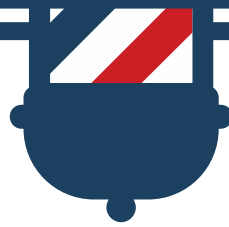




BARBER SCHOOL OF PITTSBURGH



AMBRIDGE CAMPUS

413 Merchant Street
Ambridge PA 15003

MONROEVILLE CAMPUS

Murrysview Shoppes
5056 William Penn Highway
Monroeville PA 15146

PITTSBURGH CAMPUS

143 Steuben Street
Pittsburgh PA 15220

412.922.1234

Barber School of Pittsburgh, also known furthermore in this document as "BSP"

School Catalog

Updated 3/20/2017

The Barber School of Pittsburgh has adopted the following catalog, effective March 20, 2017, to aid prospective and current students in making an informed decision about their education. This Catalog is true and correct in content and policy. This catalog is written in English (the same language in which the Barber Training Program is taught).

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov HEA section 485(a).

Table of Contents

Mission Statement	Page 3	Student Support Services Policy	Page 19
Email	Page 4	Withdrawal/Termination Policy	Page 19
School Catalog	Page 4	Collections Policy	Page 19
School Graduation Rate	Page 4	Withdrawal/Cancellation and Settlement Policy (Institutional Refund Policy)	Page 19-20
School Licensure Rate	Page 4	Attendance Policy	Page 20-21
School Job Placement Rate	Page 4	Break Policy	Page 21
Certification/Licensure Requirements	Page 4	Leave of Absence Policy	Page 21-22
State Required Information	Page 4	Contract End Date Policy	Page 22
Pre-Requisites for Employment	Page 4	Contract Extensions & Extra Instructional Charges Policy	Page 22
Typical Employer Requirements	Page 5	Make Up Hours Policy	Page 22
Satisfactory Academic Progress Policy	Page 5-6	Schedule Change Policy	Page 22
Criminal History Records Information Act	Page 6	No Solicitation/No Distribution Policy	Page 23
Non-Discrimination Statement	Page 7	School Delay or Cancellation Policy	Page 23
Application Considerations	Page 7	Permanent School Closure Policy	Page 23
Barber Training Start Dates	Page 7	Smoking/Tobacco Policy	Page 23
Application Requirements	Page 7-8	Administrative Office Policy	Page 23
Enrollment Requirements	Page 8	Parking Policy	Page 23
Transfer Students	Page 8	School Complaint Policy and Procedure	Page 24
Re-enrollment	Page 8	Compliance Code of Conduct Policy	Page 24
Class Schedules	Page 9	Disciplinary Action Policy	Page 24
General Barber Industry Information	Page 10	Cell Phone/Electronics Policy	Page 25
Graduation Requirements	Page 10	Anti-Drug/Alcohol Policy	Page 25
Training Course Outline	Page 11-12	Search and Seizure Policy	Page 25
Grading System	Page 12-13	Dress Code/Hygiene	Page 25
School Calendar	Page 13	Contagious Skin/Concerning Medical Condition Policy	Page 26
Tuition	Page 13	Harassment/Hostile Environment Policy	Page 26
Cost of Attendance Budgets	Page 14	Clinic Floor Behavior	Page 26
Payment Options	Page 14	Refusing to Service	Page 26
Federal Assistance Programs	Page 14-15	Public Displays of Affection Policy	Page 26
About the School	Page 16	School Violence Policy	Page 26-27
Campus Security	Page 17	Fighting Policy	Page 27
Employment Assistance Policy	Page 18	Respect Policy	Page 27
Access to Student File Policy	Page 18	Bullying Policy	Page 27
Release of Student Information Policy	Page 18	Social Media Policy	Page 27
Family Educational Rights and Privacy Act (FERPA)	Page 18	Equipment Policy	Page 27
		Sexual Harassment Policy	Page 28-29

MISSION STATEMENT

The Barber School of Pittsburgh's mission is to provide quality education in the field of barbering, prepare students to pass the PA State Licensure Exam and become successfully employed in the Barber Industry.

Our goals at the Barber School of Pittsburgh are to train all students in theory and hands on practical work, so that each student may successfully pass the state licensure exam, and to give to each student the necessary skills to become a professional Barber. We will assist all graduates with job placement so that they may begin their career in Barbering, we cannot guarantee placement.

Our objectives here at the Barber School of Pittsburgh are to prepare each student who enrolls with all the necessary skills so that they are fully prepared to pass the state board exam. We are dedicated to instilling in each student the necessary communication skills and confidence so they may build a clientele when they go out into the workforce.

PRE-ENROLLMENT INFORMATION

Email

Our main method of communication is email. It is the prospective students' and enrolled students' responsibility to develop, maintain and regularly check a valid email address for correspondence with the school. Failure to do so may result in missed communication. The school will not accept responsibility for emails not received by a student or prospective student.

School Catalog

The Barber School of Pittsburgh's school catalog is located on the school's website at www.bsp.edu. It is the prospective students' responsibility to read school catalog **in its entirety, before the enrollment appointment**, and ask questions about any contents they do not understand prior to enrolling. Paper copies of the catalog are available upon request. Our catalog is subject to change with or without notice.

School Graduation Rate

The Barber School of Pittsburgh's graduation rate is 65.00%. The graduation rate is based on data from calendar year 2015.

School Licensure Rate

The Barber School of Pittsburgh's licensure rate is 94.44%. The licensure rate is based on data from calendar year 2015.

School Job Placement Rate

The Barber School of Pittsburgh's job placement rate is 76.92%. The job placement rate is based on data from calendar year 2015.

Certification/Licensure Requirements

- Complete 1250 clock hours of barber training in no less than 9 months.
- **Fulfill all graduation requirements as outlined in this catalog (page 10).**
- Pass State Board Examination which consists of theory and practical applications.

State-Required Information (Below are STATE requirements. School requirements may be different.)

- 1250 hours in a licensed barber school under a licensed barber teacher, or in a licensed barber shop under a licensed barber manager or barber teacher.
- Hours must be earned within no less than nine months.
- Hours completed out of state must be certified on a letter from the State Licensing Board. This letter must have the state seal affixed and verify a minimum 1250 hours earned in not less than 9 months (see BSP Transfer Student information for school requirements).
- State Board Examination required which consists of theory and practical.
- Licensed cosmetologists are credited with 555 hours under the crossover program. They must earn 695 hours in a barber school or barber shop.

(Additional information http://www.dos.state.pa.us/portal/server.pt/community/state_board_of_barber_examiners/12505.)

Pre-Requisites for Employment

GENERAL BARBER CAREER CONSIDERATIONS (additional information can be found at www.onetonline.org):

Applicants interested in pursuing a career in barbering or related field should meet the following physical requirements:

- **Arm-Hand Steadiness** — the ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Oral Comprehension** — the ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Near Vision** — the ability to see details at close range (within a few feet of the observer).
- **Manual Dexterity** — the ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Selective Attention** — the ability to concentrate on a task over a period of time without being distracted.
- **Finger Dexterity** — the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Speech Clarity** — the ability to speak clearly so others can understand you.

And be aware that:

- The work of a licensed professional in the barber industry can be physically demanding due to long hours standing with hands at shoulder level.
- A personal investment may be required for advertising and promotions such as printing of business cards or advertising.
- There will be exposure to various chemicals and fumes which may cause allergic reactions.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.

TYPICAL EMPLOYER REQUIREMENTS

- Valid barber license for appropriate state.
- (refer to General Barber Career Considerations above)

SATISFACTORY ACADEMIC PROGRESS (a.k.a. SAP Policy)

The Title IV Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a Barber School of Pittsburgh Training Program. It is printed in this document to ensure all students receive a copy prior to enrollment. The policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (furthermore in this document may be referred to as NACCAS) and the federal regulations established by the United States Department of Education (furthermore in this document may be referred to as DOE).

Satisfactory Progress in attendance and academic work is a requirement to maintain eligibility for funding and continued education. To determine Satisfactory Progress, all students are evaluated in academics and attendance on a regular basis (see evaluation periods). Students are advised of their academic and attendance status via a SAP report. An Evaluation Report will be reviewed and signed by administration and the student.

Minimum SAP requirements are 75% attendance and 75% academics.

Evaluation Periods (SAP)

Students' attendance and academics are evaluated at 450 actual hours, 900 actual hours, 1075 actual hours and 1250 actual hours for Satisfactory Academic Progress. All transfer students' evaluation times will be determined based on hours needed. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress to continue with the training program and Title IV funding (if applicable). Evaluations may also determine if extra instructional charges (see Extra Instructional Charges) will be applied to the student's account at their final evaluation. Students will be provided with a copy of their SAP report and progress report to keep for their records. 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.

Academic Year

The barber training program consists of two academic years. The first academic year is 1-900 actual hours (in no less than 26 weeks) and the second academic year is 901-1250 actual hours. However, students who have an overlapping academic year from federal aid received at an institution prior may have a different academic year calculation (based on Department of Education guidelines) for their Direct Loan disbursements.

Attendance Progress Evaluations (this is separate from BSP Attendance Policy)

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock/sign in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system and/or documentation signed by instructor and/or administration. All absences and late arrivals are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent.

