



CHAMPIONS
SCHOOL OF BARBERING

2022 SCHOOL CATALOG

304 South High Street
Building 2
West Chester, PA 19382

(484) 999-8227
<https://csb-pa.com>

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With the publication of this catalog all previous volumes become obsolete.

This catalog is a guideline of what Champions School of Barbering expects of its students. Champions School of Barbering reserves the right to modify its policies based on changes in licensure requirements, state or federal laws, or for any other reason at the discretion of Champions School of Barbering Executive Committee. Changes will be made with the approval of the appropriate state regulatory agency. Miguel A. Nieves is the Owner of Champions School of Barbering.

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All instruction, communication, and documents from Champions School of Barbering will be provided in English.

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A letter from the Owner

Welcome to Champions School of Barbering!

It is our pleasure to have you as a member of this school as you start your journey of a rewarding career with us. When starting a new chapter in life, there will be many questions and concerns about what is to come. Therefore, it is important to me that you get as many of the questions and concerns answered so that you are able to begin your career in confidence.

This catalog is a tool to help you understand the fundamentals of our school and a guideline of how the school operates. It will also help you answer questions or concerns you might have about your education. It governs the quality in our school and establishes the present and future success of our organization. It will help you in obtaining an excellent barbering education.

If after reading this catalog, you still have unanswered questions, please ask immediately. It is important to me that you have a clear understanding of everything involved at this school.

All of us at Champions School of Barbering (CSB) look forward to having you with us on your journey of growth, education, and success.

Sincerely, Miguel A. Nieves

GENERAL INFORMATION

OWNERSHIP:

Champions School of Barbering, LLC is owned by Miguel A. Nieves and the principal stockholder is Miguel A. Nieves.

HISTORY:

Champions School of Barbering was founded in 2017 by owner Miguel A. Nieves. This journey began when Miguel noticed the time and effort it could take to train licensed barbers in learning not only the skills, but fundamentals of the trade. His passion for educating and influencing barbers achieve their dreams in barbering drove him to create this educational platform for students to learn and build their future.

CORPORATE OFFICE:

Champions School of Barbering
304 S High Street Bldg. 2
West Chester, PA 19382
484-999-8227
CSB-PA.com

FACILITIES AND LOCATION:

Champions School of Barbering is the ideal setting for your professional education. The facility is approximately 1,500 square feet of educational space. The institution provides a student salon patron service clinic, as well as theory and practical learning areas for our programs, and an Administrative Office space.

Champions School of Barbering is located at 304 S. High St – Bldg. 2, West Chester, PA 19382. Champions School of Barbering houses 10 workstations, 10 barbering chairs, a fully equipped clinic area & lecture room. Our classroom is equipped with a projecting tv that we use in conjunction with computers, tablets, and whiteboards to deliver the barber theory material in various ways to keep our students engaged. We have handicapped accessible rest rooms for men and women, a reception area, lockers, and an administrative office. Our school was designed by the owner who himself is an experienced barber and barber instructor. Online, Champions School of Barbering can be found at: www.csb-pa.com

Training encompasses three types of learning:
Academic Knowledge (Educational Foundation)
Practical Experience (Application of Knowledge)
Professional Business Building Skills (Industry Success)

Each phase of your the will emphasize a different combination of learning approaches, as well as an exploration of the latest styles and techniques in hair cutting and styling, skin care and beard shaving.

ADMINISTRATIVE STAFF AND FACULTY:

Miguel A. Nieves	Owner, School Director, and Instructor
Rebecca Louise	Director of Admissions
Sylvester W. Riley	Instructor

MISSION STATEMENT:

Champions School of Barbering's mission is to provide a high-quality education in the field of barbering, to prepare students to pass the PA State Licensure Exam, and to become successfully employed in the Barbering Industry.

Our goal at Champions School of Barbering is to prepare each student with the necessary knowledge and skills needed to be prosperous in their Barbering Profession. We will assist all graduates with job placement so that they may begin their career in Barbering. (Placement is not guaranteed)

Our objective at Champions School of Barbering is to educate our students in an environment that is beneficial in attaining the skills needed. We are dedicated to instilling in each student the necessary communication skills, professionalism, and confidence needed to excel in the Barbering Industry.

NON-DISCRIMINATION POLICY:

Champions School of Barbering does not exclude, or otherwise discriminate against any person on the ground of race, color, national origin, disability, or age (and any other bases that you wish to include, such as sex, sexual orientation, gender identity, religion, creed, etc.) in admission to, participation in, or receipt of the services and benefits under any of the school's programs and activities. For inquiries regarding the non-discrimination policies, please speak to Miguel A. Nieves.

AMERICANS WITH DISABILITIES ACT:

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion, ethnicity, and or national origin of persons. If you would like to request academic adjustment or auxiliary aids, please contact the School Director, Miguel Nieves. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the School Director or other Administrative designee in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or provide auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Director by telephone at: 484-999-8227. The School Director will respond within two weeks of receiving the request. Requests must be submitted within one week of the date of the School Director's response.

Note: *Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that Champions School of Barbering will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies.*

LICENSING AGENCY:

LICENSE:

Pennsylvania State Board of Barber Examiners
P.O. Box 2649
Harrisburg, PA 17105
717-783-3402
Web: www.dos.pa.gov
License #: BS001545

ACCREDITATION:

Status: Candidate for Accreditation
Reference #: C20008-00
NACCAS
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
Phone: 703-600-7600
Fax: 703-379-2200
Website: www.naccas.org

DRESS CODE:

Champions School of Barbering has established a standard dress code for all students to maintain a professional atmosphere. Students are expected to develop the skills, techniques, and habits that will enable them to secure successful employment. Students not in dress code may be asked to leave school to change, which will also result in a loss of hours. The dress code is as follows:

- ALL BARBER STUDENTS must wear clean solid BLACK or GREY pants or leggings, BLACK, WHITE, or GREY shirts, and clean BLACK barber jackets. Attire should be professional for all programs. Other than school logos, attire with visible logos are not permitted. Shoes must be appropriate, professional, slip resistant and closed toe.
- NO HATS, VISIBLE LOGOS (other than the school logo), SWEATPANTS, JOGGERS, HOODIES, TANK TOPS, RIPPED PANTS, OR OTHER UNPROFESSIONAL ATTIRE WILL BE WORN. Any exceptions must be approved by campus director.

SOCIAL MEDIA:

The use of Social Media can be extremely beneficial to the success of a salon, spa, or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. Champions School of Barbering does not permit obscenity, negative comments, personal attacks, cyber bullying, or any conduct that is not in compliance with the school's General Rules & Regulations. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school's social media outlet, including tagging the school's name, the school may request the student remove said post, or report the post at its discretion if it violates the school's policies. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

RELEASE:

The student and/or legal guardian grant Champions School of Barbering the irrevocable permission to use their voice, image, or likeness as part of any live or recorded video display, broadcast, production, or other depiction in any media, now or hereafter existing of all or any part of the student's participation in school including for the commercial purposes of the school.

