

Nation of Barbers and Beauty Academy

Preparing you for a lifetime of success

School Catalog



Barbering Styling, Cosmetology, Barber
Instructor Training, and Cosmetology Instructor
Training

Date of Publication – May 1, 2024

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Mission

It is our mission to prepare graduates for employment and empower tomorrow's leaders today, by delivering superior education through practical application, multifaceted educational models and life skills training.

Nation of Barbers and Beauty Academy

Healthy Barbers

Healthy Barbershops

Healthy Cosmetologists

Healthy Salons

Healthy Communities

About Us

Thank you for your interest in the Nation of Barbers and Beauty Academy.

We are a new, innovative barber and cosmetology academy with world class instructors. All instructors are licensed and well informed in the barber and cosmetology profession. Our instructors meet and go beyond the requirements of the Arizona Board of Barbering and Cosmetology. The Nation of Barbers and Beauty Academy is licensed and is working towards accreditation.

Nation of Barbers and Beauty Academy instructors are professional, highly skilled barber technicians and are fully available to assist you in being successful to meet your personal and professional goals, the training you will get will be formal and attentive. Our focus is to ensure your readiness to pass the state board and succeed in the real world, Nation of barbers and beauty academy will teach you history and guide you in producing the new up-to-date trends. The barbering and cosmetology industry is one of the fastest growing career fields globally.

Ownership

Nation of Barbers and Beauty Academy is owned by Martio Harris Sr. and Telisha Harris

Staff and Faculty

Martio Harris Sr. – C.E.O./Instructor

Martio Harris Jr.- Director/Instructor

Telisha Harris-Director/Operations

Damien Little-GM/Instructor Phoenix

Demari Harris- Substitute Barber Instructor

Tomari Harris-Substitute Barber Instructor

Patricia Harrington-Compliance/Curriculum/Cosmetology Instructor

SCHOOL OVERVIEW OF FACILITY,

Nation of Barbers and Beauty Academy, 1714 E. McDowell, Phoenix, AZ, is 1400 square foot building that is fully equipped to meet all the demands of modern hair care. The facilities include a clinic floor, private classroom, client reception area, barber/styling chairs, tool cabinets, sinks, mirrors, and a student lounge area. The classrooms contain a demonstration area, charts, diagrams, and visual equipment. We also have a library of educational aids, which include textbooks. Classes covering hair, skin, nails, and makeup techniques as well as sales and marketing seminars, are an addition to our School. Professional educators, hair designers and manufacturers' technical spokespersons offer seminars, demonstrations, and workshops for our students to be aware of the modern products, equipment, and design trends in the cutting-edge evolution of our industry. This school is unaccredited. We are currently working on accreditation through The National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street Alexandria, VA 22314 phone number (703)300-7600.

All Campuses will be closed on the following dates:

October 9th, 2023
November 10th, 2023
November 23rd, and 24th 2023
December 25th, 2023-January 1st, 2024, Winter Break
January 15th, 2024
February 19th, 2024
May 27th, 2024
June 19, 2024
July 1, through July 6th, 2024, Summer Break
September 2nd, 2024
October 14th 2024
November 11th, 2024
November 28th and 29th 2024
December 23, 2024 -January 1st, 2025 Winter Break

The Nation of Barbers and Beauty Academy reserves the right to close additional days as deemed necessary for professional development, etc. Students will be notified of closings or school delays due to inclement weather.

Start Dates for all Campuses 2023-2024

Barbering Styling

Barber Instructor Training

November 6th, 13th, 20th, 27th 2023
December 4th, 11th, 18th
January 2nd, 8th, 15th, 22nd, 29th, 2024
February 5th, 12th, 20st, 26th 2024
March 4th, 11th, 18st, 25th 2024
April 1st, 8th, 15th, 22nd, 29th 2024
May 6th, 13th, 20th, 28th, 2024
June 3rd, 10th, 17th, 24th 2024
July 8th, 15th, 22nd, 29th 2024
August 5th, 12th, 19th, 26th 2024
September 3rd, 9th, 16th, 23rd, 30th 2024
October 7th, 15th, 21st, 28th 2024
November 4th, 12th, 18th, 25th 2024
December 2nd, 9th, 16th 2024

Cosmetology

Cosmetology Instructor Training

November 13th 2023
December 4th 2023
January 2nd, 22rd 2024
February 12th, 26th 2024
March 4th, 25th 2024
April 15th, 2024
May 6th, 28th, 2024
June 17th, 2024
July 15th, 2024
August 5th, 26th, 2024
September 16th 2024
October 7th, 28th 2024
November 18th 2024
December 9th 2024

Non-Discrimination

Nation of Barbers and Beauty Academy does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual orientation, veteran status, physical or mental handicap, family obligation or political affiliation.