Students are required to attend a minimum of 75% of the cumulative scheduled hours to maintain satisfactory attendance progress and complete the course in the maximum time frame (see maximum time frame below). Progress meetings are conducted at each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage and attendance record as of the day the student hits the evaluation point. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least eight comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments according to current Make-Up Work Policy (found in school catalog). Numerical grades are considered according to the following scale: 93-100 Excellent, 85-92 Very Good, 75-84 Satisfactory, 0-74 Below Standards – Unsatisfactory.

Maximum Time Frame

The maximum time frame (which is 133% of the published course length) allowed for students to complete each course at satisfactory progress is explained: Barber (Full time) - 1250 scheduled hours * 133% = 1662.5 scheduled hours.

Students who do not complete the course in the maximum time frame of 1662.5 hours will be expelled from school without a certificate of completion. Any student missing more than 412.5 scheduled hours is considered unable to graduate within the max time frame and will be terminated from the training program. **The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 133% of the required scheduled hours.

Leaves of Absence (in regards to SAP)

All approved leaves of absence extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Days taken in an approved leave of absence do not adversely affect SAP attendance progress evaluations. In addition, the school will provide instruction and opportunity for the student returning from an approved leave of absence to maintain their academic progress. See Leave of Absence Policy in catalog for complete details.

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.

SAP Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. Students on Warning Status may continue to receive Title IV funding, if applicable for one evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be terminated from the training program.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

Withdrawals/Terminations/Repetitions - Re-Enrollment - SAP

Students who withdraw or are terminated prior to/after completion of the course and re-enroll will return at the same satisfactory academic progress percentages as at the time of withdrawal/termination. Students who complete the training program and choose to repeat the training program do so electively and their SAP progress will be evaluated as if they were a first-time student.

Non-Credit and Remedial Courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on contracted **actual** hours at the institution.

CHRIA – Criminal History Records Information Act

The Criminal History Records Information Act (CHRIA) provides the authority for a licensing board to deny a license based on a felony conviction. The CHRIA also provides for the authority to deny a license based on a misdemeanor conviction that relates to the profession. If the Board determines that provisional denial is warranted, the applicant will receive a letter in the mail that details the reason for provisional denial and provides for the procedure to appeal the decision. Upon appealing the decision, the applicant will be provided a full hearing at which they may testify, have witnesses testify or provide any other relevant evidence. The entire record of the hearing is then reviewed by the Board for a final determination as to whether or not the provisional denial should become final.

APPLICATION / ADMISSION INFORMATION

NON-DISCRIMINATION STATEMENT

The Barber School of Pittsburgh will not discriminate on the basis of sex, race, age, color, ethnic origin or religion. Any prospective student or current student who feels they have been discriminated against should immediately bring this matter to the attention of the Director.

APPLICATION CONSIDERATIONS

Before applying to our program, prospective students should take into consideration the personal demands and obligations of attending The Barber School of Pittsburgh. Preparation, planning and having a thorough understanding of the school's attendance guidelines and satisfactory academic progress policy will allow students to be successful BSP students. Choosing the right time to start school is necessary for successful program completion. Students need positive motivation and a strong personal commitment to make the necessary preparations to attend all classes as scheduled and complete the training on-time. Prospective students must consider the class attendance schedule versus a work schedule, dependable child care, back-up day care, transportation costs, physical stamina and the overall demands of becoming a student. Additional planning involves knowing the expected amount of time to complete the program and developing a personal financial budget accordingly.

BARBER TRAINING START/END DATES

The Barber School of Pittsburgh will start a new Day Class as indicated below. Evening/Saturday (Eve/Sat classes offered at Pittsburgh Campus Only) classes will be offered as indicated below. The application deadlines are as follows:

<u>Location</u>	<u>Application Deadline</u>	<u>Class Start</u>	<u>Contract End</u>
AMBRIDGE DAY CLASS	March 8, 2017	May 8, 2017	February 16, 2018
AMBRIDGE DAY CLASS	July 25, 2017	September 25, 2017	July 11, 2018
MONROEVILLE DAY CLASS	April 19, 2017	June 19, 2017	March 29, 2018
MONROEVILLE DAY CLASS	July 18, 2017	September 18, 2017	June 29, 2018
PITTSBURGH DAY CLASS	April 19, 2017	June 19, 2017	March 29, 2018
PITTSBURGH DAY CLASS	July 18, 2017	September 18, 2017	June 29, 2018
PITTSBURGH EVE/SAT CLASS	July 18, 2017	September 19, 2017	August 30, 2018

All courses and schedules are available based on a minimum participant class start. The school reserves the right to reschedule, postpone or cancel class start dates.

****This information is subject to change, at any time, without notice.****

APPLICATION REQUIREMENTS

Applications can be submitted any time via the website at www.bsp.edu. However, applications are only reviewed by administration during designated application periods (see website for dates).

Please note: BSP has limited space available and is unable to accept ALL applicants. In order to be considered for enrollment, applicants must meet the following minimum requirements:

- Obtain an email address if you do not already have one. The Barber School of Pittsburgh's Admissions/Administrative office will send all admissions/enrollment notifications by email.
- Complete an application for the training program and submit it via the website by the designated deadline for the start date requested.
- Possess a verifiable high school diploma or equivalent (GED), a post-secondary degree or transcript or a state issued credential for secondary institution completion (if home-schooled).
- Possess government issued identification such as a driver's license, state id with photo or passport.
- Be able to pay a \$95 registration/application fee **at scheduled enrollment appointment**, if accepted.

Upon completing minimum application requirements, some prospective students may be contacted for additional information and/or an admissions interview (**this contact does NOT guarantee acceptance into the program**). The school does not accept responsibility for prospective students not being able to access their email or not receiving emails. If a prospective student misses any scheduled appointment without notifying Administration in advance, they will be rescheduled if any spots are still available. We do understand that extenuating circumstances may arise and these will be considered on a case-by-case basis.

Prospective students giving false or misrepresented information during the admissions process will be denied enrollment. Providing false information within the Free Application for Federal Student Aid (FAFSA) and through verification processes is a violation of federal law that could bring about criminal charges. In addition, a student currently enrolled providing false information, of any kind, will be terminated.

Prospective students are evaluated throughout the admissions process by BSP staff, and program admission or denial takes into consideration an applicant's ability to communicate effectively, professionalism and expressed commitment to complete the program of study. In addition, prospective students must show a genuine interest in working effectively in the industry for which training is provided and meeting all admission requirements. Assessments include but are not limited to verbal communication, written communication, punctuality, appointment keeping, attitude, compliance and conduct. Applicant's previous educational experiences, credit history and employment record information shall be considered. The applicant may be required to sign a release of information or authorization to allow the institution to obtain necessary records and any additional information needed to qualify the applicant for enrollment. Criminal record and credit agency reports may be necessary to complete an enrollment process. All costs for required information are the responsibility of the prospective student.

BSP determines and maintains a right to approve or deny admission to any applicant based on the above-mentioned guidelines, general conduct and demeanor during the admissions process, information from references, ability to communicate effectively and general attitude. Applicants' families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions. If accepted, a student will be invited to enroll in the program. Enrollment requirements must be completed in the time specified. If you are unable to complete the enrollment requirements in the time specified, the invitation may be revoked and extended to another prospective student.

ENROLLMENT REQUIREMENTS:

- Meet all application requirements and receive written acceptance into the program from the school.
- Provide proof of a high school diploma or equivalent, a post-secondary degree or transcript or a state issued credential for secondary institution completion (if home-schooled).
- Provide government issued identification such as a driver's license, state id with photo or passport.
- Complete a FAFSA (and any other required financial aid paperwork) for appropriate award year(s) if interested in financial aid in the time frame requested.
- Review Pre-Enrollment Information and School Catalog, certifying they have done so.
- Complete Enrollment Agreement.
- Submit a \$95 non-refundable registration/application fee via cash, check, credit card (Visa, MasterCard, American Express or Discover), money order or cashier's check (payable to the Barber School of Pittsburgh). Returned checks are subject to a \$25 returned check fee.

TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to the Barber School of Pittsburgh after they have withdrawn from other barber schools both in and out of state. **The school does not recruit students already attending or admitted to another school offering similar training program of study.** The student must submit notarized certification of attendance, hours attended and subjects pursued prior to signing the enrollment agreement. Credit for previous training and education in licensed barber training programs may be granted. Exams may be administered to determine knowledge base and skill set of the student. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular admissions and enrollment requirements. Students accepted for admission will be required to purchase the school's current kit. Transfer students are required, as a condition of enrollment, to be in good standing on any outstanding federal student loans, if applicable.

Licensed PA Cosmetologists transferring into the Barber Training Program will receive 555 clock hour credit for their previous education and must provide a valid PA Cosmetology license during the enrollment appointment, if accepted. Notarized certification of attendance, hours and subjects pursued are not required for these transfer students.