A CAREER IN BARBERING

CAREER CONSIDERATIONS:

The school wants to ensure that students interested in pursuing a career in Barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public and be able to follow a client's direction.
- Keep abreast of the latest techniques and technological innovations.
- Work long hours while building a personal clientele in order to earn the desired income.
- Make a strong commitment to the educational process and complete the course of study.
- Learn the skills necessary to operate a personal business.

SAFETY AND PHYSICAL REQUIREMENTS:

Good health and stamina are important in the barber profession because of the long hours that are spent on your feet. Most full-time barbers work 40 hours a week or more but longer hours are common in this occupation, especially among self-employed/independent operators. Work schedules may include evenings and weekends when barbershops are the busiest. Weekends and lunch periods are usually very busy; therefore, barbers usually take breaks less popular times.

Nearly half of all barbers work part-time or have variable schedules (Source: Occupational Outlook Handbook)

- The work can be arduous and physically demanding because of long hours standing over a barber chair.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.

Other safety requirements regulated by state law and included in classroom instruction are as follows.

- Adequate lighting
- The use of safe, sanitary and washable materials
- Product use and handling
- Workstation sanitation and safety
- Sanitary precautions before and after servicing each patron and
- Proper use of all equipment and tools

COMPLETION/LICENSURE/PLACEMENT RATES:

We take pride in our barber program. To ensure you know that you are making the right program decision we want you to know that according to our latest information*:

- 100% of our students scheduled to graduate in 2020 completed our program.
- 0% of our graduates in 2020 who took the state board licensing examination passed.
- 50% of the graduates in 2020 acquired employment related to their field.

**Due to COVID-19, NACCAS allows for an exemption for students who were not placed, licensed, or graduated by 2020. In the year of 2020, we had a student who withdrew due to issues regarding COVID-19, and with a smaller number of students scheduled to graduate in 2020, this highly impacts our 2020 Annual Report numbers. We take great pride in our program and can ensure that since the pandemic, our outcome rights have severely improved but we must still report our 2020 Annual Report rates.*

PROGRAMS

Morning Class: 9:00am – 4:30pm; Wednesday, Thursday and Friday

Evening Class: *Currently Not Offered*

PROGRAM NAME	PROGRAM HOURS	HOURS P/WEEK	LENGTH OF PROGRAM
BARBERING	1250	19.5	65 weeks
BARBER CROSSOVER	695	19.5	36 weeks
BARBER INSTRUCTOR	1250	6.5	193 weeks

2022 SCHOOL HOLIDAYS:

Champions School of Barbering observes the holidays. During this time the school will be closed. Dates are subject to change.

NEW YEAR'S BREAK	January 1, 2022
MARTIN LUTHER KING DAY	January 17, 2022
PRESIDENT'S DAY	February 21, 2022
EASTER BREAK	April 15-17, 2022
MEMORIAL DAY	May 30, 2022
SUMMER BREAK	July 5-20, 2022
LABOR DAY	September 5, 2022
VETERAN'S DAY	November 11, 2022
THANKSGIVING BREAK	November 23-27, 2022
WINTER BREAK	December 25-31, 2022

PROGRAM START DATES:

Month	Barbering	Barber Crossover	Barber Instructor
JANUARY	12 TH	12 TH	N/A
FEBRUARY	9TH	9TH	N/A
MARCH	9 TH	9 TH	9 TH
APRIL	6TH	6TH	N/A
MAY	11 TH	11 TH	11 TH
JUNE	8TH	8TH	N/A
JULY	N/A	N/A	N/A
AUGUST	10TH	10TH	N/A
SEPTEMBER	7 TH	7 TH	7 th
OCTOBER	12TH	12TH	N/A
NOVEMBER	9 TH	9 TH	9 TH
DECEMBER	N/A	N/A	N/A

SCHOOL CLOSING ANNOUNCEMENTS DUE TO INCLEMENT WEATHER:

In the event of inclement weather, students are advised to check their text messages and/or emails for the most up to date announcements.

ADMISSIONS

ADMISSION POLICY & REQUIREMENTS:

For enrollment into Champions School of Barbering, as a **BARBERING** student, the prospective student must:

- Complete the Enrollment Application and pay a \$100 Non-Refundable Application Fee.
- Be at least 16 years of age:
 - (Acceptable Age Verification Documents: Birth Certificate, valid Driver's License, government issued identification such as passport, or State ID, etc)
- Submit a copy of a valid Social Security Card (SSN) or an Individual Taxpayer Identification Number (ITIN).
- Submit evidence of having graduated from high school or successful completion of the equivalent of twelfth grade by providing one of the following:
 - Copy of high school diploma or high school transcript.
 - Copy of GED.
 - Copy of state issued credential for secondary school completion if home-schooled.
 - Copy of an academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree.

BARBER INSTRUCTOR STUDENTS must meet all above requirements, be at least 23 years of age, as well as submit a copy of a current Pennsylvania State License.

BARBER CROSSOVER STUDENTS must meet all above requirements as well as submit a copy of a current Pennsylvania State License.

- **Ability-to-Benefit Students** are not eligible for admission.

Champions School of Barbering reserves the right to deny admission to any applicant who Champions School of Barbering, on the basis of background, record, statements, and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by Champions School of Barbering.

Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness, and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Champions School of Barbering

makes no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain licensure, employment, and pursue a successful career.

RE-ENTRY POLICY:

Students returning or seeking to return to Champions School of Barbering after a withdrawal from the school are considered "Returning or Re-entry" students. Students who wish to re-enter after withdrawing must meet all of the admissions requirements; pay all prior debts owed to the school; pay a \$100 re-entry fee and applicable application fee. Students who re-enroll after 180 days from date of withdrawal must sign a new enrollment agreement at the current rate of tuition at the time of re-enrollment. Students may be charged for an additional kit of equipment on a case by case basis depending upon the condition of the original kit purchased.

- Students who withdraw voluntarily from the school will be allowed to re-enroll one time on the next available start date as determined by the school.
- Students who are terminated for excess absence, or 14 days of consecutive absence will be allowed to re-enroll one time in the school after 180 days from the students last day of attendance.
- Students who are terminated from the program for disciplinary reasons will be determined on a case-by-case basis by the School Director.
- The school will determine whether previous hours earned will still apply toward graduation requirements.

TRANSFER POLICY:

Transfer students are those entering Champions School of Barbering having hours previously obtained at another beauty or barber institution. Champions School of Barbering will evaluate each prospective records and hours individually and accept hours based on that evaluation which will include requirement assessments and scores on a theory and practical (hands-on) practical. The school shall not at anytime accept more than 625 or 50% of total state required program hours.

The transfer student will be required to complete an Enrollment Application and pay the Application Fee of \$100. The transfer student will have the option of purchasing a full school kit or partial items to make up in their kit what is required by Champions School of Barbering. Tuition will be calculated based on hours accepted and at the current hourly rate charged by the school at that time.

