



*Signature*  
BARBER ACADEMY

**SIGNATURE BARBER**

**ACADEMY**

**STUDENT CATALOG**

**Volume I: Effective September 1, 2023**

**3111 45th Street, Suite 8, West Palm Beach, Florida 33407**

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**Table of Contents**

GENERAL INFORMATION.....  
6

- Location .....  
6
- Purpose of Institution .....  
6
- Mission.....  
6
- Institutional Ownership .....  
6
- Licensure .....  
6
- Facilities .....  
6
- Class Schedules .....  
6
- Hours of Operation .....  
7

ADMISSIONS .....  
7

- Admission Requirements and Procedures .....  
7
- Transfer of Credits.....  
7
  - Transfer of Credits for Studies in Other Institutions.....  
7
  - Transfer of Credits earned at Signature Barber Academy to Another Institution .....  
8

FINANCIALS .....  
8

- Tuition and Fees .....  
8
  - Tuition .....  
8
  - Fees.....  
8
- In House Payments .....  
9
- Third-Party Sponsor .....  
9

Scholarships .....  
9

CANCELLATION AND REFUND POLICY .....  
9

    Cancellation Policy .....  
9

    Refund Policy .....  
10

ACADEMIC POLICY AND PROCEDURES .....  
10

    Evaluation System .....  
10

    Unit of Credit .....  
10

    Grading System .....  
10

    Grade Assignments .....  
11

    Attendance .....  
11

    Course Numbering System .....  
11

    Prefixes .....  
11

    Graduation Requirements .....  
11

    Academic Advising .....  
11

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY .....  
11

    Satisfactory Academic Progress (SAP) .....  
11

    Quantitative Criteria .....  
12

    Qualitative Criteria .....  
12

    Evaluation and Academic Probation .....  
12

    Evaluation and Maximum Allowable Timeframe (MTF) to Complete Policy .....  
12

    Appeals .....  
12

Academic Dismissal.....  
13

PROCESS OF CORRECTIVE ACTION.....  
13

    Warning .....  
    13

    Appeal Process.....  
    13

    Readmission to a Program .....  
    13

    Suspension.....  
    13

STUDENT RESPONSIBILITIES.....  
13

    Class Attendance.....  
    13

    Drug and Alcohol Policy .....  
    14

    Leave of Absence .....  
    14

    Code of Conduct .....  
    15

    Personal Property .....  
    16

STUDENT RIGHTS .....  
16

    Equality of Opportunities.....  
    16

    Anti-Discrimination and Anti-Harassment Policy.....  
    16

    Student’s Right to Know.....  
    16

    Information Disclosure.....  
    16

    Student Privacy Records (Act of 1974).....  
    16

    Grievance Policy.....  
    16

STUDENT SERVICES .....  
17

    Career Services .....  
    17

Learning Resources .....  
17

BARBER/STYLIST PROGRAM.....  
17

    Program Objective .....  
    17

    Program Description .....  
    17

    Credential Awarded .....  
    18

    Delivery Method .....  
    18

    Disclosure.....  
    18

    Duration .....  
    18

    Admission Requirements .....  
    18

    Eligibility Requirements for a Florida Barber License.....  
    18

    Program Cost .....  
    19

    Program Outline.....  
    19

    Course Descriptions .....  
    19

STAFF AND FACULTY .....  
20

    Staff.....  
    20

    Faculty.....  
    20

## GENERAL INFORMATION

### Location

Signature Barber Academy is located at 3111 45<sup>th</sup> Street, Suite 8, West Palm Beach, Florida 33407.

### Purpose of Institution

We are a premiere barber college dedicated to preparing students for the State of Florida's barber board examination to become a licensed barber. Today's businesses have access to a vast amount of information that can be utilized to improve services and make companies run more efficiently. We believe the future starts with the student so we're here to provide the highest quality of education in a relaxed professional environment creating opportunities for success.