Admission

Enrollment closing is on or before the first day of class. Nation of Barbers and Beauty Academy does not admit Ability-To-Benefit students, Admission requirements for Barber styling, Cosmetology, Cosmetology Instructor training program, or Barber Instructor training are:

- Proof of any of the following:
- High School Diploma
- G.E.D. certificate,
- A copy of a transcript showing high school completion
- Proof of attainment of an Associate's degree or higher
- Have evidence of completion of home schooling that the state law treats as a home or private school Have evidence that verification of a foreign student high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Any verification is done at the cost of the student.

1. Completed pre-enrollment checklist.
2. Enrollment Application
3. Proof of age, citizenship and/or alien status
4. If enrolling in the Cosmetology Instructor training program or Barber instructor training program the applicant must provide their state issued cosmetology or barber license.

All papers and documents must be in by 15 days after enrollment closing date. The school will make copies of all the originals.

Enrollment closing date is the Friday before the first day of class.

Re-Entry policy

Students who have withdrawn or who have been terminated from their program may apply for re-entry. The student must have satisfied all prior financial obligations to the school. The student must contact Nation of Barbers and Beauty Academy before requesting re-entry. All regular admission procedures will apply. Once accepted for re-entry, the student's hours will be reviewed, the student will be interviewed to determine credit for hours previously earned. The student will be charged the current rate for tuition on any hours remaining.

Transfer student policy

The Nation of Barbers and Beauty Academy makes no guarantee that hours of training or education received at any barber or cosmetology school will be applied to its current requirements for graduation. All transfer hours are examined on a case-by-case basis. Transfer students must meet all other Admission requirements stated both Arizona Barber and Cosmetology board and our admissions requirements listed above. Tuition for transfer students will be calculated per hour based on the number of hours needed to complete the program. Class/lab fees will be prorated based on the number of hours needed. If a kit is required, the student must pay for it on the first day of school. If only a partial kit is necessary, it can be purchased separately. The Nation of Barbers and Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study.

Nation of Barbers and Beauty Academy

Preparing you for a lifetime of success

1714 E. McDowell
Phoenix, AZ 85006
602-875-8575

Tuition and Cost

BARBER STYLING COURSE 1200

HOURS TOTAL COURSE COST IS

\$8000.00 FEES DUE UPON ENTRY

Tuition	\$ 8000.00
Books and supplies + Tax	\$ 675.00
Administrative Fee	\$ 325.00
Registration Fee	\$ <u>1000.00</u>
TOTAL	\$ 10,000.00

(\$10,000 MINUS \$2500 Down payment equals remainder of \$ 7500.00) MONTHLY PLAN with 0% interest - 9 PAYMENTS OF \$833.33 Payments later than 45 days may accrue \$50.00 late payment fee. State testing and license fees are at the cost of the student.

METHODS OF PAYMENT: CASH, CREDIT CARD, MONEY ORDERK CHECK, TITLE IV, PRIVATE LOAN, ETC. All outside agency Scholarships are accepted. In- house Scholarships are based on individual assessed need and availability.

COSMETOLOGY COURSE 1500 HOURS TOTAL COURSE COST IS \$19,075.00 FEES DUE UPON ENTRY

Tuition	\$16,798.00
Registration Fee	\$1000.00
Books and supplies+Tax	\$952.00
Administration Fee	<u>\$325.00</u>
Total	\$19075.00

(\$19,075.00 MINUS \$4,604.00 Down payment EQUALS REMAINDER OF \$14471.00) MONTHLY PLAN 0%instrest-12 PAYMENTS OF \$1589.58 BI- MONTHLY PLAN 0%interest -6 PAYMENTS OF \$3179.17.

Payments later than 45 days may accrue \$50.00 late payment fee METHODS OF PAYMENT: CASH, CREDIT CARD, MONEY ORDERK CHECK, TITLE IV, PRIVATE LOAN, ETC. All outside agency Scholarships are accepted. In- house Scholarships are based on individual assessed need and availability.