Students wishing to transfer from another school must have officially withdrawn from their current institution prior to interviewing or completing Champions School of Barbering Enrollment Application.

TRANSFERABILITY OF HOURS:

Course work taken at Champions School of Barbering is not automatically transferable to another institution. No representation is made whatsoever concerning the transferability of Champions School of Barbering hours to any other institute/school.

Acceptance of hours is controlled by the receiving institution and accreditation does not guarantee acceptance. If the hours you earn at Champions School of Barbering are not accepted at the school or institution to which you seek to transfer, you may be required to repeat some or all your course work.

TRANSCRIPTS:

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued the by school's administrative staff. Transcript requests may be made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours
2. Certification to an employer summarizing a student's enrollment and academic progress
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the school director. The student/graduate may submit a letter of request that includes the following information:

1. A student's name
2. A Copy of their VALID form of government-issued identification (driver's license, state ID, passport) which includes their printed name, photograph and date of birth.
3. Purpose of the transcript request
4. Name and address of the recipient
5. Payment of the Transcript Fee of \$25.00 which may be via any of our approved Payment Methods.

RECRUITMENT POLICY:

It is the policy and practice of Champions School of Barbering **NOT** to admit, recruit, interview, pre-enroll or otherwise persuade students currently enrolled at any other school offering similar programs of instruction to consider enrollment or enroll in the school.

STUDENT ORIENTATION:

All incoming Students must attend Orientation which is generally held the Friday prior to the students start date. During Orientation, the student will learn about responsibilities and standards, major policies, the format of the program, the progression of the program, and how performance will be measured.

CLASS SIZE:

Class size is limited to 20:1 per the Pennsylvania Board of Barber Examiners. Space is limited, and available seats are on a first-come basis. Perspectives seeking to become students may be put on a waiting list and subsequently offered a seat when one becomes open. Champions School of Barbering will only save a seat for those who have paid a refundable Pre-Deposit of 25% of their total cost.

STUDENT SERVICES

ADVISORY/COUNSELING SERVICES:

The school provides advisory and or counseling services in the following areas:

- Academic (program progress, attendance, theory, practical, SAP evaluations, etc.)
- Career
- Financial Aid
- Personal Support
- Personal Community Resources such as support for social services (i.e., daycare, medical, food, housing, training, etc.)

Students are encouraged to seek help whenever it is needed. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. All students will receive on-going, informal weekly and/or daily advisements in the areas of attitude, attendance, behavior, image, professionalism, etc., which may or may not be documented at the school's discretion. More serious concerns, such as violations of the school policy, will be addressed in a more formal manner and documented where needed.

CHILD CARE RESOURCES:

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Students must make appropriate arrangements for childcare.

PERSONAL COUNSELING SERVICES:

The National Women's Health Information Center, U.S. Department of Health and Human Services Office on Women's Health,
1-800-994-9662

<https://womenshealth.gov>

The National Domestic Violence Hotline

1-800-799-SAFE (7223) or

1-800-787-3224

National Sexual Assault Hotline

1-800-656-HOPE (4673)

National Suicide Prevention Lifeline

1-800-273-8255

[Suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)

STUDENT INFORMATION AND RELEASE POLICY:

Champions School of Barbering guarantees the student (or parent/guardian if student is a dependent minor) has access to their files during regular school hours. A student's file may not be removed from the office and must be inspected under supervision of the School Director or other designated school staff member. If a copy of material in the student file is requested, a signed Student Document Request Form must be presented to the School Director or other administrative staff designee by the student (or parent/guardian if student is a dependent minor).

Unless otherwise required by state, or federal law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

PERSONAL INFORMATION RECORDS UPDATE/CHANGES:

1. Address/Telephone Number Changes: Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change.
2. Name Changes: All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student's driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

RIGHTS RESERVED:

Champions School of Barbering reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Champions School of Barbering has no responsibility for loss or damage to student work, supplies, or any other personal property. Students should keep personal items in lockers. Students are required to replate immediately any supplies or equipment that is lost, stolen or broken.

SCHEDULE CHANGES:

Champions School of Barbering reserves the right to change the established schedules, in the event it becomes necessary. The students will be notified in advance should such circumstances arise.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):

Champions School of Barbering complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

COMPLAINT/GRIEVANCE POLICY:

Champions School of Barbering will make every attempt to resolve any student's complaint. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to file a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature and patterns of complaints for the institution. The information will be used in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of complaint procedure and resolution process.

- The student should register the complaint in writing on the designated form provided by the institution within 10 days of the date the act which is the subject of the grievance occurred.
- The complaint form will be mailed to the school office to Champions School of Barbering, 304 S. High Street; Bldg. 2; West Chester, PA 19382 , OR emailed to miguel@csb-pa.com
- The complaint will be reviewed by the school 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 or final resolution of the complaint but will notify the student of acceptance of the complaint and actions being taken regarding the complaint.
- If the complaint is of such nature that it cannot be resolved by the school management, it will be referred to the appropriate agency the school's management deems to have the ability to rectify the situation.
- Depending on the extent and nature of the complaint, interviews with all parties involved in the complaint, staff, students, whomever it may be necessary to reach a final resolution of the complaint.
- Student's may also refer complaints to the institution's accrediting agency, if applicable. However, students are encouraged to exhaust the institution's complaint procedure before doing so.

Should resolution not occur at the school level, the student may file a formal complaint with the following agencies:

State Board of Barber Examiners

P.O. Box 2649
Harrisburg, PA 17105-2649
Phone: 717-783-3402
Fax: 717-705-5540
Email: RA-BARBER@pa.gov

National Accrediting Commission of Career Arts & Sciences

(NACCAS)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
(Currently Unavailable)

ALCOHOL AND DRUG PREVENTION:

Champions School of Barbering supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the school's property or as a part of a school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, immediate suspension or dismissal from school. The school's-imposed actions are additional to any legal actions taken by local, state or federal authorities.

STUDENT TIME-KEEPING

The student's hours are documented by a time clock system, and are logged in the SMS portal for students daily and reported to the Pennsylvania State Board of Barber on a quarterly basis. Students shall comply with the following procedures.

1. All students must sign in using the time clock system upon entering the building each day, and again upon leaving for the day. If a student fails to clock in or out, they will lose hours for that day unless they provide a time correction form to an instructor or staff member.
2. If a student wishes to make up lost time, they may stay up to 8 hours per day. All overtime must be approved by an instructor.
3. Students are expected to arrive on time. Ten (10) minutes late is considered tardy.

DEFINITION OF A CLOCK HOUR:

A Clock Hour is defined as a minimum of 50 minutes, but not to exceed 60 minutes of instruction.

ABSENCE, EARLY OUT, & TARDINESS POLICY:

Students should email the school at admin@csb-pa.com and CC miguel@csb-pa.com at the beginning of the scheduled day to inform the School Director and Administration if they will be late or absent and/or when they should be expected to return. If a student arrives more than ten (10) minutes after the designated class start, they will be considered tardy.

