

Boise Barber College

3027 North Cole Road
Boise, Idaho 83704
208-378-9933
boisebarbercollege@gmail.com

Mission Statement

To prepare well informed and highly skilled graduates that will pass their state board examination so that they might find rewarding opportunities in the fields of Barbering, Barber Styling or Instructor.

Our Facility

Our facility is conveniently located at the corner of N. Cole and Ustick in Boise, ID. The facility is designed with state of the art equipment to be both aesthetically pleasing as well as extremely functional. The school is equipped with hair stations, barber chairs, color room, large classroom, a fully stocked dispense, and state of the art technology. Students can be proud of the work they are creating and the education they are receiving in the friendly yet professional environment.

Boise Barber College is a private College of Barbering owned by dMARTiN Academy LLC.

Staff List

01/01/2017

CEO -

Nikki Martin

CFO -

Sandra Ammann

Financial Aid Director -

Sandra Ammann

Student Services – Financial Aid

Sarah Ward

Compliance -

Nikki Martin

Sandra Ammann

Sarah Ward

Instructors -

Sarah Ward

Henry Mallory

Nikki Martin

Mandi Ewing

Requirements for Enrollment

A prospective student must be at least 16 ½ years old. They must provide proof of age with either a copy of their birth certificate, a passport, driver's license or other government issued form of documentation. They must have a high school diploma, GED, its equivalent, or a transcript showing high school completion. (We are required to verify that your proof of education is valid, if documentation is determined to be invalid you will be denied admission to the school.)

Application: A Four-Step Process

1. The first step is an opportunity for the prospective student and or transfer/ re-entry student (and parents, family and/or significant others) to tour the college, hear about the curriculum, and learn about our policies and beliefs. This also allows for us to learn more about the prospective students. This step is optional, but recommended.
2. The second step includes the prospective student receiving the admissions application and the Boise Barber College's Students Handbook/Manual.
3. Third the prospective student must complete the admissions application, read the handbook, and return the application to the college. Upon return of the application form, the student must provide a headshot, proof of age, educational requirements along with payment of the application fee (\$50). A spot is then held for the student in the next available class or one of their choosing.
4. Finally you will be contacted by the Financial Aid Director to make an appointment to sign the Enrollment Contract and establish a form of tuition payment.

Transfer/Re-Entry Students

The following requirements must be met by the students who transfers or re-enters Boise Barber College from a Barber, Barber Stylist or Instructor in Training program.

- Certified transcripts of hours earned and requirements previously completed. All transfer students must earn a minimum of 200 hours at Boise Barber College.
- Completion of standard admission requirements and fees. A kit may be purchased through the school if needed.
- Transfer/ Re-Entry students will pay \$10.56 for every hour needed to complete each prospective program.
- Transfer and Re-Entry student will start school in the Freshman Program. Opt-out testing is available after a review from the Freshman Instructors and the Artistic Director.
- When determining your graduation date, previous paid for hours at another institution will affect your SAP.

Boise Barber College does not recruit students already attending or admitted to another school offering a similar program of study.

All courses will be taught in English.

Boise Barber College does not discriminate on the basis of color, race, religion, creed, sex, age, financial status, military status, sexual orientation or ethnic origin.

Application Fee

A non-refundable application fee of \$50.00 is required to complete your application form. This fee is not included in the cost of tuition. A passport size head and shoulders photograph, proof of age and educational requirements need to be included with the application form.

Enrollment Contract

The Enrollment Contract fully outlines the obligations of the Student and the College. The prospective student will have the opportunity to ask questions during the application process prior to signing the Enrollment Contract.

Enrollment Fee, Book and Supplies Fee

The enrollment fee and the books & supplies fee (which includes the cost of the student's kit and books) are non-refundable.

Tuition Investment for Boise Barber College

The breakdown of the cost for each individual program offered by Boise Barber College is below.

Re-Admittance Fee

30 days or more after a student has been terminated they may apply in writing to be re-admitted to the school. Upon careful consideration the student can pay the \$150.00 re-admittance fee as well as all regular fees and may be re-admitted to the school.

Barber Costs

(Beginning 3-1-16)

Application Fee	\$50
Enrollment Fee	\$550
Books & Supplies	\$150
Taxes	\$90
<u>Tuition</u>	<u>\$9500</u>
Total Costs	\$11690

Payment Options

Boise Barber College is a private pay school and offers the following payment options: cash, credit or federal funds.

Option 1- Payment of entire tuition & fees before starting classes

Option 2- The student may choose to finance directly through the school with **all fees** paid before the first day of class **AND** 6 payments of \$500 with the first payment being paid on the first day of school and a final balloon payment due prior to receiving their 900 hours required to graduate.

Option 3- The student may choose to go with a bank or credit union and make payments to them.

Option 4- The student may participate in Government Financial Aid that includes Pell Grants, Direct Subsidized and Unsubsidized Loans.

*Fees include Application Fee, Enrollment Fee, Book and Supplies Fee, and all applicable taxes.

*Any Scholarship given to a student by Boise Barber College will be applied to the final tuition payment and will be rescinded if the program is not finished. At the time of withdrawal the student will pay the percentage of full tuition **WITHOUT** the scholarship applied.