RE-ENROLLMENT

Re-enrollment may be available for students who previously attended the Barber School of Pittsburgh. Involuntary separations (expulsions) can reapply one (1) year after their date of separation from the school. For previous students who separated voluntarily or chose to not extend their contract to complete their hours (withdraws), the re-enrollment waiting period will be considered on a case-by-case basis. Admission is NOT guaranteed. Students applying for re-enroll will be required, as a condition of enrollment, to be in good standing/current status on any outstanding federal student loans and/or BSP accounts, including TFC. Students who re-enroll into the BSP Barber Training program will be subject to a re-enrollment down payment of \$250 which must be paid, in advance, during their re-enrollment appointment. This down payment will be applied towards charges on the student's account. In addition, re-enroll students may be required to purchase an additional kit if they do not have all required kit items. All financial obligations must be resolved before a student can re-enroll into the program.

We reserve the right to verify if we suspect that the documentation provided is false or has been altered in any way.

The Barber School of Pittsburgh does not accept Ability-To-Benefit (ATB) Students. However, the Barber School of Pittsburgh will evaluate veterans' prior military credit and grant credit as appropriate to the barber training program. Previous military courses, credits and experience will be evaluated and the school will determine if this information warrants barber training course credit (transfer hours).

CLASS SCHEDULES

The Barber School of Pittsburgh currently offers a Barber Training Course, which requires 1250 hours in no less than 9 months or 695 hours for those that have an active PA cosmetology license. If a student has completed a barber training and/or was issued a PA temporary barber's license, they are eligible to take the PA state board test and do **not** need any additional hours. If the student chooses to enroll, they are doing so electively.

Ambridge Day Class	<p style="text-align: center;">Monday thru Friday:</p> Phase 1 - 10 Weeks – 9:00am - 3:30pm* Phase 2 - 10 Weeks - 9:30am – 4:00pm* Phase 3 - 10 Weeks – 9:00am – 3:30pm* Phase 4 – 8.5 Weeks – 9:30am – 4:00pm*	32.5 hours per week 38.5 Weeks
Monroeville Day Class	<p style="text-align: center;">Monday thru Friday:</p> Phase 1 – 13 Weeks - 9am – 3:30pm* Phase 2 – 13 Weeks - 9am – 3:30pm* Phase 3 – 12.5 Weeks - 9:30am – 4pm* (schedules are subject to change based on business)	32.5 hours per week 38.5 Weeks
Pittsburgh Day Class	<p style="text-align: center;">Monday thru Friday:</p> Phase 1 - 13 Weeks - 8:30am - 3:00pm* Phase 2 - 13 Weeks - 9:00am - 3:30pm* Phase 3 - 12.5 Weeks - 10:15am - 4:45pm*	32.5 hours per week 38.5 Weeks
Pittsburgh Evening/Saturday Class	Tuesday, Wednesday, Thursday, 4:30pm – 10:30pm* & Saturday 9:30am – 5:30pm*	26 hours per week 48.5 Weeks

*****This information is subject to change, at any time, without notice. *****

*Transfer students (with or without current PA Cosmetologist license) will adhere to an adjusted class schedule to be determined by administration. Licensed PA cosmetologist day class students will take approximately 21.5 weeks to complete the program. Night class will take approximately 27 weeks to complete.

The school considers students scheduled 24 hours or more per week, full time students. This is consistent with the Department of Education guidelines.

Custom schedules are typically not available for students but may be offered if business demands. All custom schedules must be approved by the Administration Office only and approvals for such schedules will be handled on a case-by-case basis.

PROGRAM / INDUSTRY INFORMATION

GENERAL BARBER INDUSTRY INFORMATION

There are endless opportunities in a barber career path for motivated individuals who have a passion for the art and are willing to put in the time and effort it takes to be successful. We are honored to be part of your journey and committed to help you achieve your goals on this exciting career choice.

A quality barber is always in demand. The men's grooming business is growing fast and the opportunity for success is endless with some hard work and dedication. The Barber School of Pittsburgh is designed to provide you with a solid education in traditional cutting and styling techniques, as well as, the latest and greatest techniques in male grooming trends. If you are motivated individual with a passion for working with people and helping them look their best, then barbering is the field for you!

A licensed barber can choose from a number of jobs within the field, including but not limited to Professional Barber, Barber Shop Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner, Classroom Instructor and/or School Administrator or Owner (some of these jobs do require additional education and/or experience after a state barber license is obtained). Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The 2007 Job Demand Survey results indicate that salons in Pennsylvania plan to hire 8,727 new employees in the next twelve months. The average annual salary for a salon professional in Pennsylvania is \$33,915. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. Most importantly, 75 percent of Pennsylvania salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals. As of January 2007, there were 84,680 professionals employed at Pennsylvania's 16,364 salons. 93 percent of salons in the state are employer-owned, and 2 percent are booth-rental salons. The other 5 percent are a combination of the two. 63 percent of Pennsylvania salons are classified by their owners as full-service salons; 18 percent are listed as haircutting salons. Barbershops make up 8 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that Pennsylvania has a slightly lower percentage of specialized establishments.

The US Department of Labor provides current job information at <https://www.bls.gov/oes/current/oes395011.htm> . As reported by the US Department of Labor, state and national median wages for a barber and barber related positions is:

PA Mean Hourly/Yearly Wage	National Mean Hourly/Yearly Wage	Job Position/SOC Code
\$13.81/\$28,720 (2015)	\$14.01/\$29,140 (2015)	Barber/39-5011

GRADUATION REQUIREMENTS

- Complete the required hours of training and all school educational requirements within the maximum time frame allowed.
- Maintain satisfactory progress requirements per the criteria of the Satisfactory Academic Progress Policy.
- Complete a minimum of 21 (twenty-one) chapter theory tests, a minimum of 8 practical tests, a final exam and any other assignments set forth by school and maintain a combined grade point average above 75%. Failure to maintain a satisfactory grade will result in ineligibility to take the PA State Board of Barbering test for licensure.
- **Fulfill all financial obligations to the school.** The school reserves the right to hold graduation paperwork until all financial agreements between the student and the school have been fulfilled. Students must be current on all payment agreements (for tuition and/or extra instructional charges) to meet graduation requirements. NOTE: Students who are not current on payment agreements or paid in full within 90 days of completion of 1250 hours, may be terminated from program, incur a termination fee of \$150 (in addition to balance due) and may be sent to collections for payment.
- Completion of an exit interview and required exit paperwork.

Upon completion of **ALL** graduation requirements, a certificate of completion and notarized affidavit of hours will be provided. Lost or misplaced graduation paperwork can be replaced by the school for a fee of \$20 and will take three business days to process.

The school will assist graduates in applying to take the PA Barber License Exam, if needed.

BARBER TRAINING COURSE OUTLINE

COURSE NAME: Barber Training
COURSE LENGTH: 1250 Hours (in no less than 9 months)

COURSE DESCRIPTION:

The primary purpose of the Barber Training Course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in barbering or related career field. At the end of their training students will be well rounded in all aspects of barbering, shop sanitation and management.

COURSE OBJECTIVES:

- 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.
- Students will be ready to take, and successfully pass, the PA State Barber Board Exams.
- Students will be prepared to work in a professional shop/salon as a licensed barber (after passing state exams).
- Students will be capable of performing in Barber related occupations.
- Students will develop employer and employee relationships and the means to communicate effectively.

COURSE FORMAT:

- All aspects of barbering will begin with a lecture on each topic.
- After each lecture there will be practical demonstrations.
- Audio visual materials will be used to enhance certain topics.
- Theory and practical worksheets will be used.
- Written and practical exams will be administered to evaluate progress and identify any weakness.

EVALUATION PROCEDURES:

- Progress will be followed by exams in theory, practical and clinical areas.
- There will be a written exam after each unit of study.
- Practical exams will be evaluated as completed.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. If an academic or practical exam grade does not meet satisfactory requirements, students are given the opportunity to retake the exam one time, within three (3) school days. The better of the two exam grades will be entered in the student's grade journal. Students must maintain a grade average of 75% and pass a FINAL written and practical exam prior to graduation.

Students who are absent on the day of an exam (written and/or practical) will receive a zero (0%) on the exam and must make-up the exam within three (3) school days. The make-up exam grade will be the one and only grade for that exam. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT
85 - 92 VERY GOOD
75 - 84 SATISFACTORY
0 - 74 BELOW STANDARDS – UNSATISFACTORY

REQUIRED LEVEL OF ACHIEVEMENT:

All students will be required to maintain at least a 75% grade point average in theory, and at a minimum a 75% grade point average in practical and clinic subjects in order to maintain satisfactory academic progress, receive your certificate of completion and be ready to take the PA Barber State Board examinations.

TEXTS:

1. Milady's Standard textbook of Professional Barber Styling
2. Milady's Standard workbook of Professional Barber Styling

REFERENCES:

1. Standard Textbook of Barbering
2. Medical Dictionary
3. Standard Dictionary
4. Pennsylvania State Barber Laws and Regulations
5. Pennsylvania Code-Professional & Vocational Standards

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. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used in the course.