Unexcused Tardy or early out is considered an occurrence. Students are given two occurrences per month. Occurrences within the same month will be handled in the following manner:

- 1st unexcused tardy/early out will result in a verbal warning.
- 2nd unexcused tardy/early out will result in a written warning.
- 3rd unexcused tardy/early out and every occurrence thereafter within the same month will result in a suspension of hours equivalent to one day, at the School Director's discretion.

Occurrence allowances reset on the 1st of every month.

Tardy, Early Out or Absence that is accompanied by a valid documented excuse will not count as an occurrence. Excused absence is at the discretion of the School Director and may be excused without documentation provided proper communication has taken place ahead of the occurrence. Students are encouraged to makeup hours by attending outside of their scheduled hours, when available. Makeup times must be approved by the School Director or other designated school official.

Students who receive funding through outside agencies must adhere as well to policies stipulated by the specific funding agency. Currently the school does not receive Title IV funding. Therefore, the 14-day consecutive day absence requirement for terminating students' enrollment, does not apply. (NOTE: All absences excused or not, must be made up following the school's "Make-Up" Hour Policy.

LEAVE OF ABSENCE POLICY (LOA):

Champions School of Barbering does allow for a Leave of Absence. The following is required for approval for Leave of Absence and all students must follow the policy when applicable.

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. In certain circumstances a LOA may be granted if a student follows the school's policy for properly requesting and documenting the LOA. The school may grant a LOA in the case of:

- a medical or other emergency,
- a death in the immediate family,
- a car accident,
- a serious illness or injury which requires time away from school,
- the need to be an essential caregiver to an immediate family member,
- a temporary mandatory job requirement,
- or if a student is called into active duty for the military.

Any other reasons will be considered on a case-by-case basis.

In order for a student to be placed on LOA the student must submit a request in writing and in advance where possible.

The request must be submitted to the School Director or designee. The school's Leave of Absence form must be completed, and any supporting documentation must be submitted with the request. This written request must minimally include the reason for the LOA and the student's signature.

The school may grant a LOA to a student who does not provide the request prior to the LOA only due to acceptable unforeseen circumstances. In this case, the school will:

- document the reason for its decision,
- collect the request from the student at a later date,
- and it will establish the start date of the approved LOA as the first date the student was unable to attend.

Students will not be assessed any additional charges as a result of a requested LOA. Students will not be granted a LOA if the LOA, together with any LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period. Students granted a LOA, in accordance with the school's policy, are not considered to have withdrawn from school and no refund calculation will be performed as a result. Students on LOA will have their contract and maximum time frame extended by the same number of calendar days taken in the LOA.

Changes to the contract period must be either:

- changes to an enrollment agreement which are initialed by all parties or
- detailed in an enrollment agreement addendum, which must be signed by all parties.

Students returning from LOA or other official interruption of training must return to school in the same satisfactory progress status they had before prior to their departure. A student will be withdrawn if the student takes an unapproved LOA. Students on an approved LOA who do not return by the expiration date will be withdrawn with a withdrawal date, for the purposes of calculating a refund, equal to the student's last date of attendance. LOA extensions will be considered but must be requested prior to the end of the current LOA.

Students serving in the National Guard, Reserve or that may be on Active Duty may be called to duty or extended period of TDY. Military students will follow the same procedures as non-military students for a LOA and the same information above is applicable to military students. However, if the LOA for a military student exceeds the 180 days allowed by the Department of Education (Title IV), the school will not hold the student responsible for any balance owed to the school. (NOTE: At the this time the school does not offer Title IV funding).

TERMINATION:

A student may be terminated from classes or from the program for various reasons, both objective and subjective, including but not limited to the following:

- Failure to comply with Academic Policy
- Failure to comply with Attendance Policy
- Non-Payment
- Conduct, at the discretion of the School Director or their appointee
- Failure to follow the Rules of Conduct

WITHDRAWAL POLICY:

A Student will be considered as withdrawn when any of the following occurs:

1. The student officially notifies the School Director, of their intent to withdraw.
2. A formal termination (unofficial withdrawal) by the Student shall occur not more than 14 days from the last day of the physical attendance if and when school offers Title IV funding. At this time Champions School of Barbering does not participate in Title IV Federal Financial Aid program, the school currently does not utilize these criteria for withdrawing or terminating students.
3. The School officially notifies the Student of dismissal from the program due to non-attendance, conduct violation that warrants student termination/dismissal and any other violation that would warrant dismissal from Champions School of Barbering.

W* Withdraw without penalty

WP** Withdraw passing

WF*** Withdraw failing

*A "W" is assigned to a course if a student withdraws prior to the mid-point, regardless of grade at the time.

A "WP" is assigned to a course if a student withdraws after the mid-point but is maintaining a passing grade. *A "WF" is assigned to a course if a student withdraws from a course after the mid-point and is carrying a failing grade at that point.

GRADUATION

GRADUATION REQUIREMENTS:

A **DIPLOMA** will be issued as successful completion from Champions School of Barbering for all programs, when the student has completed the following:

- Successfully complete all program hours required for the program the student is enrolled in.
- Successfully complete all phases of study in the program the student is enrolled in.
- All required theory and practical assignments and exams have been completed.
- Passed a final comprehensive written and practical examination.
- Complete all state requirements.
- Complete Senior Project.
- Paid in full or have made pre-approved payment arrangements for all debts owed to the school.

**** All fees for licensure and testing are the responsibility of the student and are not covered in student tuition fees.***

LICENSURE REQUIREMENTS:

The State of Pennsylvania Licensing Exam for Barbers is managed through Pearson | Vue and pass both theory and practical examination with a minimum score of 75% on the written examination and must pass each skill on the practical examination.

The Pennsylvania Board of Cosmetology and the Pennsylvania Board of Barber Examiners requires all candidates to submit an official Criminal History Record Information check with their applications for licensure examinations, reactivation, and reciprocity.

Applicants will need to supply an official Criminal History Record Information check from the State Police or other state agency for every state in which the candidate has resided during the past five years. The reports must be dated within ninety (90) days of the date of the application.

PREREQUISITES FOR EMPLOYMENT:

To work in your chosen profession in the State of Pennsylvania, a student must complete the graduation and licensure requirements and procure a license from the Pennsylvania Board of Barber Examiners.

EMPLOYMENT ASSISTANCE (PLACEMENT):

Champions School of Barbering is committed to assisting every graduate in job placement. While the school will make every feasible attempt to guide and support the graduate’s employment activities, the school cannot and does not guarantee employment.

EXTERNSHIP POLICY:

Champions School of Barbering does not participate in externship.

ACADEMICS

GRADING SYSTEM: ALL PROGRAMS

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 90% - 100% = A
- 80% - 89% = B
- 75% - 79% = C
- 0% - 74% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale 0 -100 points. A grade of 75% is considered passing in all such situations.