*Payment must be made in full 2 weeks after the first start of class or the student may be dropped from the class until payment is received.

***Other payment arrangements will be given consideration through the Financial Aid Director and CFO.**

Barber-Stylist Costs

(Beginning 3-1-16)

Application Fee	\$50
Enrollment Fee	\$550
Books & Supplies	\$2000
Taxes	\$120
<u>Tuition</u>	<u>\$19000</u>
Total Costs	\$21,720

Payment Options

Boise Barber College is a private pay school and offers the following payment options: cash, credit or federal funds.

Option 1- Payment of entire tuition & fees before starting classes

Option 2- The student may choose to finance directly through the school

With **all fees** paid before the first day of class **AND** 12 payments of \$500 with the first payment being paid on the first day of school and the final balloon payment due prior to receiving the 1800 hours required to graduate.

Option 3- The student may choose to go with a bank or credit union and make payments to them.

Option 4- The student may participate in Government Financial Aid that includes Pell Grants, Direct Subsidized and Unsubsidized Loans.

*Fees include Application Fee, Enrollment Fee and Book and Supplies Fee

*Any Scholarship given to a student by Boise Barber College will be applied to the final tuition payment and will be rescinded if the program is not finished. At the time of withdrawal the student will pay the percentage of full tuition WITHOUT the scholarship applied.

*Payment must be made in full by 2 weeks after the first start of class or the student may be dropped from the class until payment is received.

***Other payment arrangements will be given consideration through the Financial Aid Director and CFO.**

Instructor Costs

(Beginning 3-1-16)

Application Fee	\$50
Enrollment Fee	\$550
Books & Supplies Fee	\$300
Taxes	\$18
<u>Tuition</u>	<u>\$7000</u>
Total costs	\$7918

Payment Options

Boise Barber College is a private pay school and offers the following payment options: cash, credit or federal funds.

Option 1- Payment of entire tuition & fees before starting classes

Option 2- The student may choose to finance directly through the school

with **all fees** paid before the first day of class **AND** 6 payments of \$500 with the first payment being paid on the first day of school and a final balloon payment due prior to receiving their 900 hours required to graduate.

Option 3- The student may choose to go with a bank or credit union and make payments to them.

Option 4- The student may participate in Government Financial Aid that includes Pell Grants, Direct Subsidized and Unsubsidized Loans.

*Fees include Application Fee, Enrollment Fee and Book and Supplies Fee

*Any Scholarship given to a student by Boise Barber College will be applied to the final tuition payment and will be rescinded if the program is not finished. At the time of withdrawal the student will pay the percentage of full tuition **WITHOUT** the scholarship applied.

*Payment must be made in full 2 weeks after the first start of class or the student may be dropped from the class until payment is received.

***Other payment arrangements will be given consideration through the Financial Aid Director and CFO.**

State of Idaho requirements for Instructor:

- Hold a state of Idaho License in Barbering
- Complete 900 hours of training
- The Bureau of Occupational Licenses must receive certification of your licensure as an instructor directly from the licensing agency that issued your license, before your application will be processed. You are responsible for requesting certification from the agency that issued your license. Applications from AK, CO, CN, D.C., FL, DA, IL, MD, MA, MI, NY, NC, OH, OK, OR, TC, UT, VT, VA, WA, Puerto Rico and other territories and countries must also submit proof of a minimum 10th grade education or its equivalent. To qualify for instructor endorsement, you must hold a current instructor license issued by the licensing authority of another state, country, etc. And:
 - You must verify satisfactory teaching experience as a qualified instructor in another state. Said experience shall be no less than three years the previous five years immediately prior to application. Or

You provide documentation that the requirements for license under which the certificate was issued are of a standard not lower than those required in Idaho.

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 Boise Barber College. The applicant shall be entitled to a refund of all monies paid, less the application fee of \$50.
- 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, (less the application fee \$50) collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$50, as well as the registration fee in the amount of \$550.
- 4 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.
- 5 A student is expelled by the school. A student may be expelled for behavioral and/or attendance issues. Please see the Disciplinary section of the catalog for some examples. Students who miss 14 calendar

days without notifying the school of their absence will be expelled. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

- 6 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.
 - 7 Any scholarship that has been given to a student by Boise Barber College is null and void and will need to be paid back to the College in full.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<u>Percent of Enrollment time in relation to Scheduled hours</u>	<u>Amount of total tuition the academy will receive or retain</u>
.01%-4.9%	20%
5%-9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50%-or more	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 local school that will provide the same type of program the student is currently enrolled in. 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. A list of enrolled students will also be given to the appropriate agencies if the college closes for any unforeseen reason. Records will be kept by the college for the applicable time frame set forth by Idaho Law and then disposed of accordingly.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) are non-refundable. All fees are identified in the catalog and in this enrollment agreement. All supplies and equipment will not be released until all financial obligations have been paid in full.

(Boise Barber College does not participate in any teach-out plans with other institutions.)