### Mission

Signature Barber Academy will help support everyone's creative development by offering hands on experience and enhanced academic studies to empower the students with a learning environment that is real world. To connect students with barbers, industry educators and product distributors that inspire and challenge. In addition to these academic achievements, the curriculum of this program was designed to develop critical thinking and listening skills, as well as problem solving and leadership abilities. A student's educational journey is designed to instill professional protocol and a mind set for creativity and success equipped with the knowledge and skills necessary to support lifelong learning of mastering the craft.

### Institutional Ownership

This educational institution is owned by SIGNATURE BARBER ACADEMY, INC, an active registered Florida Corporation owned by Matthew Young.

### Licensure

Signature Barber Academy is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, License #[PENDING], (850) 245-3200. Additional information may be obtained by contacting the Commission for Independent Education at (888) 224-6684. <http://www.fldoe.org/policy/cie>

Signature Barber Academy is regulated by the Department of Business and Professional Regulations, Barber Board located at 2601 Blair Stone Rd, Tallahassee, FL 32399-1027, (850) 487-1395. <http://myfloridalicense.com/dbpr/>

### Facilities

Signature Barber Academy consists of a beautifully renovated 1,555 square foot air conditioned, clean, well-maintained, lighted facility with plenty of parking. Signature Barber Academy is conveniently located near public transportation and has ample parking in the front of the school. Signature Barber Academy is easily accessible and is less than one mile from I-95. We have an open classroom with a lead educator stage, practical stations, an administrative office, and unisex restroom.

### Class Schedules

Monday – Thursday 9:00 a.m. – 7:00 p.m.

Signature Barber Academy operates on a continuous basis throughout the year. Classes will not be held on the following holidays: Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, and New Year's Day.

\*NOTE: Any holiday that falls on a weekend will not be transferred to the next school day. The following Monday after the holiday will be a regular day of class. In the event of an emergency due to inclement weather or a natural disaster (hurricane, tornado, etc.) the school will close as determined by the Palm Beach County public school system. For any of these circumstances or an emergency please call 9-1-1 or a non-emergency call (561)688-3600.

### Hours of Operation

Monday – Friday 9:00 a.m. – 5:00 p.m.

## **ADMISSIONS**

### Admission Requirements and Procedures

- Present a valid picture ID.
- Present a high school diploma or GED.
- Prospective students that do not possess a high school diploma or GED must pass the Wonderlic Basic Skills Test's (WBST) Ability-to-Benefit (ATB) Test. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- Prospective students with foreign high school credentials must present it along with an official translation and evaluation by a Florida approved agency or individual. For a listing visit the American Translators Association at [www.atanet.org](http://www.atanet.org).
- Submit a completed application and corresponding fees.
- Successfully complete an interview with a representative of the admission's department.
- Student must be at least 16 years old to be accepted and not currently attending high school. Parental consent is required for students under 18.

### Transfer of Credits

#### **Transfer of Credits for Studies in Other Institutions**

Transfer Students will meet the same standards and requirements as a traditional Signature Barber Academy student. This includes Admission requirements. Signature Barber Academy will accept credits earned at and transferred from other postsecondary institutions when it is congruent and applicable to Signature Barber Academy's Barber/Stylist Program and when validated and confirmed by Signature Barber Academy. However, at least 50% of the credits required to complete the Signature Barber Academy program must be earned from Signature Barber Academy. Transferred grades must be 2.0 or greater; D's and F's are not transferred. Failure to meet Signature Barber Academy standards may warrant denying part or all transfer of credits.

Furthermore, Student Academic Progress evaluations will include accepted transfer hours completed and attempted toward the student's program of study and would be evaluated upon internal program transfers within Signature Barber Academy. Students who transfer out of Signature Barber Academy to another institution will receive their academic transcript providing that all financial obligations have been met. The acceptance of the credits earned is

determined by the transferring institution. It is the student's responsibility to confirm whether credits earned at Signature Barber Academy will be accepted by the transferring institution.