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BARBER INSTRUCTOR TRAINING COURSE TOTAL COURSE COST IS \$4192.50 FEES DUE UPON ENTRY

Tuition	\$2732.00
Registration Fee	\$1000.00
Books and supplies+Tax	\$135.50
Administration Fee	<u>\$325.00</u>
TOTAL	\$4192.50

(\$4192.50 MINUS \$1,500.00 EQUALS REMAINDER OF \$2692.50) MONTHLY PLAN with 0% interest - 4 PAYMENTS OF \$673.13. BI-MONTHLY PLAN – 2 PAYMENTS OF \$1346.25

Payments later than 45 days may accrue \$50.00 late payment fee METHODS OF PAYMENT: CASH, CREDIT CARD, MONEY ORDERK CHECK, TITLE IV, PRIVATE LOAN, ETC All outside agency Scholarships are accepted. In- house Scholarships are based on individual assessed need and availability.

COSMETOLOGY INSTRUCTOR TRAINING COURSE 350 HOURS TOTAL COURSE COST IS \$7783.00 FEES DUE UPON ENTRY

Tuition	\$ 5983.00
Registration Fee	\$ 1000.00
Books and supplies + Tax	\$ 475.00
Administration Fee	<u>\$ 325.00</u>
TOTAL	\$7783.00

(\$7783 MINUS \$1000.00 Down payment EQUALS REMAINDER OF \$6783.00) MONTHLY PLAN with 0% interest - 4 PAYMENTS OF \$1695.75. BI-MONTHLY PLAN – 2 PAYMENTS OF \$3391.50

Payments later than 45 days may accrue \$50.00 late payment fee METHODS OF PAYMENT: CASH, CREDIT CARD, MONEY ORDERK CHECK, TITLE IV, PRIVATE LOAN, ETC. All outside agency Scholarships are accepted. In- house Scholarships are based on individual assessed need and availability.

BARBER STYLING PROGRAM OUTLINE - 1200 HOURS DESCRIPTION: The 1200-hour Barbering Styling Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barber Styling or a related career field. Up to 20% of the required 1200 clocked hours can be done via distance education upon request and are subject to availability. Required technology needed to participate in distance education are as follows:

An electronic device capable of internet access and the ability to download required app. Must be able to use video and microphone with app.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair cutting, shaving, massaging, and manipulating muscles of the scalp, face and neck, hair styling, hair coloring, texture services, scalp, and hair conditioning,
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, job entry level skills and requires 30 hours a week for full time and 20 hours a week for part time. All courses are taught in English. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, Student (clinic)

Shop activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, job entry level skills and requires 30 hours a week for full time and 20 hours a week for part time. All courses are taught in English. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, Student (clinic) Shop activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least 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:

93% - 100%	A = EXCELLENT
85% - 92%	B = VERY GOOD
75% - 84%	C = SATISFACTORY
74% and BELOW	UNSATISFACTORY

Barber Styling course outline of instruction, practice and study

- 230 Hours Hair cutting
- 120 Hours Shaving
- 120 Hours hair styling
- 240 Hours Chemical Texture services
- 120 Hours Hair coloring and lightening
- 120 Hours Massaging and manipulating muscles of the scalp, face and neck.
- 50 Hours State law State Board
- 150 Hours Anatomy/Electricity/Chemistry
- 50 Hours Professional Development
- 1200 Total hour

COSMETOLOGY PROGRAM OUTLINE - 1500 HOURS

DESCRIPTION: The 1500-hour Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field. Up to 20% of the required 1500 clocked hours can be done via distance education upon request and are subject to availability. Required technology needed to participate in distance education are as follows:

An electronic device capable of internet access and the ability to download required app. Must be able to use video and microphone with app.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. All courses are taught in English. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. The Cosmetology 1500-hour Program consists of Workshop and Student Salon and requires 30 hours a week for full time and 20 hours a week for part time.

Workshop includes the Fundamentals and techniques of the following: hair cutting and shaping; haircoloring and hair lightening; hairstyling; chemical texture services; skin care nail care; chemistry, electricity, anatomy and physiology, Arizona Board of Barber and Cosmetology laws and rules.

Workshop Students must pass all practical and unit tests with a score of 75% or higher and have at least 300 clocked hours in order to start Student Salon courses that enable students to work on clients with instructor supervision.

Student salon involves learning and performing advanced techniques and services on live models or mannequins on the student salon floor and time in the classroom studying the following areas: professional development, Arizona board of barbers and cosmetology state laws/rules, hair cutting hair coloring, hair lightening, hairstyling, chemical texture services, skin care, nail, care, chemistry, electricity, anatomy, and physiology.