Return of Title IV Financial Aid

If a student receiving Title IV funds ceases to be enrolled in a payment period, the federal government mandates that Boise Barber College must determine the amount of Title IV program assistance that the student earned as of the date enrollment ceased (withdrawal date). The Title IV programs that are covered by this law and that Boise Barber College participates in are: Federal Pell Grants, Direct Subsidized, and Un-Subsidized Loans. When a student withdraws during a payment period or period of enrollment the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received less assistance than the amount the student earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the school and/or

the student. Ceasing enrollment in a term may result in the student owing aid funds to Boise Barber College, the Government or both.

Attendance Policy

- The course length is 900 clock hours for Barber students, 1800 clock hours for Barber-Stylist students, and 900 clock hours for Instructor students.
- It is understood that the Barber course length that is being paid for is 900 scheduled hours. The Barber-Stylist course length that is being paid for is 1800 scheduled hours and the Instructor program that is being paid for is 900 scheduled hours.
- The attendance policy at Boise Barber College is 75% attendance to stay in Satisfactory Academic Progress. Once a student is over their scheduled contract date, extra instructional charges will apply.
- It is recommended that during the 4 week basic instruction class, that students not be absent. As this time is crucial to your educational experience.
- A student will be allowed 2 late come/early leaves per month. On a third late come/early leave the student will receive a warning and after the third late come/early leave the student will receive a one-day suspension with a \$20 fee.
- Boise Barber College recommends that a student uses there late come and early leaves wisely, as that time does count against your estimated graduation date and extra instructional charges may apply.
- If the student falls below the required 75% attendance they may be terminated from the school and will be able to re-apply after the waiting periods. All students must wait 30 days before reapplying. There is a re-admittance fee of \$150.00 that needs to be paid before a student is allowed to be clocked in again and receive hours. The re-admittance fee must be paid to the Financial Aid Director.
- Absent days include vacation, sick days, emergencies, weddings, funerals, graduations, late come/early leaves etc. The student agrees to pay the extra instructional charges for each hour needed to complete requirements beyond the calculated completion date.
- Extra instructional charges will accrue for every scheduled hour, and will be charged a rate of \$10.00 per hour.
- Exceptional and emergency medical conditions will be reviewed individually by the Student Services Department and a member of Administration on a case-by-case basis. All decisions will be final.
- If a student has no contact with the Financial Aid Director/ or the Student Services Department and/or has not completed the correct paperwork within 14 calendar days of your last clock in time, you will be automatically withdrawn from the college. You may re-enroll to finish your time at Boise Barber College at which time you must be re-contracted and applicable fees will apply.

Leave of Absences

- Leave of absences (LOA) must be submitted in advance in writing, include the reason for the request, and include the student's signature.
- LOA needs to be applied for in advance unless unforeseen circumstances prevent the student from doing so. IE. If a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. At this time administrations may grant the LOA, document the reason and collect the documentation from the student at a later date.
- A decision will be made to accept/deny requested LOA's within 10 days by the Financial Aid Director, Student Service Director and/or CEO.
- Administration may request documentation at any time during their approval process.
- Should an LOA be granted the date of leave will begin on the first date the student is not in attendance.
- A LOA cannot exceed a 180-calendar day time frame.

- If an LOA must be extended, the student must notify the Financial Aid Director in writing before the LOA's expiration date. Documentation may be requested for the extension.
- A student granted and LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- Financial obligations must continue to be paid through LOA, but no additional instructional charges will be charged.
- LOA will extend the contracted graduation date and maximum time frame by the amount of days taken for the LOA
- Students may only take one LOA for the whole time they are in school.
When a student is on an approved LOA, and notifies the school that they will not be returning, the date of withdrawal is last date of attendance.

Friday Attendance

- There are no late come/early leaves on Friday.
- Any late comes/early leaves may result in a one-day suspension with a \$20 fee.
- Any no shows may result in a one-day suspension with a \$20 fee.
- Only 5% of enrolled students can be absent for Fridays. It is first come first serve.
- You must talk to administration to book out this time at least the day before you take it off. You may book this as far in advance as possible to secure a spot that you know you need off for a vacation, wedding, etc.
- If you have an emergency you must call administration ASAP
- If you have a documented (by a doctor), communicable illness and talk to administration you will not receive a suspension for the Friday missed.

Grading Policy

Boise Barber College will require a grade average of 75% or higher in each phase of training to graduate. If a student does not complete a phase of training with a 75% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus point possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A
75-89%	B
Below 75	Failing

Work will be graded in Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Errors (Steps Followed) = A
- 1-2 Errors (Student is making good progress) = B
- 3 or more errors = Failing

Make-up Work

- Work missed due to absence may be made up. Students who are absent must make up any tests.
- Scheduled time will be made available specifically for retaking or making up tests.
- Hours may not be made up during the normal contract time.
- Check with the Theory Instructor or Student Services Director regarding when assignments can be made up.