MEASUREMENT OF ACADEMIC STANDARDS OF PROGRESS:

Standards of academic progress are measured at prescribed increments during each training program according to the schedule defined below:

The BARBERING and BARBER INSTRUCTOR program’s Standards of Progress are calculated as described below:

SAP Checkpoint	Minimum Passing Grade	Minimum Attendance
450 Scheduled Hours	75% GPA	360 Actual Hours = 80%
900 Scheduled Hours	75% GPA	720 Actual Hours = 80%
1,250 Scheduled Hours	75% GPA	1,000 Actual Hours = 80%

The BARBER CROSSOVER program’s Standards of Progress are calculated as described below:

SAP Checkpoint	Minimum Passing Grade	Minimum Attendance
348 Scheduled Hours	75% GPA	278 Actual Hours = 80%

ATTENDANCE PROBATION:

If a student's cumulative attendance record falls below 80%, a consultation with a school official will be scheduled. Continued attendance of 80% could have a negative impact on the students Satisfactory Attendance Policy (SAP) evaluation periods and status. If the problem warrants, the student may be placed on attendance monitoring for a 30-day period. The School Director or Administrative designee will create an attendance improvement plan in conjunction with the student. The attendance improvement plan will be reviewed with the student weekly to ensure the student is making progress that does not negatively impact the students SAP. Attendance will follow the requirements of the school's SAP policy and the students status at the next evaluation period will determine actions taken.

ACADEMIC PROBATION:

A student, whose cumulative grade point average is less than 75% at the end of a grading period, is placed on academic probation. If a student fails to achieve a 75% cumulative grade point average for the next evaluation period or for any evaluation period in which the student is on probation, the student may be terminated for lack of satisfactory academic progress, at the discretion of the School Director. A student will be removed from probation upon achieving or at least a 75% cumulative grade point average. If a student on academic probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, the student may continue on academic probation for one more evaluation period. The enrollment of a student who fails to achieve overall satisfactory academic progress for their program at the end of two successive probationary evaluation periods may be terminated. If a student's cumulative grade average falls below the minimum GPA, a consultation with a school official will be scheduled. If it is decided to allow the student to continue in school, the student will be placed on academic probation for the next grading period. At the end of the probationary period, the student should be meeting the minimum standards for satisfactory progress. If not, the student is subject to dismissal. Only under very extenuating circumstances will the student's probation be extended and only at the express approval of the School Director.

FINANCIALS

TUITION AND FEES:

The costs associated with attending Champions School of Barbering are as follows:

Barbering

Application Fee:	\$100.00
Graduation Fee:	\$150.00
Kit & Books:	\$1,500.00
<u>Tuition:</u>	<u>\$13,925.00</u>
Total	\$15,675.00

Barber Crossover

Application Fee:	\$100.00
Graduation Fee:	\$150.00
Kit & Books:	\$1,500.00
<u>Tuition:</u>	<u>\$7,742.30</u>
Total	\$9,492.30

Barber Instructor

Application Fee:	\$100.00
Graduation Fee:	\$150.00
Kit & Books:	\$500.00
<u>Tuition:</u>	<u>\$10,000.00</u>
Total	\$10,750.00

Champions School of Barbering does require a non-refundable application fee of \$100. At no time will the non-refundable application fee exceed \$100. Champions School of Barbering reserves the right to adjust the Tuition and Fees at any point prior to a student's enrollment.

PAYMENT METHODS:

Champions School of Barbering does not participate in Title IV Funding at this time. Financing is available for those who qualify. Other payment methods accepted are cashier's checks, money orders, credit cards (3% processing fee), personal checks, or cash.

SCHOLARSHIPS

Scholarships may be available at the school's discretion – please visit our website.

OTHER PROGRAM COSTS:

At this time Champions School of Barbering does not have any other program costs outside of what is listed under the "Tuition and Fees" and the "Transcripts" section of the catalog.

COMPETENCY BASED PROGRAMS WITH A CLOCK-HOUR COMPONENT:

Champions School of Barbering is a full-clock hour program. As such, completion of all state required program hours is a graduation requirement.

EXTRA INSTRUCTIONAL CHARGES:

BARBERING

Champions School of Barbering will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$12.50 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$12.50 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

BARBER CROSSOVER

Champions School of Barbering will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$12.50 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$12.50 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

BARBER INSTRUCTOR

Champions School of Barbering will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$12.50 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$12.50 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

REFUND POLICY/BUYERS RIGHT TO CANCEL:

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy complies with the mandated policy and will apply to all terminations for any reason, by either party, including but not limited to the student's decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 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 less the application fee of \$100.00.

2. A student (or legal guardian) cancels their enrollment in writing within three (3) business days of signing the enrollment agreement and has not started training. In this case all monies collected by the school shall be refunded, less the application fee of \$100.00.
3. A student cancels their enrollment after three (3) business days of signing the contract but prior to starting classes. In these cases, they will be entitled to a refund of all monies paid to the school less application of \$100.00.
4. A student withdraws after instruction begins, refunds shall be based on the total contract price of the course, and shall include all fees, except the application fee of \$100.00 and the Kit & Books fee of \$1,500.00, if said kit has been collected by the student.
5. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$125.00. This refund policy applies tuition and fees charged in the enrollment agreement.
6. A student notifies the institution of their withdrawal in writing.
7. A student on an approved Leave of Absence notifies the school that they 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 school that the student will not be returning.
8. A student is expelled by the school (unofficial withdrawals will be determined by the school by monitoring attendance at least every 30 days.)
9. In type 2, 3, 6, or 7 above, official cancellation 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.
10. The refund calculation will be calculated based on SCHEDULED hours and the student's last day of attendance.

Percent of Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain	Calculation of Tuition Owed
0.01% to 04.9%	20%	.20 (x) Tuition
5% to 9.9%	30%	.30 (x) Tuition
10% to 14.9%	40%	.40 (x) Tuition
15% to 24.9%	45%	.45 (x) Tuition
25% to 49.9%	70%	.70 (x) Tuition
50% and over	100%	100% Tuition

11. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
12. 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.
13. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
 - a. Provide a full refund of all monies paid; or
 - b. Provide completion of the course and/or program.
14. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 - a. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide completion of the course and/or program; or
 - c. Participate in a Teach-Out Agreement; or
 - d. Provide a full refund of all monies paid.

15. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:
 - a. Provide a pro-rata refund; or
 - b. Participate in a Teach-Out Agreement
16. Should the school choose to pursue collection of any outstanding monies owed to the school, all collection activities will abide all ethical business practices and follow all legal collection activities.
17. Any collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the school will clearly acknowledge the existence of the school's Withdrawal Policy.
18. If for any reason the school at any point chooses to sell student promissory notes or contracts to third parties, the third party must comply with the Refund Policy/Buyer's Right to Cancel
19. All fees are identified in the catalog in the Financials section
20. Unofficial withdrawals for clock hour students are determined by the school through monitory clock hour attendance at least every thirty (30) calendar days.
21. Champions School of Barbering is a clock hour program and is required to take and report attendance. Therefore, as it relates to the refund policy, the required date of the refund is determined by the counting from the date the withdrawal was determined. More specifically, the refund is calculated based on the student's last date of attendance.
22. Champions School of Barbering does not offer programs for non-clock hour students.
23. Champions School of Barbering does require a non-refundable application fee of \$100. At no time will the non-refundable application fee exceed \$100. Please refer to Tuition and Fees.
24. The name of any accreditation body that the school is accredited through will not be used in any part of the school's refund policy nor any of its collection efforts.