Grading procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least 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:

93% - 100% A = EXCELLENT

85% - 92% B = VERY GOOD

75% - 84% C = SATISFACTORY

74% and BELOW UNSATISFACTORY

Cosmetology course outline of instruction, practice, and study

Workshop courses

90 Hours Hair cutting

90 Hours Hair coloring and lighting

90 Hours Hair styling.

90 Hours Skin care and services

90 Hours Nail care and services

90 Hours Chemical Texture services

Student Salon

90 Hours State Law/State Board 90 Hours Professional development

90 Hours Hair cutting.

90 Hours Hair coloring and hair lightening

90 Hours Hair styling.

90 Hours Electricity and Skin care/services

90 Hours Anatomy and Nail care/services

90 Hours Chemical Texture services

240 Hours Salon Readiness

1500 Total Hours

COSMETOLOGY INSTRUCTOR TRAINING PROGRAM OUTLINE - 350 HOURS

DESCRIPTION: The Cosmetology Instructor Training Course is designed to prepare and train students in the field of Cosmetology Instruction under the guidelines and standards the Arizona board of barbers and cosmetology, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions as Cosmetology Instructor or related career field. This program requires 30 hours a week for full time and 20 hours a week for part time. Up to 10% of the required 350 clocked hours can be done via distance education upon request and are subject to availability. Required technology needed to participate in distance education are as follows:

An electronic device capable of internet access and the ability to download required app. Must be able to use video and microphone with app.

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

1. Prepare, maintain, and organize daily lesson plans including written and practical examinations in accordance with course syllabi and Arizona State Regulations.
2. Provide an educational environment which encourages students to meet and exceed educational and professional standards.
3. Provide positive relationships with students by understanding and addressing individual learning styles, motivation, needs and concerns.
4. Recognize and reinforce student accomplishments.
5. Act with integrity, honesty, and knowledge that promote the culture and values of the Cosmetology industry and values of the Cosmetology industry.
6. Remain calm, maintain perspective, and respond in a professional manner when faced with tough situations.

Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The Cosmetology Instructor Training 350 clock hour education at Nation of Barbers and Beauty Academy is provided through a sequential set of learning steps which address specific task necessary for state board preparation, graduation, and job entry level skills Clinic equipment, implements and products are comparable to those used in the industry. All courses are taught in English. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

Grading procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least 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:

93% - 100% A = EXCELLENT

85% - 92% B = VERY GOOD

75% - 84% C = SATISFACTORY

74% and BELOW UNSATISFACTORY

Cosmetology Instructor Training course

- 25 hours of educational psychology
 - 25 hours of teaching methods (theory)
 - 100 hours of application of teaching methods
 - 50 hours of business methods
 - 150 hours of student teaching under the on-site supervision of an Arizona licensed educator.
- 350 Total hours

The student teacher will be expected to present theoretical and practical demonstrations to students in the basic curriculum.

BARBER INSTRUCTOR TRAINING PROGRAM OUTLINE

DESCRIPTION: The Barber Instructor Training Course is designed to prepare and train students in the field of Barber Instruction under the guidelines and standards the Arizona board of barbers and cosmetology, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions as Barber Instructor or related career field. Up to 20% of the course can be done via distance education upon request and is subject to availability. Required technology needed to participate in distance education are as follows:

An electronic device capable of internet access and the ability to download required app. Must be able to use video and microphone with app.

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

Prepare, maintain, and organize daily lesson plans including written and practical examinations in accordance with course syllabi and Arizona State Regulations.

Provide an educational environment which encourages students to meet and exceed educational and professional standards.

Provide positive relationships with students by understanding and addressing individual learning styles, motivation, needs and concerns.

Recognize and reinforce student accomplishments.

Act with integrity, honesty, and knowledge that promote the culture and values of the Cosmetology industry.

Remain calm, maintain perspective, and respond in a professional manner when faced with tough situations.

Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

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

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The Barber Instructor Training Course at Nation of Barbers and Beauty Academy is provided through a sequential set of learning steps which address specific task necessary for state board preparation, graduation, and job entry level skills. All courses are taught in English. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive care-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

Grading procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet

satisfactory requirements, it is not counted, and the performance must be repeated. At least 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:

93% - 100%	A = EXCELLENT
85% - 92%	B = VERY GOOD
75% - 84%	C = SATISFACTORY
74% and BELOW	UNSATISFACTORY

Barber Instructor Training course outline of instruction, practice and study

- Educational psychology
- Teaching methods (theory)
- Application of teaching methods
- Business methods
- Student teaching under the on-site supervision of an Arizona licensed educator. The student teacher will be expected to present theoretical and practical demonstrations to students in the basic curriculum

OCCUPATIONAL DISORDERS AND DEMANDS

The Nation of Barbers and Beauty Academy educates students to be equipped to perform the below-listed functions essential to success in the Cosmetology and or Barbering industry. Students must be able to perform these functions (if applicable to program enrolled in), with or without reasonable accommodation, to graduate from Nation of Barbers and Beauty Academy.

