBER PROGRAM**

## **Foundations**

### **Content**

1. Life Skills
2. Professional Image
3. Communicating for Success
4. The Healthy Professional
5. Infection Control
6. Chemistry and Chemical Safety
7. Electricity and Electrical Safety
8. Career Planning
9. On the Job
10. The Beauty Business

## **UNITS OF INSTRUCTION FOR CLASS A BARBER PROGRAMS**

### **MILADY FOUNDATIONS**

#### **Part 1. Soft Skills Toolbox**

Chapter F1. Life Skills

Chapter F2. Professional Image

Chapter F3. Communicating for Success

#### **Part 2. Health & Public Safety**

Chapter F4. The Healthy Professional

Chapter F5. Infection Control

Chapter F6. Chemistry & Chemical Safety

Chapter F7. Electricity & Electrical Safety

Part 3. Business Skills

Chapter F8. Career Planning

Chapter F9. On the Job

Chapter F10. The Beauty Business

**MILADY BARBERING**

Part 1. Barbering Fundamentals

Chapter 01. History and Career Opportunities

Chapter 02. General Anatomy and Physiology

Chapter 03. Skin Structure and Growth

Chapter 04. Skin Disorders and Diseases

Chapter 05. Hair and Scalp Disorders and Diseases

Chapter 06. Hair and Scalp Disorders and Diseases

Part 2. Barbering Service Preparations

Chapter 07. Principles of Hair Design

Chapter 08. Hair and Service Preparation

Part 3. Barber Services

Chapter 09. Haircutting

Chapter 10. Hairstyling

Chapter 11. Facial Treatments

Chapter 12. Shaving

Chapter 13. Facial Hair Design Services

Chapter 14. Chemical Texture Services

Chapter 15. Haircoloring

Chapter 16. Hair Loss Services

Appendix. Nail Care and Services



**Deluxe Barber College  
(Required Barber Books From DBC or  
Amazon)**

MILADY Standard Barber Textbook, Seventh  
Edition  
ISBN 978-0-357-36937-5

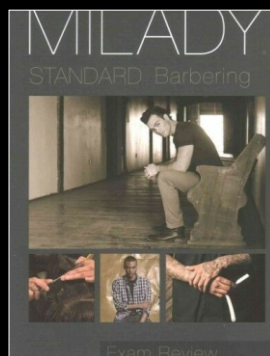
MILADY Standard Barbering Workbook,  
Seventh Edition  
ISBN 978-0-357-63939-9

MILADY Standard Barbering Exam Prep,  
Seventh Edition  
ISBN 978-0-357-63940-5

Milady Foundation Textbook  
ISBN: 978-1-337-09525-9

Milady Foundations Workbook  
ISBN: 978-1-337-09527-3

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**Class A Barber Program**  
**Clock Hours 1000**  
**Program Duration is eight (8) months**  
**Certificate Award upon Graduation**  
**Program Cost \$14,200**  
**Program Overview**

This program focuses on the whole subject of Barbering and Hairstyling. The program is designed and developed to provide students the skills and knowledge required to pass the State Board Licensing Examination and for maintaining a successful employment as barbers. This includes preparing students for entry level positions in the beauty industry in such occupations as hair stylists, hair colorists, chemical applicators, specialists for men facial and shaving procedures, salon ownership, salon management, and beauty product sales representatives. The Program consists of one thousand clock hours (1000 Hours) of technical instructions and practical operations covering the art of barbering. The duration of the program is eight (8) months.

**Program Mission**

The mission of the Class A Barber Program is embedded in the mission of the Deluxe Barber College which is to assist in making occupational designed employment related education in the beauty industry accessible and affordable to those who would not otherwise have such opportunities.

**Program Philosophy**

The Class A Barber Program supports the mission of the College and adheres to the belief that people are social spiritual beings who have needs basic to their well-being and the program philosophy is sustained by individuals dedicated to customer focus and satisfaction through continuous improvement.

## **Program Outcomes**

Upon successful completion of the program as a Graduate, the Class A Barber will be able to perform the following:

- Apply safety and infection control procedure
- Identify hair and scalp disorders
- Perform hair cutting services
- Demonstrate shaving and other facial hair removable techniques
- Perform male facial procedures
- Perform texture services
- Perform hair color services
- Demonstrate hairstyling and finishing techniques
- Adhere to the current Texas administrative codes and statutes for barbers and
- Demonstrate interpersonal skills for success

## **Program Objectives**

1. Students will be trained by using both theory and practical work to assist them in gaining all the skills necessary to become a successful barber and to acquire the following:
2. To train the Students to pass the State Board Examination.
3. To train the students to be able to perform in barber related occupations.
4. To train the students to acquire good and cordial employer and employee relationship and the means to communicate effectively.
5. To train the students to acquire the skills necessary to work as a professional barber in a barber shop or salon upon successfully passing the State Board Examination.
6. Project a positive attitude and a sense of personal integrity and self confidence.
7. Practice proper grooming and effective communication skills and visual poise?
8. Understand employer-employee relationships and respect the need to deliver worthy service for value received.



9. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, shaving, honing and stropping.
10. Perform the basic analytical skills to determine proper hairstyle, and color application for the client's best overall look.
11. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.