Advancement

Boise Barber College has two classes: Freshman and seniors. Students will be advanced according to the accumulated hours upon the guidelines listed below:

Barber Student: (900 clock Hours)	Instructor
0-140 hour's freshman	0-900 hours
141-900 hours Senior	

Barber-Stylist Student: (1800 clock Hours)
0-70 hour's freshman
71-1800 hours Senior

Graduation Requirements

- Students must score 75% or higher on all theory tests, progress examinations, practical applications and finals.
- After the completion of the freshman curriculum, the student must complete one practical worksheet for each month enrolled in the college until graduation.
- Barber students must complete 900 hours of training, which includes at least 120 hours of theory. Barber-Stylist students must complete 1800 hours of training, which includes at least 240 hours of theory. Instructor students must complete 900 hours of training, which includes at least 120 hours of theory.
- The student must pass a final written and practical exam with a score of 75% or higher.
- Students must pass a Law exam.
- Students must have all financial obligations owed to Boise Barber College paid in full, or have a payment plan signed.

A student that has completed all of the requirements listed above will receive their Boise Barber College Diploma. The college will provide literature and training to prepare the student for the state board examination, however the college does not guarantee passing of the examination. All graduates must pass State Board Examinations; both practical and written to receive a license. Costs related to taking the State Board Examination and for State Licensure are the responsibility of the student.

Employment Assistance

Boise Barber College does not guarantee employment; however, the college maintains contacts in the barber & beauty industries to assist students in job placement. Barber Shop and Salon owners are encouraged to interview our student upon graduation. Per request, Boise Barber College will provide students with lists of local Barber Shops and Salons.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) Policy is an eligibility criterion applied to all students enrolled at Boise Barber College. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), the State of Idaho's Laws and Regulations, and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Barber	450, 900 clocked (actual) hours
Barber-Stylist	450, 900, 1350, 1800 clocked (actual) hours
Instructor	450, 900 clocked (actual) hours

*Transfer hours are counted as attempted and completed hours when determining maximum time frame.

Monthly progress reports will also be issued to comply with Idaho State Laws. This will be an overview of the student's attendance and grades during that month. Reports will be given the first week of each month.

Students are required to maintain satisfactory progress throughout their training to be in compliance with instructional policy and remain eligible for, Title IV federal student financial assistance.

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

Attendance Progressive Evaluations

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

Maximum Time Frame

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

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Barber (Full time, 37.5 hrs/wk) - 900 Hours	26 Weeks	1197
Barber (Part time, 30 hrs/wk) - 900 Hours	30 Weeks	1197
Barber-Stylist (Full time, 37.5 hrs/wk) - 1800 Hours	52 Weeks	2394
Barber-Stylist (Part time, 30 hrs/wk) - 1800 Hours	60 Weeks	2394
Instructor (Full Time, 37.5 hrs/wk) -900 Hours	26 Weeks	1197

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

Students who exceed the maximum time frame will owe the college \$10 per hour they go over.

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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two 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 written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	A - Excellent
75-89	B – Satisfactory
74 and Below	F - Failing

Determination of Progress Status

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

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals

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

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to

achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

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

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Access to Records and Right to Privacy

Students have the right to inspect their school records by making a written request two days prior to the review with a statement defining purpose. Student's records will be reviewed with an authorized school representative. Students or guardians of dependent minors may refuse the release of "directory information" including name, address, telephone, date and place of birth, major field of study, dates of attendance, degrees, awards, and date of graduation, previous school attended and/or date of graduation from previous school. All student records are kept confidential from third parties and only released upon written authorization of the student or guardians of a dependent minor, with the following exceptions:

- Parents of dependent minors may review a student cumulative record with an authorized school representative present to interpret the records.
- Law enforcement agencies with proper legal subpoena.
- State of Idaho review of student and school records annually and/or monthly.
- NACCAS can review students and school records.
- Student's records may be released to applicable financial institutions.
- All student files will be kept for seven years.

Standards of Conduct

Dress Code/Hygiene Standards

Boise Barber College has a dress code to promote professionalism, unity and integrity. The administration and staff also abide by these standards to lead by example. The administration reserves the right to make judgement on whether an individual's attire meets dress code standards. Students who come to school out of dress code will not be able to clock in, will be sent home to change and upon returning to school will be able to clock in but will receive a late come for the day.

- Clothing is to be clean, in good state of repair, and appropriate to the setting of a professional environment.
- NO belly shirts.
- Shorts and Skirts must be 2" above the knee.
- NO tank tops.
- NO sleeveless, backless or low cut tops accepted.
- NO sweats, workout tops or bottoms.
- Hats may be worn as long as they are clean and there are no offensive logos or sayings.
- Undergarments may not be visible.
- Pants must cover underwear. Too low of "low-rise" will be a violation of dress code and you will be asked to go home and change, and at this time you will receive a late come.
- Any shoes are acceptable as long as they are clean. Fresh polish and clean feet must accompany open toe shoes. No slippers.

- Students are expected to maintain high standards of personal hygiene. Daily showers and shaves, teeth brushed, deodorant and/or antiperspirant worn, hair clean and styled, and makeup done before arriving at school.
- Color aprons and all capes should be freshly laundered, and a clean cape should be used for each client.

It is not our desire to control or diminish the personality and creativity of our students, a professional appearance is for our clients and fellow students.

