



## **SCHOOL CATALOG**

**Owner / CEO: George Ortiz Jr**

**733 Lancaster Avenue  
Unit A  
Reading, PA 19607**

**610-927-5664**

**UPDATED: January 26, 2023**

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*\*All policies are subject to change at the owner’s discretion. Catalog updates will be posted on our website and information board in student lounge for a minimum of 30 days.*

## **Ownership, Licensure and Accreditation**

American Barber and Beauty Academy (ABBA) is 100% owned by George Ortiz, Jr. The school is located at 733 Lancaster Avenue, Unit A in Reading, PA 19607. The school phone number is (610) 927-5664.

American Barber and Beauty Academy is licensed by the Pennsylvania Department of State, bureau of Professional and Occupational Affairs, located at P.O. Box 2649, in Harrisburg, PA 17105. The phone number is (717) 783-3402.

The school is accredited by the National Accrediting Commission of Career Arts and Sciences (NACASS), located at 3015 Colvin Street, Alexandria, VA 22314. NACCAS' phone number is (703) 600-7600.

Current licenses and certifications may be reviewed at the school during regular business hours. Please contact the school director during regular business hours to schedule an appointment to review certification documents and/or to obtain Consumer Information regarding the institution.

## **History**

American Barber and Beauty Academy began solely as a barber school which opened its doors on October 2, 2012, as the American Barber Academy. George Ortiz, Jr. struggled to find skilled barbers from his community to employ so he did what any savvy entrepreneur would do, he opened a barber school where he could train potential barbers and assist them in obtaining gainful employment.

American Barber Academy proved to be a successful model in education and has since expanded to apply the same founding principles to the field of Cosmetology and Esthetics under the new name American Barber and Beauty Academy.

## **Facility and Equipment**

American Barber and Beauty Academy is a state of the art, 10,000 square foot facility consisting of a reception area, clinic floor with barber stations, design floor with styling stations and nail area, esthetics treatment room, shampoo room, classrooms, locker area, and administrative offices.

## **Mission Statement**

The mission of American Barber and Beauty Academy is to teach, inspire and prepare the next generation of aspiring barber and beauty professionals. To instill desired habits and values through our commitment to upholding our students to exceptional professional standards. Lastly, to uplift the barbering and beauty industry by cultivating quality and successful professionals.

## **General Objectives**

The school's mission is accomplished through the following performance objectives:

### **➤ Program Objectives**

- ✓ To introduce and teach the techniques involved in the latest hair styling trends, skin and nail care.
- ✓ To create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods, and relevant equipment of "hands-on" education.
- ✓ To develop professional qualities within each student by teaching them the importance of good public relation and customer service.
- ✓ To teach and develop current sanitation and sterilization procedures, and the Pennsylvania State Barber and Cosmetology Licensing Laws.
- ✓ To teach subject areas through hands on instructional programs on the clinic / design floor and treatment room.

## ➤ School Objectives

- ✓ Uniformly administering fair and equitable admissions policies
- ✓ Employing Instructors qualified by preparation, education or experience to carry out the education objectives of the institution
- ✓ Offering well organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development
- ✓ Maintaining effective methods of organization and administration appropriate to the educational programs offered
- ✓ Using systematic student evaluation to assist student learning and satisfactory student achievement.
- ✓ Improvement of institutional effectiveness through assessment of student achievement and performance
- ✓ Providing a program of support services including academic advising to students and employment assistance
- ✓ Providing equipment, instructional space and other facilities to meet instructional need and professional standards for safety and hygiene
- ✓ Produce a reasonable profit, which will ensure growth and improvement in the students, staff and facilities and equipment

## Admissions and Enrollment Requirements

The American Barber and Beauty Academy does not discriminate in its employment, admission, instruction, or graduation policies based on gender, age, race, color, religion, or ethnic origin.

American Barber and Beauty Academy requires that each student enrolling in the Barber, Barber Crossover, Barber Instructor, Cosmetology, Cosmetology Crossover, Instructor, Esthetics and Nail Technician must meet the following admission requirements:

- ✓ Pay \$50 application fee (excluding Esthetics and Nail Technician programs)
- ✓ Pay \$780 non-refundable and non-transferable registration fee for Esthetics program.
- ✓ Complete an enrollment agreement
- ✓ Submit proof that student is at least 16 years of age – acceptable documentation includes:
  - Valid driver's license or state ID
  - Valid passport
  - Copy of birth certificate
- ✓ Submit a valid social security card
- ✓ Submit evidence of high school or equivalent of twelfth grade completion by providing one of the following:
  - Copy of high school diploma
  - Copy of a high school transcript which includes graduation date
  - Copy of GED
  - Copy of a state issued credential for secondary school completion if homeschooled
  - Foreign diplomas must be evaluated and translated in English (if applicable) from an outside accredited institution approved by the Department of Education (DOE) to insure equivalency to a U.S high school diploma
- ✓ Students entering the Barber Instructor or Instructor program must meet all the above requirements as well as submit a copy of a current Pennsylvania state license
- ✓ Students enrolling in the 695-clock hour Barber Crossover / Cosmetology Crossover program must meet all of the above requirements as well as submit a copy of a current Pennsylvania state license
- ✓ Ability to Benefit (ATB) students are not eligible for Admission

## **Re-Entry Policy (Prior ABBA Students)**

Students who wish to re-enter after withdrawing must meet all of the admissions requirements: satisfy all prior debts owed to the school, pay \$100 re-entry and \$50 application fee. Students may be charged for any additional kit items on a case-by-case basis depending upon the condition of the original kit purchased. Student's contracted end date will include 10% of hours needed up to 60 hours (Barber, Barber Crossover, Barber Instructor, Cosmetology, Cosmetology Crossover and Instructor), 40 hours (Esthetics) and 20 hours (Nail Technician).

- ✓ Students who voluntarily withdrawal will be permitted to re-enroll one time on the next available start date determined by the school.
  - Student will sign addendum to original enrollment agreement unless new tuition fees apply which will require a new enrollment agreement.
- ✓ Students who are terminated for excessive absence or 14 consecutive days will be permitted to re-enroll one time after 180 days from the student's last day of attendance.
  - Students who re-enroll after 180 days from date of withdrawal must sign a new enrollment agreement at the current tuition rate.
- ✓ Re-entry for students who are terminated for disciplinary reasons will be determined on a case-by-case basis by the school director.
- ✓ Esthetics and Nail Technician students who voluntarily withdraw or are terminated are exempt from the 180-day rule. Students may re-enroll in the next available opening and will begin program where they left off with their previous enrollment.

## **Transfer Students (Hours Earned Outside of ABBA)**

Barber and Cosmetology students seeking to transfer hours from another accredited institution recognized by the Department of Education will be reviewed and accepted in the following manner:

- ✓ Cosmetology students must provide an official transcript of hours.
  - If a student has 900 or more completed hours:
    - We will accept 900 hours with condition that student only practices skill set on design floor without any theory class and passes ABBA final exam.
  - If student has 350 or more completed hours then:
    - We will accept 350 hours with condition that student attends Foundations 1 and Foundations 2. Student must pass ABBA final.
- ✓ Barber students are determined on a case-by-case basis.
- ✓ Esthetics and Nail Technician programs do not accept transfer hours.
- ✓ Students must also purchase full ABBA kit and books (regardless of transfer hours).