BARBER UNITS OF INSTRUCTION:

<u>Topic</u>	<u>Theory</u>	<u>Practical</u>
Sanitation and Sterilization: Skills in sanitizing and sterilizing tools and equipment and protecting clients.	10 hours	40 hours
Honing and Stropping: Knowledge of honing and stropping straight razors.	5 hours	20 hours
Straight Razor and uses of Straight Razor: Skills in proper use of straight razor.	40 hours	200 hours
Haircutting, Styling and Hairpiece: Skills in haircutting, styling and working with hairpieces.	100 hours	435 hours
Shampoo and Scalp Massage: Skills in shampooing, draping and scalp massage.	15 hours	10 hours
Hair Coloring: Skills, tools, types, methods and safe practices for hair coloring.	15 hours	10 hours
Facial Massage: Skills, tools, proper methods and practices for facial massage.	15 hours	10 hours
Perms and Straightening: Skills, tools, types, proper methods and practices for perms and straightening.	15 hours	10 hours
Scalp and Skin Diseases: Types, identification and safe practices regarding scalp and skin diseases.	50 hours	0 hours
PA State Barber Law, Rules and Regulations: PA State Barber Law, importance, understanding and resources.	50 hours	0 hours
Physiology: Study of physiology, importance to barbering, putting this information to use.	50 hours	0 hours
Hygiene: Importance of hygiene, how to practice good hygiene.	20 hours	5 hours
Bacteriology: Study of bacteriology, identification, relation to barbering and safe practices.	25 hours	0 hours
Electrical Equipment: Tools, proper use of equipment and safe practices.	15 hours	10 hours
Professional Ethics and Shop Demeanor: Study and importance of ethics and shop demeanor.	15 hours	10 hours
Manager Barber, Tools, Shop Management: Importance of Barber Manager, how to manage a shop, currency management.	25 hours	25 hours
	TOTAL	1250 hours

GRADING SYSTEM

Theory Tests/Assignments

All tests/assignments are graded on a percentage basis. The score is determined by the number of earned points divided by calculating the number of potential points available for the test/assignment. Tests will include a minimum of 21 chapter theory tests and a comprehensive final exam. Students are required to maintain a 75% overall grade point average to remain in satisfactory academic progress (SAP). Students falling below this will be informed and additional assistance will be offered.

Practical Tests/Task Sheets

Practical skills are evaluated per text procedures and set forth in practical skills evaluation criteria adopted by the school. Practical tests will include at least 8 tests and a comprehensive final exam (mock state board). In addition, students must complete a minimum number of practical assignments monitored through Task Sheets. All tests/assignments are graded on a percentage basis. The score is determined by calculating the number of earned points divided by the number of potential points available for the test/assignment. Task sheets are graded, as assigned, during the program. Grading will be based on the satisfactory completion of 4 assignments, containing 20-21 tasks each. Students are required to maintain a 75% overall grade point average to remain in satisfactory academic progress (SAP). Students falling below this will be informed and additional assistance will be offered.

Re-Take Exam(s)

The opportunity to re-take a regularly scheduled class exam scored below 75% will be offered one time only. The re-take must be scheduled the school day following the initial exam, unless otherwise approved by ADMINISTRATION. The best score of the two exams will be used as the final grade. If a student fails to retake the exam as scheduled, the original grade will stand. If an instructor or administration sets up a specific date and time for a student to re-take an exam and the student does not show or is more than 10 minutes late, the original exam score will stand. Students cannot score higher than 90% on a re-take exam.

Make-Up Work/Exam(s)

All missed assignments and exams (theory and practical), because of attendance or break violations, must be turned in/completed upon the student's return, the make-up exam may not be multiple choice and re-taking the exam is NOT an option (this does not apply to leave of absence students). Students on a leave of absence for less than 10 calendar days will have 5 school days to make up exams/assignments. Students on a leave of absence for more than 10 calendar days must make-up assignments/tests as arranged by ADMINISTRATION. Any missed assignments and exams (theory and practical) not completed in the stated time frame will result in a 0 (zero) grade on the missed assignments/exams. If an instructor or administration sets up a specific date and time for a student to make-up missed assignments and/or exams and the student does not show or is more than 10 minutes late, the student will receive a 0 (zero) grade for the assignments/exams.

Grading Scale: 93 - 100 EXCELLENT, 85 - 92 VERY GOOD, 75 - 84 SATISFACTORY, 0 - 74 BELOW STANDARDS – UNSATISFACTORY. **Your overall grade is comprised of 60% from your theory exams and 40% from practical exams.**

Any student may request and will receive additional help in any portion, part or segment of our course curriculum. Failure to progress and maintain satisfactory academic progress (SAP) can lead to academic warning and/or termination of education.

SCHOOL CALENDAR

The Barber School of Pittsburgh observes the following school closures. Vacations should be planned around these dates. **The school calendar is subject to change without notice.**

January	New Year's Day
	First or Second Monday – State Board Exams/Employee In-Service
April	First or Second Monday – State Board Exams/Employee In-Service
May	Memorial Day Weekend
July	Fourth of July
	First or Second Monday – State Board Exams/Employee In-Service
September	Labor Day Weekend
October	First or Second Monday – State Board Exams/Employee In-Service
November	Thanksgiving Day
December	Winter Break (Christmas Eve through New Year's Day, (unless otherwise noted by Administration))

TUITION

Barber Training (1250 Hours)

Tuition	\$16,800.00
Registration/Application Fee (non-refundable, required for all new students)	\$95.00
Supplies/Kit (required for all new students)	\$600.00
	<u>\$17,495.00</u>

Barber Training for Transfer/Re-Enroll Students

Tuition	\$13.44 per hour
Registration/Application Fee (non-refundable, required for all new students)	\$95.00
Supplies/Kit (required for all transfer students)	\$600.00
	<u>Based on hours needed</u>

Additional charges and/or fees may be applied, as applicable (see Extra- Instructional Charges).

*****A \$95 non-refundable registration/application fee is required, for all new students, to hold a spot in a class. This down payment will be applied to the student's account balance. *****

****All tuition rates are subject to change without notice. The changed rates will be applied to newly signed contracts and will not affect existing contracts. ****

The average median loan debt incurred by students who completed the Barber training is \$11,900-\$13,900.

COST OF ATTENDANCE BUDGETS

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, personal, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2016-2017 award year.

PITTSBURGH CAMPUS

Living at Home with Parents 0 Dependents:

Room & Board	Personal	Transportation	Other	Total
\$520.00	\$175.00	\$308.00	Case-by-Case	\$1003.00

All Others:

Room & Board	Personal	Transportation	Other	Total
\$809.00	\$447.00	\$243.00	Case-by-Case	\$1499.00

AMBRIDGE CAMPUS

Living at Home with Parents 0 Dependents:

Room & Board	Personal	Transportation	Other	Total
\$425.00	\$225.00	\$833.00	Case-by-Case	\$1483.00

All Others:

Room & Board	Personal	Transportation	Other	Total
\$712.00	\$350.00	\$122.00	Case-by-Case	\$1184.00

PAYMENT OPTIONS

Please contact the main office at 412-922-1234 to see if a specific campus is eligible to receive Title IV funds (federal financial aid). Most Barber School of Pittsburgh campuses can receive Title IV funds (federal financial aid) for students who are eligible (based on the completion of a Free Application for Federal Student Aid, a.k.a. FAFSA). If a student is not eligible for Title IV funding or is in need of additional funds to cover costs, students can pay with cash, check or money order, credit card (Visa, MasterCard, American Express or Discover), institutional financing and/or a payment plan through TFC Tuition. Students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness. Returned checks are subject to a \$25 returned check fee.

If a payment plan is approved by the school, the student account is due and payable in accordance with the terms of the payment plan contract and/or TFC's finance plan, including any late payment charges, if incurred. If an institutional payment plan or a TFC account payment is more than 60 days late, the student attached to the account will be placed on a financial warning for 30 days or until the payments are current (whichever is less). If a student does not bring payments due current within 30 days, the student will be terminated. The student is responsible for payment of any portion of tuition not covered by financial aid.

FEDERAL ASSISTANCE PROGRAMS (available at most locations)

Note: Financial aid awards are subject to change based on attendance and/or crossover award years.

Most school campuses are approved (or in the approval process) as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for campuses and students qualifying for assistance:

Federal Grants

Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans. The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

- **Federal Direct Subsidized Loan:** This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.
- **Federal Direct Unsubsidized Loan:** This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.
- **Federal Direct Plus Loan:** This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

Verification

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

- When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
- If the student does not provide all of the required documentation within the 10-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
- The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Conflicting Information

The Barber School of Pittsburgh understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Other Funding Sources

Additional funding may be obtained for eligible candidates through many different programs including; Department of Veterans Affairs, Office of Vocational Rehabilitation, and Private Scholarship funds.

RETURN OF TITLE IV FUNDS

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period. If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

SCHOOL INFORMATION

ABOUT THE SCHOOL

The Barber School of Pittsburgh currently has three campuses: Pittsburgh Campus (est. November, 2009), Ambridge Campus (est. November, 2015) and Monroeville Campus (est. April 2017). All Barber School of Pittsburgh campuses are licensed by the Bureau of Professional and Occupational Affairs, in conjunction with the Pennsylvania Barber Board. Most campuses are accredited by the National Accrediting Commission of Career Arts & Sciences (furthermore known in this document as NACCAS) which is recognized by the United States Department of Education (furthermore known in this document as DOE) as a national accrediting agency for barber schools. **Please note: as we grow, certain campuses may be in the process of accreditation and may not be eligible to receive federal financial aid until accreditation is attained.** Please contact us at 412-922-1234 for specific campus information.