# Curriculum

The Class A Barber program consists of one thousand clock hours (1,000), one hundred and thirty clock hours (130) of these are theory and eight hundred and seventy (870) clock hours are in practical work. These clock hours are as stated:

(1)	Theory, consisting of	130 hours
(A)	Anatomy, physiology, and histology, consisting of the study of	50 hours
	(i) Hair	
	(ii) Skin	
	(iii) Muscles	
	(iv) Nerves	
	(v) Cells	
	(vi) Circulatory System	
	(vii) Digestion	
	(viii) Bones	
(B)	Texas barber law and rules	25 hours
(C)	Bacteriology, sterilization, and sanitation	30 hours
(D)	Disorders of the skin, scalp, and hair	5 hours
(E)	Salesmanship	1 hours
(F)	Barbershop management	1 hours
(G)	Chemistry	1 hours
(H)	Shaving	1 hours
(I)	Scalp, hair treatment and skin	1 hours
(J)	Sanitary professional techniques	1 hours
(K)	Professional ethics	1 hours
(L)	Scientific fundamentals of barbering	1 hours
(M)	Cosmetic preparations	1 hours
(N)	Shampooing and rinsing	1 hours
(O)	Cutting and processing curly and over-curly hair	1 hours
(P)	Haircutting, male and female	1 hours
(Q)	Theory of massage of scalp, face and neck	1 hours
(R)	Hygiene and good grooming	1 hours
(S)	Barber implements	1 hours
(T)	Honing and stropping	1 hours
(U)	Mustaches and beards	1 hours
(V)	Facial treatments	1 hours

(W)	Electricity and light therapy	1 hour
(X)	History of barbering	1 hour
(2)	Instruction in practical work consisting of the study of:	870 hours
(A)	Dressing the hair, consisting of:	500 hours
	(i) Men's haircutting	
	(ii) Children's haircutting	
	(iii) Women's haircutting	
	(iv) Cutting and processing curly and over-curly hair	
	(v) Razor cutting	
(B)	Shaving	80 hours
(C)	Styling	50 hours
(D)	Shampooing and rinsing	30 hours
(E)	Bleaching and dyeing of the hair	20 hours
(F)	Waving hair	25 hours
(G)	Straightening	25 hours
(H)	Cleansing	20 hours
(I)	Professional ethics	20 hours
(J)	Barbershop Management	N/A
(K)	Hair weaving and hairpieces	5 hours
(L)	Processing	5 hours
(M)	Clipping	5 hours
(N)	Beards and mustaches	6 hours
(O)	Shaping	5 hours
(P)	Dressing	5 hours
(Q)	Curling	5 hours
(R)	First aid and safety precautions	5 hours
(S)	Scientific fundamentals of barbering	5 hours
(T)	Barber implements	5 hours
(U)	Haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp hair treatments, and tonics	10 hours
(V)	Massage and facial treatments	10 hours
(W)	Arranging	10 hours
(X)	Beautifying	10 hours
(Y)	Singeing	1 hours
(Z)	Manicuring	8 hours

## **ATTENDANCE POLICY**

1. An absence occurs when a student is not in attendance on regularly scheduled class day.
2. School holidays such as summer vacation and Christmas holidays are not considered as days of absence.
3. It shall be considered proper grounds for dismissal when a student accumulates absences in excess of five days in a calendar month. Any student will be terminated if fourteen consecutive days are missed.
4. Students are required to notify their instructor for any attendance to be made up and must be approved.

## **QUANTITATIVE AND QUALITATIVE FACTORS**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 75%.
2. Minimum cumulative attendance level of 70% of contracted hours.
3. GPA of 75% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

A student who has not achieved the minimum cumulative GPA of 75% or who has not successfully completed at least a cumulative rate of attendance of 70% is not eligible for Title IV assistance, if applicable.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study.

Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion in the specified time frame. The policy is consistently applied to all students and complies with the guidelines established by the school's accrediting/state agencies and the federal regulations established by the US Dept. of ED.

## **QUANTITATIVE AND QUALITATIVE FACTORS**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 75%.
2. Minimum cumulative attendance level of 70% of contracted hours.
3. GPA of 75% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date. A student who has not achieved the minimum cumulative GPA of 75% or who has not successfully completed at least a cumulative rate of attendance of 70% is not eligible for Title IV assistance, if applicable.

## **COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME**

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

## **MAXIMUM TIME FRAME**

Students must complete the educational program within the maximum time frame which is based on attending at least 70% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

## **Maximum Time Frame Allotted for Course Completion**

Course	Normal/Minimum Time Frame	Maximum Time Frame
CLASS A BARBER (1000 clock hours)	30 Weeks	42 Weeks

## **EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

Progress Reports, along with Advisory Forms, occur monthly while formal Satisfactory Progress Evaluations in all attendance and academics occurs when the Barber Class A (1000 hours) student reaches 450, and 900 actual hours,

The monthly Progress Reports are issued to each student in order to track his/her progress towards meeting satisfactory progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Examinations are given in all subjects and copies (both manual and electronic) are kept of grades as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability:

### **Theory, Practical, Clinic Grading Section**

90 - 100%	= A/Excellent
80 - 89%	= B/Above Average
75 - 79%	= C/Average
70 - 74%	= D/Below Average
69-& below	= F/Unsatisfactory

Practical and clinical work is graded by a signature on the student's worksheet or client ticket. A signature from an instructor represents a grade of higher than 75%. No signature indicates a score of less than 75% and the student did not meet minimum satisfactory standards on the practical application. The student is required to continue the practical application until he/she receives a signature from an instructor.

## **DETERMINATION OF PROGRESS STATUS**

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

## **WARNING, PROBATION AND RE-ESTABLISHMENT OF SATISFACTORY PROGRESS FOR CLASS A BARBER PROGRAM**

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

A student may appeal the decision if he/she has a documented reason of the unsatisfactory progress, and the underlying circumstances have changed. The basis for filing an appeal, such as death of a relative, injury, illness, or other special circumstances must be documented in the student's file. The school must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period in order for appeal to be approved. If the school grants the appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules between morning and afternoon which ever that is best for you. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory progress.

