

# UR Beauty & Barber Academy

3750 Emergency Lane Suite 3

Sebring, FL 33870

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## UR Beauty at Trufamily Barber Academy

4842 Cypress Garden Rd.

Winter Haven, FL 33884

Ph: (863) 662-4394

Website: [urbeautybarberacademy.com](http://urbeautybarberacademy.com)



## CATALOG 2023-2024

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**NOTE: This catalog and the course/program will be written and taught in English.**

# About The School:

INTRODUCTION/SCHOOL HISTORY/ OWNERSHIP/ GOVERNING BODY

UR Beauty & Barber Academy was established in 2012 (Winter Haven in 2023), by Jacquelyn Lockhart to educate and train potential students with an interest in Cosmetology and Barbering. UR Beauty & Barber Academy believes that through hard work and quality training, students can quickly achieve skills and knowledge to be successful in the Cosmetology, Barbering, Restricted Barbering, Full Specialist, and Nail Technology industry.

UR Beauty & Barber Academy aspires to provide the community with a learning facility with a flexible schedule. UR Beauty & Barber Academy aims to train and educate students to achieve their goals and become professionals.

UR Beauty & Barber Academy, Inc. is a Florida corporation owned and operated by Jacquelyn Lockhart.

## **LICENSING**

The institution is licensed by the Commission for Independent Education,  
Florida Department of Education.

Additional information regarding this institution may be obtained by contacting the Commission at:

Commission for Independent Education  
325 W. Gaines St., Suite 1414  
Tallahassee, Florida 32399-0400  
Toll-free Telephone Number: (888) 224-6684

## **ACCREDITATION**

UR Beauty & Barber Academy **Sebring Campus** REF # 4853 is accredited by the National Accrediting Commission of Career Arts & Sciences REF # 019143-00  
3015 Colvin Street, Alexandria  
VA 22314  
Telephone Number (703) 600-7600

## **Schools Rate (Sebring Campus)**

**2021**

Graduation: 77.27%

Placement: 94.12%

Licensure: 100.00%

## **Board of Directors**

**Jacquelyn Lockhart**

**President**, South Florida Community College, Licensed Cosmetology CL1175916, Certificate of Basic Law Enforcement/Correctional. TABE Certified Administrator. Title IV Cert.

**Robert Shannon**

**Vice President**, Warner Southern University, Human Resource Management, (Retired) Warden of Fl. Dept. of Corrections, Belle Glades, FL, Jacksonville Theological Seminary (AA, BA, Master of Ministry), Doctorate of Ministry, Doctorate of Philosophy in Ministry.

**Tikia Lodge** **Executive Secretary**, Springfield College of Human Services- B.B Human Service

**Sam Collins** **Trustee**, Florida Power Electrical Company (retired)

### **Instructors**

**Jacquelyn Lockhart** **Instructor of Cosmetology and Barber**,  
**Licensed Cosmetology #CL1175916, Licensed Barber #BR5933, Licensed Facial Specialist #FB784765.**

**Craig Young** **Instructor of Barbering, Licensed #BR5820**

**Kiva Lykes** **Full Specialist, Licensed #FS921841**

**Norine Andrews** **Instructor of Barbering, Licensed #BB8907529**

**Rafael Pabon** **Instructor of Barbering, Licensed #BR9375**

### **Staff**

**Jacquelyn Lockhart** **C.E.O./Executive Director/Financial Aid, Admission**, South Florida Community College, Licensed Cosmetology/CL1175916, Certificate of Basic Law Enforcement and Basic Correctional. TABE Certified Administrator, Notary Public, Title IV Cert.

**Kiva Lykes** **Financial Aid Director/Administrator, Certified in Federal Financial Aid & VA G.I. Bill, Admission**

**Robert Shannon** **Educational Director/Student Services**, Warner Southern University, Human Resource Management, (Retired) Warden of FL Dept. of Corrections for Belle Glades, Jacksonville Theological Seminary (AA, BA, & Masters in Ministry)

**Monica Sanders** **Administrator Assistant/ Recruitment**, Tallahassee Community College (A.S.), Florida State University- B.S in Human Resources, Capella University- MPH in Public Health

**Nikole Cedeno Mojica** **Administrator Assistant/Secretary/Recruitment**

### **Mission Statement**

The mission of UR Beauty & Barber Academy is to produce skilled and educated professionals who will be primed with the necessary fundamentals to enter the beauty industry and be gainfully employed. Students will receive hands-on personal training that will allow them to obtain full knowledge of Cosmetology, Barbering, Restricted Barbering, Full Specialist, and Nail Technology.

### **School Goals**

- Produce skilled and educated professionals who will be primed with the necessary fundamentals to enter the beauty industry and be gainfully employed.
- Create the best learning environment available by emphasizing short term progress, individualized attention, progressive teaching methods and relevant equipment of “hands-on” education.
- Assist each student in achieving his or her own professional goals by helping to match these aspirations with existing personal, technological and economic conditions.
- Assist graduates to become employed in the technical areas for which they have been prepared.

- Respond to the requests of business, industry and other agencies for specific training needs and education programs and to evaluate and revise programs when appropriate.

### **School Codes of Ethics**

- To maintain a high level of valuable education by continuously seeking to improve our techniques and our instructors' techniques through training.
- To always represent ourselves to prospective students and current students in a truthful and honest manner avoiding false and misleading statements. Produce students who will be an asset to our profession.
- To maintain a good relationship with clientele.
- To always advertise truthfully and honestly.
- To abide by the rules and regulations of the Florida Department of Education and all licensing Boards.

### **Facility Description (Sebring Campus)**

UR Beauty & Barber Academy is located at 3750 Emergency Lane, Suite #3 Sebring, FL 33870. The academy is 2,000 square feet and contains a large entry way with a reception and a waiting area. The Barbering and Cosmetology clinic floor features full stations for hands on training. An area with nail stations, a room area with shampooing, hair dryer, and pedicure to be performed. Another room where facials and waxing can be performed. The area towards the rear of the school you will find one large classroom stocked with all the tools needed for study hall and lecturing. Across from the classroom, the student's breakroom area contains a microwave, refrigerator, and student locker. There is one main office for administration, executive, and financial aid. We also have a large storage room located on the clinic floor. To the front of the waiting area, you will find the client's restroom and towards the rear of the academy you will find a second restroom. In the breakroom, facial/wax room, and shampooing area are sinks. There are two emergency exits, one located in the back area, and one exit to the front of the school. The school has three fire extinguishers, two by the back exit, and one on the clinic floor.

### **Facility Description (Winter Haven Campus)**

UR Beauty at Trufamily Barber Academy is located at 4842 Cypress Gardens Road Winter Haven FL 33884. The academy is 1275 Square feet. It contains an entry with a waiting area. The Barbering and cosmetology clinic floor features full stations for hands on training. An area with shampooing and hair dryer to be performed. The main floor has Space where you will find the tables and chairs for students studying and lectures. The area to the right of the main floor you will find a breakroom/office. This contains a microwave and a fridge. Outside the rear door is a break area with tables and seating for students. Towards the rear and to the right you will find a restroom. Towards the rear you will see cabinets which contain tools needed for study hall and lectures. There are exits both in the front and rear, with a fire extinguisher located on the wall near the restroom.

### **School Entrance Information:**

***Who can apply & what you need to know.***

## **ADMISSIONS & ENROLLMENT REQUIREMENTS**

- Students must be at least (16) sixteen years of age and have proof of education or pass the (TABE) Test of Adult Basic Education with a minimum score of 70% to enroll at the institution. Students having a High School Diploma Certificate of Completion, G.E.D. or college transcripts, where a student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree, do not have to take the (TABE) Test of Adult Basic Education. Students may enroll at any time. The attendance clock hours, assignments, and exam scores will determine completion of the program. Students under the age of (18) eighteen will need legal consent from a legal guardian.
- Students who are currently attending a secondary education institution and are not enrolled in a training program may apply for admission provided that the student meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled, and successfully completes the school's pre-enrollment evaluation. Acceptance is not guaranteed, and students may be put on a waiting list if space is not available.
- Proof of education is required, of high school diploma or its equivalent, a state-issued credential for secondary school completion, or transcripts (high school, college, or GED) showing graduation date is acceptable. Admissions personnel will make the final decision after taking into consideration the validity of the proof of education. Should they find the proof to be invalid, the student will not be admitted.
- During the first initial process, the school program and individual motivation will be discussed. Students will be shown a copy of the catalog to review, the administration will answer any questions, and a tour of the institution will be given. At that time, if the institution

and student determine to move forward with the process, the student submit proof of education and proof of age may be documented by various means including, but not limited to, birth certificate, driver license, government issued identification, birth registration, and passport.