Standards of Behavior

- Students are expected to maintain a high standard of conduct showing professionalism and respect to clients, other students and staff members.
- Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
- Students are not allowed behind the front desk unless they have been assigned to help do so.
- Students must not congregate in the reception area or freshman room.
- Students involved in any form of physical violence threatened or otherwise with another student, staff member or client may be terminated immediately.
- Any student found guilty of willful destruction or theft of school property may be terminated immediately.
- Students may not, under any circumstance, bring their children to school and collect hours for that day.
- NO SMOKING is allowed in or around the front of the building.
- Students found using alcohol or drugs, or being under the influence of, such while on school premises may be terminated immediately.
- Students must park in designated areas.
- No visitors are permitted in the classroom, students lounge, on the clinic floor or on school premises unless approved by the staff. Please have visitors check in at the front desk and the receptionist will come and get you.
- No personal phone calls, except in the case of an emergency are to be received through the business phone. Students will not be called off the floor or out of class for personal calls unless by day care, hospital or police. Students are not allowed to take social calls when they are with a client or when in class.
- CELL PHONES MUST BE TURNED OFF while in class. If a phone rings during class it will be taken and returned at the end of the day. If your phone vibrates too loud it will be taken as well.
- Cell phones may be used on the clinic floor to post pictures and or videos to social media ONLY. Phone calls are prohibited on the clinic floor.
- There is absolutely NO TEXT MESSAGING during any class or clinic time. If you are found text messaging your phone will be taken and given back at the end of the day.
- Students may not at any time listen to I-Pods, MP3 players or use their multimedia devices during school hours unless on approved break and only in approved areas (student lounge, bathroom or outside)
- Gossiping will not be tolerated. Personal problems should be solved with the person you have it with, and not shared with others.

Lunches, Breaks and Checkout Procedures

- Students must take a lunch during their assigned time period if possible. Students must inform the front if they are not able to take lunch at this time and make other arrangements with the instructor.
- Students must clock out and in from the Front Desk when they are leaving for lunch or for approved breaks.

- Food and drink are allowed in the student lounge only, unless approved by an instructor. All lunches must be eaten in the break room.
- Students are responsible for cleaning up after themselves in the break room.
- Students may not leave the classroom during instruction. Students leaving without permission will be asked to clock out and go home.
- Students need to arrive in the classroom in a timely manner.
- Students must not leave the school at any time during the day without receiving permission from an instructor or the Student Services Director. If they leave the building for any reason, they must clock/sign out. Failure to do so will result in a one-day suspension, with a \$20 fee.
- If a student cannot attend school the student must call and talk to someone in administration, within ½ hour after their scheduled start time. Failure to do so will result in disciplinary action.
- All discrepancies with hours must be disputed within 14 days.

Boise Barber College Policies and Procedures

Sanitation and Safety

By following the safety precautions you contribute to the health, welfare and state of your community. The following precautions should be taken with each client.

- All instruments including all implements must be cleaned and sanitized after each use and prior to storage with a sanitizing agent registered with the EPA as hospital grade or better.
- Linens must be changed after each client. Towels may only be used once.
- Keep any and all chemicals or product away from eyes. In case of contact with chemicals, thoroughly rinse eyes with cold water.
- Hand washing is required before and after each service is performed.
- Remember anything containing chemically active ingredients must be used carefully to avoid injury to you and your client.
- Ask client to remove any jewelry, hair accessories, glasses etc. and place into their care.
- A sanitation assignment is to be completed each day by each student and signed off by an instructor. Everyone working together and cleaning up as we go keeps the school looking great.
- Take a “buddy” with you to dispose of all trash and while walking out to your car. Safety first!
- Any spills in treatment rooms or classrooms must be wiped up immediately after each service to avoid slipping or falling.

Practical Principles

- Students who are tardy for **any** class or floor assignment will be given a late come.
- Students must not be more than two tests behind and must not be behind on their practical worksheets.
- Students not working on a client are personally responsible to stay busy in either practice or theory. If a student falls within satisfactory progress (not being more than two tests behind and on the current months’ worksheet and within the parameters of acceptable attendance) a personal service may be received by the student after all considerations are made for all the clients currently within the school or any client that might walk in for a service.
- The front desk must take ALL appointments. Students may make no changes to their book or clients. Students must accept all appointments given to them. A refusal of a client will result in an immediate, automatic one day suspension.
- Students are not allowed to perform any service on a client or a fellow student without a service ticket.
- The client release cards must be completed and signed before every service, every time.
- You must receive a consultation for every service you perform, including personals. An instructor verifying that an appropriate and correct consultation has been performed must sign the ticket.

- You will not be able to receive product from dispense without a signature from an instructor verifying that the consultation has been completed and checked off.
- If you need additional application of product, consult a staff member and your ticket will be signed and additional charges will be added to the clients total for their service
- An instructor must check off all practical work, and the ticket must be signed before the front desk will allow the client to pay. After the final check is made on the service, only the instructor who did the final check will check off the student's monthly grid/worksheet, and only on the day the service took place.
- Failure to have either the initial consultation or the final check will result in disciplinary action.