COURSE OUTLINES

GRADING PROCEDURE:

Students receive a number of theory and practical assessments during each module. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

- **100-90 = A || 89-80 = B || 79-75 = C || 74 and Below = F ||**

In case of a failure, the Student will have the option to retake the assessment up to two times. However, once the student achieves a passing score on the additional attempts, they will only receive a minimum passing grade of 75%. Students will only receive their original score on the first attempt.

BARBERING (1250 Hours)

The basic Barber program includes the following requirements for course completion and to be eligible to participate in the licensing examination of the Pennsylvania Barber Board of Examiners.

COURSE DESCRIPTION:

The student will be trained in the basic manipulative skills, safety judgements, proper work habits, business skills, applicable state laws, professional attire and attitude necessary and required to obtain licensure and for competency in job entry-level positions in the field of Barbering or related career field.

Educational methods include classroom lectures, demonstrations, video, or other audio-visual aids and practical exercises.

COURSE OBJECTIVES:

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

- Project a positive and professional attitude, appearance, and grooming.
- Communicate effectively and interact appropriately with customers, professional peers and supervisors.
- Perform the necessary and required barber services in their respective places of employment.
- Apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

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

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students will be encouraged to take advantage of all available reference materials and support resources.

TEACHING AND LEARNING METHODS:

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each Student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods.

<u>Subject</u>	<u>Approximate Hours</u>
Honing and stropping	25
Shaving and various uses of the straight razor	240
Haircutting, hairstyling and hairpieces	535
Shampoo & Scalp Massages	25
Haircoloring	25
Massaging (facials)	25
Hair waving or curling (perms), straightening	25
Scalp and skin disease	50
State Barber law and rules and regulations	50
Physiology	50
Sterilization and sanitation	50
Hygiene	25
Bacteriology	25
Electricity (ultraviolet, high frequency, infrared, curling irons)	25
Professional ethics and barbershop demeanor	25
Manager-barber instruction, instruments, shop management, orientation	
And preparation for related examination	50
Total minimum hours required:	1250

BARBER CROSSOVER (695 Hours)

The basic Barber Crossover program includes the following requirements for course completion and to be eligible to participate in the licensing examination of the Pennsylvania Barber Board of Examiners.

COURSE DESCRIPTION:

The student will be trained in the basic manipulative skills, safety judgements, proper work habits, business skills, applicable state laws, professional attire and attitude necessary and required to obtain licensure and for competency in job entry-level positions in the field of Barbering or related career field.

Educational methods include classroom lectures, demonstrations, video, or other audio-visual aids and practical exercises.

COURSE OBJECTIVES:

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

- Project a positive and professional attitude, appearance, and grooming.
- Communicate effectively and interact appropriately with customers, professional peers and supervisors.
- Perform the necessary and required barber services in their respective places of employment.
- Apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

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

REFERENCES:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students will be encouraged to take advantage of all available reference materials and support resources.

TEACHING AND LEARNING METHODS:

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state board preparation graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each Student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods.

<u>Subject</u>	<u>Approximate Hours</u>
Honing and stropping	50
Shaving and various uses of the straight razor	240
Haircutting, hairstyling and hairpieces	330
State Barber law and rules and regulations	50
Manager-barber instruction, instruments, shop management, orientation	
And preparation for related examination	25
Total minimum hours required:	695

BARBER INSTRUCTOR (1250 Hours)

COURSE DESCRIPTION:

The Barber Instructor program consists of the Theory and Practical Application required for teaching in a licensed Barber program.

THEORY:

Includes the following:

The Barber Instructor: Basic Learning Styles and Principles; Retaining Students; Teaching Success Strategies for success in Barbering; State Law Sterilization, Sanitation and Bacteriology; Barber Review for State Board; Communication Skills; Special Learning and Needs; Classroom Management; Presentation Skills; Student Salon Education; Designing an Orientation Program; Classroom Planning; Lesson Planning; Developing Assessments; and Teaching Student and Testing Skills; Educational Aids and Technology in the classroom.

PRACTICAL APPLICATION:

Includes the following:

Practicing and improving techniques learned by using Peer Groups, teaching in Barber classrooms and on the Student Barber Clinic Floor. Topics to be demonstrated and assessed are: Basic Learning Styles and Principles/ Retaining Students, Communication Skills; Special Learning Needs; Classroom Management; Presentation Skills; Student Salon Education; Designing an Orientation Program; Classroom Planning; Lesson Planning; Developing Assessments; and Teaching Study and Testing Skills; Educational Aids and Technology in the classroom.

COURSE OBJECTIVES:

Upon completion/graduation, Students will be able to demonstrate the following:

- Basic demonstration skills in presenting the following areas of education; Hair Cutting; Grooming, Coloring, Skin Care, Honing and Stropping, Shaving, Hairstyling and Hairpieces, State Barber law, rules and regulations, Instruments, Manager-barber, shop management and preparation related to examination.
- Knowledge and understanding in the practice and instruction of infection control.
- Proficiency in all Theory related topics
- A knowledge of the many career opportunities in the Beauty Industries
- Professionalism with a focus on providing an excellent barber educational experience.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the Barber Instructor program of study. Barber Instructor students will be encouraged to take advantage of all available reference materials and support resources.

TEACHING AND LEARNING METHODS:

In a student-centered classroom, Barber Instructor will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory, and hands-on practice. Enrichment activities will be provided so that the student can individualize their education.

<u>Subject</u>	<u>Approximate Hours</u>
Orientation	5
Educational Instruction	50
Learning Environment/Teaching Strategy	100
Student/Instructor Communication	50
Effective Classroom Management	25
Achieving Learner Results	25
Technology in the Classroom/Education Aids	75
The educator Relationships	150
Learning Requires Fun	25

Basic Teaching and Learning Methods	50
Basic Learning Styles and Principles	50
Lesson Planning and Development/Program Review	100
The Student Clinic Experience	200
Teaching Success Strategies	50
Teamwork	25
Teaching Study and Testing Skills	50
Effective Presentations	45
Student Advising	25
Assessing Process	50
Student Retention Tools	25
Career & Employment Tools	25
Total minimum hours required:	1250

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The intent of Champions School of Barbering’s Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student’s measurable progress towards successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and applies to every student enrolled in a NACCAS-approved program. This policy also meets the requirements as established by the U.S. Department of Education. All students are provided with this policy prior to enrollment in any of the school’s currently offered programs. The Satisfactory Academic Policy applies to all students in all programs, regardless of if the student is in a Full-Time or Part-Time program.