- During the second initial process, once the required documents have been submitted a registration fee of \$100 will be rendered and the enrollment agreement will be executed. At this time, a start and end date will be provided to students, a copy of the enrollment agreement signed, and orientation will be held. **For FA students (Sebring Campus): Registration Fee is covered by the Title IV funding.**
- Entering students with previous training, and who have proper documentation from an institution, (transcripts or proof of active state license) will be subject to the Transfer Student section of this catalog.
- The institution registers on any day and classes start the next day or the following Monday of the current month. The institution's admission, training, and graduation policies preclude discrimination based on race, creed, color, religion, sex, sexual orientation, age, financial status, or ethnic origin. The institution does not recruit students already attending or admitted to another school offering similar programs of study.
- Orientation is conducted on the day of Enrollment.
- The institution does not require a background check for admission or enrollment however one will be required for the application for state licensure.
- **ABILITY-TO-BENEFIT:** *A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution.* A student must have proof of passing the (TABE), Test of Adult Basic Education, with a score of 70%. Or an option to testing prior to enrollment is after enrollment, the student may satisfactory complete 225 clock hours. **Does not apply to Nail Technology. Not eligible for Title IV funding.**

### **Pre-enrollment Consultation**

Administration ensures that all applicants have access to a copy of the institutions catalog prior to signing an enrollment agreement as follows: During the student consultation visit, potential students are provided with a copy of the catalog which they are to review, and an administrator will answer any questions they may have prior to enrolling in school.

## **Transfer Students Policy**

### **Transferring from the Academy**

Students transferring from the Academy will be given an official transcript. The letter will include total clock hours, number of services, and credits completed. All financial obligations must be cleared before students can be transferred. The acceptance of the transferring credits is at the discretion of the receiving institution.

### **Transferring into the Academy**

Transferring students are required to have a written letter from the former school director, a transcript, and a progress report. The letter should include the total clock hours and the number of services completed. Clock hours from previous training will be evaluated, with training time shortened and tuition reduced proportionately. In addition, hours transferred from another institution that are accepted will be determined by the Executive Director. Students' educational programs are counted as both attempted and completed hours for the purpose of determining when the allowable maximum-time frame has been exhausted. The acceptance of the transferring clock hour is at the discretion of the receiving institution.

### **Withdrawal from the Academy**

Withdrawing from the Academy requires a letter of intent from the student or guardian if the student is a minor. In addition, students are charged a \$150 fee for cancelling a course and a \$100 re-enrollment fee. School refund policy is based on scheduled clock hours, not the actual hours of attendance. The school's refund policy will determine any funds owed to the student or the school. An official transcript can be requested from the directors at a nominal fee to the student. The acceptance of the transferring credits is at the discretion of the receiving institution. A processing fee of \$150 for change of schedule, withdrawal, change of program, and return from a Leave of Absence. All fees are non-refundable.

## **Disclosure Statements Regarding Transferring Students**

Students who are transferring into, or out of, the Academy must be aware of the differences between schools. Transferring out of the Academy will cause the student to miss any further lectures and hands-on experiences. The acceptance of the transferring credits is at the discretion of the receiving institution.

### **Non-Discrimination Statement**

The Academy does not discriminate on the basis of religion, race, age, creed, sex, sexual orientation, color, or ethnic origin in the education programs, admissions, instruction, graduation policies and other activities which it operates, and is prohibited from discrimination in such manner by law. This practice and requirement of non-discrimination also extends to employment by the academy and the administration of students to programs and activities operated by the academy. The academy is conveniently located and is easily accessible to the handicapped.

### **Re-Admission Policy**

Students who terminated their enrollment with the Academy must re-apply for admission. The board of directors will review the application and determine applicant's re-admission eligibility.

The criteria in assessing candidacy for re-admission are as follows:

1. Review and assess the students' re-admission request and their willingness to address those deficiencies that contributed to prior suspension.
2. Assessment of the likelihood that the re-admitted student may succeed in pursuing his/her training objective.

Probationary guidelines may be imposed based on the following violations:

**Unsatisfactory:** Students suspended for unsatisfactory progress evaluations may apply for admission into another training program. Re-entry into the same training program will be allowed as determined by the directors.

### **Student Records**

The school permanently maintains student files. Students have the right to access their records at any time; however official transcripts need a written request. The Florida State Commission for Independent Education will keep the student records in the event the school closes.

### **Financial Aid Assistance (Sebring Campus)**

UR Beauty & Barber offers Financial Aid for the Cosmetology, Barbering, Restricted Barbering, and Full Specialist program. Policies and procedure for Financial Aid assistance:

- Financial Aid will be credited to the student's account at least twice during the academic year.
- Students will receive an award letter which states, in writing, how much and when disbursements will be made.
- Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such a request in writing.
- **FEDERAL PELL GRANTS** are funds that do not have to be paid back.
  - The amount of the award depends upon the actual cost of attendance at the school.
  - The student must meet the school's satisfactory academic progress requirements in order to remain eligible for Pell Grant disbursements.
  - Awards are primarily determined by the student's family income and size as well as the cost of attendance.
- **FEDERAL DIRECT LOAN PROGRAM (FDLP)**
  - To qualify for this loan the student must be a resident of Florida or a non-resident attending an eligible post-secondary school. Any undergraduate or graduate/professional student who demonstrates financial need and is enrolled at least on a half time basis, in an eligible program, at an eligible institution, may apply for a FDLP student loan.
  - The borrower's repayment begins six (6) months after the student graduates, withdraws or drops below half time enrollment status.

- Students who do not qualify for interest subsidies under the FDLP or who qualify only for a partial annual loan limit and need additional assistance may apply for an unsubsidized Federal Direct Loan. Please refer to The Student Guide, a handbook on Financial Aid from the U. S. Department of Education, which contains information regarding student eligibility, criteria for selecting recipients and determining award amounts.
- All applicants for financial aid must contact the financial aid assistant and complete statistical profile form as well as the Free Application for Student Financial Aid (FASFA).
- For information regarding financial assistance, obtaining an applicable refund or to review sample refund calculations, contact the financial aid office. To obtain an applicable refund, a withdrawing student must contact the administration office, attend an exit interview and complete all required exit paperwork.

### **Verification (Sebring Campus)**

All students who have completed a FAFSA are subject to verification of the information submitted when completing their application. This verification must be completed before the student can receive Federal Aid. Verification flags are noted on a student's SAR or the ISIR received by the school.

Schools have the authority to contact students for documentation and information needed to address verification requirements and students must comply with the requested information. Students must submit the required documents requested for verification within the established timelines to maintain eligibility for Federal Financial Aid. The verification process is in accordance with Title 34, Articles 668.51-61, Code of Federal Regulations (CFR). Students have 30 days in the time period to provide all verification documentation. Failure to provide verification documents within 30 days, a student will not be eligible for Title IV Aid.

If the student fails to complete verification within 30 days of the time period established by UR Beauty & Barber Academy and if the student received any Direct Subsidized Loan funds that was disbursed by the school, the student must return some or all of those funds under the excess cash tolerance regulation.

Notwithstanding this, if the student provides the documentation after the school's deadline, the school at its discretion still provides aid.

***Notice to 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.*

### **Return to Title IV Funds (Sebring Campus)**

The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement. The Return regulations do not prohibit a school from developing its own refund policy. However, the school must comply with refund policies required by a state or other outside agency. Although a school, state or agency refund policy will determine the charges a student will owe after withdrawing, those policies will not affect the amount of Title IV Aid the student has earned under the Return calculation.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post0withdrawal disbursement of the earned aid that was not received.



If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable in the following order:

- 1) Unsubsidized Federal Direct Loan
- 2) Subsidized Federal Direct Loan
- 3) Federal Pell Grant
- 4) Federal, State, private or institutional student financial assistance programs
- 5) Student if applicable

This refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

#### Tuition and Fees

	<b>Nail Technology</b>	<b>Full Specialist</b>	<b>Restricted Barbering</b>	<b>Cosmetology</b>	<b>Barbering</b>
<b>*Tuition</b>	2,500.00	8,000.00	5,500.00	14,500.00	11,000.00
<b>**Registration</b>	100.00	100.00	100.00	100.00	100.00
<b>**Books Fee</b>	520.00	520.00	520.00	520.00	520.00
<b>**Supplies Fee</b>	250.00	885.00	375.00	875.00	875.00
<b>**Kit Fee</b>	500.00	810.00	1,555.00	1,555.00	1,555.00
<b>**Uniform Fee</b>	150.00	150.00	150.00	150.00	150.00
<b>State Fee</b>	155.00	155.00	245.00	155.00	340.00
<b>** Theory Supplies Fee</b>	320.00	320.00	320.00	320.00	320.00
<b>Total Program Price</b>	4,495.00	10,940.00	8,765.00	18,175.00	14,860.00

*\*Tuition costs are subject to change and only affect new enrollments.*

*\*\*These items are non-refundable, due to usage.*

#### Methods & Terms of Payment

UR Beauty & Barber Academy **Sebring Campus** accepts Title IV funding, which includes all manner of Federal Pell Grant, Federal Family Education Loan, Federal Direct Loan, Federal Perkins Loan. All financial aid disbursements will be made in accordance with federal regulations and guidelines. <https://fafsa.ed.gov/> School Code: 042697

Self-pay students – Payment plans are available. Title IV Funding (Sebring Campus), Cash, Money Order, and card are accepted. Additional fees may apply when paying with a card. Late fees may be applied per business day that a payment is overdue. All students sign a “terms of payment” agreement when enrolling with the school.