Student Services (Personals)

- Clients ALWAYS come first! Getting personals is a privilege. Even if you have booked out for a personal, if the front desk needs you to take a client, you are pulled off your personal and you will take the client. All efforts will be made prior to that happening, but failure to take the client would result in disciplinary action.
- A personal service is any service done to you on the school premises whether you are clocked in or not. Exception to the rule would be if you came in to get your hair done while on leave. If you are on a suspension from school you may not come in and receive a personal.
- Front Desk personnel will schedule services for students only when checked against the personals list (those who are in good academic standing) and given approval by the floor instructor. All personals must be scheduled with the Front Desk.
- Students may not give or receive personals on Friday or while on suspension. Even when you are graduated and get to come back to enjoy services at student price, you may not come in on Friday.
- No personal can be done without a final check from the floor instructor.
- Students receive personal services for cost of product.
- Students may not bring in product from home to use in a personal.
- If a student is in poor standing with Boise Barber College they need to pay client prices for services.
- Personals must be paid for on the same day that they are performed.
- Failure to pay for the said service or schedule an appointment on the day it is given/received will result in the students (client and stylist) being suspended from personals for 30 calendar days.

Disciplinary Actions

Warning

Upon any type of first offense, a written warning may be given. All warnings should be given with two members of administration present.

Automatic Suspension

A student will be put on an automatic one-day suspension with no warning given for the following infractions:

- | | |
|--|--|
| • Refusing a client | • No show on Friday |
| • Not calling in | • Inappropriate language |
| • Leaving school while clocked in without permission | • Malicious gossip |
| • Not being readily available on the clinic floor | • Doing a personal without getting a consultation from an Instructor |
| • Late come/Early leave on Friday | |

An automatic suspension would result in \$20 suspension fee and the student will be suspended for the next school day or a date chosen by the Student Services Director.

Suspension

Students who have not corrected a disciplinary policy problem may be suspended for a period of one week and must pay a \$50 suspension fee. A second suspension would be two weeks and could result in \$100 suspension fee. Both of which must be paid before clocking back into school.

Dismissal-Termination

Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the situation or for any of the following reasons:

- Leaving the school without permission
- Malicious gossip
- Not calling in for late or absent days
- Not attending assigned class
- Non-excused absences on Friday
- Returning late from lunch or break
- Not cleaning their area before leaving
- Changing an appointment or getting into the appointment schedule without permission
- Not having work checked by an instructor before beginning and after finishing client
- Not paying for personal service
- Leaving class early during guest
- Not respecting or following the instructors directions
- Refusing to accept a client
- Coming to school under the influence of drugs or alcohol or bring such items to school, legal or otherwise
- Having a personal service performed without permission
- Disrespect shown to others
- Improper dress

Re-Admittance

After termination and the student has been gone for 30 days from their program a student may apply in writing to be readmitted to the school. Upon careful consideration and approval by two members of administration the student can pay the \$150.00 re-admittance fee as well as all regular fees and be admitted to the school.

Additional Information**Physical Demands****Body Position**

- Barber, Barber-Stylists and Instructors: Long periods of time standing with arms lifted at shoulder level are required.
- Barber, Barber-Stylists and Instructors: Sit or stand and lean forward while providing services.
- Instructors: Standing for long periods of time, lecturing and performing practical demos.

Job Demand in the Industry

- Overall employment of barbers, hairdressers, cosmetologists and shampooers is projected to grow 13% from 2012-2022
- Improving market conditions continue to increase the number of industry operators at an average annual rate of 5.5% reaching 1.3 million operators by 2019
- Revenue growth is expected to improve over the next five years, rising at an average annual rate of 3.2% to \$58.7 billion by 2019
- Demand for hair coloring, hair straightening and other advanced hair treatments has increased in recent years, a trend that is expected to continue over the coming years.

www.bls.gov

www.skininc.com

www.sbdnet.org

Students Interested in a Career in Barbering, Barber-Stylist or Instructing Should:

- Develop finger dexterity and a sense of form and artistry.
- Enjoy dealing with the public.
- Are friendly and easy going.
- Take your education seriously as it is a viable source of income.
- Be aware of the licensing requirements in Idaho.

Compensation a Successful Graduate May Reasonably Expect:

- New professionals in all programs offered could expect to earn \$8-\$15 per hour initially with potential growth.
- The average shop/salon income, including tips is about \$30,000-\$50,000 per year.

For Your Information

LICENSING AGENCY FOR THE STATE OF IDAHO
Bureau of Occupational Licenses
1109 Main Street, Suite 220
Boise, ID 83702
Telephone 208-334-3233

THE NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS & SCIENCES, INC (NACCAS)
3050 Colvin St.
Alexandria, VA 22314
Telephone 703-600-7600

State Requirements for Licensure

- Graduate from a school of Barbering with the required hours for your program.
- Pass the State administered practical exam.
- Pass a State administered written theory and rules and regulations (jurisprudence) exam.
- Finalize all financial obligations to the school.
- Fill out application and send into the State of Idaho with the appropriate fee.