To re-establish satisfactory progress and Title IV aid (as applicable) the student must meet the minimum attendance and academic requirements at the next evaluation period. If the student has not met academic or attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

## **APPEAL PROCEDURE**

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

## **OFFICIAL AND UNOFFICIAL WITHDRAWAL POLICY**

### **Official Withdrawal**

An official withdrawal refers to an action taken by a student to discontinue their enrollment at Deluxe Barber College. The student will need to submit a written signed statement to the admission office in a timely manner. The school withdrawal determination will be the student's last date of attendance. The effective date of withdrawal will determine the student tuition liability as well as if refund is due.

### **Unofficial Withdrawal**

An unofficial withdrawal refers to a student who has 14 consecutive nonattendances without notifying the institution. In such a case, the withdrawal determination date must be made 14 days of the student's last date of attendance. The effective date of withdrawal will determine the student tuition liability as well as if refund is due.



## LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETE

If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will not be included in the student's cumulative attendance calculation.

- A LOA is a temporary interruption in a student's program and refers to a specific time period of non-attendance.
- Multiple LOA's may be granted in any 12 month period.
- Total number of days allowed for a LOA may not exceed 180 days in a 12 month period.
- LOA has no effect on the "Satisfactory Academic Progress Standard".
- If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- LOA time frame does not involve any additional charges from Deluxe Barber College
- Students on approved LOA need to be aware that the LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, the Financial Aid Advisor will meet with the student and provide information regarding the following:
  - loan obligations
  - possible revisions in his/her aid package
  - deferment options
  - notifications to lending institutions
  - deferments may be canceled
  - effects on veteran-benefits
  - grace periods exhausted
  - consequences of not returning to Deluxe Barber College at the expiration of the LOA
- Student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the student will be informed that the last date of physical attendance is used for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, a student's grace period for a Title IV loan programs might be exhausted.
- **A LOA will be granted if the request meets the following:**
  - Submitted to the school in advance unless prevented by unforeseen circumstances.
  - Submitted in writing, signed and dated with specific reasons for request explained in full.
  - Request must be approved by school official.

- To request full one hundred eighty (180) day LOA, complete documentation and certain conditions will be needed to support said request, *i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).*

When a student takes a LOA, the contract end date is amended. To calculate the new contract end date, the amount of the days of the LOA is added onto the contract end date.

## **INCOMPLETE GRADE**

A barber school or college shall record a grade of “incomplete” for a student who withdraws but is not entitled to refund under Deluxe Barber College refund policy if the student request the grade at the time the student withdraw and the student withdraws for an appropriate reason unrelated to the student’s academic status. A student that receives a grade of incomplete may re-enroll in the program during the 48-month period following the date the student withdraws and may complete those incomplete subjects without payment of additional tuition.

## **RE-ADMISSION POLICY**

Students may reapply to be re-admitted to the institution.

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.

Students re-entering after 180 days will be charged at the current tuition rates as newly entering students. Students returning within 180 days will keep the initially contracted rate.

## **NON-CREDIT & REMEDIAL COURSES**

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the school’s Satisfactory Academic Progress standards.

## RETURN OF TITLE IV FUNDS

If a student (parent/guardian in the case of a student under legal age). Cancel his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Director/Owner in person. This policy applies regardless of whether or not the student has actually started training.

Good attendance is one of the keys to your success as a student in a vocational program. The date of determination varies depending on the type of withdrawal. For example, if a student begins the official withdrawal process or provides official notification to the school of intent to withdraw, the date of determination would be the date the student began the official withdrawal process or the date of the student's notification, whichever is earlier.

Sometimes students just stop attending without telling anyone. In such a case, the date of determination must be made within 14 days of the student's last date of attendance. This does not mean that the school must administratively withdraw a student if he or she is not in attendance for 14 calendar days. It means that the school must be in touch with the student within 14 calendar days of their last date of attendance, to identify their intent. Are they planning to return, and if so, when? Do they need to ask for a leave of absence? Or...are they not coming back?

If the student does not notify the school that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. *I.e. academic advising, class, examinations, tutorials, computer-assisted instruction and other academic related activities.*<sup>0</sup>

For students who do not return from a Leave of Absence last date of attendance will be actual withdrawal date. The date the student was due back will be used as the date school determines student is withdrawn.

If a student withdraws officially and/or unofficially the school or the student may be required to return some of the federal funds awarded to the student. The federal formula requires a return of Title IV aid if the student received federal assistance in the form of Pell Grant, and Federal Direct Loan Program and withdrew on or before completing 60% of the payment period. The percentage of Title IV aid to be returned is calculated by dividing the students scheduled hours by the total scheduled hours in that payment period.

Funds that are to be returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned must be allocated in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus (Parent) Loan
4. Federal Pell Grant

The school must return any Title IV funds they are responsible for within 45 days after the school determines the student withdrew. Copies of all calculations and checks will be supplied to the student upon finalization of the file.

Note: If funds are released to a student because of a credit balance on a student's account, then the student may be required to repay some of the federal funds after withdrawal.

## **POST-WITHDRAWAL DISBURSEMENT**

There are certain instances in which a student is eligible for a post – withdrawal disbursement. The institution's may make any post withdrawal disbursement up to 120 days from the date of the institution's determination that the student withdrew. Post withdrawal disbursements are first made from the Federal Pell Grant . Within 30 days of withdrawal determination a written notice will be sent to the student and/or parent for approval to credit any outstanding tuition balance.

### **CREDIT BALANCE:**

Credit balance occurs after a student Ledger show a balance of zero (\$00.00). All Credits are given to students after Mid-Point Review of Clock Hours in the payment period. SAP (Satisfactory Academic Progress) report must be Yes on Genesis School Management Software or No if you appealed and the appeal was granted.

### **TITLE IV CREDIT BALANCE:**

Deluxe Barber College a portion tuition cost through out the payment period. Title IV Credit balance generated will be given to the students within 14 days. Unless student gave a written authorization to the school to hold his/her credit balance.