- Students must be able to wet, shampoo, massage, braid, comb, cut, sculpt, and dry a guest's scalp and/or hair using various tools, including their hands.
- Students must be able to evaluate a guest's hair color to determine the correct amount and ratio of chemical color needed to achieve the desired hair color and to properly mix the color chemicals.
- Students must be able to file, buff, clip, clean, and apply polish to guest's nails or artificial nails using various tools, including their hands.
- Students must be able to mix and apply a variety of chemicals, including those of a caustic nature.
- Students must be able to apply products to and massage a guest's face, arms, and hands.
- Students must be able to effectively communicate and interact with guests and staff.

Listed below are general occupational demands for Cosmetologist, Barber Stylist, and Instructors:

- Cosmetologist, Barber stylist or Instructors must frequently stand for long periods of time and may need to bend or twist the body when working on a guest's hair and scalp or applying makeup.
- Cosmetologists, or Barber stylists must use stomach and lower back muscles to support the body for long periods without getting tired.
- Cosmetologists, or Barber stylists often need to repeat the same motions.
- Cosmetologists, Barber stylists or Instructors must use their hands and fingers to grasp, handle, control, move, assemble, or feel objects or tools.
- It is important that Cosmetologist, Barber stylists or Instructors can hold the arm and hand in one position or hold the hand steady while moving the arm.
- Cosmetologist, Barbers stylists, or Instructors must recognize and understand the speech of another person and speak clearly so listeners can understand.
- Cosmetologists, Barber stylists or Instructors must see details of objects that are less than a few feet away and see the differences between colors, shades, and brightness.
- Cosmetologists, Barber stylists or Instructors should employ protective measures, such as the use of rubber gloves and/or protective creams, whenever possible when dealing with chemicals or tints.

Some individuals may develop allergies to ingredients in cosmetology or barber-related chemicals or experience abnormal conditions resulting from contact with chemicals or tints.

• **ENROLLMENT AGREEMENT**

- Nation of Barbers and Beauty Academy Student Enrollment Agreement

Student Name _____ Age ____ Soc.
Security # _____

Address

Phone _____ Email _____

Contract Begins: _____ Contract Ends: _____

_____ Barbering styling - 1200 Hours
_____ Barber Instructor training Full time _____

_____ Cosmetology - 1500 Hours Part time _____

_____ Cosmetology Instructor training - 350 Hours

Transfer/Re-Entry Hours Accepted: _____ Hours Contracted
With the Institution: _____

Number of Weeks to Complete Hours Contracted: _____

Schedule: Student is scheduled to attend a total of _____ hours
weekly.

Distance Education Disclaimer: Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

This 6-page Agreement constitutes a binding contract between the student and the school when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read all 6 pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the right to change contract start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund

policies have been clearly explained to me. I have received a copy of this fully executed agreement.

Student Signature _____ Date _____ Guardian/Sponsor(*if applicable*) Date _____

Accepted by School Official _____ Date _____

Contract Costs and Payment Terms

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.00 per hour unless previously agreed upon by administration and student. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Registration Fee: \$ _____
 Books and Kit+ Tax: \$ _____
 Tuition: \$ _____
 Other (Lab Fee, DE ID verification, etc.): \$ _____
Total Tuition & Fees: \$ _____
 Less Deposit: \$ _____
 Balance Due: \$ _____

Payment plan for Balance Due
 Payments Due On _____
 Amount of Payment \$ _____

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meet minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- Will Provide a Certificate of Completion for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the school.
- Nation of Barbers and Beauty Academy will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is **not guaranteed**.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course

of study regardless of whether all required tests have been taken and passed.

- Understands that if he/she is a Title IV financial aid recipient,* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

Notice to the student; should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

REFUND POLICY – NOTICE OF CANCELLATION

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 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.