## **Disabilities**

The American Barber and Beauty Academy welcomes all qualified students with disabilities in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, the institution is committed to providing equal access to all programs and facilities.

The Academy does not offer a specialized program for students with disabilities. All students, including those with disabilities, are responsible to meet the requirements as outlined in the institution's program curriculum. Students with disabilities seeking admission should be aware that all programs require a high level of dexterity and coordination. The institution will make a reasonable effort to accommodate. Medical documentation may be required.

## Veteran’s Education Benefits

American Barber and Beauty Academy is proud to serve veterans of the U.S. Armed Forces. We encourage veterans and their dependents to apply for educational benefits to help pay for tuition and assist with living expenses while enrolled at the academy. Our VA School Certifying Official is available to assist you in applying for your education benefits.

“GI Bill ®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

**Veteran’s Benefits and Transition Act of 2018** In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill ® (Chapter 33) or Vocational Rehabilitation and Employment (Chapter 31) benefits, while payment to the institution is pending from the VA.

ABBA will not:

- ✓ Prevent nor delay the student’s enrollment
- ✓ Assess a late penalty fee to the student
- ✓ Require the student to secure alternative or additional funding
- ✓ Deny the student access to any institutional resources available to other students who have satisfied their tuition and fee bills.

To qualify for these provisions, covered individuals are required to provide one of the following documents of eligibility on their date of enrollment but no later than the first day of class:

- Certificate of Eligibility or Statement of benefits
- VAF28-1905 Form for Chapter 31
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## Current Class Schedules

Program	Schedule	Hours
Barber / Barber Crossover	(AM) MON – FRI: 8:00 am – 2:30 pm (30 min break)	30 hours per week
Barber Instructor	(PM) MON – THURS 1:00 pm – 7:30 pm (30 min break)	24 hours per week
	Barber Instructors follow the AM or PM schedules above with exception to a mandatory theory day.	24 or 30 hours per week
Cosmetology / Cosmetology Crossover	(AM) MON – FRI: 9:00 am – 4:30 pm (30 min break)	35 hours per week
	(PM) MON – THURS: 5:00 pm – 9:30 pm SAT: 9:00 am – 3:30 pm (30 min break)	24 hours per week
Instructor Program	An individual flexible schedule is created at enrollment around all program class times with exception of mandatory theory.	24, 30, or 35 hours per week
Esthetics	(AM) TUES – FRI: 9:00 am – 3:30 pm (30 min break)	24 hours per week
	(PM) MON – THURS: 5:00 pm – 9:30 pm	24 hours per week
	SAT: 9:00 am – 3:30 pm (30 min break)	
Nail Technician	MON & FRI: 9:00 am – 4:30 pm (30 min break)	20 hours per week
	SAT: 9:00 am – 3:30 pm (30 min break)	

## Class Start Dates

American Barber and Beauty Academy has open enrollment all year-round. Start dates are subject to change at any time at the discretion of the school and enrollment.

- ✓ Barber and Barber Crossover classes generally start every two weeks based on availability.
- ✓ Cosmetology and Cosmetology Crossover classes generally start every five to seven weeks.
- ✓ Instructor Programs generally start twice a year.
- ✓ Esthetics classes start approximately every four to five months.
- ✓ Nail Technician classes start approximately every three months.

## Time Accounting Policy

The student's attended times are documented and reported to the Pennsylvania State Board of Barber and Cosmetology on a quarterly basis. Students shall comply with the following procedure:

- ✓ Students are enrolled into the finger scan system on orientation day.
- ✓ Students must use finger scanner daily upon entering and exiting the building in order to receive appropriate attended hours.
- ✓ A time correction form is available at the front desk for students to complete if failed to scan in / out or scanner malfunctioned.
  - Student will lose hours for that day unless they complete and provide a time correction form to school director.

## Attendance

American Barber and Beauty Academy's expectations are for you to attend class regularly and on a consistent basis as per your course schedule. It is your responsibility to contact your respective teacher via email if not in attendance or coming in late.

Barber, Barber Crossover, Barber Instructor, Cosmetology, Cosmetology Crossover and Instructor students are granted 60 hours of time they can miss school and still graduate on their contracted graduation date. Esthetics students are granted 40 hours and Nail Technician students are granted 20 hours since shorter programs. Once that hour mark is exceeded, students start to accrue overtime charges in accordance with their enrollment agreement.

As a clock hour program, absences, cutting class, early out, tardiness and suspensions will count towards a student's missed time (excused or unexcused).

## Excessive Absence Policy / Maximum Missed Time Allowed Policy

Attendance is monitored approximately the 1<sup>st</sup> and 15<sup>th</sup> of the month (or next business day if a weekend or holiday). Students who are determined to be excessively absent are placed on an action plan. Violations of the action plan or exceeding maximum missed time will result in immediate dismissal from the program.

\*The hour increments fluctuate for students who are transferring or re-entering the institution.

<b>Program</b>	<b>Excessive absence is defined as:</b>	<b>Maximum missed time allowed is defined as:</b>
Barber, Barber Instructor and Cosmetology Programs	120 hours missed	200 hours missed
Barber Crossover, Cosmetology Crossover and Instructor Programs	90 hours missed	120 hours missed
Esthetics Program	40 hours missed	60 hours missed
Nail Technician	20 hours missed	40 hours missed



## Occurrence Policy

Any unexcused time missed during class schedule (cutting class, early out, tardiness) will result in an occurrence. Students are granted two occurrences per month which reset each month. Occurrences within the same month will be handled in the following manner:

1 <sup>st</sup> unexcused cutting class / early out / tardiness	=	Verbal warning
2 <sup>nd</sup> unexcused cutting class / early out / tardiness	=	Written warned
3 <sup>rd</sup> unexcused cutting class / early out / tardiness and every occurrence thereafter within the same month	=	1 day suspension

If you are sent home for violating a school policy, it does count as an occurrence. Each unexcused occurrence counts individually, meaning you can come in late and leave early in the same day and this is two occurrences.

Exception to occurrences require a valid documented excuse.

As a clock hour program occurrences will count towards a student's missed time (excused or unexcused).

## Leave of Absence Policy (LOA)

The institution's policy as stated below must be followed when requesting a leave of absence:

Acceptable reasons for a LOA include the following ONLY:

- ✓ COVID-19 related illness or mandatory quarantine
- ✓ Bereavement
- ✓ Mandated military duty

A LOA request form must be submitted by students to director prior to taking an LOA unless unforeseen circumstances. Approval of LOA request is contingent upon receipt of supporting documentation. The director will document the reason for the decision and will establish the start date of the approved LOA as the first date the student was unable to attend. If unforeseen circumstances occur, the director will accept an email or text as acceptable communication; however, upon student's return a request form with supporting documentation must be completed to grant approval.