### **EXAMPLE:**

1ST PAYMENT PERIOD	IS	0–450 CLOCK HOURS
2ND PAYMENT PERIOD	IS	451–900 CLOCK HOURS
3RD PAYMENT PERIOD	IS	901 - 1000 CLOCK HOURS

## **TUITION REFUND POLICY**

- A full refund of all monies must be refunded if a student cancels enrollment not later than midnight of the third day after the date on which the agreement or contract is signed by the prospective student, excluding Saturday, Sunday, and Legal Holidays.
- The enrollment of the student was procured as a result of misrepresentation by an owner or any school official or through false advertising.
- If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of class, no more than \$100.00 of the tuition and fees may be retained by the institution.
- If a student at the expiration of the cancellation period established under number 1 above of this section, fails to enter the program of training, withdraws from the program of training or is terminated from the program of training before completion of the program. The refund policy is based on the period of the student' enrollment, computed on the basis of program time expressed in clock hours.
- The school is not obligated to refund any additional tuition if the student withdraws or is terminated during the last 50 percent of the program. If a student withdraws or is terminated before the last 50 percent of the program begins.

### **Refund will be calculated as follows:**

- For withdrawal or termination occurring during the first 10% of the program, the Institution will refund at least 90% of the tuition.
- After the first 10% of the program, whichever is less, but within the first 25% of the program, the Institution will refund 50% of the tuition.
- After the first 25% of the program but no later than the last date of the first 50% of the program, the Institution will refund 25% of the Tuition.

- For withdrawal or termination occurring no later than the completion of the second 50% of the program, the institution may retain all of the tuition.

School must allow students withdrawing or terminating after 50 percent of the program but not due a refund to re-enroll at any time during the 180 days period following the date of withdrawal or termination, without payment of additional tuition unless withdrawal or termination is related to the student's academic status.

**All refund must be paid no later than the 45<sup>th</sup> day of eligibility for the refund.**

## **AWARDING OF TITLE IV, HEA PROGRAMS**

All Title IV funds are awarded based on the information received from the FAFSA. You must complete the FAFSA to be eligible. To complete the free FAFSA, Student/parents will provide two years prior tax return documents. Free Application for Federal Student Aid (FAFSA) can be found at [www.fafsa.gov](http://www.fafsa.gov).

After the FAFSA has been completed, an output document will be created. Two to three business days Deluxe Barber College financial aid office will receive the FAFSA data electronically in a document called an Institutional Student Information Record (ISIR) and the student will receive a Student Aid Report (SAR). The output document will provide information about the student and family including a calculate Expected Family Contribution (EFC), written comment identifying specific information about the applicant data submitted.

For those students selected for federal verification or determined to have conflicting information, the applicant moves to review. All applicant data is reviewed for accuracy and an IRS Tax Transcript and additional documentation may be required to resolve any conflicting information. After the information and data are reviewed and any conflicting information is resolved, the file is coded 'verification complete' and the applicant is ready to be packaged

The Estimated Family Contribution (EFC) is subtracted from the Cost of Attendance (COA) to determine each student's demonstrated financial need.

## **COA-EFC = NEED**

The sum of all need based awards will not exceed the need of the student.  
The sum of all awards (need and non-need) will not exceed the COA.

### **The Packaging methodology for undergraduate students:**

- PELL Grants will be automatically awarded based on the student's EFC and PELL tables published by the US Education Department
- All institutionally awarded scholarships and merit-based grants are included
- Eligibility for Subsidized and/or Unsubsidized Direct Loans will be calculated and added to the package

## **VERIFICATION POLICY**

The U.S Department of Education required Deluxe Barber College to verify information submitted by the students/parents on their FAFSA. To ensure that students receive the proper financial aid award package, Deluxe Barber College identifies the students selected for verification during the financial aid application process by viewing the FAFSA output document called the Institution Student Information Record (ISIR). Students selected for verification are required to submit the appropriate documents within the first week of their start date. Federal Title IV funds will not be disbursed until verification process has been completed. Failure to submit required documents on a timely manner will delay verification process, late disbursement and may potentially affect student's financial aid. Deluxe Barber College also has the option to request for additional information including those it has reason to believe are inaccurate or have conflicting information.

### **REQUIRED VERIFICATION DOCUMENTATION:**

Dependent Students:

- A dependent verification worksheet
- A signed copy of your parent(s) federal tax return ( if not filing, complete a non-filer statement or a non-filer letter from IRS)
- A signed copy of student's federal tax return ( if not filing, complete the non-filer statement or a non-filer letter from IRS)
- Complete a low income worksheet ( this is when a student/parents reported income does not support the Federal Poverty Guidelines)

- High school Diploma/GED, copy of unexpired state issue identification or driver's license
- Any other forms deemed necessary

## **INDEPENDENT STUDENTS:**

- An independent verification worksheet
- A signed copy of your federal tax return (if not filing, complete a non-filer statement or a non-filer letter from IRS)
- Complete a low income worksheet ( this is when a student's reported income does not support the Federal Poverty Guidelines)
- High school Diploma/GED, copy of unexpired state issue identification or driver's license
- Any other forms deemed necessary

## **PROFESSIONAL JUDGMENT AND DEPENDENCY OVERRIDE**

In an event that individual circumstances and unusual situations are not addressed or defined through standard verification procedures, additional review is necessary. Deluxe Barber College does provide Professional Judgment on case by case. These cases must be sufficiently documented and may be processed in accordance with regulations as defines in Professional Judgment and Dependency Override Status: HEA Sec.479A(a)(7) and Sec. 480(d)(7).