- A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded
- 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
- A student notifies the institution of his/her withdrawal in writing.
- 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.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw 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:

Percent of Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar 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 the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- a full refund of all monies paid OR
- Completion of the course/program.
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
 - a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
 - provide completion of the course OR
 - participate in a Teach-Out Agreement OR
 - provide a full refund of all monies paid.
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
 - a pro rata refund of tuition to the student OR
 - Participate in a Teach Out Agreement.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

*This School is not currently eligible to participate in federal Title IV Financial Aid Program

Grading procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least 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:

93% - 100%	A = EXCELLENT
85% - 92%	B = VERY GOOD
75% - 84%	C = SATISFACTORY
74% and BELOW	UNSATISFACTORY

SATISFACTORY ACADEMIC PROGRESS EVALUTIONS

The qualitative element 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 complete and counted towards course completion only when rated as satisfactory or better (the grading system will reflect completion of the practical assignment as a 100 rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adapted 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:

93-100%	A = Excellent
85-92%	B = Very good
75-84%	C = Satisfactory
70-74%	Below Standards-Unsatisfactory

Probation 1st Warning

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academic 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 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 action required to attain satisfactory academic progress by the next evaluation. If at the end of the warning and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirement 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 first 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. If the student has still not met progress requirement at the end of the warning period, the student will be placed on probation. In order for the beginning of the probationary period and prevail upon appeal. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirement set forth in the agreed upon academic plan, If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your financial aid will be interrupted and you will be responsible levels in order to have financial aid reinstated.

Satisfactory Academic Progress Policy:

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in Cosmetology and Cosmetology Instructor programs whether participating in Title IV program or not. It is printed in the catalog to ensure that all students receive a copy prior to the enrollment contract. The policy complies with guidelines established by the National Accrediting Commission of Career Arts Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Definitions:

Evaluation Periods: Students are evaluated for Satisfactory Academic Progress as follows: Barber, Barber Instructor, Cosmetology, Cosmetology Instructor, on the 15th day of each month student to be contacted before the 25th day of the month with a written satisfactory progress evaluation. Evaluation will determine if the student has met the minimum requirements of satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirement of at least one evaluation by midpoint in the course. According to the course length (350 hours) is at 175 hours. For (1200 hours) the evaluations will be at 450 hours, and 900 hours. For the course length of 1500 hours; the evaluations are at 450 hours, 900 hours, and 1250 hours. The Satisfactory Academic Progress evaluation periods are based on actual contracted hours at this institution.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67.5% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Full time students are scheduled 30 hours a week and part time students are scheduled 20 hours a week. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculation period, the school will determine if the student has maintained at least 67.5% 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 1.50% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE

MAXIMUM TIME ALLOWED

Cosmetology (Full Time, 53 weeks = 1500 hours)	75 weeks
Cosmetology Instructor (Full Time, 12 weeks = 350 hours)	18 weeks
Barbering (Full Time, 43 weeks = 1200 hours)	64.5 weeks
Barbering (Part Time, 63 weeks = 1200 hours)	94 weeks

The maximum time allowed for transfer students who need less than full course requirements or part time students will be determined based on 67.5% of the schedule hours.

Occupations

Barber: Barber, Platform Artist, Educator, Business Owner, Products Specialist, Shop Manager, Shop Owner

Cosmetology: Hair Stylist, Makeup Artist, Platform Artist, Educator, Business Owner, Products Specialist, Spa Manager/Owner

Graduation Requirements

Students must successfully complete all units of study, complete the number of hours required by the Arizona Board of Barber and Cosmetology, complete all required exit paperwork, and exit interview, and be current on all financial obligations owed to the school. The graduate will then receive an Arizona State Board Record of Completion form.

Licensure Requirements

Barbers: Completion of a State approved Barber College that includes a minimum of 1200 clock hours. Upon completion a candidate will receive a completion form which they must submit to a State Board approved testing Center with their application for two separate exams; practical and written, then pay for and satisfactorily fulfill all requirements of the written and practical examinations of the Arizona Board of Barbers and Cosmetology. Once a student has passed their exams, students must submit their proof of their passing scores, apply and pay for their license with the Arizona Barbering and Cosmetology Board.

Barber Instructor: The candidate must satisfactorily fulfill all requirements of the written and practical examinations of the Arizona Board of Barbers and Cosmetology.

Cosmetology: The candidate must satisfactorily fulfill all requirements of the written and practical examinations of the Arizona Board of Barbers and Cosmetology. Completion of a State approved Cosmetology College that includes a minimum of 1500 clock hours. Upon completion a candidate will receive a completion form which they must submit to a State Board approved testing Center with their application for two separate exams; practical and written, then pay for and satisfactorily fulfill all requirements of

the written and practical examinations of the Arizona Board of Barbers and Cosmetology. Once a student has passed their exams, students must submit their proof of their passing scores, apply and pay for their license with the Arizona Barbering and Cosmetology Board. Barber Instructor: The candidate must satisfactorily fulfill all requirements of the written and practical examinations of the Arizona Board of Barbers and Cosmetology.