Students who re-enroll in the school will be treated the same as students transferring from another school or a student with previous training/experience. Compliance with the school's minimum satisfactory progress requirements is required.

### **Transfer of Credits earned at Signature Barber Academy to Another Institution**

Any student who began a program at Signature Barber Academy and wishes to transfer to another program is responsible for verifying transferability. Transferability of credits earned at Signature Barber Academy to another institution is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice. Signature Barber Academy has not entered into any written articulation agreements with other institutions.

## **FINANCIALS**

### Tuition and Fees

#### **Tuition**

Tuition. \$15,500. The cost of books and workbooks is included in Tuition.

Deposit. The student has the option of paying the tuition cost in full prior to attending the first class. If not paid in full, each student will be required to submit a \$500.00 deposit upon admission to receive their tool kits. The Deposit is subject to the SBA Refund Policy.

A student may be dropped from classes for failure to provide tuition payments. Payment can be made with cash, credit card (VISA & MasterCard) or personal check made payable to Signature Barber Academy. Checks must be drawn on a U.S. Bank. No counter (starter) checks will be accepted.

#### **Fees**

Barber Kit Fee. \$500.00. Each kit contains one (1) of each of the following: A school uniform, e-book/ textbook, clipper, fade brush, folder and school catalog.

Returned Check Fee. In the event any payment is returned by student's bank unpaid, in addition to any fees charged by Signature Barber Academy's bank in connection with the unpaid check, student shall pay to Signature a non-refundable fee of fifty dollars (\$50.00) to cover the costs and expenses of processing the returned check, in the event of collection agency or legal action for recovery, the maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney fees as prescribed by law. Signature Barber Academy is not responsible for other collection fees imposed by the bank.

Transcript and Diploma Replacement Fees. The student will receive one (1) student copy and one (1) official copy of their academic transcript free of charge. If more than one (1) transcript is requested, a non-refundable fee of \$25.00 will be charged. There is a non-refundable diploma replacement charge of \$50.00.

Costs of Collection. In the event that a student's account is sent to collections, Signature



Barber Academy shall be entitled to collection, attorney fees and cost on the account thereof. Students will not be eligible for state licensure until all expenses are paid.

### In House Payments

Flexible payment plans are available to students using TFC tuition. Private lenders and other resources are available.

### Third-Party Sponsor

Signature Barber Academy accepts authorizations from third-party sponsors to bill them directly for student charges. Tuition and fees paid by someone other than the student is considered a third-party sponsor. The school must receive written authorization from the sponsoring agency or organization before third-party billing is processed and the following information:

- Student's name.
- Charges/amounts they will be responsible for.
- Contact name and telephone number.
- Address where bill should be sent.

**The student will be responsible for all amounts owed if the third-party sponsor does not submit payment in full.**

### Scholarships

SBA will make available need-based scholarships which are awarded according to financial need. Factors such as your family income, assets, and other circumstances that may impact your ability to pay for college are factored into the eligibility decision. Eligibility for need-based scholarships is typically determined after you complete the Free Application. Need-based scholarships can help cover tuition, fees, room and board, and other college expenses for students who may not have the financial means to pay for college independently.

Tuition reduction guideline for Signature Barber Academy: We will assess the current living status and whether the students' parents are actively supportive. If they are, the combined household income for the largest scholarship awarded in the amount of \$10,000 cannot exceed \$42,000 a year. The combined household income for the next scholarship in the amount of \$5,000 cannot exceed \$66,250. The last scholarship in the amount of \$2,500 the combined income cannot exceed \$99,360.

## **CANCELLATION AND REFUND POLICY**

### Cancellation Policy

All refunds will be made according to the school's refund policy below, for all terminations or cancellations of students the following applies. All cancellations must be in writing and presented in person or by certified mail. If the institution cancels classes, 100% of tuition and fees collected in advance of the student's start date of the program will be refunded to the student within 30 days of the planned start date. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days of signing the enrollment agreement and makes an initial payment. Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three (3) business days following either attendance at

orientation or a tour of the facilities and inspection of the equipment. Termination date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. All refunds will be made within 30 days after termination or receipt of cancellation notice.