#### Extra Expenses

Items of extra expense to the student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges requirements, rentals, deposits, and all other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished the student before enrollment. When items of ma-

For expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

### **Additional Fees**

Students may be assessed a \$15 per hour fee for extra instruction. In addition, students are charged a \$150 fee for cancelling a course and a \$100 re-enrollment fee. A processing fee of \$150 for change of schedule, withdrawal, and change of program. All fees are non-refundable.

### **Attendance Policy**

The school's policy regarding attendance is applied uniformly and fairly. The school does not add or deduct attendance hours as a penalty and does not round actual hours. Any absence, whether excused or unexcused, will be used only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the students contracted graduation date. If a student fails to make up for missed clock hours by their contracted graduation date, a fee of up to \$15 per hour may be charged until the student completes their hours. Tardiness may be a violation of the Academy's rules and regulations. Disciplinary action includes, but is not limited to verbal warning, written warning, and suspension. If a student is late, he or she must notify the institution by the following methods, but not limited to calling, sending an email or text. The student must provide his or her estimated time of arrival and the instructor will be notified.

### **Clock Hours**

The Academy is a clock hour school. One Thousand Two Hundred (1200) hours of attendance are required to complete the Cosmetology program. Nine (900) hours of attendance are required to complete the Barbering program. One Hundred and Eighty (180) hours of attendance are required to complete the Nail Technology program. Restricted Barbering is (600) hours of attendance are required to complete the program. Six Hundred (600) hours of attendance are required to complete the Full Specialist program. Students are given appropriate attendance credit for all hours attended. One clock hour constitutes 50 minutes of directed, supervised instruction and a 10-minute break. It is required for Full-Time students to complete 30 hours per week and Part-Time students to complete 15 hours per week for each scheduled offered toward completion of the program.

### **Grading System**

Students are regularly given written and practical exams throughout the duration of the program. The minimum passing grade for this program is "C". All academic records are confidential and permanently archived at the school.

#### **Grading Scale**

<b>90 - 100%</b>	<b>EXCELLENT</b>
<b>80 - 89%</b>	<b>VERY GOOD</b>
<b>70 - 79%</b>	<b>SATISFACTORY</b>
<b>69 - BELOW</b>	<b>UNSATISFACTORY</b>

### **Rules and Regulations**

#### **Attendance Requirements**

Students are expected to attend every class session based on the signed enrollment agreement but may be excused if allowed by the instructor. Students are responsible for any material missed. Extensive absences require a written letter of intent by the student with an expected return date. Students cannot be absent for more than 14 consecutive days. If after the 15th day, a student failed to notify the school or did not show up, it will result in an automatic withdrawal from the program. Clock hours are determined by the palm scanner or sign in/sign out log sheet monitored by faculty of the school. Discipline for excessive tardiness will be at the discretion of the Educational Director.

#### **Absences**

The following are ACCEPTABLE reasons for being absent and will be considered excusable, but not limited to:

- Chronic Illness (illness that can be spread)
- Sick
- Death
- Vehicle Issues
- Employment
- Hospitalization
- Court/Probation
- Military Duty
- Pre-Arranged Vacation (prior to enrolling)

If a student was absent for other reason(s) not listed, it is up to the Educational Director discretion to excuse the absence. A student will need to provide documentation from the Doctor as proof of the visitation as well as documentation of proof for any other reason listed for the absence. Students may be allowed to make-up the hours during a set date given by the institution for make-up day.

## Make-Up Work

Students who missed class assignments with a valid excuse are able to submit make-up work at a later date determined by the instructor or Educational Director.

## Grounds For Termination

I agree to comply with the rules and policies and understand that the school shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the school reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

## Conduct

Violations are but not limited to:

- Cheating
- Furnishing false information
- Forgery
- Misuse of any UR Beauty & Barber Academy document
- Use of Drugs
- Verbal language
- Threats of verbal and/or physical
- Theft of property belonging to UR Beauty & Barber Academy, staff, and classmates
- Violating Attendance Policy

These conducts are not limited to other behaviors that are detrimental to the education being provided.

## Graduation Requirements

The following must be completed before graduation for all programs:

- a) The required number of services
- b) The number of actual clock hours
- c) A 70% or better grade average
- d) A 70% or better on the final exam
- e) Financial obligations paid in full or
- f) Financial arrangements approved by the CEO prior to graduation.

Upon the successful completion of the Program courses, the student receives a Diploma.

## Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. Cancellation of any obligation, is entitled to a refund of all monies paid except a non-refundable registration fees, book, supplies, kit, and uniform because of use. All monies will be refunded within 3 business days from the student's signing an enrollment agreement or contract, regardless of whether the student has started training.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, except for the registration fee of \$100 (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on scheduled hours completed to the total program hours.

Percentage Length Completed to Total Length of Course and/or Program, Semester, Term, or Billing Period, Per Contract	Amount of Tuition Owed to the School
0.01% to 40%	Pro-Rata
40.1% to 49.9%	70%
50% and over	100%

5. Cancellation after completing 50% and over of the program will result in no refund.

**6. Termination Date:** In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

- a. Official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- b. Students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or

the date the student notifies the institution that the student will not be returning.

7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
8. If a program is canceled **after a student's enrollment, and before instruction has begun**, the school shall at its option provide a full refund of all monies paid within thirty (30) business days.
9. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option provide a full refund of all monies paid within thirty (30) business days.
10. If school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students to transfer to another institution or the school has at its option to provide a pro rata refund.
11. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every fourteen (14) days.
12. An application not accepted by the institution is entitled to a refund of all monies paid except a non-refundable registration fee.

### **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at UR Beauty & Barber Academy and it is provided to applicants prior to enrollment. The policy complies with the guidelines established by the Commission for Independent Education and the federal regulations established by the United States Department of Education.

#### **Evaluation Periods**

Students are evaluated for Satisfactory Progress as follows:

		<b><u>Total Clock Hours</u></b>
<b>Barbering (Winter Haven)</b>	450 actual hours (15 weeks)	900 Hours
<b>Barbering (Sebring)</b>	450 actual hours (15 weeks) and 900 actual hours (15 weeks)	1200 Hours
<b>Cosmetology</b>	450 actual hours (15 weeks) and 900 actual hours (15 weeks)	1200 Hours
<b>Restricted Barbering</b>	300 actual hours (10 weeks)	600 Hours
<b>Full Specialist</b>	300 actual hours (10 weeks)	600 Hours
<b>Nail Technician</b>	120 actual hours (4 weeks)	240 Hours

***\*\*Transfer Students – The SAP evaluation periods are based on the actual contracted hours at UR Beauty & Barber Academy.***

***\*\*Students may request to graduate from programs that have more hours than the state requires if they are meeting all requirements for graduation.***

***\*\*All evaluations must be completed within (7) school business days following the established evaluation periods.***

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. At each evaluation period, staff will go over the report with the student prior to it being placed in their file. Students may also request to review the SAP report that is in their academic file. In addition, a student has access to the Genesis system where their grades and attendance may be checked at any time.

Students receiving Financial Aid will be notified if SAP is not being met according to the requirements and how it will impact their eligibility for Financial Aid.