In rare circumstances, a student who does not meet the FAFSA requirements for independent status can be considered independent provided they submit a letter explaining their situation along with any appropriate supporting documentation to office of financial aid. This is done only in extreme circumstances and must be thoroughly documented. Parents' refusal to provide income information on the FAFSA is not a sufficient reason for a dependency override appeal; neither is a student's financial self-sufficiency.



## **FINANCIAL AID RIGHT AND RESPONSIBILITIES**

Financial aid is based on your demonstrated need as calculated from the information on your FAFSA and from our estimated of your costs.

- Students must maintain Satisfactory Academic Progress as define by Deluxe Barber College to receive financial aid.
- Any funds received from any other sources must be reported, if an adjustment must be made to the aid offered, it will normally be a reduction of a loan.
- In compliance with federal regulation, student and parent borrowers of Title IV, HEA loans should be aware that Deluxe Barber College is required to report approved loans information through the National Student Loan Data System (NSLDS) and that information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.
- First time borrowers of Federal Direct Student Loan must complete a Master Promissory Note (MPN) and Entrance counseling before any loan disbarment.
- Students Terms and conditions of Title IV, HEA loans are listed on the Master Promissory Note signed by a borrower accepting the loan. To complete MPN and Entrance counseling online go to [www.studentaid.gov](http://www.studentaid.gov)
- When students leave school (withdrawal, or graduation) the office of Financial Aid will send an email with information about exit counseling.

## **DRUG AND ALCOHOL AWARENESS POLICY**

As a condition of receiving funds or any other form of financial assistance under any federal program, Deluxe Barber College has adopted policies to prevent the illegal possession, use and sale of alcohol and drugs by our students, guests and employees on college premises or as part of college-sponsored or college-sanctioned activities (both on and off-campus) where alcohol is not permitted/ is prohibited, and in all places where its employees and students work and learn.

As a first step toward reaching that goal, Deluxe Barber College makes every effort to seek full compliance with our school policy, federal, state, and local laws and ordinances; to discourage the unlawful use of alcohol; to promote sobriety; to provide social and recreational alternatives to the use of alcohol and other drugs; and to offer confidential, effective, and redemptive assistance to students who seek help for substance-abuse problems. New students are provided with Drug and Alcohol Awareness during new student orientation and via the school catalog. Each student will receive a copy of Drug and Alcohol Awareness Prevention Statement during new student orientation

Deluxe Barber College continues to encourage its Employees and students to report any witness crime in a timely manner to the Deluxe Barber College School Administrative. At Deluxe Barber College, we provide referrals to students seeking assistance, education and prevention strategies regarding drug and alcohol abuse. In addition to these, many area hospitals and community agencies are available to provide drug and alcohol treatment and rehabilitation. For further information visit a local office here at South Texas Centre-Dave Coy building 7500 W US Hwy 90 suite 201 San Antonio TX, 78227 210-225-4741, access the website at [www.sacada.org](http://www.sacada.org)

## **DISCIPLINARY SANCTIONS FOR STUDENTS**

Any student who violates any provision of the College's alcohol and substance abuse policies shall be subject to appropriate disciplinary action including but not limited to one or more combination of the following disciplinary sanctions:

- Dismissal from class session and/or course
- Verbal or written warning
- Disciplinary probation
- Suspension or expulsion
- Referral to an appropriate drug/alcohol treatment program
- Referral to law enforcement agencies

**TRANSFER POLICY:** Deluxe Barber College, accepts transfer students with previous clock hour credit from a Licensed Barber College/School with some reservations.

- Hours to be transferred must not be over 500 clock hours- Class A Barber Program
- Students transferring must satisfy their financial obligations to their former school and give reasons why they want to transfer.
- Students must pay a registration fee not to exceed \$100.00 and additional clock hour cost identified before enrollment.
- There are no program transfers within Deluxe Barber College.

**STUDENT HOUSING:** Deluxe Barber College, does not provide student dormitory facilities. Out of town students are responsible for their own accommodations.

**NON DISCRIMINATION/HANDICAPPED POLICY:** Deluxe Barber College does not discriminate in its activities with students, employees, and clients. Discrimination based on sex, race, religion, age or national origin, military status, marital status, and sexual orientation is prohibited. DBC also complies with the rehabilitation act of 1973 which states "no qualified person, by reason or handicap will be excluded from enrolling in the Program of instruction." DBC will work with a handicapped applicant to ensure that need or special services are available.

**TRANSCRIPTS:** Students may obtain transcript from the business office. Please allow 3 business days, the cost is \$2.00. Financial obligations must be met before any transcript is given.

**PARKING:** Free parking is available. Students to park at designated parking area located behind the school building.

**PLACEMENT SERVICES:** Upon successful completion of a program, the student will have some job leads or register with the placement officer. The placement officer will make the best effort to place students. The placement officer will assist students in organizing personal information for their resume. The placement officer will work preparing students with interview techniques. The student is advised that the law prohibits any school or college to guarantee placement as an inducement to enter said school.

## **STUDENT GRIEVANCES:**

A student who has a grievance concerning any of the school policies, grading system, student conduct, and dress code or termination procedure may file a written request for a review with the school president. A written reply will be made within 7 business days by the president or by his designated representative. If the matter cannot be resolved to the students' expectations the student may forward an identical copy of the grievance to the School Board of Trustees, followed by The State Licensing Agency or The Accreditation Agency as stated below:

**BOARD OF TRUSTEES DELUXE BARBER COLLEGE**

12636 NACOGDOCHES ROAD

SAN ANTONIO, TEXAS 78217

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P. O. Box 12884

Austin, Texas 78711

(512)-458-0111 or 1-800-803-9202 Toll Free

Fax: (512)-305-6800

or

**COUNCIL ON OCCUPATIONAL EDUCATION**

7840 Roswell Road

Building GA 30350

1-800-917-2081 or (770)-396-3898

[WWW.COUNCIL.ORG](http://WWW.COUNCIL.ORG)



**Deluxe Barber College  
Student/Employee Grievance Form**

Student/employee name: \_\_\_\_\_

Program /department: \_\_\_\_\_

Please use this form to describe the nature and desired resolution of your grievance. Deluxe Barber College will attempt to resolve this issue as quickly and fairly as possible. Students and employees must complete the grievance form within five (5) business days of when the allegation occurred and provide this and any supporting information to the instructor of the class, program coordinator, director of the program or to the school president in which the complaint originated. Attach additional pages or supporting documentation as appropriate. No complainant shall be retaliated against you for participating in any grievance procedures brought against Deluxe Barber College concerning alleged discrimination.