### Refund Policy

Should a student decide to terminate or withdraw enrollment for any reason, all tuition cost calculations and refunds shall be subject to the following refund policy.

1. Cancellation after attendance has begun, through 40% completion of the program, based on scheduled hours, will result in a pro rata refund of tuition charges computed on the number of scheduled hours completed to the total program hours.
2. Cancellation after completing 40.01% to 50% will result in the school collecting up to 75% of total contracted tuition of the program.
3. Cancellation after completing 50.01% of the program will result in no refund.
4. Costs for books, kits and supplies returned within 20 days of withdrawal may be refunded. Equipment, once used, is non- returnable. Books may be returned for full value if in new condition, 50% of cost if used.
5. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days of signing the enrollment agreement.
6. All refunds will be made within 30 days after termination or receipt of cancellation notice.

## **ACADEMIC POLICY AND PROCEDURES**

### Evaluation System

Signature Barber Academy establishes its evaluations based on the results of examinations from the virtual educational platform and practical evaluations of skills while in on-campus classes.

### Unit of Credit

Signature Barber Academy is a clock hour institution. A Unit of Credit is defined as a clock or classroom hour. Since Signature Barber Academy is a clock hour institution; a clock or classroom hour is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity in the physical or virtual presence of a member of the faculty and a 10-minute break.

### Grading System

Students are graded during each course of study by the instructor's evaluation of the artistic talent, quality of work, and the student's ability to follow instructions, with 75% or higher being a passing grade (The school maintains a certain amount of flexibility in its testing and evaluation of individual students because the utilization of the skill acquired is partially dependent on creativity and artistic talent).

	GRADING SCALE		GPA
A	90-100	Excellent	4.00
B	80-89	Good	3.00

C	75-79	Passing	2.00
Below 75		Unsatisfactory	1.99

Grade Assignments

Virtual lesson grades are assigned based on the academic scores of exams administrated at the end of each chapter and by the assigned projects related to the corresponding content of the chapter. Practical grades are assigned based on the student’s ability to perform the skills learned on campus.

Attendance

Students are expected to attend scheduled class meetings and to arrive on time. A student attending a minimum of seventy (70%) of their scheduled hours is considered to be in Satisfactory Academic Progress (SAP). This policy applies to distance learning attendance and on-campus attendance. To graduate, the student must complete the maximum required hours of their program of choice.

Course Numbering System

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The alpha prefix identifies academic discipline. The numbers identify the course.

Prefixes

BAR1 – Barbering

Graduation Requirements

The student must comply with the following requirements in order to receive a diploma:

1. Complete the total number of hours required by the student’s program and have an overall GPA of 2.0 or final grade of 75% or greater.
2. Pass the final written and practical examination administered by the lead educator.
3. Meet all financial obligations incurred with the institution.
4. Achieve an attendance rate of 70% or better.

Academic Advising

The Senior Director of Admissions will help students with their academic decisions.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Satisfactory Academic Progress (SAP)

The Standards of “Satisfactory Academic Progress” are to establish a formal process through which the administration and faculty of Signature Barber Academy can identify and provide assistance to students who experience academic difficulty.

Students who experience academic difficulty are alerted through the Standards of any academic

weaknesses so that they may be corrected at an early point in the student's school career.

The Standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school's instructional services. Rather, the Standards reflect the commitment of Signature Barber Academy faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the Standards is to improve performance by students having academic difficulty and to increase public support for Signature Barber Academy's efforts to provide sound educational programs of the highest quality.

At the end of each semester, the cumulative grade average will be determined and documented in each student's Academic Progress Report Form.