#### **Attendance Progress Evaluations**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing

the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% 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**

In addition to meeting the following criteria, to make Satisfactory Academic Progress, students must complete the total clock hours of their program within 150% of the normal duration of the program. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

**COURSE MAXIMUM TIME ALLOWED**

COURSE PROGRAM/HOURS/MONTHS	HOURS PER WEEK	MAXIMUM TIME ALLOWED	
		WEEKS/MONTHS	SCHEDULED HOURS
<b>Barbering</b> (Full time) – 900 Hours/7.5 months	30	45 weeks/11.25 months	1,350 hours
<b>Barbering</b> (Part time) – 900 Hours/15 months	15	90 weeks/1 year, 10.5 months	1,350 hours
<b>Barbering</b> (Full time) – 1200 Hours/ 10 months	30	60 weeks/1 year, 3 months	1,800 hours
<b>Barbering</b> (Part time) – 1200 Hours/ 1 year, 8 months	15	120 weeks/2 years, 6 months	1,800 hours
<b>Cosmetology</b> (Full time) – 1200 Hours/10 months	30	60 weeks/1 year, 3 months	1,800 hours
<b>Cosmetology</b> (Part time) – 1200 Hours/1 year, 8 months	15	120 weeks/2 years, 6 months	1,800 hours
<b>Full Specialist</b> (Full time) – 600 Hours/5 months	30	30 weeks/7.5 months	900 hours
<b>Full Specialist</b> (Part time) – 600 Hours/10 months	15	60 weeks/1 year, 3 months	900 hours
<b>Restricted Barbering</b> (Full time) – 600 Hours/5 months	30	30 weeks/7.5 months	900 hours
<b>Restricted Barbering</b> (Part time) – 600 Hours/10 months	15	60 weeks/1 year, 3 months	900 hours
<b>Nail Technology</b> (Full time) – 180 Hours/1.5 months	30	9 weeks/2.25 months	270 hours
<b>Nail Technology</b> (Part time) – 180 Hours/3 months	15	18 weeks/4.5 months	270 hours

**\*Transfer Students – Transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.**

A student who exceeds the maximum time frame shall be terminated from the program and will be permitted to re-enroll in the program on a cash pay basis in the manner consistent with the re-enrollment provisions of the institution’s admission policy. Students will be charged a \$50 re-enrollment fee.

**Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least 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 70% and must pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**90 - 100%**

**EXCELLENT**

**70 – 79%**

**SATISFACTORY**

### Determination of Progress Status (Sebring Campus)

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students who have been determined as not meeting 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. Students will be notified of any evaluation that may potentially impact the student's eligibility for financial aid.

#### **Warning**

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

#### **Re-Establishment of Satisfactory Progress**

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

#### Probation

Students who are not considered meeting minimum standards for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the probationary period if:

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period.
- The student prevails upon appeal of a negative progress determination prior to being placed on probation.
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

#### **Appeal Process (as it pertains to academic and attendance progress)**

Students who may have been terminated after failing to achieve minimum requirements, may appeal this determination.

- The student must submit a written appeal to the Administrative Offices, along with any supporting documentation, reasons why the decision should be reversed, and a request for a re-evaluation of progress. The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances.
- The student needs to provide sufficient evidence as to why they failed to meet satisfactory academic progress standards, and how the situation has changed, and will stay changed, in order to meet Satisfactory Academic Progress by the next evaluation period.
- This appeal must be received in the Administrative Offices within five (5) business days of termination.
- Should a student fail to appeal this decision, the decision to terminate will stand.
- An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student's instructor, and a school Administrative Staff Member.
- A decision on the student's appeal will be made within three (3) business days by the attending Administrative Staff Member and will be communicated to the student in writing. This decision will be final.
- All results, communications, etc., regarding this Appeal will become a permanent part of the student's file.
- Should a student prevail upon his/her appeal, there will be no delay, and the student will be continuing in the program and financial aid funds will be re-instated to the eligible student.

#### Incompletes/Repetition or Non-Credit Remedial Courses

Course incomplete, repetition and non-credit remedial courses do not apply to this institution and have no effect upon the institution's satisfactory academic progress standards.

#### **Withdrawals/Re-Entering**

Any student who withdraws from his/her contracted program or fails to complete his/her training will have a notice placed in their student file as to the progress at the point of withdrawal. (See Institutional Cancellation and Refund Policy.) A cancellation fee of \$150.00 will be applied. A student may apply for re-enrollment at the school up to or within 12 months from the date of interruption and will be re-admitted under the same Satisfactory Academic Progress status held at the time of interruption or departure. Students re-entering the program will be charged a \$50.00 re-enrollment fee, and any other fees applicable at the time of re-entering. (See Re-admission Policy.)

### **Temporary Interruptions/Leave of Absence**

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

### **Job Placement Policy**

While UR Beauty & Barber Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

### **Student Services**

All students nearing graduation are encouraged to seek help from our Counselor. They will be advised on the proper avenues to take to research job opportunities, e.g., Career Source Heartland, Job Fairs, Salons and Barber Shops, and other resources available.

### **Student Grievance Policy & Procedure**

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint 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 complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. 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 Board of Director, another member who may not be related to the student filing the complaint 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' testimony and commended 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.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the Commission for Independent Education, if a resolution cannot be found you may contact:

Tallahassee, Florida 32399-0400

Phone: (850) 245-3200

Toll Free: (888) 224-6684

### Leave of Absence Policy

For various reasons, students sometimes find it necessary or desirable to interrupt their enrollment at the Academy. The reasons for a leave of absence include, but are not limited to the following:

- Financial Hardship
- A serious medical condition of the student's spouse, domestic partner, sibling, parent, child or stepchild
- Employment obligations
- Incarcerated
- Military Leave

A student on a Leave of Absence cannot exceed 180 days (6 months) within the 12 months period. Students who are contemplating a leave of absence are encouraged to speak with their Administrator prior to submitting a Leave of Absence Request Form. An Administrator can provide information about the effect of a leave of absence on such issues as graduation date and Financial Aid. After meeting with an Administrator, in order, to apply for a leave of absence, the following are requirements that all students must met:

- Students are required that all requests for leave of absence be submitted in advance in writing, including the reason for the request, and include the student's signature.
  - A student is required to submit in advance in writing to request for LOA unless unforeseen circumstances prevent the student from doing so. *(i.e. If a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance)*
- An 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 and collects the request from the student at a later date. *(i.e. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident)*
- The institution will extend the student's contract period by the same number of days taken in the LOA. Changes will be made to the contract period on the enrollment agreement must be initialed by all parties or an addendum will be completed and must be signed and dated by all parties.
- A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. In addition, during a student's Leave of Absence, the institution may not assess the student any additional institutional charges as a result of the LOA.
- A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted exceed a total of 180 calendar days in any 12-month period.

Under certain circumstances, however, a leave of absence due to a serious medical condition of the student's spouse, domestic partner, sibling, parent, child(ren) or stepchild may be extended. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the Leave of Absence. In order to be eligible for an extension, the student must provide documentation that UR Beauty & Barber Academy may require concerning the reason for the extension. Student must stay in communication with the institution during LOA regarding the status. The student must inform the institution of any changes of their status regarding returning from LOA. Students are expected to return on the expected date noted on the request form. **There must be a reasonable expectation that the student will return from the LOA.** Upon returning from a leave of absence, the student must complete a Readmission of Leave of Absence. The student is responsible for communicating with the school prior to returning to meet with the Administrator and to complete the Readmission process. Failure to return from Leave of Absence on the date indicated by the school will be grounds for dismissal from the program. In addition, financial obligations must be met. 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 withdrawal date for the purpose of calculating a refund is always student's last day of attendance. *(Please see Financial Cancellation Policy)*

### Leave of Absence on Financial Aid (Sebring Campus)

A Leave of Absence (LOA) is granted by the school in which the student is enrolled. A LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled. An LOA cannot exceed 180 days in any 12-month period and may have a serious impact on a student's financial aid. Any student considering requesting a leave of absence should consult with the Financial Aid Office to determine how their financial aid will be affected. Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence. A student who is approved for a leave of absence after receiving financial aid for the clock hour program may be required to return a portion of the aid previously received.

Student borrowers are given a six-month grace period on most types of federal loans starting at the date enrollment ceases. During this time, lenders will treat the borrower's loans as if the borrower were still enrolled in school full-time. Once a grace period is used on a specific loan, it will not be given again. At the end of this six months grace period, the student will be required to enter repayment on their federal educational loans until they return to school; however, deferment or forbearance options are available if the student makes a request to their lender.

### Drug & Alcohol Abuse Prevention & Policy



The purpose of this policy is to present students with official notification of the applicable policies and penalties related to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Schools and Communities Act Amendments of 1989. Students of UR Beauty & Barber Academy are required to be aware of and abide by the standards and provisions outlined in this policy statement. UR Beauty & Barber Academy will distribute a copy of this policy in classrooms. ***Please refer to our Policy Binder for further important information on Drug & Alcohol abuse prevention and policy.***

## **Copyright Law Information**

A copyright protects the creator of a work, such as a writers, artists or musicians, from having their work reprinted or reused without their permission. However, there are some important exceptions in copyright law that allow portions of a copyrighted work to be used without the copyright owner's permission. Some of these exceptions allow the use of copyrighted work for academic purposes, like research or teaching. It is important for students to understand these exceptions, as violating a copyright can result in an expensive legal battle.