Boise Barber College Statistics

2015

Graduate completion rate: 71.21%
Placement Rates of Graduates: 63.64%
Licensure Rate of Graduates: 100.00%

Barber Course Outline

Course Outline

Boise Barber College Barber Course
Full Time= 26 Weeks, 900 clock hours
Part Time= 30 Weeks, 900 Clock hours

Description of Course

Boise Barber College educates students in a strong foundation of the History, Theory and Practical Skills as well as Laws, Rules & Regulations pertaining to the Barber industry. Upon completion, the students may have several career choices: Barber, Educational Consultant, Platform Artist, Barber Shop owner/manager, etc...

Course Format

Classes are presented in the form of lectures, theory and practical classes (models, mannequins and audio/visual, etc...), and clinical instruction on clients (including mini classes) with specific motivational lesson plans stating clear objectives and criteria for evaluation.

Text and References

Boise Barber College uses the Milady's Standard Textbook of Barber. We also have thoughtful and flexible classes where the student's need and wants are addressed.

Curriculum

Boise Barber College follows the State of Idaho Course of Studies for Barber school curriculum.

Course Goals

The goal of Boise Barber College is to teach, develop and graduate students to be professional in the Art and Sciences of Barbering and to prepare students to successfully pass the Idaho State Board of Examination. Students successfully passing the Boise Barber College course will receive a Diploma and will be prepared to be successful employed in the Barber profession.

Job Possibilities for Barber

- Barber
- Platform artist
- Educational Consultant
- Shop/Salon manager
- Shop/Salon Owner
- Product representative

Barber Program Includes Instruction in:

- Theory: 120 Hours
 - Theoretical knowledge of the practice of barbering
- Study Skills: 3.5 Hours
- Origin of the Barber: 3.5 Hours
- Professional Image: 3 Hours
- Microbiology: 63 Hours
- Infection Control & Safe Work Practices: 63 Hours
- Implements, Tools, 7 Equipment: 63 Hours
- Anatomy & Physiology: 63 Hours
- Properties & Disorders of the Hair & Scalp: 63 Hours
- Treatment of the Hair & Scalp: 63 Hours
- Men's facial Massage & Treatments: 63 Hours
- Shaving & Facial Hair Design: 63 Hours
- Men's Haircutting & Styling: 63 Hours
- Men's Hair Replacement: 63 Hours
- Women's Haircutting & Styling: 63 Hours
- State Board Preparation & Licensing Law: 63 Hours
- Mock Board Prep: 14 Hours

Grading

Boise Barber College requires a grade average of 75% or higher in each phase of training to graduate. If a student does not complete a phase of training with a 75% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A - Excellent
75-89%	B - Satisfactory
74 or Below	F- Failing

Work will be graded in Class, Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 1-2 Errors (Student is making good progress) = B
- 3 or more errors = Failing

Barber-Stylist Course Outline

Course Outline

Boise Barber College Barber-Stylist Course

Full Time= 52 Weeks, 1800 clock hours

Part Time= 60 Weeks, 1800 Clock hours

Description of Course

Boise Barber College educates students in Theory and Practical Skills as well as Laws, Rules & Regulations pertaining to the Barber industry, Upon completion, the students may have several career choices-Barber, Stylist, Educational Consultant, Platform Artist, Barber Shop/Salon manager, Barber Shop/Salon Owner, etc...

Course Format

Classes are presented in the form of lectures, Theory and practical classes (models, mannequins and audio/visual, etc...), and clinical instruction on clients (including mini classes) with specific motivational lesson plans stating clear objectives and criteria for evaluation.

Text and References

Boise Barber College uses the Milady's Standard Textbook of Barber. We also have thoughtful and flexible classes where the student's need and antes are addressed.

Curriculum

Boise Barber College follows the State of Idaho Course of Studies for Barber-Stylist curriculum.

Course Goals

The goal of Boise Barber College is to teach, develop and graduate students to be professional in the Art and Sciences of Barber-Stylist and to prepare student s to successfully pass the Idaho State Board of Examination. Students successfully passing the Boise Barber College course will receive a Diploma and will be prepared to successful employment in the Barber Stylist profession.

Job Possibilities for Barber-Stylist

- | | |
|--------------------------|--------------------------|
| • Barber-Stylist | • Shop/Salon manager |
| • Barber | • Shop/Salon Owner |
| • Platform artist | • Product representative |
| • Educational Consultant | |

Barber-Stylist Program Includes Instruction in:

- Theory: 240 Hours
 - Theoretical knowledge of the practice of barbering
- Study Skills: 3.5 Hours
- Origin of the Barber: 3.5 Hours
- Professional Image: 3 Hours
- Microbiology: 101 Hours
- Infection Control & Safe Work Practices: 101 Hours
- Implements, Tools, 7 Equipment: 101 Hours
- Anatomy & Physiology: 101 Hours