Please describe the nature of your grievance:

Please list any other parties who have knowledge of this situation:

Please describe your desired resolution of this situation:

Please direct this form to the instructor of the class, program coordinator, or director of the program as set forth in the Grievance Procedure.

Student Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Director of College

Date

\_\_\_\_\_

\_\_\_\_\_

## **DELUXE BARBER COLLEGE**

### **FIRST AID**

Multiple first aid boxes are available and accessible to students at any time. The Instructor/Teachers or any member of the management will help you with the first aid if need be.

### **FINANCIAL AID**

Financial aid is available to those that qualify. Financial assistance are also available for those that qualify through Texas Department of Assistive and Rehabilitative Services for students with disabilities.

VA Benefits are also available for those who qualify.

### **SEQUENCES AND FREQUENCY OF PROGRAM COURSES**

There are no restrictions on the frequency or sequence of course offerings at Deluxe Barber College.

### **NATIONAL AND/OR STATE LEGAL REQUIREMENT FOR ELIGIBILITY FOR LICENSOR**

There is no National or State requirement prohibiting a student from receiving his/her license but for those with criminal conviction or probation or community supervision without a conviction such an individual is required to complete and mail to Texas Department of Licensing and Regulation a Criminal Questionnaire Form, pay the appropriate fees, and receive a Criminal History Evaluation Letter of Eligibility to receive a Barber's License upon completion of the program and passing oritten and pracf both the wtical portion of the State Test.

### **OPERATION STUDENT POLICIES**

1. Students must attend school on a regular basis. Full time students are required to attend a minimum of 144 hours per month; part time must attend a minimum of 100 hours per month. When a student falls below minimum attendance, the following action will be taken:

<b>Offense</b>	<b>Full time</b>	<b>Part time</b>
1st	Warning	Warning
2nd	Probation	Probation
3rd	Suspension	Suspension
4th	Dropped to part time	Dropped from the Program

2. Students may not put in more than 7 hours per day.
3. Students must notify the office of all absences by 9:00 a.m.
4. Students will be suspended for not calling in.
5. Students must adhere to their own time schedule. First shift students must come in at 8:30 a.m. second shift students must come in at 10:30 a.m. Students are not allowed to set their own schedule. Instructor must approve any change.

**LIST OF INSTRUCTORS AND PERSONNEL**  
**FACULTY** (Full time and part time)

<u>First Name</u>	<u>Last Name</u>	<u>Instructor</u>	<u>Qualifications</u>
Boniface	Mbaka	(F/T)	BSc and Instructor's License
Clare	Ihenacho	(F/T)	BSc and Instructor's License
Willie	Vines	(F/T)	Instructor's License
Perry	Shotwell	(F/T)	Instructor's License
Christopher	Speer	(F/T)	Instructor's License
Carlos	Sanchez	(F/T)	Instructor's License
Gabrelle	Brooks	(F/T)	Instructor's License
Jovan	Rocha	(F/T)	Instructor's License

<u>First Name</u>	<u>Last Name</u>	<u>Admission</u>	<u>Qualifications</u>
Angela	Ihenacho	(F/T)	Bachelor's in Science
DeQuandra	Williams	(F/T)	High School Diploma
Boniface	Mbaka	(F/T)	Bsc & Instructor's License

<u>First Name</u>	<u>Last Name</u>	<u>Administrator</u>	<u>Qualifications</u>
Boniface	Mbaka	(F/T)	Bachelor of Science

<u>First Name</u>	<u>Last Name</u>	<u>Placement</u>	<u>Qualifications</u>
Boniface	Mbaka	(F/T)	BSc & Instructor's License
Clare	Ihenacho	(F/T)	BSc & Instructor's License

<u>First Name</u>	<u>Last Name</u>	<u>Placement</u>	<u>Qualifications</u>
Clare	Ihenacho	(F/T)	BSc & Instructor's License
Briana	Gallardo	(F/T)	H.S Diploma & Financial Aid Training

## NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE

Texas Law:

Restricts the issuance of occupational licenses based on a license applicant's criminal history; and

Authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction

As an applicant/enrollee in an educational or training program that prepares individuals for issuance of an occupational license, I have been provided with notice by **DELUXE BARBER COLLEGE** of the following:

If I have been convicted of an offense of placed on probation, I might not be eligible for an occupational license issued by TDLR after I complete this educational or training program; TDLR's criminal history guidelines are available at [www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm) and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at: [www.tdlr.texas.gov/crimhistoryeval.htm](http://www.tdlr.texas.gov/crimhistoryeval.htm)

Section 53.152, Occupations Code, requires that notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

**REFUND AND ORDERED PAYMENTS.** State law requires TDLR to order and educational program provider to refund tuition, license application fees, and examination fees if: TDLR determines the provider failed to provide notice to me; and my license application was denied because of my criminal history.

### ACKNOWLEDGEMENT

By my signature below, I,

Certify that I have read and understand the information above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **BREAKS**

- Students are allowed 45 minutes for a break (1 hour on Saturdays). Breaks must be taken before 1:30 p.m. for morning students and 3:30 p.m. for evening students or there will be no more breaks for that day. On Saturday breaks must be before 1:00 p.m.
- The lunchroom opens at 11am and closes at 5:00 p.m. Students are not allowed in the lunchroom unless it is lunchtime or if they have clocked out.