### **Facts**

Ideas and facts cannot be copyright protected. This means that students can use any facts they find in another article or book in their own work. For example, if a story in the New York Times reports on teen pregnancy, the wording used in the article is protected by copyright. However, any facts reported in the article, like the rate of teen pregnancy, can be used as a source in a student report. Similarly, the results of scientific research and theories cannot be copyrighted, although the exact wording of the theory or research report can be copyrighted. This allows students to reuse data and information in their own work.

### **Fair Use**

Fair use is an important exception to copyright law for students. The Fair Use Doctrine in copyright law allows people to use parts of a copyrighted work without permission if it is considered “fair use”. Examples of fair use include quoting another author's work in a paper, using an excerpt from a movie in an academic presentation or reprinting a map in a school report. There is no hard and fast rule for what constitutes fair use. In a dispute, courts examine a variety of factors, such as how much of the work was used and whether the copyright owner lost money by the use, to determine if use of a copyrighted work is fair use or not.

### **Plagiarism**

Students must keep in mind that copyright is not the same as plagiarism. The doctrine of fair use allows students to use someone else's data or ideas in their own work. However, if the student does not state where the data or idea came from or implies the idea or data was his own work, he may have committed plagiarism. Plagiarism in a school paper or project is not a criminal or civil offence, but it may violate your school's code of ethics and can lead to a failing grade or even expulsion.

## **Voters Registration Information**

In Florida, you must register to vote through the Florida Division of Elections to be able to vote on Election Day. You can also register to vote at the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) office when you make any driver's license transactions. ***Please refer to our Policy Binder for further important information on Voters Registration Information. <https://dos.myflorida.com/elections/for-voters/voter-registration/>***

## **Timely Warning & Emergency Notifications**

### **Purpose**

This procedure describes the process to be followed and the conditions under which Timely Warning and Emergency Notification will be issued. Such notices are to alert all members of the Academy community of emergency or threatening situations or specific crimes as defined by the Clery Act.

It is very important that all students notify the institution of the change of contact information as soon as possible. Currently the Academy uses the Genesis System to communicate with our students via text and email as well as, a call will be placed to our students regarding important emergencies.

## **Missing Person Notification**

### **Purpose**

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual and/or unknown circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, has been with persons who may endanger the student's welfare, or fails to appear where expected for an extended period of time.

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the UR Beauty & Barber Academy, Administrative office. All inquiries to the institution regarding missing students or information provided to any individual at the institution about a missing student shall be referred to the Administrator's office, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the institution with any information about a missing student, the Administrator's office will consult with Campus Police and with local law enforcement authorities to ensure that communications do not hinder the investigation.

**Note:** In order, to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The OC Campus Police will assist external authorities with these investigations as requested.

## **FERPA Policy**

The Family Educational Rights and Privacy Act (FERPA) 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.

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

### **Request to Review Academic File**

- Students and parents or guardians of dependent minors have the right to inspect and review the student's education records maintained by the academy. The academy is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
- Students and parents or guardians of dependent minors have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

In general, education records are records about current and former students that are maintained by public, private, and parochial schools. Education records contain information about a student, such as: a student's name, address, and telephone number; a parent's or guardian's name and contact information; grades and test scores; health and immunization records; discipline reports; documentation of attendance; schools attended; courses taken; awards conferred, and degrees earned; and special education records including individualized education programs (IEPs).

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records **within 45 days** following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

A school is not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extracurricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

### **Releasing Student's Information**

- A form must be submitted from the parent or eligible student 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
  - 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.

### **Directory**

The Academy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the Academy will inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The school will notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or email) is left to the discretion of each school.

### **Health or Safety Emergency**

In some situations, a school may determine that it is necessary to disclose non-directory information to appropriate parties in order to address a disaster or other health or safety emergency. FERPA permits school officials to disclose, without con-

sent, education records, or personally identifiable information from education records to appropriate parties (see Q&A 9) in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other individuals. See 34 CFR §§ 99.31(a)(10) and 99.36. This exception to FERPA’s general consent requirement is temporally limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from the student’s education records.

Under this health or safety emergency provision, an educational agency or institution is responsible for making a determination whether to make a disclosure of personally identifiable information on a case-by-case basis, taking into account the totality of the circumstances pertaining to a threat to the health or safety of the student or others. If the school district or school determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that a party needs personally identifiable information from education records to protect the health or safety of the student or other individuals, it may disclose that information to such appropriate party without consent. 34 CFR § 99.36. This is a flexible standard under which the Department defers to school administrators so that they may bring appropriate resources to bear on the situation, provided that there is a rational basis for the educational agencies or institution’s decisions about the nature of the emergency and the appropriate parties to whom information should be disclosed. We note also that, within a reasonable period of time after a disclosure is made under this exception, an educational agency or institution must record in the student’s education records the articulable and significant threat that formed the basis for the disclosure and the parties to whom information was disclosed. 34 CFR § 99.32(a)(5).

### **Hours of Operations & Calendar Dates**

*The Academy registers on any day and classes start the following Monday of the current month.*  
Calendar Dates 2023-2024

<b>Labor Day</b>	<b>Monday, September 4, 2023</b> <b>Monday, September 2, 2024</b>
<b>Thanksgiving Break</b>	<b>Monday, November 20, 2023 to Friday, November 24, 2023</b> <b>Monday, November 25, 2024 to Friday, November 28, 2024</b>
<b>Christmas Break</b>	<b>Monday, December 25, 2023 to Tuesday, January 3, 2024</b> <b>Monday, December 23, 2024 to Wednesday, January 2, 2025</b>
<b>Martin Luther King Jr. Day</b>	<b>Monday, January 16, 2023</b>
<b>Memorial Day</b>	<b>Monday, May 29, 2023</b>
<b>Juneteenth</b>	<b>Monday, June 19, 2023</b>

<b>Independence Day</b>	<b>Monday, July 3, 2023 to Tuesday, July 4, 2023</b>
<b>Summer Break</b>	<b>Monday, July 3, 2023 to Thursday, July 6, 2023 Monday, July 1, 2024 to Thursday, July 4, 2024</b>

The Academy Celebrates and Observes Constitution Day on September 17<sup>th</sup>. School remains open on this day.

<b>Administration/Financial Aid Office Hours</b>	Monday-Thursday	8:00 am - 4:00 pm
	Friday	Closed
<b>Practical/Clinic Floor Services</b>	Monday	Closed
	Tuesday - Thursday	10:00 am - 5:00 pm
<b>Theory/Classroom *at the instructor's discretion*</b>	Monday	9:00am – 5:00 pm
	Tuesday - Thursday	9:00 am - 10:00 am
<b>Make-Up Hours</b>	Friday	9:00 am - 5:00 pm

Make-up hours are on Friday. It is the Educational Director/Instructor discretion when the student can complete the make-up hours.

During the Theory and Clinic Floor, students will be assigned at the discretion of the Educational Director and/or the instructors. Also, the Educational Director or the instructor does have the discretion to the time in which students will be allowed to take breaks.

*\*UR Beauty & Barber Academy and UR Beauty at TruFamily offers flexible hours.* The institution offers flexible hours for those students who have employment, students who have child(ren) in school and/or daycare, or medical reason, but not limited to excuse absent approved through the Educational Director, which is part of our Attendance Policy.

**Nail Technology (Sebring Campus)  
Program Description  
(240 Hours)**

**Objective:** The objective of this program is to teach students the latest nail technology. After completing the necessary clock hours and required services, the students will receive a certificate of completion and will be able to enter the workforce as an entry level nail technician.

**Description:** The Nail Technology program provides an extensive hands-on experience with many types of acrylic and gel nails. Students will learn to provide manicures and pedicures. There will also be many creative opportunities for students to perform nail art. Other topics to be covered in this program include communication skills, human relations, infection controls, HIV/AIDS and business ethics. Once licensed, students will be able to work in salons, spas, or their own their own business as nail technicians.

**Teaching Methods:** UR Beauty & Barber Academy utilizes a variety of teaching methods. Coursework from the book is taught through a combination of visual teaching methods, including CIMA (online) platform by Milady, handouts, chalkboard, and notes; and lecturing on the subject material. Other assignments are given to students to utilize visual aspects of learning.