Accredited by: NACCAS
3015 Colvin Street
Alexandria, VA 22314
703-600-7600
www.naccas.org

Licensed by: PA State Board of Barber Examiners
P.O. Box 2649, Harrisburg, PA 17105-2649
Phone - (717) 783-3402
www.dos.state.pa.us/bpoa

All campuses are owned by K2 Developers.

FACULTY AND STAFF

Headquarters Administration

K2 Developers	Owner
Kelly Kolling	Director of Operations
Dana Lilja	Director, Administration/Barber Teacher
Angi Roberts	Admissions
Zachary Luchette	Financial Aid

Employees

Carla Conway	Barber Teacher
Derek Evans	Barber/Teacher in Training
Angela George	Barber Manager/Teacher in Training
LaJacklon Mitchell	Barber Teacher
Sarah Richardson	Barber/Teacher in Training
Corry Sanders	Barber Teacher

The Pittsburgh Campus is currently located in the West End of Pittsburgh at 143 Steuben Street, Pittsburgh PA 15220. Free parking is available to students and clinic clients in a lot across the street from the school or on-street public parking aside from right in front of clinic doors (from the telephone pole in front of student entrance to the corner is reserved for BSP clients). The school occupies 3200 square feet of air conditioned and modern equipped floor space, containing:

- 1 theory classroom equipped with dry erase board, table space, chairs and overhead projector where students learn the barbering skills necessary for advancement to the clinic floor.
- 1 clinic/theory room with 6 individual styling stations and theory classroom components.
- 1 clinic area with 13 individual styling stations all equipped with hydraulic barber chairs and electricity.
- 3 restrooms (two for employees/students and one for clients of the clinic) and a student lounge/locker area.

For security purposes, there are 16 video-recording cameras on site. They are positioned to record activity throughout school premises.

The Barber School of Pittsburgh Administrative Office is located next door to the Pittsburgh Campus at 139 Steuben Street, First Floor and can be contacted via phone, 412-922-1234 or via email, admin@bsp.edu.

The Ambridge Campus is currently located at 413 Merchant Street, Ambridge PA 15003. Limited free parking is available to students on the side of the building. There is also metered parking on the street and in the lot next to the school. The school occupies approximately 3500 square feet of air conditioned and modern equipped floor space, containing:

- 1 theory classroom equipped with dry erase board, table space, chairs and a SMART TV where students learn the barbering skills necessary for advancement to the clinic floor.
- 1 clinic/theory room equipped with practical and theory classroom components.
- 1 clinic area with 13 individual styling stations all equipped with hydraulic barber chairs and electricity.
- 3 restrooms (one for employees, one for students and one for clients of the clinic), a student lounge and a locker area.

For security purposes, there are video-recording cameras on site. They are positioned to record activity throughout school premises.

The Monroeville Campus is currently located in Murryview Shoppes at 5056 William Penn Highway, Monroeville PA 15146. Free parking is available to students and clinic clients in the plaza parking lot. The school occupies approximately 3000 square feet of air conditioned and modern equipped floor space, containing:

- 1 theory classroom equipped with dry erase board, table space, chairs and a SMART TV where students learn the barbering skills necessary for advancement to the clinic floor.
- 1 clinic/theory room equipped with practical and theory classroom components.
- 1 clinic area with 15 individual styling stations all equipped with hydraulic barber chairs and electricity.
- 2 restrooms (one for males, one for females).

All client services are performed by students under the supervision of licensed instructors.

CAMPUS SECURITY

The Barber School of Pittsburgh (BSP), in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA), has prepared an annual security report publication and made it readily available to all current students, prospective students and employees online at www.bsp.edu. The report is required by federal law and contains crime statistics for the Barber School of Pittsburgh. The report addresses BSP's policies and procedures concerning safety and security, including policies for responding to emergency situations and sexual offenses. Statistics are included for certain types of crimes that were reported to have occurred on campus, in or on any building or property owned or controlled by the school and on public property used by the school within or immediately surrounding the campus.

The report is made available in its entirety at our website, www.bsp.edu, and paper copies can be requested from the Administration Office by calling 412-922-1234 or emailing a request to admin@bsp.edu.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Pennsylvania at <http://www.votespa.com>.

Policies

EMPLOYMENT ASSISTANCE POLICY

Employment assistance will be made available to all students reaching 1075 actual hours and successful graduates of the Barber School of Pittsburgh. Job opportunities will be emailed to students reaching 1075 actual hours and successful graduates wishing to receive the notifications. Letters of recommendation may be available upon request. **Please Note: The Barber School of Pittsburgh does not guarantee employment.**

ACCESS TO STUDENT FILE POLICY

Students (and parents or guardians of dependent minors) can request access to their file at any time by scheduling an appointment with administration/director. Explanation of file contents is available upon request. Files must remain in the administration office at all times. Copies of student files are available upon written/signed request from student and/or parent /guardian, if applicable. **All student files are kept strictly confidential.**

RELEASE OF STUDENT INFORMATION POLICY

Student information can only be given to an outside party with written permission from the student, and/or parent/guardian, if applicable, on a Release of Student Information form, available from administration, upon request. Release of student information will be person/company specific and will only be valid for the time specified by the student.

The ONLY exceptions to this policy are:

- Government agency placing students who need to verify attendance.
- School district placing students and need to verify information.
- NACCAS must have access to student records and other institution records as required for any accreditation process.
- Agencies collecting information for required auditing purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all Barber School of Pittsburgh locations that receive funds under an applicable course of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by BSP. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that BSP correct records which they believe to be inaccurate or misleading. If BSP decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if BSP still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - Barber School of Pittsburgh officials with legitimate educational interest;
 - Other Schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of Barber School of Pittsburgh
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

BSP may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that BSP not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of BSP.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT SUPPORT SERVICES POLICY

Students have access to advising from members of the school staff regarding finances, health, family or any problem affecting their academic progress. This may include a referral to professional assistance, if necessary.

While the school cannot guarantee employment, it does offer job placement assistance to all students. Whenever job openings are received by the school, they are emailed to the graduate students.

Students should notify their instructor immediately if they require special assistance during any part of training.

Reference letters, career counseling and resume writing assistance are also available.

WITHDRAWAL/TERMINATION POLICY

- The school may terminate a student prior to/after the completion of their training for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to meet SAP at next evaluation after Warning has been issued. 5) Insubordination. 6) If withdrawal is determined by Director after consecutive absences for a period of 14 calendar days or 7) violation of the probationary period policy.
- NOTE: Students who are not current on payment agreements or paid in full within 90 days of completion of 1250 hours, may be terminated from program, incur a termination fee of \$150 (in addition to balance due) and may be sent to collections for payment.

Student withdrawals must be submitted in writing to be accepted.

Students who do not complete the program by their contract end date and do not elect to extend their contract to complete the program within 3 (three) calendar days will be considered a voluntary separation and will be subject to a \$150 separation fee.

****Note: Withdrawn or terminated students will not receive notarized verification of hours until account is paid in full and required exit paperwork is complete. ****

COLLECTIONS POLICY

All collection procedures shall reflect ethical business practices. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution will clearly acknowledge the existence of the Withdrawal and Settlement policy above. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

WITHDRAWAL/CANCELATION AND SETTLEMENT POLICY (a.k.a. Institutional Refund Policy)

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student 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 non-refundable registration/application fee in the amount of \$95.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, less the registration/application fee in the amount of \$95, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration/application fee in the amount of \$95.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw (officially or unofficially) prior to/after course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. Unofficial withdrawals (those without written notification) are determined through monitoring clock hour attendance at least every thirty (30) days. All refunds are based on **scheduled** hours as of the last date of attendance:

Percentage length completed to Total length of training	Amount of total tuition owed to the school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

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

ATTENDANCE POLICY (Guidelines are separate from BSP SAP Policy)

****There are NO "excused" absences, early departures and/or late arrivals.****

Time Clock/Sign In/Out Sheet

Students are required to clock in and out using the time clock, if available at the campus. Campuses without a time clock will use a Sign In/Out Sheet which will be signed by the student and the instructor.

- Students will **only receive credit for time during their scheduled hours unless Make-Up Hours are approved by an instructor/Administration and a Make-Up Hours Form is completed and signed by the student and their instructor/Administration.**
- It is the student's responsibility to ensure a Make-Up Hours form is completed to receive credit for hours "clocked" outside their scheduled hours.
- The school is NOT responsible if a student forgets to complete a Make-Up Hours form.

Probationary Period

All (new, transfer and re-enroll) students will be considered on a probationary period for their first 30 calendar days of enrollment. Any (new, transfer and re-enroll) student taking excessive/extended breaks (more than 3), forgetting to clock/sign in or out (more than 3 times), or having excessive (more than 3) absences, late arrivals, or early departures may be terminated from the training program at the end of the probationary period. In addition, students who exhibit consistent unprofessional conduct (i.e. poor attitude, inappropriate conversations, instructor or peer disrespect, foul language, cell phone abuse, lack of interest, other policy violations, etc.) during the probationary period will be terminated from the program. Lastly, any student who has not fulfilled all enrollment requirements including but not limited to, completed financial aid paperwork (if applicable), payments (if applicable) and enrollment paperwork may be terminated from the program. Any new or transfer student falling below 75% attendance during their probationary period may be terminated.