- ✓ There must be a reasonable expectation that the student will return from the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.
- ✓ A LOA extends the student's contract end date and maximum time frame by the same number of calendar days taken in the leave. Changes to the contract period enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- ✓ A LOA cannot extend past fourteen consecutive calendar days, except for mandated military duty. The student will not be granted a LOA if the LOA together with any additional LOA's previously granted exceed a total of 180 calendar days in any 12-month period.
- ✓ Students on a LOA do not accrue absent time and maintain the hours earned at the time of the leave.
- ✓ The student will not be assessed any additional charges as a result of the LOA. If a student is on a payment plan, monthly tuition payments must still be satisfied during a LOA. If a student is receiving Title IV loans, no loans will be disbursed during a LOA.
- ✓ If a student does not return at the expiration of an approved LOA or takes an unapproved LOA, they will be withdrawn from the program. The student's withdrawal date is the last date of attendance which is also for the purpose of calculating a refund.

## Make Up Work Policy

It is the student's responsibility to make up any missed class work due to missed time. The student shall contact their instructor to make arrangements to complete the assignments that were missed. Attended hours will not be granted for making up missed classwork / assignments outside of scheduled class time.

Exceptions to receiving attended outside of class schedule:

- ✓ Attending a special planned in school workshop or outside school event (with Instructor present)
  - You are not able to receive hours for attending a workshop / event if not in attendance that school day or if you are on a suspension.
- ✓ Lunch break not taken due to busy clinic / design floor or treatment room
- ✓ Stayed after scheduled end of class to finish salon guest service.

## School Scheduled Closings for Holidays

01/01/2023 (Sunday)	New Year's Day	10/09/2023 (Monday)	In-Service Day
02/20/2023 (Monday)	President's Day	11/23/2023 (Thursday)	Thanksgiving
03/17/2023 (Friday)	In-Service Day	11/24/2023 (Friday)	Thanksgiving
04/08/2023 (Saturday)	Easter Break	12/23/2023 (Saturday)	Christmas Break
04/10/2023 (Monday)	Easter Break	12/24/2023 (Sunday)	Christmas Break
05/26/2023 (Friday)	In-Service Day	12/25/2023 (Monday)	Christmas Break
05/27/2023 (Saturday)	Memorial Day	12/26/2023 (Tuesday)	Christmas Break
05/29/2023 (Monday)	Memorial Day	12/27/2023 (Wednesday)	Christmas Break
07/03/2023 (Monday)	In-Service Day	12/28/2023 (Thursday)	Christmas Break
07/04/2023 (Tuesday)	July 4 <sup>th</sup>	12/29/2023 (Friday)	Christmas Break
09/02/2023 (Saturday)	Labor Day	12/30/2023 (Saturday)	Christmas Break
09/04/2023 (Monday)	Labor Day	12/31/2023 (Sunday)	Christmas Break

## School Closing Announcements Due to Inclement Weather

In the event of inclement weather, students are advised to check our Facebook, Instagram, WFMZ Storm Center Closing and [www.americanbarberbeauty.com](http://www.americanbarberbeauty.com) for the most up to date announcements.

## Career Considerations

The school wants to ensure that students interested in pursuing a career in Barbering, Cosmetology, Instructing, Esthetics and Nail Technician, consider all aspects of such a decision.

- Persons who want to become professionals in this field must:
  - ✓ Have finger dexterity and a sense of form and artistry
  - ✓ Enjoy working with the public and have the ability to follow a client's direction
  - ✓ Staying current with the latest techniques and technological innovations
  - ✓ Work long hours while building a personal clientele to earn the desired income
  - ✓ Make a strong commitment to the educational process and complete the course of study
  - ✓ Learn the skills necessary to operate a personal business
- Safety and Physical Requirements:
  - ✓ Work can be arduous and physically demanding
  - ✓ Exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
  - ✓ Practice of safety and infection control is essential for effective and successful performance within the industry.

## Outcome Rates

The school tracks its annual performance with respect to student completion rate, graduate placement and licensure rates. As per the NACCAS 2021 Annual Report, American Barber and Beauty Academy reported the following statistics:

	COMPLETION RATE	PLACEMENT RATE	LICENSURE RATE
BARBER PROGRAM	70.37%	94.70%	100%
BARBER CROSSOVER PROGRAM	100%	100%	100%
BARBER INSTRUCTOR PROGRAM	N/A	N/A	N/A
COSMETOLOGY PROGRAM	77.78%	90.48%	89.47%
COSMETOLOGY CROSSOVER PROGRAM	N/A	N/A	N/A
INSTRUCTOR PROGRAM	100%	100%	N/A
ESTHETICS PROGRAM	100%	74.65%	97.10%
NAIL TECHNICIAN	N/A	N/A	N/A
ANNUAL REPORT 2021	89.15%	81.74%	95.70%

The institution's accrediting agency requires that any adjustments made to its student outcome rates due to the COVID-19 pandemic must be disclosed. Student achievement at this institution has not been significantly impacted by the pandemic, the outcome rates do not reflect any such adjustments related to COVID-19.

## Graduation Requirements

Students are required to meet the following criteria in the applicable program of study to graduate and be issued a diploma:

- ✓ Successful completion of all phases of study, required tests / exams, practical assignments / evaluations
- ✓ Complete the program of study according to the State requirements
- ✓ Esthetics students have successfully met guest / services requirement
- ✓ Complete all required exit paperwork
- ✓ Make satisfactory payment arrangements for all debts owed to the school

## Career Opportunities and Occupations

Job placement or employment is not guaranteed. Our programs provide training in the following areas:

1. Professional image
2. Resume writing
3. Interviewing skills
4. Mechanics of owning and operating salon, spa or shop
5. Classes on self-esteem, communication skills, continuing education and building a clientele

American Barber and Beauty Academy offers reasonable assistance including:

- ✓ An available job posting board is available to students in applicable classrooms.
- ✓ Industry partners are invited to ABBA to speak to students about available job opportunities.
- ✓ ABBA provides guidance upon student's request for potential employment

A professional license provides many employment opportunities but not limited to the following:

- ✓ Barber stylist
- ✓ Hair stylist
- ✓ Texture specialist
- ✓ Instructor
- ✓ Platform artist
- ✓ Nail technician
- ✓ Esthetician
- ✓ Salon / spa / shop manager or owner

Compensation will vary based on the type of salon / spa / shop, the location and the number of hours worked.

## **Pennsylvania State Licensing Requirements**

To begin training in the desired program, an individual must be at least 16 years of age and possess a license.

As per Pennsylvania State Board of Barbering each applicant shall:

- ✓ Be at least sixteen years of age
- ✓ Have completed the eighth grade or its equivalent
- ✓ Have completed a Barber study and training period of 1250 hours
- ✓ Have completed Barber Instructor study and training period of 1250 hours
- ✓ Pay the prescribed fees
- ✓ Pass an examination(s) given under the direction of the Board

ABBA offers to assist students in completing the PA State Board application upon completion of above mentioned criteria. Once state board approves, a student can schedule their practical and theory exams. While awaiting successful completion of both exams, the state board will email a student a 9-month temporary license which allows them to work in the industry.