**Grading Procedures:** Students are regularly given written and practical exams throughout the duration of the program. The minimum passing grade for this program is “C”. All academic records are confidential and permanently archived at the school. UR Beauty & Barber Academy grading scales is as follows:

<b>Grading Scale</b>			
90-100%	EXCELLENT	70-79%	SATISFACTORY
80-89%	VERY GOOD	69-BELOW	SATISFACTORY

**Graduation Requirements:**

The following must be completed before graduation for all programs:

- a) The required number of services

- b) The number of actual clock hours
- c) A 70% or better grade average
- d) A 70% or better on the final exam
- e) Financial obligations paid in full or financial Arrangements approved by the CEO prior to graduation.

Upon the successful completion of the Program courses, the student receives a Diploma.

Course	Program Title	Theory Hours	Lab Hours
STA101	Sanitation and Sterilization	4	
STA102	Florida Law	4	
STA103	HIV/AIDS	4	
STA104	Business Ethics	4	
NAI101	Nails Anatomy and Histology	4	
NAI102	Chemistry and Nails	4	
NAI103	Polish and Nail Art	5	16
NAI104	Manicure	5	18
NAI105	Pedicure	5	55
NAI106	Acrylic Nails	10	40

**240 Hours Nail Technology Program Tuition (Full & Part-Time)**

<b>Tuition</b>	<b>\$ 2,500.00</b>
<b>Registration (non-refundable)</b>	<b>\$ 100.00</b>
<b>Books Fee (non-refundable)</b>	<b>\$ 520.00</b>
<b>Supplies Fee (non-refundable)</b>	<b>\$ 250.00</b>
<b>Kit Fee (non-refundable)</b>	<b>\$ 500.00</b>
<b>Uniform Fee (non-refundable)</b>	<b>\$ 150.00</b>
<b>State Fee</b>	<b>\$ 155.00</b>
<b>Theory Supplies Fee (non-refundable)</b>	<b>\$ 320.00</b>
<b>TOTAL Program Price</b>	<b>\$ 4,495.00</b>

**Cosmetology (Sebring & Winter Haven Campus)**

**Program Description  
(1200 Hours)**

**Objective:** The objective of the cosmetology program is to teach and prepare students for the state examination. After completing the necessary clock hours and services, the students will receive a certificate of completion and will be registered to take the state exam to become a licensed cosmetologist and enter the workforce in an entry level position.

**Description:** The cosmetology program is designed to train students in the area of manicures, pedicures, nail extension, facial, waxing, makeup, and hair modification. Hair modifications include but are not limited to washing, cutting, styling, coloring, and straightening of hair. Other topics to be covered in this program include communication skills, human relations, infection controls, HIV/AIDS and business ethics. Registration for licensure in the State of Florida will be sent after completion of clock hours and services. Once licensed, students will be able to work in shops as a cosmetologist or may work as an educator in the beauty industry.

**Teaching Methods:** UR Beauty & Barber Academy utilizes a variety of teaching methods. Coursework from the book is taught through a combination of visual teaching methods, including CIMA (online) platform by Milady, handouts, chalkboard, and notes; and lecturing on the subject material. Other assignments are given to students to utilize visual aspects of learning.

**Grading Procedures:** Students are regularly given written and practical exams throughout the duration of the program. The minimum passing grade for this program is “C”. All academic records are confidential and permanently archived at the school. UR Beauty & Barber Academy grading scales is as follows:

Grading Scale	
90-100%	EXCELLENT
80-89%	VERY GOOD
70-79%	SATISFACTORY
69-BELOW	SATISFACTORY

**Graduation Requirements**

The following must be completed before graduation for all programs:

- a) The required number of services
- b) The number of actual clock hours
- c) A 70% or better grade average

d) A 70% or better on the final exam

e) Financial obligations paid in full or financial Arrangements approved by the CEO prior to graduation.

Upon the successful completion of the Program courses, the student receives a Diploma.

Course	Program Title	Theory Hours	Lab Hours
STA101	Sanitation and Sterilization	4	
STA102	Florida Law	4	
STA103	HIV/AIDS	4	
STA104	Business Ethics	4	
NAI101	Nails Anatomy and Histology	4	
NAI102	Chemistry and Nails	4	
NAI103	Polish and Nail Art	5	16
NAI104	Manicure	5	18
NAI105	Pedicure	5	55
NAI106	Acrylic Nails	10	40
NAI107	Advance Nail Art	1	9
NAI108	Gel Nails	1	9
NAI109	Artificial Nails Removal	1	1
NAI110	Pink and White	5	35
FAC101	Basic Makeup	46	40
FAC102	Basic Facial	37	50

### 1200 Hour Cosmetology Program Tuition (Full & Part-Time)

<b>Tuition</b>	<b>\$ 14,500.00</b>	<b>Uniform Fee (non-refundable)</b>	<b>\$ 150.00</b>
<b>Registration (non-refundable)</b>	<b>\$ 100.00</b>	<b>State Fee</b>	<b>\$ 155.00</b>
<b>Books Fee (non-refundable)</b>	<b>\$ 520.00</b>	<b>Theory Supplies Fee (non-refundable)</b>	<b>\$ 320.00</b>
<b>Supplies Fee (non-refundable)</b>	<b>\$ 875.00</b>	<b>TOTAL Program Price</b>	<b>\$ 18,175.00</b>
<b>Kit Fee (non-refundable)</b>	<b>\$ 1,555.00</b>		

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### Barbering

#### Program Description

(Winter Haven Campus - 900 Hours, Sebring Campus - 1200 Hours)

**Objective:** The objective of the barbering program is to teach and prepare students for the state examination. After completing the necessary clock hours and services, the students will receive a certificate of completion and will be registered to take the state exam to become a licensed barber and enter the workforce in an entry level position.

**Description:** The barbering program is designed to train students in the areas of cutting, shaving, facial, waxing, and hair modification. Hair modifications include but are not limited to washing, cutting, styling, coloring, and straightening of hair. Other topics to be covered in this program include communication skills, human relations, infection controls, HIV/AIDS and business ethics. Registration for licensure in the State of Florida will be sent after completion of clock hours and services. Once licensed, students will be able to work as barbers in shops and salons or may work as educators in the beauty industry.

**Teaching Methods:** UR Beauty & Barber Academy utilizes a variety of teaching methods. Coursework from the book is taught through a combination of visual teaching methods, including CIMA (online) platform by Milady, handouts, chalkboard, and notes; and lecturing on the subject material. Other assignments are given to students to utilize visual aspects of learning.

**Grading Procedures:** Students are regularly given written and practical exams throughout the duration of the program. The minimum passing grade for this program is "C". All academic records are confidential and permanently archived at the school. UR Beauty & Barber Academy grading scales is as follows:

#### Grading Scale

90-100%	EXCELLENT	70-79%	SATISFACTORY
80-89%	VERY GOOD	69-BELOW	SATISFACTORY

### Graduation Requirements

The following must be completed before graduation for all programs:

a) The required number of services

- b) The number of actual clock hours
- c) A 70% or better grade average
- d) A 70% or better on the final exam
- e) Financial obligations paid in full
- f) Financial Arrangements approved by the CEO prior to graduation.

Upon the successful completion of the Program courses, the student receives a Diploma.

Number	Program Title	Theory Hours	Lab Hours
STA 101	Sanitation & Sterilization	4	
STA 102	Florida Law	4	
STA 103	HIV/AIDS	4	
BAR 101	Orientation	36	
BAR 102	Science of Biology	52	100
BAR 103	Professional Barbering	36	290(WH) 390 (S)
BAR 104	Advance Barbering Service	36	282(WH) 382 (S)
BAR 105	Business of Barbering	36	20(WH) 120 (S)
<b>Total</b>		<b>208</b>	<b>692(WH) 992 (S)</b>

**900 & 1200 HOUR BARBERING PROGRAM TUITION (Full & Part time)**

Tuition	\$ 11,000.00	Uniform Fee (non-refundable)	\$ 150.00
Registration (non-refundable)	\$ 100.00	State Fee	\$ 340.00
Books Fee (non-refundable)	\$ 520.00	Theory Supplies Fee(non-refundable)	\$ 320.00
Supplies Fee (non-refundable)	\$ 875.00	<b>TOTAL Program Price</b>	<b>\$ 14,860.00</b>
Kit Fee (non-refundable)	\$ 1,555.00		

**Restricted Barbering (Sebring & Winter Haven Campus)**

**Program Description  
(600 Hours)**

**Objective:** The objective of the barbering program is to teach and prepare students for the state examination. After completing the necessary clock hours and services, the students will receive a certificate of completion and will be registered to take the state exam to become a licensed barber and enter the workforce in an entry level position.

**Description:** The barbering program is designed to train students in the areas of cutting, shaving, facial, waxing, and hair modification. Hair modifications include but are not limited to washing, cutting, and styling. Other topics to be covered in this program include communication skills, human relations, infection controls, HIV/AIDS and business ethics. Registration for licensure in the State of Florida will be sent after completion of clock hours and services. Once licensed, students will be able to work as barbers in shops and salons or may work as educators in the beauty industry.