Attendance/Late Arrivals/Early Departures

After the probationary period, attendance (including late arrivals, early departures, excessive breaks and forgetting to use time clock) will be reviewed by Administration on a monthly basis. Students taking excessive/extended breaks (more than 3), forgetting to clock/sign in or out (more than 3 times) will be held to the disciplinary action below. Students who have used their allotted grace hours and having more than 3 absences, 3 late arrivals or 3 early departures within the 30-day period will receive documented disciplinary action and be placed in the following disciplinary action process:

- 3 documented warning(s)
- 1 documented, no credit suspension
- Expulsion
- **(Excessive attendance violations (more than 10 violations of any one type of infraction) will result in expedited disciplinary action)**

NOTE: 3rd suspension will result in immediate expulsion.

Students on any warning level for attendance violations who have an attendance review period without a warning, will reduce their disciplinary action by one level. For example, a student on Warning 2 for attendance whose following attendance review period does not warrant a warning will be reduced to Warning 1. Please see administration with any questions. **This policy will continue for all students through course completion, including contract extensions.**

Other attendance guidelines include:

- Students are **REQUIRED** to let the instructor know if they are leaving the premises for safety reasons. Students leaving the premises without letting the instructor know will be disciplined accordingly and time of unknown whereabouts will be docked from their actual hours.
- Students must report to class on time, with smock, books, tools and all required materials to receive credit.
- Students are required to be in, and ready for, class during all scheduled hours aside from break time. If a student cannot be located during scheduled hours, and it is not their scheduled break time, the school will dock the clock time when the student could not be located.
- Students clocking in more than 10 minutes after their scheduled start time are considered late.
- Students clocking out 10 minutes before their scheduled end time are considered leaving early (early departure).
- Students are required to clock in and out using the time clock or sign-in sheet, whichever is applicable at your location, upon arrival and departure. Contact Administration immediately if you forget to or cannot clock in or out. Failure to do so may result in clock hours not credited and disciplinary action. **Remember: Students only receive clock hour credit during scheduled hours unless a completed Make-Up Hours form is submitted.**

Students in need of an extended absence (more than 3 school days) due to vacation plans, medical reasons, etc. should notify Administration at least 48 hours prior to the absence to possibly avoid disciplinary action. Students on warning 3/suspension status for attendance are NOT able to avoid disciplinary action.

BREAK POLICY

A break is considered time when a student is on the clock and not participating in class. **Breaks are not guaranteed.** If class time permits, students are allowed up to three 10 minute breaks (depending on Phase) and one 20-minute lunch break ONLY, while in school. **Breaks are scheduled based on class schedule and cannot be adjusted without approval from Administration.** Breaks taken outside scheduled break times will result in docked clock time. For the purposes of breaks, "premises" is considered inside the school/administration office and the immediate surrounding areas outside the school. Please note, this does not include the parking lot.

- Students are **REQUIRED** to let the instructor know if they are leaving the premises for safety reasons. Students leaving the premises without letting the instructor know will be disciplined accordingly and time of unknown whereabouts will be docked from their actual hours.
- **Students taking longer breaks or more frequent breaks than this policy provides will have their clock time docked and are subject to disciplinary action up to and including termination.**
- Students must let their instructor know in advance, and clock out if taking more than their allotted break time.
- If a student is late to class, takes an extended break during class, or leaves early they forfeit some or all of the rest of their scheduled break time for that day.
- Unscheduled restroom breaks: If a student needs to use the restroom, they are to ask their instructor and leave their phone (and vaporizer, if applicable) at their workstation.

LEAVES OF ABSENCE (LOA)

The Barber School of Pittsburgh may grant a leave of absence, at the school's discretion, ONLY in the event of an extenuating, serious medical emergency of self, spouse or child (Medical LOA) or death of an immediate family member (as described below) (Bereavement LOA). An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during a program when a student is not in attendance.

Medical LOAs

Medical LOAs will be approved for student, spouse or child and require a **minimum absence of five consecutive calendar days.** Students are only permitted **one Medical LOA per enrollment contract.** All requests for medical leaves of absence **must be submitted in advance, in writing,** include the reason for the student's request, the anticipated return date, the student's signature and health care provider certification. Medical leave of absence requests not submitted in advance may be approved if unforeseen circumstances arise (i.e. car accident, unforeseen medical emergency, etc.). In this instance, the beginning date of the LOA would be the first date the student was unable to attend the institution because of the "unforeseen circumstance".

Bereavement LOAs (effective January 1, 2017)

Bereavement LOAs will be approved in the event of the death of a mother, father, brother, sister, husband, wife or child and have a **MAXIMUM absence of seven consecutive calendar days from the date of passing.** Students are only permitted **one bereavement LOA per enrollment contract.** All requests for bereavement leaves of absence **must be submitted in writing, upon the student's return to school,** include a copy of the obituary stating the student's name as an immediate relative or alternative documentation as requested by administration, and the student's signature certifying they are an immediate relative (as described above) of the deceased.

The school will respond to LOA requests within 10 calendar days and LOAs will be considered based on the following:

- There must be a reasonable expectation that the student will return from the LOA.
- Student must follow the Barber School of Pittsburgh's policy on requesting an LOA.
- The school will not assess the student any additional institutional charges as a result of the LOA.
- Medical LOAs must not exceed a total of 90 days in any 12-month period. The school, at their discretion, may extend the LOA up to an additional 90 days for extenuating circumstances.
- Supporting documentation WILL be required and verified for all LOAs.
- LOAs are not available to those students on a contract extension for extra instructional hours.

The student granted an LOA that meets the above criteria will receive a contract extension by the same number of calendar days taken in the LOA. Changes will be reflected on the student's enrollment agreement. Students on an approved LOA are not considered to have withdrawn, and no refund calculation is required at that time. If a student does not return to school at the expiration of an approved LOA (or a student takes an unapproved LOA), the student will be terminated from the program.

CONTRACT END DATE POLICY

All students' contract end dates are calculated based on the number of hours required to complete the program and scheduled hours per week while taking into consideration all scheduled days the school will close (including a certain allotment of grace hours for those students starting prior to 9/6/16). If a student has not completed the required hours for training program completion by their contract end date and requests to extend their contract, they do so knowing there will be additional charges (after the complimentary allotment of grace hours for students starting 9/6/16 or later, if applicable) and their clinic chair may have to be relinquished to a student in their active, original contract. **CONTRACT EXTENSIONS ARE NOT GUARANTEED.**

CONTRACT EXTENSIONS & EXTRA-INSTRUCTIONAL CHARGES POLICY

****CONTRACT EXTENSIONS ARE NOT GUARANTEED****

If a student has not completed the training program by their enrollment agreement end date, they can request a contract extension within three calendar days from their contract end date. For first-time, non-transfer/re-enroll students starting 9/6/16 or after, contract extensions will be complimentary for the first 98 clock hours needed (Transfer/re-enroll students' complimentary hours for contract extension will be pro-rated based on their hours needed at the time their original contract was signed). **CONTRACT EXTENSIONS ARE NOT GUARANTEED.** Students (starting 9/6/16 or later) who need more than 98 clock hours to complete their education, and students starting prior to 9/6/16, will be charged for extra instructional charges at a rate of \$10 per hour. Contract extension charges are calculated by subtracting actual completed hours as of contract end date from 1250 hours, (adding 98 hours (for students starting 9/6/16 or later)) and multiplying by \$10. **A contract extension must be in place and payment of extra instructional charges must be made or arranged prior to clocking in after the enrollment agreement end date.** Students incurring excessive potential extra instructional charges (more than \$250) by their 900 actual hour evaluation will need to make payment arrangements for those charges at that time.

Contract extensions will be granted at the discretion of the school director(s). Student attitude, motivation, attendance, compliance, participation, etc. will all be considered in making the decision to extend a student's contract.

Students on a contract extension will continue to be held accountable to policies as if they are still in their original contract. For example, disciplinary action for attendance will continue through any contract extension(s).

MAKE-UP HOURS POLICY

Make-up Hours will only be offered by Administration if business deems them necessary. Communications regarding make-up hours will be emailed to students.

Students who clock unforeseen make-up time (because of providing a client service at the end of the day with instructor approval, etc.) are required to complete a Make-Up Hours form and give it to their instructor for approval and submission to Administration. Failure to do so will result in no credit received for the time outside of their scheduled hours.

SCHEDULE CHANGE POLICY

Our curriculum does not allow for schedule change requests, however in rare circumstances a schedule change may be approved. Requests for a class schedule change after enrollment will be considered on a case-by-case basis. Students requesting a schedule change must be meeting Satisfactory Academic Progress and have no recent (within 30 days) disciplinary action at the time of the request to be considered.

NO SOLICITATION/NO DISTRIBUTION POLICY

Definitions

"Solicitation" refers to persuasion to secure an individual's agreement to join or support an endeavor or an organization or to purchase products or services, including cosmetics, jewelry, cookies, candy, etc.