As per Pennsylvania State Board of Cosmetology each applicant shall:

- ✓ Be at least sixteen years of age (unless a veteran or 35 years of age or older)
- ✓ Have completed the tenth grade or its equivalent
- ✓ Have completed Cosmetology study and training period of 1250 hours\*
- ✓ Have completed Cosmetology Instructor study and training period of 500 hours (ABBA requires 600 hours of education with additional time for student to apply their knowledge in delivery, methodology, communication, listening skills, professional development as well as expand their experience in the classroom by observing Instructors of different programs)\*
- ✓ Have completed Esthetics study and training period of 300 hours (ABBA requires 400 hours of education with additional Dermalogica training)\*
- ✓ Have completed Nail Technician study and training period of 200 hours
- ✓ Pay the prescribed fees
- ✓ Pass an examination(s) given under the direction of the Board

\*Pennsylvania State Board of Cosmetology currently offers early licensure which allows students to take their state board examination after completing a:

- ✓ Cosmetology study and training period of 900 hours.
- ✓ Cosmetology Instructor study and training period of 400 hours
- ✓ Esthetics study and training period of 250 hours

ABBA assists students in applying to take their early exam; however, students must still meet the above-mentioned criteria for board's approval. Students will be informed in writing if they passed / failed on examination day; however, the PA State Board will not issue the student their license until ABBA provides required documentation that the student has successfully completed the program of study and training.

***A student is not required to take their State Board Examination early; however, are encouraged by the American Barber and Beauty Academy staff.***

## **Criminal Background Disclosure**

All licensing boards within the Bureau have the authority, under the Criminal History Record Information Act (18pa. C.S.A. paragraph 9124), to deny a license or discipline a license based on a felony conviction. The Board may also deny a license based on misdemeanor conviction, if that misdemeanor relates to the profession. Just because there exist grounds for provisional denial, does NOT mean applicant will be denied. Please see the Pennsylvania State Board of Barber and Cosmetology Examiners for information that may prevent an individual from obtaining or maintain licensure and therefore employment as a licensed professional in this state.

## Curriculum – Course Outlines

### ➤ **Barber – 1250 Clock Hours:** Educational Objective – PA Barber License

#### ❖ Course Description:

The course teaches barbering with theoretical training with special emphasis on practical training. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration while practical training takes place on the clinic floor which offers barber services to the public.

#### ❖ Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, shaves, facials, and advanced design techniques with entry level professional barbering abilities.

#### ❖ Course Outline:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

***In order to understand the features / benefits of services offered and products used, practical application requires students to perform and receive (non-chemical) services on both themselves and fellow classmates.***

**Schedule:** Students will be instructed in accordance with the following schedule:

Subject	Approximate Hours
Honing and stropping	25
Shaving and various uses of the straight razor	240
Haircutting, hairstyling, and hairpieces	535
Shampoo and scalp massages	25
Hair coloring	25
Massaging (facials)	25
Hair waving or curling (perms), straightening	25
Scalp and skin disease	50
State barber law, rules, and regulations	50
Physiology	50
Sterilization and sanitation	50
Hygiene	25
Bacteriology	25
Electricity (ultraviolet, high frequency, infrared, curling irons)	25
Professional ethics and barbershop demeanor	25
Manager-barber instructions, instruments, shop management, examination orientation and preparation for related	50
<b>Total minimum hours of credit required</b>	<b>1250</b>

### **Barber Program Assessments**

The following assessments are incorporated during the student's 1250-hour course:

- ✓ Written chapter projects, chapter tests and cumulative final
- ✓ Practical evaluations (at approximately 400, 800 and 1200 hours attended), monthly skill sheets and final project

➤ **Barber Crossover – 695 Clock Hours:** Educational Objective – PA Barber License  
(Prerequisite – Current Cosmetology License)

❖ Course Description:

The course teaches licensed cosmetologists with theoretical training with special emphasis on practical training in barbering. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration while practical training takes place on the clinic floor which offers barber services to the public.

❖ Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, shaves, facials, and advanced design techniques with entry level professional barbering abilities.

❖ Course Outline:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

*In order to understand the features / benefits of services offered and products used, practical application requires students to perform and receive (non-chemical) services on both themselves and fellow classmates.*

**Schedule:** Students will be instructed in accordance with the following schedule:

Subject	Approximate Hours
State barber law, rules, and regulations	50
Haircutting, hairstyling, and hairpieces	330
Shaving and various uses of the straight razor	240
Honing and stropping	50
Manager-barber instructions, instruments, shop management, examination orientation and preparation for related	25
<b>Total minimum hours of credit required</b>	<b>695</b>

Upon successful completion of the program, the PA State Board of Barbering will grant 555 hours of credit for subjects previously covered in the cosmetology training courses which will be applied to the 1250-hour training requirement.

**Barber Crossover Program Assessments**

The following assessments are incorporated during the student’s 695-hour course:

- ✓ Written chapter projects, chapter tests and cumulative final
  - Based on the start date, a student may need to work independently on some chapters which may not be covered before they achieve 695 hours attended.
- ✓ Practical evaluations (at approximately 350 and 650 hours attended), monthly skill sheets and final project

➤ **Barber Instructor – 1250 Clock Hours:** Educational Objective – PA Barber Instructor  
(Prerequisite – Current Barber License)

❖ Course Description:

The Barber Instructor program is designed to prepare licensed barbers to teach the art of barbering to students. ABBA works diligently to develop professional qualities within each student by teaching them the importance strong facilitation and teaching to all learner types.

❖ Course Goals:

The goal for each student is to educate them in both theory and practical experience in all areas of teaching methodology and to adequately prepare them to pass their state board examination for gainful employment in a barber school as an entry level, licensed Instructor, and help them to develop effective employer / employee relationships and communication skills. In addition to theoretical knowledge, a Barber Instructor shall be able to teach barber services including regular and style haircuts, shaves, facials and advanced design techniques to prepare students with entry level professional barbering abilities.

❖ Course Outline:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

*In order to understand the features / benefits of services offered and products used, you may receive (non-chemical) services from students.*

**Schedule:** Every student shall be instructed in accordance with the following schedule:

Subject	Approximate Hours
Orientation	5
Educational Instruction	50
Learning Environment / Teaching Strategy	100
Student / Instructor Communication	50
Effective Classroom Management	25
Achieving Learner Results	25
Technology in the Classroom / Education Aids	75
The Educator Relationships	150
Learning Requires Fun	25
Basic Teaching and Learning Methods	50
Basic Learning Styles and Principles	50
Lesson Planning and Development / Program Review	100
The Student Clinic Experience	200
Teaching Success Strategies	50
Teamwork	25
Teaching Study and Testing Skills	50
Effective Presentations	45
Student Advising	25
Assessing Process	50
Student retention Tools	25
Career and Employment Preparation	25
Performance Evaluating	50
<b>Total minimum hours of credit required</b>	<b>1250</b>

**Barber Instructor Program Assessments**

The following assessments are incorporated during the student’s 1250-hour course:

- ✓ Written chapter tests, midterm and cumulative final
- ✓ Practical evaluations of (becoming the teacher) on clinic floor and classroom

➤ **Cosmetology – 1250 Clock Hours:** Educational Objective – PA Cosmetology License

❖ Course Description:

The course teaches the latest techniques in hairstyling trends, skin and nail care through theoretical and practical training. The theoretical training is conducted in a classroom setting consisting of lecture, demonstration and hands-on experience while practical training takes place on the design floor which offers cosmetology services to the public.