**Teaching Methods:** UR Beauty & Barber Academy utilizes a variety of teaching methods. Coursework from the book is taught through a combination of visual teaching methods, including CIMA (online) platform by Milady, handouts, chalkboard, and notes; and lecturing on the subject material. Other assignments are given to students to utilize visual aspects of learning.

**Grading Procedures:** Students are regularly given written and practical exams throughout the duration of the program. The minimum passing grade for this program is “C”. All academic records are confidential and permanently archived at the school. UR Beauty & Barber Academy grading scales is as follows:

**Grading Scale**

90-100%	EXCELLENT	70-79%	SATISFACTORY
80-89%	VERY GOOD	69-BELOW	SATISFACTORY

**Graduation Requirements**

The following must be completed before graduation for all programs:

- a) The required number of services
- b) The number of actual clock hours
- c) A 70% or better grade average
- d) A 70% or better on the final exam
- e) Financial obligations paid in full
- f) Financial Arrangements approved by the CEO prior to graduation.



Upon the successful completion of the Program courses, the student receives a Diploma.

Number	Program Title	Theory Hours	Lab Hours
<b>RBAR 106</b>	Florida Laws and Rules	75	
<b>RBAR 107</b>	Safety, Sanitation, and Sterilization	325	
<b>RBAR 108</b>	Hair Structure, Cutting, and Cleansing	20	130
<b>RBAR 109</b>	Shaving, Beard and Mustache Trimming		20
<b>Total</b>		<b>440</b>	<b>160</b>

### 600 HOUR RESTRICTED BARBERING PROGRAM TUITION (Full & Part time)

<b>Tuition</b>	<b>\$ 5,500.00</b>
<b>Registration (non-refundable)</b>	<b>\$ 100.00</b>
<b>Books Fee (non-refundable)</b>	<b>\$ 520.00</b>
<b>Supplies Fee (non-refundable)</b>	<b>\$ 375.00</b>
<b>Kit Fee (non-refundable)</b>	<b>\$ 1,555.00</b>
<b>Uniform Fee (non-refundable)</b>	<b>\$ 150.00</b>
<b>State Fee</b>	<b>\$ 245.00</b>
<b>Theory Supplies Fee (non-refundable)</b>	<b>\$ 320.00</b>
<b>TOTAL Program Price</b>	<b>\$ 8,765.00</b>

### Full Specialist (Sebring Campus) Program Description (600 Hours)

**Objective:** The objective of the Full Specialist program is to teach and prepare students in this field. Students do not have to take the state board exam however, students will learn the rules and procedure of a Full Specialist. After completing the necessary clock hours and services, the students will receive a diploma of completion and complete the state board application to become a licensed Full Specialist and enter the workforce in an entry level position.

**Description:** The Full Specialist program is designed to train students in the area of facials, manicures/pedicures, applying artificial nails, wraps, waxing, and makeup. Other topics to be covered in this program include communication skills, human relations, infection controls, HIV/AIDS, and business ethics. Registration for licensure in the State of Florida will be sent after completion of clock hours and services.

**Teaching Methods:** UR Beauty & Barber Academy utilizes a variety of teaching methods. Coursework from the book is taught through a combination of visual teaching methods, including handouts, chalkboard, and notes; and lecturing on the subject material. Other assignments are given to students to utilize visual aspects of learning.

**Grading Procedures:** Students are regularly given written and practical exams throughout the duration of the program. The minimum passing grade for this program is "C". All academic records are confidential and permanently archived at the school. UR Beauty & Barber Academy grading scales is as follows:

Grading Scale			
90-100%	EXCELLENT	70-79%	SATISFACTORY
80-89%	VERY GOOD	69-BELOW	SATISFACTORY

#### Graduation Requirements

The following must be completed before graduation for all programs:

- |                                      |  |
|--------------------------------------|--|
| a) The required number of services   | e) Financial obligations paid in full                              |
| b) The number of actual clock hours  | f) Financial Arrangements approved by the CEO prior to graduation. |
| c) A 70% or better grade average     |  |
| d) A 70% or better on the final exam |  |

Upon the successful completion of the Program courses, the student receives a Diploma.

Number	Program Title	Theory Hours	Lab Hours
<b>STA101</b>	<b>Sanitation &amp; Sterilization</b>	<b>4</b>	
<b>STA102</b>	<b>Florida Law</b>	<b>4</b>	
<b>STA103</b>	<b>HIV/AIDS</b>	<b>4</b>	
<b>STA104</b>	<b>Business Ethics</b>	<b>4</b>	
<b>FS101</b>	<b>Chemistry &amp; Chemical Safety</b>	<b>20</b>	
<b>FS102</b>	<b>Electricity &amp; Electrical Safety</b>	<b>20</b>	
<b>FS103</b>	<b>General Anatomy &amp; Physiology of the Skin</b>	<b>10</b>	
<b>FS104</b>	<b>Physiology &amp; Histology of the Skin</b>	<b>20</b>	
<b>FS105</b>	<b>Disorders &amp; Diseases of the Skin</b>	<b>20</b>	
<b>FS106</b>	<b>Facial Procedures &amp; Treatments</b>	<b>10</b>	<b>60</b>
<b>FS107</b>	<b>Make-Up Application</b>	<b>10</b>	<b>60</b>

FS108	Facial, Body Waxing, & Hair Removal	10	60
FS109	Advanced Topics & Treatments	20	
FS110	Facial Devices & Technology	20	
FS111	Skin Care Products: Chemistry, Ingredients	20	
NAI101-			
NAI110	Nail Technology	41	183
<b>Total</b>		<b>237</b>	<b>363</b>

### 600 HOUR FULL SPECIALIST PROGRAM TUITION (Full & Part time)

<b>Tuition</b>	<b>\$ 8,000.00</b>	<b>Uniform Fee (non-refundable)</b>	<b>\$ 150.00</b>
<b>Registration (non-refundable)</b>	<b>\$ 100.00</b>	<b>State Fee</b>	<b>\$ 155.00</b>
<b>Books Fee (non-refundable)</b>	<b>\$ 520.00</b>	<b>Theory Supplies Fee (non-refundable)</b>	<b>\$ 320.00</b>
<b>Supplies Fee (non-refundable)</b>	<b>\$ 885.00</b>	<b>TOTAL Program Price</b>	<b>\$ 10,940.00</b>
<b>Kit Fee(non-refundable)</b>	<b>\$ 810.00</b>		

### Course Descriptions

**Course Numbering System:** The course numbering system of the Academy has prefixes of STA, NAI, FAC, BAR and COS. Each prefix represents the different categories taught at the Academy. STA classes are fundamental and standard. NAI classes instruct on the Cosmetology Program. BAR instructs on the Barbering Program. These prefixes, followed by a sequence of three numbers signify the progression in the category represented by the prefixes.

**STA101: Sanitation and Sterilization:** The student will understand the importance of sanitation sterilization upon completing this portion of the curriculum. The student will study the proper techniques, correct chemical use to disinfect, and laws and regulations regarding infection control. (4 hrs.)

**STA102/STA103: Florida Law and HIV/AIDS:** This class instructs the student regarding the laws regulated by the State of Florida concerning beauty professionals. Students will receive important information about HIV/AIDS and other transmittable diseases. Completing these courses teaches the student the proper way to handle and prevent transmittable diseases. (4 hrs.)

**STA104: Business Ethics:** This class covers the importance of business practices in Florida. Students will learn how Florida Law governs their profession and day to day practice. Upon completing this class students will be able to see the impact of ethics in practice and understand the ethical decision-making process. Basic principles of business, time management, staff management and financial management will be covered in this class. This class also includes résumé building, interview preparation, professionalism, and job search skills. (4 hrs.)

**NAI101: Nail Anatomy and Histology:** This class studies the make-up of fingernails and toenails at a cellular level. Students will learn why and how nails grow, different anomalies and functions of the fingernail. (4 hrs.)

**NAI102: Chemistry and Nails:** This class covers the molecular level of finger and toenails. Bonding agents, primers, acrylic monomers and other salon chemicals relating to nails will be discussed. (4 hrs.)

**NAI103: Polish and Nail Art:** This class introduces a method of polishing nails. Extensive discussion will occur regarding the fast-effective way of polishing nails. This class also introduces basic nails using thin paint brushes and various crafts. There is a class requirement that students must perform a total of 100 services. (21 hrs.)

**NAI104: Manicures:** This class teaches students how to perform a basic manicure. It covers the trimming of nails, shaping, handling cuticle, massage technique, and ultimately polish. This class requires the student to successfully perform 15 manicures. (23 hrs.)