The training will include attendance, dependability, professional image, professional communication, organizational and practical skills as well as conduct and technical service-related skill evaluations. Student training is measured and communicated by:

1. Quantitative elements (Attendance) and:
2. Qualitative elements (Academic Grades.)

Satisfactory Academic Progress (SAP) is required for all enrolled Students. All students must maintain an academic grade percentage of 75% and average cumulative attendance of 80% to be considered making SAP and to complete the scheduled course within the maximum time frame.

MAXIMUM TIME FRAME (MTF):

Maximum time frame for Students is 125% of the Enrollment Period. If the student does not complete their program within the calculated Maximum Time Frame, the student shall be terminated from the program and can be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school’s admissions policy.

Regarding Satisfactory Academic Progress (SAP), a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

A *Leave of Absence extends the student’s contract period and maximum time frame* by the same number of days taken in the leave of absence.

MTF BY PROGRAM:

PROGRAM	WEEKS	HOURS
BARBER	80	1563.0
BARBER CROSSOVER	45	868.75

BARBER INSTRUCTOR	240	1563.0
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Veteran Students, please note, that the VA will only provide benefits for up to 110% of the approved clock hours for a non-college degree program.

EVALUATIONS:

SAP is evaluated for programs at the end of each payment or evaluation period based **on scheduled hours**.

An academic year consists of 900 clock hours over a period of not less than 23 weeks.

To meet SAP, Students must meet the following:

Academic Requirement – 75% Cumulative Grade Average || Attendance Requirement – 80% Cumulative Attendance Average
(The student will remain in SAP until the next scheduled evaluation)

BARBERING // 1250 SCHEDULED HOURS:

(Academic Year 1: 0-900 hrs; Academic Year 2: 901-1250 hrs.)

- Evaluation Period 1 450 Hours 23 weeks
- Evaluation Period 2 900 Hours 46 weeks
- Evaluation Period 3 1250 Hours 65 weeks

BARBER INSTRUCTOR // 1250 SCHEDULED HOURS:

(Academic Year 1: 0-900 hrs; Academic Year 2: 901-1250 hrs.)

- Evaluation Period 1 450 Hours
- Evaluation Period 2 900 Hours
- Evaluation Period 3 1250 Hours

BARBER CROSSOVER // 675 SCHEDULED HOURS:

(Academic Year 1: 0-695 hrs.)

- Evaluation Period 1 348 Hours

Students will be provided written notice of their SAP standing at the conclusion of an evaluation period. All evaluation periods will be completed within seven (7) school business days following the conclusion of each established evaluation period. **Students who are not meeting SAP** requirements must sign their report in a timely manner. Copies of evaluations and appeal results will be kept in the student’s file. Students who are meeting the minimum requirements for attendance and academic performance are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

Students that take a temporary Leave of Absence, withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long they have been out. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours.

To be considered making SAP or to re-establish SAP, the Student must meet both the cumulative Academic of 75% and Attendance of 80%. If there is any additional information like a grade change or attendance correction that may have an impact

on SAP, the institution will recheck SAP using the new information. At the time of evaluation, a Student will be in one of three statuses:

1. **Satisfactory** – Requires no action by Student or school. Maintains status until next evaluation.
2. **Warning** – Not meeting Satisfactory Academic Progress Standards, and if applicable, no longer eligible for Title IV funds. Requires no action by the student beyond attempting to be in Satisfactory Academic Progress by the conclusion of the next evaluation period. If the student fails to improve their Academic and/or Attendance requirements and remain to be not meeting SAP, the student will be deemed to have Unsatisfactory status.
3. **Unsatisfactory** – If the student fails to meet the Satisfactory Academic Progress requirements by the end of a Warning period, the student will not be meeting Champions School of Barbering's SAP policy and will be placed on Unsatisfactory Status and automatic Probation from the program.

WARNING AND UNSATISFACTORY STATUS:

Students who fail to meet SAP at the end of a evaluation period are automatically placed on Warning Status.

Students will lose access to any Title IV assistance while on Warning status. If the student does not achieve SAP by the end of the Warning Status, the Student will be placed on Unsatisfactory Status, and remain not eligible, if applicable, for Title IV program funds, unless the student appeals. At this time Champion School of Barber does not receive Title IV funding.

Students placed on warning will be advised in writing on the actions required to meet SAP requirements by the next evaluation point. If at the end of the warning period, the student has still not met the attendance and academic requirements, they will be on probation from the program, if the student prevails upon appeal of a negative progress determination *and* the institution determines that Satisfactory Academic Progress Standards can realistically be met by the end of the evaluation period or, with a academic plan, by a specific point within the maximum timeframe established for the student. Probation is at the school's discretion. If the student does not meet the attendance and academic requirements by the next evaluation point, they will be dismissed from the program.

A Student has the right to **APPEAL** an Unsatisfactory Status within ten calendar days. Providing that the following conditions are met, a Student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period (though Champions School of Barbering currently does not participate in Title IV funding):

- a. Any Student seeking an appeal must do so in writing, and provide supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that may allow them to achieve Satisfactory Academic Progress by the next evaluation point.
- b. The Student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the Student, or other special circumstances.
- c. Appeal documents will be reviewed, and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstates, if applicable.
- d. If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The Student shall also be terminated from the program.

A Student seeking **REINSTATEMENT** after termination caused by not meeting SAP or official interruption must first meet with the School Director. The School Director will determine if the Student is eligible to re-enroll. If a Student applies for reinstatement, they must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

In the even the student withdraws, or other official interruption, the student, upon returning to school, maintains the status as of the time of departure. 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.

Withdrawals and incompletes have no effect upon the school's qualitative SAP standard. All hours attempted within a progress report period are used in assessing if the student meets the quantitative SAP standard. Champions School of Barbering does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

School holidays are not considered in the calculation of cumulative attendance. Course ***incompletes and noncredit remedial*** courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the Student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Students who do not meet academic requirements or attendance requirements as of the evaluation may lose eligibility for financial aid from Title IV program funds and may be subject to termination from the program. However, currently Champions School of Barbering does not participate in the Title IV program.

Evaluations will determine if the student has met the minimum requirements for SAP. 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 program.

GRADING PROCEDURE:

Students receive a number of theory and practical assessments during each module. The student's academic grade percentage is determined by Theory Exams and Practical Exams. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

- **100-90 = A || 89-80 = B || 79-75 = C || 74 and Below = F ||**

Student meeting the minimum requirements for academics (75%) and attendance (80%) at the evaluation are considered to be making SAP until the next scheduled evaluation. Students not maintaining SAP may have their Title IV funding interrupted unless the student is on warning, however, at this time Champions School of Barbering does not participate in Title IV funding.

In case of a failure, the student will have the option to retake the assessment up to two times. However, once the student achieves a passing score on the additional attempts, they will only receive a minimum passing grade of 75%. Students will only receive their original score on the first attempt.

ATTENDANCE:

Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period.