❖ Course Goals:

The goal is to educate students to pass their state board examination, obtain gainful employment in a professional salon as an entry level, licensed cosmetologist and to develop effective employer / employee relationships and communication skills.

❖ Course Outline:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

***In order to understand the features / benefits of services offered and products used, practical application requires students to perform and receive (non-chemical) services on both themselves and fellow classmates.***

**Schedule:** Every student shall be instructed in accordance with the following schedule:

Subject	Approximate Hours
Professional Practices	50
Bacteriology, Disinfection, Sanitation	
Professional Attitude	
Business Practices	
PA Cosmetology Law	
Sciences	200
Histology	
Trichology	
Chemistry	
Physiology	
Cosmetic Dermatology	
Electricity	
Cosmetology Skills – Cognitive and Manipulative	1000
Shampooing and Conditioning	
Hair Shaping	
Hair Styling / Finger Waving	
Chemical Texturizing	
Permanent Waving	
Hair Coloring	
Hair Straightening	
Skin Care	
Nail Technology	
Temporary Hair Removal	
Scalp Treatment	
Care of all Hair Types and Textures	
Makeup	
<b>Total minimum hours of credit required</b>	<b>1250</b>

**Cosmetology Program Assessments**

The following assessments are incorporated during the student's 1250-hour course:

- ✓ Written chapter tests, unit exams and cumulative final
- ✓ Practical evaluations, weekly grading sheets, monthly skill sheets and final project



➤ **Cosmetology Crossover – 695 Clock Hours Educational Objective – PA Cosmetology License (Prerequisite – Current Barber License)**

❖ **Course Description:**

The course teaches the latest techniques in hairstyling trends, skin and nail care through theoretical and practical training. The theoretical training is conducted in a classroom setting consisting of lecture, demonstration and hands-on experience while practical training takes place on the design floor which offers cosmetology services to the public.

❖ **Course Goals:**

The goal is to educate students to pass their state board examination, obtain gainful employment in a professional salon as an entry level, licensed cosmetologist and to develop effective employer / employee relationships and communication skills.

❖ **Course Outline:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

*In order to understand the features / benefits of services offered and products used, practical application requires students to perform and receive (non-chemical) services on both themselves and fellow classmates.*

**Schedule:** Every student shall be instructed in accordance with the following schedule:

Subject	Approximate Hours
Professional Practices	15
Sciences	80
Cosmetology Skills – Cognitive and Manipulative	600
<b>Total minimum hours of credit required</b>	<b>695</b>

Upon successful completion of the program, the PA State Board of Cosmetology will grant 555 hours of credit for subjects previously covered in the barber training courses which will be applied to the 1250-hour training requirement.

**Cosmetology Crossover Program Assessments**

The following assessments are incorporated during the student’s 695-hour course:

- ✓ Written chapter tests, unit exams and cumulative final
  - *Based on the start date, a student may need to work independently on some chapters/units which may not be covered before they achieve 695 hours attended.*
- ✓ Practical evaluations, weekly grading sheets, monthly skill sheets and final project

➤ **Instructor – 600 Clock Hours:** Educational Objective – PA Cosmetology Instructor  
(Prerequisite – Current Cosmetology License)

❖ **Course Description:**

The Instructor program is designed to prepare licensed cosmetologists to teach the art of cosmetology to students. ABBA works diligently to develop professional qualities within each student by teaching them the importance strong facilitation and teaching to all learner types.

❖ **Course Goals:**

The goal for each student is to educate them in both theory and practical experience in all areas of teaching methodology and to adequately prepare them to pass their state board examination for gainful employment in a barber school as an entry level, licensed Instructor, and help them to develop effective employer / employee relationships and communication skills.

❖ **Course Outline:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

*In order to understand the features / benefits of services offered and products used, you may receive (non-chemical) services from students.*

**Schedule:** Every student shall be instructed in accordance with the following schedule:

Subject	Approximate Hours
Teaching Techniques	30
Student Teaching	0
Professional Practices	100
Salon Management Theory	25
Assisting and Observing in the Classroom and Clinic	75
<b>Total minimum hours of credit required</b>	<b>600</b>

\*Although American Barber and Beauty Academy offers a 600-hour Instructor Program with our add-on curriculum, the Pennsylvania State Board of Cosmetology can only certify the state minimum standard of 500 hours. During the additional 100 hours, students will apply their knowledge in delivery, methodology, communication, listening skills, professional development as well as expand their experience in the classroom by observing Instructors of different programs

**Instructor Program Assessments**

The following assessments are incorporated during the student’s 600-hour course:

- ✓ Written chapter tests, midterm and cumulative final
- ✓ Practical evaluations of (becoming the teacher) on design floor or treatment room and classroom

➤ **Esthetics– 400 Clock Hours:** Educational Objective – PA Esthetics License

❖ **Course Description:**

American Barber and Beauty Academy (ABBA) introduces and teaches the latest in skin care techniques including skin sciences (anatomy & physiology), chemistry and proper use of facial devices, hair removal and make up application. The theoretical training is conducted in a classroom setting consisting of lecture, demonstration and hands-on experience while practical training takes place on the treatment room which offers esthetics services to the public.

❖ **Course Objectives:**

The goal is to educate students to pass their state board examination, obtain gainful employment in a professional salon / spa as an entry level, licensed esthetician, and to develop effective employer / employee relationships and communication skills.

❖ **Course Outline:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

*In order to understand the features / benefits of services offered and products used, practical application requires students to perform and receive (non-chemical) services on both themselves and fellow classmates.*

**Schedule:** Every student shall be instructed in accordance with the following schedule:

Subject	Approximate Hours
Professional Practices	50
Sciences	100
Facial Treatments	150
Hair Removal	20
Makeup	70
State Laws	10
<b>Total minimum hours of credit required</b>	<b>400</b>

\*Although American Barber and Beauty Academy offers a 400-hour Esthetics Program with our add-on Dermalogica curriculum, the Pennsylvania State Board of Cosmetology can only certify the state minimum standard of 300 hours.

**Esthetics Program Assessments**

The following assessments are incorporated during the student’s 600-hour course:

- ✓ Written chapter tests, midterm, state law exam and cumulative final
- ✓ Practical evaluations, program grading sheet and skill sheet

➤ **Nail Technician – 200 Clock Hours:**

❖ **Course Description:**

This course teaches the latest in nail techniques and treatments. Students blend theoretical training and practical training daily. Theoretical training is conducted in a classroom setting consisting of lecture, demonstration and hands-on experience while practical training takes place on the design floor which offers nail services to the public.