### Quantitative Criteria

Students must complete at least 70% of the scheduled clock hours of the corresponding evaluation period in order to remain in compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to earned hours. For example, a student that is in an SAP evaluation period of 450 clock hours, is required to successfully complete a minimum of 302 clock hours ( $450 \times 67\% = 315$ ).

### Qualitative Criteria

Under the qualitative criteria, in order to remain in compliance with the institution's SAP Policy, the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 (75%) at the end of the SAP evaluation period being considered.

### Evaluation and Academic Probation

The students' academic progress is measured and analyzed throughout their program on a quarterly basis. Student Progress Report Forms completed by the Registrar at the quarter ( $\frac{1}{4}$ ), midpoint ( $\frac{1}{2}$ ), three-quarter ( $\frac{3}{4}$ ), and at the completion points of the program and commented on the Student Progress Report Forms. Instructors these reports for evaluations. These reports are kept in the student's file as permanent records.

A student who fails to establish or maintain SAP (fails to meet the Quantitative Criteria or Qualitative Criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the SAP criteria will be recalculated. A student will be removed from academic probation only if the student has successfully complied with the SAP criteria. A student that does not come out of probation within one evaluation period will be withdrawn by the school. A student will receive an academic warning if the student falls between a cumulative GPA of 1.5 to 1.99.

### Evaluation and Maximum Allowable Timeframe (MTF) to Complete Policy

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program. A student that reaches the 150% of scheduled hours without having completed successfully the program will be withdrawn from the institution.

### Appeals

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP Standard, may file a written appeal with supporting documentation to the School's President, who will make a final decision regarding about the student's appeal within five (5) days, by providing the student with a written response. If the student's appeal is granted, the student will be considered making satisfactory academic progress.

#### Academic Dismissal

Any student who has been academically dismissed will not be considered for readmission to the institution until six (6) months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment period.

### **PROCESS OF CORRECTIVE ACTION**

#### Warning

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning. The student will be advised of the non-compliance issue and required corrective actions when applicable.

#### Appeal Process

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of decision. The School's President will confer with the School's Lead Educator and arrive to a decision. The student will be notified in writing within 10 business days of the final determination.

#### Readmission to a Program

Any student who has been withdrawn will not be considered for readmission to the institution until six (6) months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment period, as applicable.

#### Suspension

The institution reserves the right to suspend any student for lack of payment, and/or breach of the rules and regulations of the School.

### **STUDENT RESPONSIBILITIES**

#### Class Attendance

After three unexcused absences, the student will be advised on the attendance requirements by the instructor and/or Registrar. Absences without prior approval from the instructor are not permitted and are considered an absence for the entire class period. Parking is only permitted in the designated areas. No food or drinks are allowed on the practical floor. The student is responsible for any damage to any electronics, and the property of the School must remain at the School. All exams including

make-up exams are in-person and on Thursdays ONLY.

To assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than five (5) minutes after the start of a regularly scheduled class. After arriving to class five (5) minutes late, time will be deducted in the minutes of which student arrived late.

Students who have been absent for any reason are required to make-up any missed classes and/or assignments before proceeding to the next course of study. A student may make up missed time by attending another class in session or night classes which are conducted for students who have been absent or a student who wishes extra practice.

### Drug and Alcohol Policy

Signature Barber Academy has a policy of maintaining a drug and alcohol-free learning environment. All staff and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the school's learning environment. The employees and students must notify the school of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the *Drug-Free Workplace Act of 1988* and *The Drug-Free School and Communities Act of 1989* as amended, required all Higher Learning Institutions to certify to the U. S Department of Education by October 1, 1990, that they adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

**Non-Compliance with Signature Barber Academy's Drug or Alcohol Policy will result in immediate termination of enrollment and/or employment.**