## **DAILY CONDUCT**

- There will be absolutely no sleeping at school. Anyone found sleeping at school will be dismissed and suspended for one day.
- No smoking allowed anywhere in the school.
- It is the student's responsibility to be aware of patrons at their station. The receptionist will not search for any student. If a patron is left at a student's station unattended for more than five minutes, that student will be suspended.
- Only the receptionist in charge of the front desk will do patron assignments. Students are not allowed to choose their own patron or get any patron out of the waiting area.
- Students will service any patron assigned to them. There will be absolutely no switching patrons for any reasons.
- Requests will be handled in the following manner:
  - The student will be notified of the request and receive payment at the time the patron is seated.
  - Requests do not get special privileges over non-requests.
  - The student will serve other patrons before their request to reduce overcrowding if necessary.
- Any student refusing to serve a patron will be immediately suspended.
- Students are not allowed in the offices or supply room without permission.
- Students may not loiter around the front desk.
- Students may not leave the premises except during lunch.
- Cooperation with students, teachers and the receptionist in charge of the front desk is mandatory.
- Students must completely clean their station every day. Mirrors, chair bases, drawers, and cabinets must be cleaned and floor swept before the student is allowed to leave for the day.

## **TELEPHONE**

- Students are to use the student's phone for all incoming and outgoing calls. Limit phone call to 3 minutes. A student will not be called out of class or from working on a client for a telephone call unless it's an emergency.
- Students should inform callers to use the student's phone number instead of the business number.

## **STUDENT SERVICES**

- Students may get their own hair done once a week during the specified times of Tuesday thru Thursday.
- Students must get permission from the instructor and sign out on the roll sheet at the front desk before any work is done. Anyone not signed out will get up and cut if needed or will get up and go home.
- Only one student may get their hair done at a time.
- Student facials will be allowed if there are no patrons waiting for service. If it gets busy, the student will immediately get up to serve a patron.

## **BREAK PERIODS**

- There is no such thing as "being on break". If you aren't clocked out for lunch, you are available to cut if needed.
- Students must clock in/out and sign in/out on the roll at the front desk when on lunch break. Any student not signed out are considered to be on the clock and will service any patron immediately.

## **DRESS CODE**

- Students must wear clean smocks and dress neatly every day.
- Jeans or pants that have holes or patches are not permitted.
- No sandals or open toed shoes are permitted.
- Hose or socks are to be worn.
- White or black smocks and black pants or skirts are to be worn on Saturday. is
- No head bands, caps, sun glasses are allowed-even in class area.
- No shorts, mini-skirts, tank tops or any type of pants or jeans above the ankle.
- No baggy pants and all pants must have a belt.
- No headphones allowed.
- No multicolored pants.

## **THE DRESS CODE WILL BE ENFORCED**

## **TARDY/ABSENCE POLICY**

### **POLICIES ON TARDINESS**

1. A tardy occurs when a student is not in attendance at the regular scheduled time of class each day.
2. Three days of tardiness during a calendar month shall constitute one day of absence.

### **MAKE-UP WORK**

Students are responsible for contacting their instructors regarding any make-up work because of an absence from class. All make-up work must be completed no later than two weeks after class absence.

Make-up work cannot and will not be authorized for the purpose of removing an absence.

### **TIME CLOCK POLICY**

Deluxe Barber College uses Genesis Biometric Time and Attendance (Palm Reader) which allows you to clock in & out. No one is allowed to clock another student in or out. Faculty and staff are prohibited from clocking students in if the student is not physically present.



## **RE-ENTRY AFTER STUDENT HAS BEEN DISMISSED**

This policy applies to students who have been dismissed for the first time from school. Students dismissed for unsatisfactory conduct will be required to have an interview with the manager and provide assurance that the violation will not re-occur. Any further violations will result in permanent dismissal.

## **APPEALS PROCEDURES**

Normally the campus director will make the final determination on any disagreement or enforcement of policy. However, a student who feels that there are circumstances in his situation warranting a variation from usual policies or procedures may petition a Faculty student Appeals Committee. Findings will be considered by the school's president, who will then make a final judgment.

## **STUDENT CONDUCT AND TERMINATION POLICIES**

When students enroll at the school, they assume responsibility for knowing and abiding by the rules, regulation, and policies of the school.

Students at the school exemplify the qualities of courtesy and integrity that represent the finest possible community and dress standards.

Since the school intends to provide a dignified and professional environment to promote the social and educational growth of its students, each student is expected to exercise good taste and to be appropriately dressed and well-groomed at all times.

The school doesn't permit the use of abusive or profane language in the premises or at any school-sponsored activity.

The school doesn't permit the use and/or possession of alcoholic beverages or illegal drugs/weapons in the premises or at any school-sponsored activity.

### **CONDITION FOR DISMISSAL**

There is a ZERO TOLERANCE level for disobeying school and state officials, school rules and regulation, stealing and disrespect to customers. No weapons of any kind are allowed in the school building or any school event. Possession of any weapons (knives, guns, switch blades, etc) any dangerous object could result in an immediate expulsion. Students who violate the rules will be interviewed by the manager/director and placed on probation. The school reserves the right to suspend or dismiss students when such action is deemed to be in the best interest of the **school or its students**.

### **THIS IS A DRUG FREE FACILITY**

There is a Zero Tolerance for the use of drugs at Deluxe Barber College. No illegal drugs are allowed in or out of school property. No selling or using of illegal drugs on school property. If caught or suspected to be under the influence of drugs will be grounds for termination. All sponsored school activity must be considered the same; any disrespect could result in an immediate dismissal.