- Chemistry: 101 Hours
- Electricity & Light Therapy: 101 Hours
- Properties & Disorders of the Skin: 101 Hours
- Treatment of the Hair & Scalp: 101 Hours
- Men's Facial Massage & Treatments: 101 Hours
- Shaving & Facial Hair Design: 101 Hours
- Men's Haircutting & Styling: 101 Hours
- Men's Hair Replacement: 101 Hours
- Women's Haircutting & Styling: 101 Hours
- Chemical Texture Services: 101 Hours
- Hair Coloring & Lightening: 101 Hours
- Review: 35 Hours

Grading

Boise Barber College requires a grade average of 75% or higher in each phase of training to graduate. If a student does not complete a phase of training with a 75% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

Students will be graded on the following scale:

90-100%	A - Excellent
75-89%	B - Satisfactory
74 or Below	F- Failing

Work will be graded in Class, Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 2-0 Errors (Student is making good progress) = B
- 3 or more errors = Failing

Instructor Course Outline

Course Outline

Boise Barber College Instructor Course
Full Time = 26 weeks, 900 clock hours

Description of Course

Boise Barber College offers an additional course to graduate students that wish to become a Instructor. The course educates an Instructor in Laws, Rules & Regulation, Theory and practical Skills pertaining to student instruction.

Course Format

Instructor course is based on the State of Idaho's suggested course of study. The Instructor in Training will be trained in:

- Classroom Presentation
- Clinic Floor procedures
- Motivational lesson plans
- The many roles of a teacher and styles of teaching
- Students and learning

- Developing a course of study
- Planning for effective instruction
- Methods and process of teaching
- Instructional Aids
- Evaluating Student Performance
- Creating a positive classroom environment
- Reflection and vision in teacher education

Tests and References

Boise Barber College use Milady's Master Educators Handbook and Workbook and our house curriculum.

Course Goals

The goal of Boise Barber College is to teach, and to develop graduate students to become professional Instructors in the art and science of Barbering and to prepare them to successfully pass the course and be granted a Diploma and will be prepared for successful employment as an Instructor.

Job possibilities:

Upon completion an Instructor may have several career choices including becoming an Instructor in a School, Salon Manager, Salon Owner, Apprenticeship Instructor, Educational Consultant and School Administrator.

Instructor in Training Program Includes Instruction in:

- Theory: 120 Hours
- The career Education Instructor: 39 Hours
- The Teaching Plan & Learning Environment: 39 Hours
- Basic Learning Styles & Principles: 39 Hours
- Effective Classroom Management & Supervision: 39 Hours
- Basic Methods of Teaching & Learning: 39 Hours
- Program review, Development, & Lesson Planning: 39 Hours
- Educational Aids & Technology in the Classroom: 39 Hours
- Effective Presentations: 39 Hours
- Assessing Progress & Advising Students: 39 Hours
- Making the Student Salon an Adventure: 39 Hours
- Career & Employment Preparation: 39 Hours
- Educator Relationships: 39 Hours
- Achieving Learner Results: 39 Hours
- Learning is a Laughing Matter: 39 Hours
- Teaching Study & Testing Skills: 39 Hours
- Teaching Success Strategies for a Winning Career: 39 Hours
- Teams at Work: 39 Hours
- Communicating Confidently: 39 Hours
- The Art of Retaining Students: 39 Hours
- Evaluating Professional Performance: 39 Hours

Grading

Boise Barber College requires a grade average of 75% or higher in each phase of training to graduate. If a student does not complete a phase of training with a 75% average or higher, the student must repeat that phase. The passing grade for the State Board Licensing is 75%. Students are graded based upon points earned versus points possible, which is then converted to a percentage.

Students will be graded on the following scale:

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Work will be graded in Class, Theory and Clinic Floor and will be based upon the following criteria:

- Attendance
- Clinic Floor/worksheet (Grid)
- Testing

Practical/Clinical will be graded as follows:

- 0 Error (Steps Followed) = A
- 2-0 Errors (Student is making good progress) = B
- 3 or more errors = Failing

2016/2017 School Calendar Updated 8-26-2016

August

15 – New Barber Class

September

5- NO SCHOOL, Labor Day
17 – Barber-Stylist Class

October

10 – NO SCHOOL, Columbus Day
3 – New Barber Class
3 – New Barber Class

November

24-25 – NO SCHOOL, Thanksgiving Break

December

26-30-NO SCHOOL, Winter Break

January

2-6 - NO SCHOOL, Holiday Break
17 – New Barber Class
16-NO SCHOOL, Martin Luther King

February

13- New Barber Class
20 NO SCHOOL, Washington's Birthday

March

20 – New Barber Class
27-31 – NO SCHOOL, Spring Break

April

24- New Barber Class

May

22 – New Barber Class
29-NO SCHOOL, Memorial Day

June

19 – New Barber Class

July

3-5-NO SCHOOL, Independence Day
24- Barber-Stylist Class

August

7- New Barber Class

September

4- NO SCHOOL, Labor Day
11- New Barber Class

October

9 – NO SCHOOL, Columbus Day
10- New Barber Class

November

6- Barber-Stylist Class
23-24 – NO SCHOOL, Thanksgiving Break
27- New Barber Class

December

25-29 – NO SCHOOL, Winter Break

** The school reserves the right to close additional days with posted notice, and change class start dates based on class sizes.