Substance abuse is a widespread problem that not only seriously affects an individual's work performance, but may also pose potential health, safety and security risks. Our policy is, designed to provide a drug-free, healthy, safe and secure learning/work environment. Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)  
<https://www.samhsa.gov/find-help/national-helpline>
- U.S. Department of Health and Human Services (1-800-WORKPLACE)  
<https://www.samhsa.gov/workplace/resources/drug-free-helpline>
- Suicide Prevention Lifeline (1-800-273-TALK)  
<http://www.suicidepreventionlifeline.org/>
- Disaster Distress Helpline (1800-985-5990)  
<https://www.samhsa.gov/find-help/disaster-distress-helpline>
- Veteran's Crisis Line (1800-273-TALK)  
<http://www.veteranscrisisline.net/>

### Leave of Absence

Signature Barber Academy requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Signature Barber Academy may grant the student's request for a leave of absence and document its decision in the student's file.

A student may be granted a leave of absence for a maximum of 180 days. A request for a leave of

absence may be requested and the date of expected return must be specified. If the student does not re-enter within the specified time and has not notified the school, the student's contract will be terminated, and he/she is granted a refund according to the Refund Policy and a Return to Title IV will be calculated for those students that receive Title IV funds.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawn.

### Code of Conduct

The Signature Barber Academy Student code of conduct is a zero-tolerance policy and a key tool in preparing students to be professionals. **Students of Signature Barber Academy will adhere to the following rules and regulations that support their quality of education.**

- Students may not disrupt class with the use of mobile phones, text messaging, headphones, and music devices.
- It is mandatory that students wear the uniform designated by the school, every day and at all times, while on school property. Uniforms must be clean, neat, and free of offending odors or stains. Additional uniforms may be purchased.
- Students must practice good hygiene, be well groomed, and take steps to prevent and/or address problems of offensive body odor, including the odor of smoke.
- The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection or physical hazard to the client, or to themselves.
- Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of this code. Students that use profanity language, or disrespect verbally any of their peers, Signature Barber Academy employee, client, or guest could lead to suspension, if the student continues to violate the same infraction repeatedly, it could lead to further suspensions or final termination from the program.
- Students also are expected to exhibit behaviors that uphold the essential values of the school community. Physically harming or contributing to the harm of another person or property will not be tolerated. There will be an immediate termination from the program.
- Students are expected to respect the time requirements of their programs and their instructors.
- Attendance and academic progress are mandatory requirements for this program. Violations of any attendance and/or academic policies may also result in disciplinary action as described in this document.
- Anti-Hazing: Signature Barber Academy strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution.
- Students are always expected to conduct themselves in a professional manner. Theft of property or damage to property from the school or other students, possession of non-prescriptive drugs/alcoholic beverages/weapons, any physical contact or disrespectful

behavior, or any other detrimental behavior will be considered unsatisfactory conduct and will be grounds for suspension and/or dismissal.

- Any student that violates the Code of Conduct during the time of enrollment and has reached the point of completion. The student will not be allowed to participate in the Graduation Ceremony. Administration will process all the requirements for completion and issue Diploma.

### Personal Property

The student is responsible for identifying and protecting his/her personal belongings, materials, and equipment at all times. The school will not take any responsibility for lost or misplaced personal property.

## **STUDENT RIGHTS**

### Equality of Opportunities

Signature Barber Academy does not discriminate students nor employees based on race, ethnic or national origin, sex, age, disability, religious beliefs, or social origins.

### Anti-Discrimination and Anti-Harassment Policy

Signature Barber Academy prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

### Student's Right to Know

Signature Barber Academy's students have access to records as provided under federal and state law. Signature Barber Academy is in compliance with the Student Right to Know Act (PL 101-542). The school will provide students with copy of records; however, originals are required to stay at the institution copy of records; however, originals are required to stay at the institution.

### Information Disclosure

In order to disclose a student's personal information, written authorization from the student is required. The school may provide student information to the Federal Department of Education (DOE), Commission for Independent Education (CIE), or Council on Occupational Education (COE), in accordance with all applicable laws and regulations.