❖ **Course Goals:**

The goal is to educate students to pass their state board examination, obtain gainful employment in a professional salon as an entry level, licensed esthetician, and to develop effective employer / employee relationships and communication skills.

❖ **Course Outline:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

*In order to understand the features / benefits of services offered and products used, practical application requires students to perform and receive (non-chemical) services on both themselves and fellow classmates.*

**Schedule:** Every student shall be instructed in accordance with the following schedule:

<b>Subject</b>	<b>Approximate Hours</b>
Professional Practices	25
Sciences	75
Nail Treatments	75
Pedicuring	25
<b>Total minimum hours of credit required</b>	<b>200</b>

**Nail Technician Program Assessments**

The following assessments are incorporated during the student's 600-hour course:

- ✓ Written chapter tests, midterm, state law exam and cumulative final
- ✓ Practical evaluations, program grading sheet and skill sheet

## Grading Criteria – All Programs

Grades will be on a point system, with the following scale in effect:

90% - 100%	= A
80% - 89%	= B
75% - 79%	= C
0% - 74%	= F (Unsatisfactory/Failing)

All theory, practical and examination grades are given numerically with a scale of 0 - 100 points. A student's overall GPA (grade point average) includes of 50% Written (chapter tests and exams) and 50% Exams (various types of practical applications). A grade of 75% is considered passing in all such situations. Students will have one opportunity to improve a failing grade within one week by scheduling a time retake with their Instructor.

If a student has an unexcused absence on the following they will receive a zero which cannot be made up:

- Barber / Barber Crossover: practical evaluations or final exam
- Cosmetology / Cosmetology Crossover: unit or final exam
- Barber Instructor / Instructor: practical evaluations or midterm / final exam
- Esthetics: practical evaluations or midterm / final exam
- Nails: practical evaluations or midterm / final exam

## Dress Code

American Barber and Beauty Academy has established a standard dress code for students to maintain a professional image. Students not in dress code will be made to change or leave for the day. The dress code per program is as follows:

### ➤ Barbers:

- ✓ Black barber jacket must be worn at all times (provided)
  - Must be zipped and buttoned (the neck button can be undone)
- ✓ Solid black or gray top (only ABBA logo accepted)
- ✓ Professional solid black or gray dress pants or khakis
- ✓ Solid black or gray closed toed dress shoes
  - Solid black or gray Vans are only acceptable sneakers
- ✓ Head wear including caps, rags, or scarfs are not permitted

### ➤ Cosmetology:

- ✓ Black cosmetology smock must be worn and zipped at all times (provided)
- ✓ Solid black top (only ABBA logo accepted)
- ✓ Black dress pants or black jeans (no rips or holes)
  - Gym attire, yoga pants, jeggings or leggings are not permitted
- ✓ Dresses, skirts, or shorts are not permitted
- ✓ Black flat dress shoe, dress boot or heels permitted
  - Solid black Vans are only acceptable sneakers
  - Crocs or UGGS are not permitted
  - Open toed shoes with back are acceptable during warmer months if feet are pedicured, and toes are polished
- ✓ Apron (provided) must be worn at all times on the design floor when servicing guests
- ✓ Head wear including caps, rags, or scarfs are not permitted

### ➤ Esthetics:

- ✓ Black logo scrub top and black scrubs (provided) must be worn at all times
- ✓ Solid black long sleeve shirt may be worn under scrub top for comfort
- ✓ No additional garment may be worn over the scrub top
- ✓ Black flat dress shoe, dress boot, nursing shoe or all black sneakers are permitted
  - Crocs or UGGS are not permitted
- ✓ Head wear including caps, rags, or scarfs are not permitted

## ***Dress Code (continued)***

- Nail Technician:
  - ✓ Grey logo scrub top and grey scrubs (provided) must be worn at all times
  - ✓ Solid black long sleeve shirt may be worn under scrub top for comfort
  - ✓ No additional garment may be worn over the scrub top.
  - ✓ Black flat dress shoe, dress boot, nursing shoe or all black sneakers are permitted
    - Crocs or UGGs are not permitted
  - ✓ Head wear including caps, rags, or scarfs are not permitted

## **Telephone and Cell Phone Policy**

- ✓ Personal phone calls will not be taken by the school unless in cases of emergency (i.e., accident, sick child, etc.)
  - Office phones are not available for personal, non-emergency calls.
- ✓ Personal calls need to be made during breaks and/or lunch
- ✓ During class and clinic / design floor time, cell phones should be set to “silent” and stored away
- ✓ Cell phones are not permitted in the Esthetics treatment room at any time

## **Equipment and Personal Items**

American Barber and Beauty Academy and/or staff are not responsible for lost or stolen kit or personal items. The school will provide each enrolled student with a locker and lock to store such items. It is the student’s responsibility to keep their locker locked at all times.

If a student is no longer enrolled, he/she has 30 days from their last date of attendance to remove items stored in their locker and return the lock to school director. Any item(s) not removed after 30 days become the property of the school and may be discarded.

During orientation, student will be shown how to properly open and close their locker. Excessive storage may cause damage to the locker if not open and closed properly. Student may be charged for replacement if proven that damage was caused by their misuse.

## **Parking**

Students must park in designated area labeled as “reserved student” in front of the tree line. Failure to do so may result in car being towed at student’s expense.

## **Smoking and Vaping**

We are a non-smoking facility. Students are not permitted to smoke or vape on the premises which includes inside / outside of the building and parking lot.

## **Emergency Evacuation Plan**

There are three main exits in the front of the building; located near the reception area, design floor and clinic floor. There is also one exit at the rear of the building next to the student lunch room. In case of an emergency / fire, calmly leave the building through the nearest exit and meet at the tree line in parking lot so teacher can monitor attendance. Fire extinguishers are clearly marked and placed throughout the building.

## **Student Kit Policy**

Kits and supplies purchased by the student are non-refundable once they have been issued.. There may be program limitations regarding kits leaving the building. The kit items may be changed at the discretion of the school.

## **Student Agreements**

- ✓ Students agree to attend school regularly and arrive on time.
- ✓ Students agree to scan only themselves in and out every day.
- ✓ Students agree to always be in the stated dress code while in the building.
- ✓ Students agree to conduct themselves in a professional manner.
- ✓ Students agree to maintain a clean and sanitary work area.
- ✓ Students agree to maintain clean and sanitary common spaces in the building.
- ✓ Students agree be prepared to perform any service and have the necessary equipment available.
- ✓ Students agree be prepared for class with all required books and necessary materials to participate in class.
- ✓ Students agree not to engage in lengthy conversations with others while performing a service. Your guest deserves your undivided attention.
- ✓ Students agree to put cell phones on silent and store away during a service or in class. Phones are only permitted during assigned break.
- ✓ Students agree not to eat or drink on the clinic / design floor and treatment room. (drinks are permitted in the classroom)
- ✓ Students agree to accept and complete work that has been assigned to them.
- ✓ Students agree to be open to feedback of their work and understand this is a ministry of growth, not criticism.
- ✓ Students agree that they will not service another student without pre-approval from the Instructor and prior to those guests who have been previously waiting.
- ✓ Students agree not to use foul language in the building.
- ✓ Students agree not to refuse to service a guest.
- ✓ Students agree not to cheat on any written assessments and practical assignments.
- ✓ Students agree to abide by all the policies stated in the school catalog.