**Prerequisite:** NAI103.

**NAI105: Pedicure:** This class teaches the student how to perform a pedicure. The class is focused on the trimming of toenails, shaping nails, handling cuticles, treatment of heels, massage and polishing toenails. Students are required to perform 30 pedicures. (60 hrs.)

**Prerequisite:** NAI103.

**NAI106:** *Acrylic Nails:* This class teaches students the basic application of applying acrylic nails. A full understanding of mechanical and chemical bonding will be reviewed. Instructions will be given on how to glue fingernail tips, trim, apply bonding agents and acrylic polymers, shape, smooth and finally polish of the acrylic nails. Students are required to perform 20 sets of acrylic nails. (50 hrs.)

**NAI107:** *Advance Nail Art:* This class focuses on the more advanced skills of decorating acrylic nails. Students will learn to use acrylic paints on applied acrylic nails. The basics of sculpturing different nail shapes will be introduced. Students will have a chance to perform a minimum of five sets of nail arts. (10 hrs.)

**Prerequisites:** NAI103

**NAI108:** *Gel Nails:* The Gel Nail System will be introduced to the students. Chemical reaction between the gel nails and acrylic nails will be discussed. The purpose and mechanics of exposing nails to ultraviolet curing light will be discussed. Students must perform three sets of gel nails. (10 hrs.)

**NAI109:** *Artificial Nails Removal:* This class discusses the different methods to remove acrylic, gel, and other forms of esthetic nails. Students must perform three sets of nail removals. (2 hrs.)

**NAI110:** *Pink and White:* This class practices the white and pink powder application. Students will prove the stability of controlling acrylic polymer after completing this class. This class is the most advanced and marks the completion of the nail extension program. Students must perform five sets of pink and white. (40 hrs.)

**Prerequisite:** NAI106

**FAC101:** *Basic Make-Up:* Students will learn about foundations, skin tones, different makeup colors and brushes. Students must perform 20 sets of makeup applications. (86 hrs.)

**FAC102:** *Facials:* students will learn about different types of facial equipment and ointments. Time will be spent on facial, head and neck massages. Different types of skin allergies, diseases and extractions will be discussed. Students will be required to perform 20 basic facials. (87 hrs.)

**COS101:** *Hair Chemistry:* This class focuses on the histology of hair. Topics discussed in this class include ethnicity and hair, structure of hair, analyzing hair, hair growth, hair loss, scalp and chemical compensation of hair. (10 hrs.)

**COS102:** *Shampoo, Condition and Rinse:* Students will learn how to shampoo, brush hair, provide scalp massage, and general hair and scalp treatments. Students must perform 50 hair washes. (80 hrs.)

**COS103:** *Hair Cutting:* This class teaches the basic principles of hair cutting, client consultation, tools, body positions of clients and technicians, safety tool handling, cutting curly hair, and different cutting techniques. Students will learn about clippers, edge and trimmers. Students must perform 75 haircuts. (110 hrs.)

**Prerequisite:** COS102.

**COS104:** *Hair Styling:* Students will learn about client consultation, we hair styling basics, finger waving, pin curls roller curls, comb out techniques, hair wrapping, blow dry styling, styling long hair, thermal hair styling, thermal hair pressing, braiding, extensions, wigs, and hair enhancement. Students must perform 300 hair styles. (300 hrs.)

**Prerequisite:** COS102.

**COS105:** *Hair Chemical Treatments:* Students will learn about the structure of hair, client consultation, permanent waves and procedures, chemical hair relaxing and procedure, and soft curl permanents. The class also includes color theory, hair facts, level system, types of hair colors, applying colors, lightening technique, special effect hair coloring, problem of hair colorings, correcting hair colorings and safety of handling chemicals. Students must perform 70 chemical treatments. (200 hrs.)

**Prerequisite:** COS104

**BAR 101:** *Orientation:* This section will cover Study skills, History of Barbering and Professional Image. (40 hrs.)

**BAR 102:** *Science of Biology:* This section will cover Microbiology, Infection Control/Safe Work Practices, Implements/Tools/Equipment, Anatomy/Physiology, Chemistry, Electricity/Light Therapy, Properties and Disorders of the Skin and Properties and Disorders of the Skin and Scalp. (152 hrs.)

**BAR 103:** *Professional Barbering:* This section will cover Treatment of the Hair and Scalp, Men's Facial Massage and Treatments, Shaving and Facial Hair Design, Men's Haircutting and Styling and Men's Hair Replacement. (426 hrs.)

- BAR 104:** *Advance Barbering Service:* This section will cover Women's Haircutting and Styling, Chemical Texture Services, Hair coloring and Lightening and Nails and Manicuring. (418 hrs.)
- BAR 105:** *Business of Barbering:* This section will cover State Board Preparation and Licensing Laws, The Job Search, Business ethics and Barbering Management. (156 hrs.)
- RBAR 106:** *Florida Laws and Rules:* This class instructs the student regarding the laws and rules regulated by the State of Florida concerning barbering professionals. (75 hrs.)
- RBAR 107:** *Safety, Sanitation, and Sterilization:* The student will understand the importance of safety, sanitation and sterilization upon completing this portion of the curriculum. The student will study the proper techniques, correct chemical use to disinfect, and laws and regulations regarding infection control. (325 hrs.)
- RBAR 108:** *Hair Structure, Cutting, and Cleansing:* This class teaches the basic principles of hair cutting, client consultation, tools, body positions of clients and technicians. Students will learn the following but not limited to shampooing, learn about clippers, edges and trimmers, blow-dry. (150 hrs.)
- RBAR 109:** *Shaving, Beard and Mustache Trimming:* Students will learn different types of facial equipment and ointments. Time will be spent on facial, head, and neck. Different types of skin allergies, diseases and extractions will be discussed. Students will be required to perform 30 basic facials. (50 hrs.)
- FS 101:** *Chemistry and Chemical Safety:* Students will learn basics understanding of the principles of chemistry and chemicals. The application of these principles to spa products and retail products used in skin care. (20 hrs.)
- FS 102:** *Electricity and Electrical Safety:* In this course the students will learn the basics of electricity and how it works along with the ow to safely use electricity with devices. (20 hrs.)
- FS 103:** *General Anatomy and Physiology of the Skin:* Learn the science and structure of the skin. Functions, layers, and anatomy of the skin. Understanding how the skin cell layers function. Determine the scientific basis for the proper application for services and products. (10 hrs.)
- FS 104:** *Physiology and Histology of the Skin:* Students will learn how throughout history the different products used for the skin and the different methods diverse cultures use. (20 hrs.)
- FS 105:** *Disorders and Diseases of the Skin:* Learn disorders and diseases of the skin. And treatments for the skin. (20 hrs.)
- FS 106:** *Facial Procedures and Treatments:* Student will learn the procedures and treatments of the skin according to skin type. (70 hrs.)
- FS 107:** *Make-up Application:* In this section, students will learn how to properly apply products to the clients and using proper techniques. (70 hrs.)
- FS 108:** *Facial, Body Waxing, and Hair Removal:* This class will teach students how to follow procedures in applying products for hair removal facial and body waxing. Will learn how to properly do lash and brow tinting and eyelash applications. (70 hrs.)
- FS 109:** *Advanced Topics and Treatments:* This course is students will learn about aromatherapy, facial treatments, and advanced massage techniques. This will also include the concept of energy work. (20 hrs.)
- FS 110:** *Facial Devices and Technology:* This course will provide students with different types of facial equipment, including the purposes of each type of equipment and the use of electrotherapy and light therapy in performing a facial service. (20 hrs.)
- FS 111:** *Skin Care Products Chemistry, Ingredients, and Selection:* This course will discuss professional skin care products, home care products, and their ingredients. (20 hrs.)

# Services

*Services that will be performed on the lab floor include, but are not limited to:*

## **Hair Cut & Styling Men/Women**

Wet/Dry Cut  
Thermal Iron  
Blow Dry  
Up Do  
Haircut w/Razor or Shears  
Taper or Fade  
Design  
Beard/Mustache Trim  
Edge

## **Color Bar**

Basic Color  
Basic Foil Weave  
Block Coloring  
Full Head Lightener  
Color Touch Up

## **Texture**

Perm  
Specialty Perm  
Chemical Relaxer  
Permanent Wave  
W/Roller Set  
W/Hot Iron  
Virgin Relaxer  
Relaxer Retouch

## **Hair Weave**

French Braid  
Braid W/Design  
Hair Extension

## **Nails**

Manicure  
Pedicure  
Nail Enhancement  
Fill In  
Nail Art

## **Misc.**

Waxing  
Tweezing  
Facial  
Make up Application