### Student Privacy Records (Act of 1974)

The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The school requires written authorization from the student or the designated representative before disclosing any individual information Maintenance of Student Records Students Records Duplicates.

### Grievance Policy

In the unlikely event that anyone, student, staff, or client, should be dissatisfied with service or actions of Signature Barber Academy, the following procedure is to be followed:



1. We strongly encourage whoever has the grievance to bring the issue to the attention of the immediate supervisor, admissions, or school administrator. We seek to provide a safe, quiet and healthy environment that is without stress and is conducive to higher education.
2. Should the matter remain unresolved following the oral discussion, the grievance must be stated in written form.
3. The written grievance is to be submitted to the school President (Matthew Young). The grievance matter will be discussed with the school administrator and the employee (if the grievance is in regard to an employee, that person would be allowed to sit in on the discussion), but the decisions regarding resolution would be made by an unbiased party. The report will be prepared in writing and presented to the student within 5 days of receipt of the formal grievance. The decision is final and may not be appealed.
4. If the grievance remains unresolved to the student's expectations, the student may submit an identical copy of the written grievance to the state-licensing agency, Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, License #2170, (850) 245-3200. Additional information may be obtained by contacting the Commission for Independent Education. <http://www.fldoe.org/policy/cie>
5. If the grievance remains unresolved, the student may submit an identical copy of the written grievance to the U. S. Department of Education.

## **STUDENT SERVICES**

The Senior Director Of Admissions, Dr. Stanley W. Maziejka, is appointed for students' Academic advisement, financial aid advisement, personal advisement and placement services. Any questions, comments or concerns should be brought to the Senior Director Of Admissions for assistance.

### Career Services

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be available for all students. The school will assist the student with employment to the best of its ability but cannot guarantee employment.

### Learning Resources

Learning Resources is available for students such as iPads, online videos; e-books and hard copy books are available for students to review, during operating hours of the school listed in the Class Schedule.

## **BARBER/STYLIST PROGRAM**

### Program Objective

The objective of this program is to provide complete training in all procedures and practices of barbering and to prepare students for the state-licensing exam.

### Program Description

The program consists of 900 clock hours of theory and services. The program gives the students awareness of the spread of infectious diseases, such as HIV and AIDS, and what measures can be

taken to control infection. The student will identify the main objectives of the Florida Barber/Stylist licensing laws, discuss state board rules and regulations, understand the purpose of inspectors and prepare for state board exams.

### Credential Awarded

Upon completing the program, the student will receive their diploma and HIV certificate.

### Delivery Method

This program is offered with a combination of on-campus and virtual learning. Upon admission, students will receive a link to join classes. In this portal, students will have everything they need to complete the required coursework. The portal may be accessed by phone, tablet, and laptop.

### Disclosure

*The graduate will need to sit for and pass the Barbering written exam given by the Department of Business and Professional Regulation to become a licensed Barber in the State of Florida and seek employment.*

### Duration

This program has a duration of 900hours. Students complete the program in approximately 24 weeks.

### Admission Requirements

- Present a high school diploma or GED.
- Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Basic Skills Test's (WBST) Ability-to-Benefit (ATB) Test. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- Submit a completed application and corresponding fees.
- Successfully complete an interview with a representative of the admissions department.
- Student must be at least 16 years old to be accepted and not currently attending high school. Parental consent is required for students under 18.

### Eligibility Requirements for a Florida Barber License

476.114 Examination; prerequisites.

- (1) A person desiring to be licensed as a barber shall apply to the department for licensure.
- (2) An applicant shall be eligible for licensure by examination to practice barbering if the applicant:
  - (a) Is at least 16 years of age.
  - (b) Pays the required down payment fee; and
  - (c)
    1. Holds an active valid license to practice barbering in another state, has held the license for at least 1 year and does not qualify for licensure by endorsement as provided for ins. 476.144(5) Florida Statutes; or
    2. Has received a minimum of 900 hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of barbering at one of the following:
      - a. A school of barbering licensed pursuant to chapter 1005 Florida Statutes.
      - b. A barbering program within the public-school system; or
      - c. A government-operated barbering program in this state.