## **Consequences for Disregarding Student Agreements**

Any Violations of these agreements will be regarded as cause for disciplinary action that may include:

- Verbal Warning
- Written Warning
- Suspension
- Termination from the program

## **Termination Policy**

Students may be terminated from the program for non-compliance with the following:

- ✓ ABBA enrollment agreement
- ✓ State Laws and Regulations
- ✓ Improper conduct that causes bodily harm to a guest, student, or employee
- ✓ Threats to cause bodily harm to a guest, student, or employee
- ✓ Fighting
- ✓ Use or Possession of Drugs on school grounds including school parking lot
- ✓ Destruction of school and/or another person's property
- ✓ Theft or any illegal activity
- ✓ Discrimination or harassment
- ✓ Exceeding maximum missed time allowed

## **Discrimination or Harassment Policy**

Students shall not engage in discrimination or harassment of another student, Instructor, or staff member of this institution. Violation of this policy will be regarded as a cause for escalation and may lead to immediate termination. This shall include discrimination or harassment (verbal, physical or other conduct) based on:

- ✓ Sex
- ✓ Gender
- ✓ Race
- ✓ Age
- ✓ Color
- ✓ Religion
- ✓ Disability
- ✓ Ethnic origin

## **School Equipment (Damages to School Property)**

Students intentionally causing damage to school property may be required to pay for replacement(s) / repairs assessed by school director. In addition, intentional damage may lead to termination from the program.

## **Personal Services (Student Exchanges)**

Students will not service another student without pre-approval from the Instructor and prior to those guests who have been previously waiting.

## **Sanitation Duties**

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty which must be checked to help keep the school clean.

## **Housing**

American Barber and Beauty Academy does not provide housing; however, if you need assistance or suggestions for housing, please see the school director.

## **Advising and Professional Assistance Referral Policy**

Students' progress is reviewed in accordance with the school's Satisfactory Academic Progress Policy. In addition, the school director monitors students' attendance and academics approximately the 1<sup>st</sup> and 15<sup>th</sup> of the month and any concerns are reviewed with the student.

Additionally, the school director is available to meet with students to discuss any obstacles that may be in the way of their success. Students may be referred to professional counseling within the community if applicable.

## **Student Records and Transcripts**

Student records are safely retained at the school under lock and key. Students agree to notify the institution of an name, address or phone number changes. Student records are maintained for five years and may be viewed or copied upon written request.

Upon request, ABBA will provide an official transcript to students after successful completion of the program and debts have been satisfied. Additional transcripts are available to students upon written requests for a fee of \$10.00 each.



## **Student Information and Release Policy (including Family Educational Rights and Privacy Act – FERPA)**

American Barber and Beauty Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. Student records are confidential; however ABBA provides access to student and other school records required by law and to its accrediting agencies.

Information will not be released to any party without student's written authorization (or parent/guardian, in the case of a dependent minor) in regards to: academic, attendance, enrollment status, financial and/or any other information to agencies, prospective employers, or any other party.

Students and parents / guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial and attendance records to ensure that they are accurate and factual. Students and/or parents/guardians of dependent minors should schedule an appointment with the school director to review the student's records. Students and parents / guardians of dependent minor may deny authority to publish "directory information" such as name, address, phone number, etc.

## **Grievance Policy**

Grievance procedures are provided for students who believe that they have been discriminated against, treated unfairly or harassed in any way.

- ✓ Students should attempt to resolve the issue with the individual(s) initially.
- ✓ Students should communicate with the Instructor who will try to resolve the issue.
- ✓ If the student does not feel comfortable with the first two options or the Instructor is unable to resolve the situation to the student's satisfaction, students should seek assistance from the school director.
- ✓ If the school director is unable to resolve the issue to the student's satisfaction, then students must submit written documentation outlining the complaint to the school director within one week of the issue.
- ✓ School director and director of compliance have 10 business days to research, investigate and respond with a resolution.
- ✓ If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:  
    Pennsylvania Department of State Bureau of Professional and Occupational Affairs  
    P.O. Box 2649, Harrisburg, PA 17105  
    (717) 7836-3402
- ✓ Meetings and communications between the student and school director will be documented and placed in the student's file.
- ✓ Documentation of complaints and resolution, if applicable, are retained according to the school's record keeping policy and available for review by the NACCAS on site-visit team.

If you believe the American Barber and Beauty Academy violated its own policy or federal regulations in its administration of the federal student aid programs, you may submit a case to the FSA Feedback Center or call 1-844-651-0077.

## **Drug Free Workplace and Institution**

American Barber and Beauty Academy has a zero tolerance for drugs and alcohol. No student, instructor or employee may be on the institution's premises under the influence of any substance. As a drug free environment, individuals under the influence may be subject to immediate termination from the program. Students may request counseling for substance abuse and will be referred to community resources.

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy (SAP) is consistently applied to students enrolled at the school. It is printed in the catalog that students receive prior to the first day of class. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress as follows:

Barber (1250 clock hours)	450, 900 and 1075 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 450 – 13 weeks, 900 – 26 weeks, 1075 – 34 weeks</li><li>• (PM) 450 – 13 weeks, 900 – 26 weeks, 1075 – 39 weeks</li></ul>
Barber Instructor (1250 clock hours)	450, 900 and 1075 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 450 – 13 weeks, 900 – 26 weeks, 1075 – 34 weeks</li><li>• (PM) 450 – 13 weeks, 900 – 26 weeks, 1075 – 39 weeks</li></ul>
Barber Crossover (695 clock hours)	348 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 348 – 10 weeks</li><li>• (PM) 348 – 13 weeks</li></ul>
Cosmetology (1250 clock hours)	450, 900 and 1075 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 450 – 13 weeks, 900 – 26 weeks, 1075 – 31 weeks</li><li>• (PM) 450 – 13 weeks, 900 – 26 weeks, 1075 – 39 weeks</li></ul>
Cosmetology Crossover (695 clock hours)	348 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 348 – 10 weeks</li><li>• (PM) 348 – 13 weeks</li></ul>
Instructor (600 clock hours)	300 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 300 – 15 weeks</li><li>• (PM) 300 – 13 weeks</li></ul>
Nail Technician (200 clock hours)	100 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 100 – 10 weeks</li></ul>
Esthetics (400 clock hours)	200 actual clocked hours	<ul style="list-style-type: none"><li>• (AM) 200 – 9 weeks</li><li>• (PM) 200 – 9 weeks</li></ul>

\*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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 of the course or academic year, whichever comes first.

## Satisfactory Academic Progress Process

Students meet with the school director to review SAP results at each evaluation period. An executed copy is kept in the student's education file and students have the option of taking a picture or receiving a hard copy of the evaluation.