"Distribution" refers to the dissemination, posting of flyers, brochures, email and other written materials promoting products, services or an endeavor, organization or cause.

Student/Employee/Visitor No Solicitation/No Distribution Policy

In order to assure that no student/employee/visitor feels pressured to contribute to the charity or interest of another student/employee/visitor, solicitation/distribution of any kind by one student/employee/visitor to another is prohibited. This policy applies whether the person is a student, employee or visitor, and regardless of the means for doing so (oral, email, personal letter or note, flyer, etc.).

This policy does not prohibit official or other school-supported or school-sponsored solicitations and distributions that are an integral part of the school's necessary functions and/or assist the school in carrying out its responsibilities to the community, including charitable causes.

SCHOOL DELAY OR CANCELATION POLICY

In the event of a school delay or cancelation, the school will notify the local news stations (WPXI, WTAE & KDKA) and email or call all students affected. *Students are responsible for watching the news or checking their email prior to their class start time.* Please note: **Delays affect Day class students only.**

PERMANENT SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a training is canceled after students have enrolled and instruction has begun, the school will make the following arrangements:

- The school will notify affected students individually of the availability of schools in their area, and assist them in finding suitable training needs.
- The school will submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate the arrangements made for each student to complete their education.
- The school will forward all student records to the State of Pennsylvania Barber Board in accordance to regulations.
- The Barber School of Pittsburgh does not have a teach out plan in effect, therefore all students will be:
 - Provided a pro rata refund for students transferring to another school based on the hours accepted by the receiving school; or
 - Provided completion of the course and/or program; or
 - Provided a full refund of all monies paid.

SMOKING/TOBACCO POLICY

Smoking (this includes electric cigarettes, vaporizers, chewing tobacco or anything of the like) is permitted in designated smoking areas ONLY. Cigarette butts ONLY are to be disposed in the receptacle provided. Smoking or loitering is not permitted in front of the school or Administrative Office. The school reserves the right to eliminate all smoking privileges should this policy be violated.

ADMINISTRATIVE OFFICE POLICY

The office is not always able to accommodate students on a walk-in basis. Please try to resolve all issues with your instructor. If that is not possible, send an email to admin@bsp.edu to make an appointment with Administration.

PARKING POLICY

PITTSBURGH CAMPUS

Parking is available to students in the lots on either side of the former Lee Tuck's Lounge. On street parking is available on side streets (Alexander Street and Sanctus Street). Students are not permitted to park in front of the school (from the student entrance to the corner of Alexander Street).

AMBRIDGE CAMPUS

Parking is available to students in the permit parking lot next to the school. Parking permits are available at the Administration Office of the Ambridge Borough Building and cost \$15 per month.

MONROEVILLE CAMPUS

Parking is available to students in the plaza parking lot. Please note: parking spaces closest to the school should be reserved for clients.

SCHOOL COMPLAINT POLICY AND PROCEDURE

The Barber School of Pittsburgh takes complaints from students, clients and employees very seriously. Every attempt should be made to resolve all complaints within the school before proceeding to outside agencies. The school will keep all formal complaints on file for two accreditation cycles. Please use following procedure to handle all formal complaints:

- All informal complaints are to be addressed with Administration directly. Informal complaints are not to consume class time or be discussed in front of clients.
- If legal action is threatened, directly or indirectly, at any time. All communication between the student and Administration is required to be in writing.
- All formal complaints should be submitted in writing to the Director of the school. The complaint should be completed with as much detailed, factual information as possible.
- The Director will meet with, or respond to, the plaintiff within 10 business days. If not resolved after this meeting/response, the original complaint and any corresponding notes will be handed over to the owner of the school.
- The Owner will review the information and meet with the plaintiff, if necessary. The owner will propose a reasonable resolution or inform the plaintiff the complaint is unwarranted within 21 business days.
- If the plaintiff is dissatisfied with the owner's response and chooses to pursue the matter further, they can file a formal complaint against the school with and/or the State Board of Private Licensed Schools, Department of Education. The contact information for these agencies can be found below:

<p>NACCAS National Accrediting Commission of Career Arts & Sciences 3015 Colvin Street Alexandria, VA 22314 703-600-7600 www.naccas.org</p>	<p>Bureau of Professional and Occupational Affairs, PA Department of State P.O. Box 2649 Harrisburg, PA 17105 P: 717-787-8503 http://www.dos.state.pa.us</p>
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COMPLIANCE CODE OF CONDUCT POLICY

The Barber School of Pittsburgh is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditation rules, and school policies & procedures.

While at school and all school-sponsored activities, students are expected to follow these rules:

- Be properly attired in school smock zipped up to top of logo and **school smocks must be worn at all times while on school property (including breaks, unless eating a meal).**
- Be in assigned place with appropriate materials, ready to work at the designated time that class begins.
- Keep hands, feet, and objects to yourself.
- Use school appropriate language and behavior at all times.
- Be polite and respectful.
- Follow instruction, school policies and procedures.
- ***Students must perform all assignments in a timely manner.***

STUDENT DISCIPLINARY ACTION POLICY

In the event a student violates school policy, disciplinary action will occur. Depending on the severity of the infraction, disciplinary action will be administered as follows:

- 3 documented warning(s)
- 1 documented, no credit suspension
- documented expulsion

Also:

- 3 suspensions of any kind will result in immediate expulsion.

Administration reserves the right to alter the progression of disciplinary action to fit the infraction (i.e. severe infractions may lead to immediate suspension and/or expulsion). Students are required to sign disciplinary action forms as instructed. Refusal to do so will result in immediate expulsion.

If a student is instructed to leave school immediately as part of the disciplinary action process, the student is expected to comply with the instructor, director or administrator of the school without resistance. Failure to do so will result in authorities being contacted, after the student has been verbally notified, to escort student off property and possible suspension and/or expulsion will follow.

CELL PHONE/ELECTRONICS POLICY

It is REQUIRED that all student cell phones and/or electronics are turned to "silent" before entering the school and/or the Administrative Office. "Silent" means no ringing, dinging, or vibrating. Earbuds for music are allowed during certain class times with Instructor permission only (music volume must allow you to hear announcements and cannot be a distraction to fellow students in any way). **Student cell phones for the use of calling, texting, email, taking pictures, internet usage and checking social media are to be placed out of sight and remain out of sight during class times.** Students may use their cell phones in the break room, bathroom or back deck DURING BREAK TIMES ONLY.

Laptops are allowed to be used for taking notes during class. Realize that they are ONLY for taking notes. Any student abusing this guideline will not be allowed to use one for the remainder of the course.

Students will be asked to clock out for the day if any electronic device disrupts a class in any way and will receive disciplinary action accordingly.

Videotaping any class content, including clinic floor services, is PROHIBITED. This includes live video feed to the internet.

ANTI-DRUG /ALCOHOL POLICY

Our policy is to have students free from alcohol or the use of illegal drugs. The Barber School of Pittsburgh is committed to offering a high level of education, safety, and responsibility. We expect all students and staff to observe local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. Illegal drugs include any drug which is not legally obtained or which is being used in a manner or for a purpose other than as prescribed. Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended.

No student should, at any time, be under the influence of drugs or alcohol on school property. Anyone having knowledge of an individual on school property abusing alcohol, in possession of or using illegal drugs is urged to inform administration immediately and/or encourage the individual to seek counseling and/or medical assistance. Anyone having knowledge of illegal drug or alcohol possession, distribution and/or sales is expected to inform the director of the school.

Any student exhibiting signs of being under the influence of drugs or alcohol will be sent home for the day without credit. Disciplinary action will occur upon their return. Any violation of anti-drug/alcohol policies may result in discipline up to and including expulsion.

The school reserves the right to administer random drug testing at their discretion.

STUDENT SEARCH AND SEIZURE POLICY

Lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy. Student searches may be made based on reasonable suspicions of a violation of school policy and/or state or federal law.

DRESS CODE/HYGIENE

Students will report to school in good hygiene, dressed per the business casual dress code. Students coming from work may change their clothes in the restroom prior to clocking in. All other students must come to school already dressed per the dress code. ****Smocks must be worn at all times while on school property** (including breaks unless eating in the break room).** If a student's poor hygiene or use of too much perfume/cologne is an issue, the instructor will discuss the problem with the student in private and should point out the specific areas to be corrected. If the problem persists, disciplinary action will be executed, as appropriate.

Students and instructors are required to wear a clean, **school issued** smock; the smock must be zipped up to above the school logo. Lost or misplaced smocks must be immediately purchased through the school. **The school will no longer loan smocks to students.** Students must wear **solid color** business casual dress pants secured at the waist (no sagging). Students may wear knee length or longer solid color skirts. Students are not to wear low cut shirts or have their mid-section exposed. No open toe/open heel shoes, crocs, sandals, flip flops or high heels are permitted. Students and employees are prohibited from wearing blue jeans (of any type), camouflage pants, torn/ripped clothing, workout pants (including jogging pants with cuffs at the bottom, yoga pants and leggings), shorts, hats (including hoods), coats, headbands, caps, bandannas, sunglasses, blue tooth or like ear pieces (on the clinic floor), or gaudy jewelry. Students are also prohibited from chewing on toothpicks, straws, lollipops, etc. while on the clinic floor.