Student's actual hours attended / scheduled hours = cumulative % of attendance.

Students are expected to attend all classes according to their assigned schedule. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor and follow protocol of the school's absence policy when an absence is anticipated.

MAKEUP HOUR/WORK POLICY:

It is the responsibility of the student to make up any missed work due to being absent or late to class. The student must contact the instructor as soon as they return to class in order to make arrangements to complete the assignments missed.

The following policies will be implemented on Make-Up Workdays.

- The date and time of the Make-Up Workday is at the school's discretion. Should this time not work for the student, direct communication with the School Director must be initiated by the student.
- There will be no tardiness or unexcused absence policies. If the student is late to a Make-Up class, the student will not be able to continue with their Make-Up Hours and will lose the opportunity to make-up any missed work. Please note that this may affect the student's Max Time Frame and will affect your graduation date.

DISTANCE LEARNING POLICY:

Currently Champions School of Barbering does not offer Distance Learning. Should this change, and the school begins to offer Distance Education, all the school's policies and procedures listed in this catalog will apply to online learning.

- **TECHNICAL REQUIREMENTS:** At anytime the school shall offer distance education, the school will use a web-based virtual platform that integrates and is compatible with common web browsers such as Chrome, Firefox, etc. To participate in a distance education program should the school implement distance education, basic technology recommendations will include computer and high-speed internet access, Adobe Flash Player, Adobe Acrobat Reader, and audio and video capabilities. Since the platforms used will be mobile friendly; students will be able to use tablets and smartphones as well as laptops and computers.
- **ATTENDANCE AND PARTICIPATION:**
 - Attendance is mandatory. The schools "Attendance Policy" still applies to Distance Education participants.
 - Work missed or hours during Distance Education must be made up following the school's "Make-Up" Hour/Work Policy.
 - The Instructor must be able to verify that it is you who has logged into class. Therefore, your camera must be on and you must verbally respond to roll call.
 - Student participation and engagement during class is a requirement and is a key component to student success in the online environment.

At this time there are no additional fees associated with any verification of student identity as it relates to distance-learning as Champions School of Barbering does not currently provide any education via Distance Education.

TEXTBOOK AND KIT POLICY:

Champions School of Barbering requires that a kit be purchased to attend and successfully complete the programs. The kit must be purchased in its entirety, and the contents may be changed at the school's discretion. Students may bring personal tools or supplies, but must have access to their kit items at all times. The student is responsible of ensuring all items are received and in working condition the day they receive the kit and report any missing or faulty items using the Student Kit Checklist: Missing Items form. Champions School of Barbering will not replace any broken or missing items after the student has received and signed the Student Kit Checklist form. The student is fully responsible for all personal and kit items, including but not limited to items stored in the student's personal lockers. The kit fee is non-refundable after the student collects the kit and signs the Student Kit Checklist form. Please see the Refund Policy for more information.

RULES OF CONDUCT AND OTHER REGULATIONS

1. You are a student attending Champions School of Barbering. At no time shall you present or misrepresent yourself as an employee of the school.
2. Professional conduct is always required. The student is required to treat clients, instructors and each other with professional courtesy and mutual respect.
3. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission of the School Director.
4. Food may only be consumed in the classroom or other designated area, and is not permitted on the clinic floor.
5. No smoking will be allowed in the buildings at any time. Smoking is only permitted in designated areas outside of the school building. Smoking is not allowed within 30 feet of the building entrance or in front of any of the fellow businesses.
6. The school does not tolerate any unprofessional behavior. Such behavior includes lack of professional demeanor, stealing, willful destruction of school property; refusal of clinic work; disobedience or disrespect towards clients, another student, school administration, faculty or staff member; unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate.
7. The school has an evacuation procedure in place. Evacuation routes are posted throughout the building.
8. The school has a Zero Tolerance Policy regarding activities that create a safety hazard to other persons at the school including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol, or weapons, including mace or pepper spray, on school premises or at school-related events/activities.
9. Information regarding drug and alcohol abuse prevention is presented to students and staff upon enrollment, and additional information may be presented at the School Director's discretion.
10. Violation of rules and regulations can result in disciplinary consequences including suspension and/or termination/expulsion from the program. Suspended hours will be added to student's total absence hours. Student is responsible for either making up suspended hours to complete the program or for any hours resulting in overtime charges at program completion.

VETERANS EDUCATION BENEFITS

Champions School of Barbering is seeking approval for VA Benefits as a program payment option. At this time the school does not offer VA Benefits as a funding source for qualifying students. VA approved educational benefits are for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Once approval is granted to the school, any student interested in this type of benefit must verify with the school representative that the school is approved by the State Approving Agency for Veterans' Educational Benefits

Students who are eligible for VA benefits must provide a copy of their VA Certificate of Eligibility letter or Entitlement Information print-out from "eBenefits" (for Chapter 33) or form 28-1905 (for Chapter 31) on or before the first day of Class to have their VA Educational Benefits included in their Financial Aid Package.

If the student's financial obligation to the school is more than the expected VA funding and the expected Title IV funding, if applicable, the gap balance will be broken up into monthly payments that the student will be required to pay to the school to cover the difference.

Due to a delay in disbursement funding from VA under Chapter 31 or 33, Champions School of Barbering will not

- Prevent a student from enrolling
- Impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional Facilities
- Require that a covered individual borrow additional funds, because of the student's inability to meet his or her financial obligations to the school.

Students Eligible for Veterans Educational Benefits – Per 38 CFR 21.4253(d)(3), students who will be receiving Veterans Educational Benefits are to provide all previous educational, vocational, and military transcripts to Champions School of Barbering. Champions School of Barbering will retain and evaluate the transcripts and apply appropriate credit for previous education and training, with the training period shortened proportionately.

NOTE: For a Student to continue financial assistance eligibility, a Student must not be in unsatisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance.

In order for the Student to have financial assistance reinstated, the Student's financial assistance and Champions School of Barbering account, along with the maximum time frame, will be evaluated to determine the Student's ability to complete the program within the recommended scheduled allotments. When the Student has met both the academic and attendance requirements, the Student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period in the program. A Student must complete the program of study in a period not to exceed those outlined in the schedules on page 10 or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance. Course incomplete, remedial courses, and repetitions does not apply to Champions School of Barbering. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Institutions that enter into an agreement with a potential Student, an enrolled Student, or parent of a Student regarding a Title IV Loan, if applicable, are required to inform the Student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

(At this time Champions School of Barbering does not participate in Title IV funding programs.)

Veteran Students, please note, that the VA will only provide benefits for up to 110% of the approved clock hours for a non-college degree program.

VETERANS PRO-RATA REFUND:

In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length

VETERANS PRIOR CREDIT:

Students utilizing VA education benefits must provide all transcripts and records of previous education and training. Champions School of Barbering will evaluate the records and where possible, grant appropriate credit for the previous education and/or training, according to transfer policy, and notify the student regarding the amount of credit being granted for previous training.