Cosmetology Instructor: Completion of a State approved Barber College that includes a minimum of 350 clock hours. Upon completion a candidate will receive a completion form which they must submit to a State Board approved testing Center with their application for two separate exams; practical and written, then pay for and satisfactorily fulfill all requirements of the written and practical examinations of the Arizona Board of Barbers and Cosmetology. Once a student has passed their exams, students must submit their proof of their passing scores, apply and pay for their license with the Arizona Barbering and Cosmetology Board. Barber Instructor: The candidate must satisfactorily fulfill all requirements of the written and practical examinations of the Arizona Board of Barbers and Cosmetology.

The candidate must satisfactorily fulfill all requirements of the written and practical examinations of the Arizona Board of Barbers and Cosmetology

Disclosure Drug-free schools and workplace

Nation of Barbers and Beauty Academy is a drug-free environment, and it is our policy to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended. The use of, discussion of, manufacturing of and/or distribution of controlled substances, including illegal drugs or alcohol on campus property has potential adverse impact on the school, its students and employees, clients, quality of education and the community and will not be tolerated. Any unlawful use, possession, discussion of or distribution of a controlled substance or alcohol on the school premises or reporting for class under the influence of drugs or alcoholic beverages is prohibited and may result in disciplinary action up to and including immediate termination from the school.

Outcome Rates Completion and licenser rate For the Phoenix, AZ campus only

On Time Completion	100%
Placement Rate	100%
Licensure Rate	100%

Compensation a Graduate can reasonably expect.

A number of factors, including the size and location of the shop or salon, clients tipping habits, and competition from other barber shops and salons, determine the total income of barbers, cosmetologists, and other personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked and may receive commissions on the products they sell.

In addition, some salons pay bonuses to employees who bring in new business. A barber or cosmetologist’s initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually lower than those who stay in the profession, earnings can be considerably higher. Although some salons offer paid vacations and medical benefits, many self- employed and part-time workers in this occupation do not enjoy such benefits. Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The school most recently acquired information from the US Dept. of Labor, Bureau of Labor Statistics, Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Barbers, Hairstylists, and Cosmetologists, <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists- and-cosmetologists.htm>

(Information below can be found at the above site, which is not affiliated with the Arizona Barbering and Cosmetology Board)

The median hourly wage for barbers was \$17.16 in May 2021.

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
12,910	8.1 %	\$ 17.16	\$ 35,700	3.2 %

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$17.30 in May 2021

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
285,980	1.6 %	\$ 17.30	\$ 35,990	1.3 %

Percentile wage estimates for Hairdressers, Hairstylists, and Cosmetologists

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 10.03	\$ 11.52	\$ 14.26	\$ 18.65	\$ 28.40
Annual Wage (2)	\$ 20,860	\$ 23,960	\$ 29,670	\$ 38,790	\$ 59,070

Attendance Policy

Students are expected to attend at a rate of 100% attendance to not extend past their contracted end date and incur overtime charges. However, a student must at least demonstrate an attendance of 67.5% out of 100%.

At Nation of Barbers and Beauty Academy a time clock is the official method of verification of time accumulated in the programs offered. It is solely the student's responsibility to clock in/out correctly as well as sign in/out for breads and school attendance to receive proper credit. Students must remain in the building at all times while clocked in unless they are on an assigned break. Students who will be absent for the day must call the school one hour before their scheduled time. Students are responsible for all work missed during their absence, and it is their obligation to consult the instructor concerning any necessary make-up work. Students must notify the school about an absence due to illness, death of a family member, and/or any other unavoidable circumstances that must be reported to the school. Students who miss 90 consecutive calendar days will be terminated from the program. Students must attend the full day scheduled. It is the student's responsibility to make up all the work missed during an absence.

Tardiness Policy Students are required to notify the school if he or she will be tardy before their regular scheduled clock in time. Repeated tardiness will result in 3 verbal warnings with a written warning to follow. Students that do not call to notify the school of a tardy will be given a written warning after 3 verbal warnings.

Make up work Policy It is the student's responsibility to make sure that he or she has acquired all notes and assignments missed. Make-up work is affiliated with any missed or failed assignments. "All theory and practical must be made up following an absence within two weeks of the missed day. Once a module is completed and grades are submitted, the student has one week to complete any make up work. Students receiving a score below 75% will be encouraged to retake the test or quiz.

Termination Policy

Nation of Barbers and Beauty Academy may terminate a student's enrollment for noncompliance with school policies, the enrollment contract, or State Laws and Regulation; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school, willful destruction of school property; carrying a concealed weapon; and theft or any illegal act.

Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of the student conduct policy include, but are not limited to, the following and may result in a clock-out, suspension and /or termination:

- Destroying or damaging school property
- The sale, possession, use or distribution of any illegal drugs or alcohol while on school property and surrounding areas.
- The appearance, smell or being under the influence of a controlled substance (i.e., marijuana, alcohol, etc.,)
- Cheating on a school quiz or test
- Engaging in any unlawful or improper action.
- Exhibiting violence, insubordination or inappropriate language toward any school staff, customer or another student

Student Standards

- Students are responsible for the cleanliness of their work area and equipment used throughout the day.
- Students are required to wear personal protective equipment (i.e.: gloves, mask and safety glasses) as specified in the Safety Data Base
- Students must silence all electronic devices. There are times when electronic devices may be used in the classroom for educational purposes and will be approved by school staff.
- Students must have a complete tool kit, require class materials and complete assignments each day.
- Students must get educator approval for hair, nail and skin services performed at the school.

- Students must not eat or drink in the classroom or on the student shop floor. Students are permitted to eat in designated areas at the times posted, Bottled water can be present in the classroom in a reseal able container.
- Students must only smoke or vape in the designated area outside of school. The area must be kept clean from debris.
- Students must behave in a professional and courteous manner. Respectful communication with staff, fellow Students, and service guest is required, Unnecessary conversation, creating noise, causing discard, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program

Students who do not follow the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include

Dress Code

Students at Nation of Barbers and Beauty Academy are held to an industry professional standard. We require all students to present themselves in a professional manner with regard to attire, personal hygiene and appearance, Students should dress in a manner that is appropriate for a business setting, is not offensive to Guests, and is safe to wear while performing services. Clothing must be clean and neat and must fit appropriately, being neither too tight nor too loose, additionally, dress codes must meet individual state requirements, tops, bottoms and footwear must be aesthetics. School issued name tags must be worn at all times, if you lose your name tag, you will be asked to purchase a new one.

Acceptable:

- Nation of Barbers and Beauty Academy endorsed logo wear.
- Any Barber or Beauty logo wear.
- Shirts must cover midriff.
- Closed toe footwear.
- Jeans, and Pants in good condition

- Slacks, or capris
- knee-length shorts or skirts (no shorter than 6 inches above the knee)
- Accessories
- Leggings only with long shirt

Unacceptable:

- Work out attire i.e.: spandex.
- Sleeveless shirts
- Flip flops, sandals, or any open toed shoe
- Short shorts or miniskirts
- Undergarments that show through tops or bottoms
- Clothing with holes or rips
- Hats and head scarves (may be allowed for religious purposes)

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing.
- The request must include the student's reason for the LOA; and
- The request must include the student signature.

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return.

from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Student Services

The Nation of Barbers and Beauty Academy does not provide, transportation or childcare for students. Nation of Barbers and Beauty Academy provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits.

Employment Assistance

Nation of Barbers and Beauty Academy will provide placement assistance, which will consist of identifying employment opportunities after graduation. However, Nation of Barbers and Beauty Academy does not make any guarantees of employment or salary. The final decision regarding jobs- accepting or rejecting-is between the student and the employer. Employment assistance includes but is not limited to: professionalism, resume development, interview preparation and job search skills.

Student File Access

Students and/or parents or guardians of dependent minors are allowed to view their records by making an appointment and with written notice. If a student requests information to be shared, the student must complete a Release of Information Form each time of the request.

FERPA-Privacy Act Information Release

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Student records are only readily available to agencies covered under Family Educational Rights and Privacy Act (FERPA). Examples of these agencies are the Department of Education, Arizona Board for Barbers and Cosmetology, NACCAS, and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without the written consent of the students and/or parents or guardians of dependent minors. Nation of Barber and Beauty Academy has the option to photograph,

video or use images of students (including former students) for the purposes of advertising.

FERPA gives the student certain rights with respect to their education records. Generally, schools must have written permission from the student if over 18 years of age or parents if the student is under the age of 18 years old, in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conduct certain studies for or on behalf of the school.
- Accrediting organizations (i.e., NACCAS)
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student records are only readily available to agencies covered under Family Educational Rights and Privacy Act (FERPA). Examples of these agencies are the Department of Education, Arizona Board for Barbers and Cosmetology, NACCAS, and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without the written consent of the students and/or parents or guardians of dependent minors. Nation of Barber and Beauty Academy has the option to photograph, video or use images of students (including former students) for the purposes advertising.

STUDENT GRIEVANCE PROCEDURE

Note: This is not a Title IX grievance policy.

In accordance with the Nation of Barbers and Beauty Academy mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the school Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.

3. The grievance form will be given to the school Director.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

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