## REGULATION RELATING TO ABSENCES

1. New students are required to attend orientation class for the first month of attendance from 10:15 a.m. - 11:30 a.m.
2. All students are required to attend theory every day Tue. - Fri. 8:45- 10:00a.m. or 11:30 a.m. - 12:45 p.m. or 4:00 p.m. - 5:15 p.m.
3. All students are required to notify the school of absence.
4. If a student is absent more than one (1) day he/she must provide the school with a document stating the reason for their absence.
5. Student's attendance will be closely monitored. Absences are grounds for termination.
6. Friday and Saturday rules, as stated in rules of Deluxe Barber College will be enforced.
7. If a student is absent more than three (3) days in a month, he/she is subject to suspension.
8. No student is allowed to leave early on Friday and Saturday.

**If a student clocks in and disappears they will be "suspended".**

## SCHOOL FACILITY

Deluxe Barber College is located at a shopping center in northeast part of San Antonio. Public transportation is available and parking is unlimited both in front and at the back. Different fast food restaurants are in walking distance. The school is a modern facility designed to afford maximum support of the teaching and learning environment.

The school has an executive office, a theory room (consisting of various types of audio visual training aids, charts, barber chair, desks, blackboard, mannequins, etc.) laboratories and spacious clinic areas consisting of work stations, sterilizers, dispensary for supplies, shampoo bowls, dryers, large reception area/waiting area, two restroom for men and women and 24-hour security surveillance. Spacious lunch room with refrigerators and microwaves available for use during break periods. A time clock located at the reception area for recording actual hours of attendance by students.

## **EMERGENCIES**

In the event of a 911 emergency call for assistance.

Health data forms are completed by all students upon enrollment. This form contains information regarding medical conditions and emergency contact phone numbers. Students exhibiting a serious illness will be asked to return home. An emergency contact will be called to pick the student up from school if the illness is severe, but not life threatening.

In the event of weather emergencies or natural disasters such as

### **FLOOD, EARTHQUAKE, TORNADO ETC.**

**Deluxe Barber College** will follow the **San Antonio School District** closing policy or you can call us at **281-456-4600** (emergency number) for more information. If a weather emergency arises during school hours, school will be dismissed and students will be allowed to make calls and arrange transportation if they do not have cars.

For other emergencies like **FIRE, BOMB THREATS, ETC** we will follow the general evacuation procedure by immediately evacuating the building and calling the proper authority. Also remaining outside until cleared to come back inside.

### **FIRE EVACUATION PROCEDURES**

Alert others in the area/building. Call 911 if necessary.

Evacuate the building if necessary.

If the fire is small and it is safe to do so (once the evacuation has begun) use a fire extinguisher to put out the fire safely.

Remember, safe evacuation is always the primary concern.

# **DELUXE BARBER COLLEGE STUDENTS CODE OF**

## **CONDUCT BUT NOT LIMITED TO:**

- No smoking in or near the building.
- No eating or drinking in the lobby or classroom.
- Drugs and alcohol are not permitted on the premises. Violation of this rule leads to immediate termination. Proper law enforcement agencies will be contacted if a student is in possession of illegal substances.
- Absenteeism and tardiness are grounds for termination. Excused absences will be determined at the discretion of school management.
- If a student is absent more than three (3) consecutive days, the student will be required to furnish the school with a doctor's statement or a document stating the reason for the absence.
- Students must notify the school when absent.
- Saturdays are MANDATORY. Students not reporting on Saturday are not allowed until the following Saturday.
- No loud talking, laughing, foul language, horse playing, teasing, fighting will be tolerated.
- Students cannot refuse any assignment, refusing can result in immediate termination.
- All students are required to clean mirror and work areas at the end of the day.
- No gambling or concealed weapons are allowed on school premises. If this rule is violated the student will be terminated immediately.
- All students are required to be in the proper uniform and wear a clean smock.
- Our Facility uses the system Genesis Biometric System (Palm Reader), allowing students to clock in and out using your palm. Preventing others to clock student in or out.
- Students are required to attend classes Tuesday-Friday.
- No sitting in client's area and chairs. Students are not allowed to loiter in the customer lobby area.
- No abuse of school equipment such as the barber chairs and shampoo chairs etc.
- Students must wear their smocks at all time and be dressed appropriately according to the school dress code.
- Students must bring their tools and books to school every day or you will not be allowed to clock in.



- No abuse of school equipment such as the barber chairs and shampoo chairs etc.
- Students must wear their smocks at all time and be dressed appropriately according to the school dress code.
- Students must bring their tools and books to school every day or you will not be allowed to clock in.
- Students are not allowed to borrow or tamper with other students tools without their approval.
- Students will be suspended for soliciting tips or hustling customers.
- All students must respect school personnel, state inspectors, customers and one another.
- At **no time** will a student enter an office without permission by management. **NOTE:** That will result in immediate termination from the school/program.
- All students must complete TDLR required practical application and pass a final exit exam before the State Board.



# DELUXE BARBER COLLEGE

A LIFETIME CAREER WITHIN A SHORT PERIOD

*Get Trained as a stylist*

## *Hours of Operation*

Tuesday thru Friday 8:30am - 6:00pm

Saturday 8:00am - 4:00pm

★ *Bald Fade*

★ *Fade*

★ *Light Fade*

★ *Flat Top*

★ *Facial*

★ *Shags*

★ *Taper Cuts*

★ *Mustache Trim*

★ *Beard Trim*

**\$6.00  
HAIR  
CUTS**

Financial Aid is Available to those who qualify

Licensed By: Texas Department of Licensing and Regulation.

Certified By: The U. S. Department of Education.

Accredited By: The Council on Occupational Education.

This College is also approved for VA Education Benefits.

*“Creating Professional Bosses”*