Violations of the policy can range from not having a smock to inappropriate clothing items to offensive perfumes and body odor. If a student comes to school in inappropriate dress, he/she will be required to clock out, go home and change. ****Required tools, books and equipment are considered part of dress code.** Students must have tools, books and equipment with them to receive credit. Students without tools, books and equipment will be required to clock out, go home and come back to school prepared.

When in doubt, don't wear it.

CONTAGIOUS SKIN/CONCERNING MEDICAL CONDITION POLICY

If a student appears to have a contagious skin condition or if a student exhibits behaviors which could be harmful to themselves, clients or peers (i.e. passing out, loss of balance, etc.) due to an apparent/known medical condition, they will not be permitted to work on clients. They will be asked clock out for the day and seek medical treatment. Medical documentation may be required to return to school.

HARASSMENT / HOSTILE ENVIRONMENT POLICY

Students will be professional while on school property. Profanity is not allowed and will not be tolerated. Any picture, joke or gesture found offensive will be stopped/removed immediately.

Any prospective student or current student who feels they are being harassed or subject to a hostile school environment should immediately bring this matter to the attention of the Director(s).

CLINIC FLOOR BEHAVIOR POLICY

- **All services MUST be checked by an instructor before removing a client's drape.**
- Students must be attired per the dress code in school issued smock zipped up 3-4 inches below the top.
- All work on students and/or employees during scheduled class time must be documented and adhere to the student services policy posted on the clinic floor.
- Students are to remain behind or near their own chair and should not congregate in groups on the clinic floor, except during educational demonstrations.
- Student complaints are not to be discussed on the clinic floor while clients are present.
- Students are not to groom themselves on the clinic floor while clients are present.
- Students are responsible for their own tools and station which must be cleaned, disinfected and swept after each client.
- Students must not engage in conversation with each other while working on a client.
- Students will clean and sanitize their entire station (including back bar, chair, mirror, floors, etc.) each day, at the end of their shift.
- Students are not permitted to leave if there are clients waiting, unless previously approved.
- There will be no loud or boisterous talking, whistling, singing, dancing, cursing, foul language or talk of a suggestive nature on the clinic floor. Any actions unbecoming to a professional may result in immediate suspension.
- No disrespectful remarks regarding clients, students, employees or the school are to be made while clients are in the school.
- No eating is permitted on the clinic floor.
- No fighting/rough-housing, playful or otherwise, is permitted in school.
- Music played in the clinic must be appropriate for all clients and kept at a professional volume.
- ONLY clients being serviced are permitted in the barber chairs. All other clients should sit in the waiting area provided. Parents/guardians are not permitted on the clinic floor unless they are sitting in the chair with the child.
- Clients/children who cannot remain calm must be referred to an instructor for a consultation prior to starting a service.
- Straight razors are **NEVER** to be used on a client under the age of 13.
- Foil shavers (WAHL 5 Stars or anything of the like) are not to be used in the clinic. If a client requests a head shave, it will be completed with trimmers or a straight razor.

REFUSING TO SERVICE POLICY

Any student, without permission from instructor, refusing to serve a client will receive an immediate 3-day suspension (without credited hours).

PUBLIC DISPLAY OF AFFECTION / RELATIONSHIP TENSION POLICY

Being overly affectionate (or relationship tension) in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate (positive or negative) behaviors on campus or at school related events and activities.

Inappropriate public displays of affection (positive or negative) will not be tolerated. No display of affection is allowed. No touching, holding hands, playing "footsies", stroking, kissing, hugging or anything of the like is permitted. In addition, displays of relationship tension will not be tolerated.

Inappropriate behaviors will result in disciplinary action up to and including termination. The expression of feelings of affection or relationship tension toward others is a personal concern between two individuals and not of others surrounding them.

SCHOOL VIOLENCE POLICY

The Barber School of Pittsburgh strictly prohibits school violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a student, instructor, student instructor, vendor, client, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person.
- Threatening to injure another person.
- Engaging in behavior that subjects another person to emotional distress.
- Threatening to use or using a weapon while on school property, on school-related business, or during school related functions.
- Intentionally damaging property.

All threats and acts of violence should be reported immediately to the Director of the school and/or the Pittsburgh Police as soon as possible. Employees found to have engaged in school violence will be subject to immediate suspension and or expulsion.

No weapons are permitted on school property. Students bringing a weapon on school property will be expelled immediately.

FIGHTING POLICY

Fighting is unacceptable for any reason at the Barber School of Pittsburgh and will not be tolerated. A fight is defined as a physical altercation occurring between 2 or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, scratching, and pinching. Any student who engages in such actions as defined above will be suspended indefinitely and may be expelled. Authorities may be contacted, if necessary.

It will be left up to the instructor's/administrator's discretion as to whether an individual's participation in a fight will be considered self-defense. If the instructor/administrator deems the actions as self-defense, then a lesser punishment will be issued to that participant.

RESPECT POLICY

It is the goal of The Barber School of Pittsburgh to create a mutual, respectful atmosphere between all individuals involved within our school including administrators, instructors, students, parents, clients & visitors. As such, all entities are expected to remain respectful to each other at all times. Students and instructors especially are expected to greet each other with kind words and student/instructor exchanges should be friendly, in an appropriate tone, and should remain respectable. The majority of student/instructor interaction should be positive.

Students are expected to treat students, faculty and staff of the school with civility and respect, respect school property, and uphold school policies and all applicable Pennsylvania laws.

Students will not sleep or sit and do nothing, at any time, during school hours. Students are not permitted to put their feet up on chairs, tables or other school property. These actions are disrespectful to your instructor, your fellow students, the school and, ultimately, yourself.

BULLYING POLICY

The Barber School of Pittsburgh will not tolerate bullying or like behavior. The Barber School of Pittsburgh has determined that school should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a school's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, employees, students and parents.

Bullying can be physical, verbal, emotional, & cyber (includes email, cell phone, social media [Facebook, Twitter etc], etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes making fun of a student's haircuts or services. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic. This behavior will be considered bullying whether it takes place on or off school property or at any school function.

Any student who chooses to participate in bullying will be met with a swift and severe consequence. However, each case will be examined on a case-by-case basis and could vary based on several factors including nature of the problem, past history, etc.

SOCIAL MEDIA POLICY

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Barber School of Pittsburgh, as well as any other form of electronic communication.

Students should carefully read all school rules and policies and ensure their postings are consistent with these rules and policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. In addition, postings by students about the school or any of its services, employees, clients and/or students, in a derogatory manner will be met with disciplinary action up to and including expulsion.

Students should not speak to the media on the Barber School of Pittsburgh's behalf without contacting the Director.

EQUIPMENT POLICY

Students are responsible for securing their tools at all times. Students who lose, misplace or have any supplies/equipment stolen (on or off school premises) are responsible for replacement. Client cape replacements must be approved by the school. If a student experiences school-issued equipment malfunction upon receipt of equipment, please return the equipment and packing material to the administration office for return to manufacturer. Any malfunctions after initial receipt of equipment is the student's responsibility.

Students will not steal, or borrow another student's property without asking. Doing so will result in immediate disciplinary action up to and including expulsion. This includes intentionally or unintentionally not charging a client for a service.

SEXUAL HARASSMENT POLICY

The Barber School of Pittsburgh adopted a policy in September 2011 that affirmed its opposition to sexual harassment and established specific guidelines to address sexual harassment among both employees and students of the Barber School of Pittsburgh. The policy initiated actions by the school system to help employees and students recognize, understand, prevent and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

Summary

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. The Barber School of Pittsburgh does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

The Barber School of Pittsburgh will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving The Barber School of Pittsburgh's employees and students and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the Board of Education discipline policies. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every director, supervisor, instructor and student to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

What Is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against The Barber School of Pittsburgh policy and unlawful for The Barber School of Pittsburgh employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates The Barber School of Pittsburgh's policies.

Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees and students is prohibited.

Expectations

The Board of Education expects employees and students to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- The Barber School of Pittsburgh's policy on sexual harassment will be communicated to all employees and students.
- Education programs, to include all employees and students, will be implemented.
- Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with The Barber School of Pittsburgh's obligation to investigate and address complaints.
- Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Actions for Employees

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or school director. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

Actions for Students

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to school authorities, preferably to a school director. You may report the information verbally or in writing to the school director, or another staff person. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

If you perform a service outside of the clinic floor area, such as a shampoo or rinsing a color, ALWAYS take a fellow student or instructor with you as a witness that no type of sexual misconduct occurred.

Where To Go for Help

Students may receive guidance, advice, support and/or advocacy from school staff, including the Director for help.

****Failure to comply with any and all student guidelines and/or school policies will result in immediate disciplinary action up to and including expulsion. If an Instructor, Director, or School Employee interprets any act as unprofessional or disrespectful, you will be asked to leave school for the day (without credited hours). The student will be subject to disciplinary action up to suspension and/or expulsion.****

****The Barber School of Pittsburgh reserves the right to change policies and/or procedures at the school's discretion, without notice.****