The State of Florida Barber's Board which is responsible for licensing barbers, has varied restrictions which may affect an individual with a history of a felony conviction. Upon completion afterward, the State Board is responsible for approving or denying any candidate upon completion of the program. Criminal history is reviewed on a case-by-case basis. If the board denies the application (after completion of school) the student will receive a notice of intent to deny within 30 days of the meeting. The notice will provide details of why the application was denied and what steps they can take to request a hearing.

Program Cost

Total cost for the Program including Tuition and Fees (as provided above) is \$15,500.00

Program Outline

Code	Course Title	Clock Hours	Distance Learning Hours	On Campus Hours
BAR 101	Safety, sanitization, and Sterilization	270	214	56
BAR 102	Florida Barber Laws and Rules	225	177	48
BAR 103	Hair Structure and Chemistry	90	0	90
BAR 104	Chemical Procedures	90	0	90
BAR 105	Haircutting and Hair Styling	135	0	135
BAR 106	Shaving, beard and Mustache Trimming	45	0	45
BAR 107	Shampooing/Test Review	45	0	45
TOTAL		900	391	509

Course Descriptions

**BAR101- Safety, Sanitation and Sterilization- 270 Clock Hours**

Methods Of Sterilization and Sanitation, Personal Health and Hygiene, HIV/AIDS, First Aid, Proper Use of Draping, Storage and Dispose of Equipment, Chemicals And Supplies. History and origin of barbering and traditions. The rise of barber surgeons and the barber pole.

**BAR102 -Florida Barber Laws & Rules– 225 Clock Hours**

Purpose Of Regulation, Definition of Terms, Board Membership, Power, Duties and Procedures, Licensure Requirements, Disciplinary Guidelines, Maintain Licensure Status. Business management, strategizing and marketing. Professionalism/image and life skills for success.

**BAR103 - Hair Structure and Chemistry – 90 Clock Hours**

Composition, Division & Layers, Hair Growth, Conditions and Quality of The Hair, Non-Contagious Hair Disorders, Analyze Hair Structure

**BAR104 - Chemical Procedures– 90 Clock Hours**

Patch Test, Strand Test, Temporary Hair Color, Semi-Permanent Hair Color, Permanent Hair Color, Lightening and Bleaching, Corrective Color, One-Step Color and Retouch, Scalp and Hair Analysis, Proper Equipment/Implements

**BAR105 -Haircutting & Hair Styling – 135 Clock Hours**

Principles, Analyzing facial shapes, reference points, angles, and guidelines. Techniques, Implements, Cut/Shape Using Shears, Cut/Shape Using Clippers/Guard, Texturizing, Blow Drying

**BAR106 - Shaves/Mustache/Beard - 45 Clock Hours**

Shaving Tools & Accessories, Standard Shaving Positions, Shaving Procedures, Mustache Design, Beard Design, Coloring Mustache & Beard. Safety and precautions, proper strokes, and techniques.

**BAR107 - Shampooing/Test Review – 45 Clock Hours**

Products, Techniques, Ph Levels of Hair, Ph Levels of Shampoo and Rinse, Condition Scalp, Condition Hair. Portfolio creation. Practice exams to prepare for state test.

**STAFF AND FACULTY**

Staff

**MATTHEW YOUNG – President**

BS – Criminal Justice  
BA – Political Science

**DR. STANLEY W. MAZIEJKA – Senior Director Of Admissions**

Doctor Of Education

**DANIEL MADISH – Office Manager**

Faculty

**DIEGO VERGARA – Lead Educator/Instructor**

10 years' experience  
Barber License #: BB8897523

**TOSH JUNEAU – Instructor**

10 years' experience  
Barber License #: BR3971