- ✓ Students meeting the minimum requirements of a 75% for academics and 70% for attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation.
- ✓ Students who fail to meet the minimum for academics and/or attendance will be placed on warning/probation. During the probationary period, students maintain SAP and Title IV eligibility (if applicable). The student and ABBA staff will collaborate on an action plan to attain satisfactory academic progress by the next evaluation.
- ✓ ABBA staff will conduct periodic check ins with the student during probationary status to ensure that the action plan is being implemented or adjustments are needed.

## **Financial Aid Eligibility and SAP (Following Probationary Status)**

- ✓ Students who meet or exceed the minimum academic and attendance requirements at next evaluation period will maintain their SAP and Title IV eligibility.
- ✓ Students who fail to meet SAP at the next evaluation period will be deemed ineligible to receive Title IV eligibility (if applicable) and will be terminated from the program.
- ✓ Students who are terminated for not making SAP will receive their official transcript once debts are satisfied.

## **Academic Progress Evaluations**

Students must maintain a written and practical grade average of 75% in order to meet SAP. A qualitative element used to determine academic progress is a reasonable system of grades determined by assigned academic learning. Students are assigned academic learning and a number of practical assessments which are evaluated and counted towards program completion. A minimum of two practical evaluations will be completed during the program of study. A grade of 75% or above is considered passing.

## **Attendance Progress Evaluations**

Students are required to attend a minimum of 70% scheduled hours based on the applicable class schedule to maintain SAP. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The school director monitors students' attendance at approximately the 1<sup>st</sup> and 15<sup>th</sup> of the month.

## **Maximum Time Frame (MTF)**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each program at satisfactory academic progress is stated below.

<b>Course</b>	<b>Maximum Time Allowed Scheduled Hours</b>
Barber / Cosmetology	1250 clock hours at 143% - the MTF is 1788
Barber Instructor	1250 clock hours at 143% - the MTF is 1788
Instructor	600 clock hours at 143% - the MTF is 630
Barber / Cosmetology Crossover	695 clock hours at 143% - the MTF is 994
Esthetics	400 clock hours at 143% - the MTF is 572
Nail Technician	200 clock hours at 143% - the MTF is 286

Title IV students who complete his/her program earlier than the estimated time frame, may have their financial aid package recalculated which may result in liabilities owed by the student and/or institution.

A student will be terminated when it becomes mathematically impossible for him/her to complete their program within the maximum time frame allowed.

## **Transfer Students**

The maximum time allowed for transfer students who need less than the full program requirement will be determined based on 70% of the scheduled hours.

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

## **Interruptions and Withdrawals**

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract end date and maximum time frame by the same number of days taken and not included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of their program and wish to re-enroll will return in the same SAP status as at the time of withdrawal.

## **Non-credit and Remedial Courses**

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

## Tuition and Fees

### Barber 2023

Application Fee	\$50.00
Kit and Books	\$1,050.00
Tuition	\$19,600.00
<b>Total</b>	<b>\$20,700.00</b>

### Barber Crossover 2023

Application Fee	\$50.00
Kit and Books	\$1,050.00
Tuition	\$11,280.00
<b>Total</b>	<b>\$12,380.00</b>

### Barber Instructor 2023

Application Fee	\$50.00
Kit and Books	\$500.00
Tuition	\$10,000.00
<b>Total</b>	<b>\$10,550.00</b>

### Cosmetology 2023

Application Fee	\$50.00
Kit and Books	\$2,225.00
Tuition	\$18,575.00
<b>Total</b>	<b>\$20,850.00</b>

### Cosmetology Crossover 2023

Application Fee	\$50.00
Kit and Books	\$2,225.00
Tuition	\$10,208.00
<b>Total</b>	<b>\$12,483.00</b>

### Instructor 2023

Application Fee	\$50.00
Kit and Books	\$500.00
Tuition	\$5,700.00
<b>Total</b>	<b>\$6,250.00</b>

### Esthetics 2023

Registration Fee	\$780.00
Kit and Books	\$800.00
Tuition	\$6,220.00
<b>Total</b>	<b>\$7,800.00</b>

### Nail Technician 2023

Application Fee	\$50.00
Kit and Books	\$500.00
Tuition	\$3,000.00
<b>Total</b>	<b>\$3,550.00</b>

## Payment Methods

Payment methods accepted include the following:

- ✓ Financial aid for those who qualify (except Esthetics and Nail Technician programs)
- ✓ Riverfront Federal Credit Union (or Personal Financial Institution)
- ✓ TFC payment plan
- ✓ Scholarships
- ✓ In house payments
  - Cash
  - Personal or cashier's check (A \$35 fee will be charged for checks returned due to insufficient funds)
  - Money order
  - Credit / debit card (3% processing fee will be added)

## Scholarships

American Barber and Beauty Academy periodically offers scholarships to potential students on a promotional basis. Details on when scholarships are being made available and how to apply can be found on our website, [www.americanbarberbeauty.com](http://www.americanbarberbeauty.com).

ABBA will also post outside scholarship opportunities on our social media pages (i.e. Instagram, Facebook, etc.)

## Extra Instructional Charges

ABBA will charge additional tuition for hours remaining after the contract end date as stated on the enrollment agreement. These charges may be paid in advance up through graduation or a TFC payment plan must be in place in order to graduate. Program rates are as followed:

- Barber - \$15.68 per hour
- Barber Crossover - \$16.23 per hour
- Barber Instructor - \$8.00 per hour
- Cosmetology - \$14.86 per hour
- Cosmetology Crossover - \$14.68 per hour
- Instructor - \$9.50 per hour
- Esthetics - \$15.00 per hour
- Nail Technician - \$15.00 per hour

## Withdrawal Policy

A withdrawal is defined as a separation between the student and ABBA. Students can voluntarily withdrawal from the institution or they may be terminated resulting in a withdrawal. The withdrawal determination date for students who withdrawal (voluntarily or by termination) will be the last date of attendance. Any Title IV aid received will be adjusted according to the Federal Return of Title IV formula and the school's institutional refund policy.

### ➤ Voluntary Withdrawal Process

Students who voluntarily withdrawal from enrollment prior to program completion should:

- ✓ Provide written notice to the school.
- ✓ Complete required exit paperwork.
- ✓ Satisfy debts owed to the school.

Upon satisfying debts owed to the school, the student can obtain a copy of their American Barber and Beauty Academy notarized, official transcript of hours for a \$10.00 fee. Transcripts will not be released if withdrawal requirements are not met.

## **Withdrawal Policy (continued)**

### ➤ Termination Process

Students may be terminated for the following (not limited to) reasons below:

- ✓ Absent for more than 14 consecutive days
- ✓ Continuous violation for of student agreements
- ✓ Violation of terminable offenses

If a student is terminated, the ABBA staff will:

- ✓ Notify the student of the termination.
- ✓ Financial aid administrator will complete an R2T4 calculation (if applicable) followed by an institutional refund calculation within 45 days of termination
- ✓ Student will receive documentation reflecting any balance due to the institution

## **Refund Policy – Notice of Cancellation**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$50 for the Barber, Barber Crossover, Barber Instructor, Cosmetology, Cosmetology Crossover, and Instructor programs, and non-refundable, non-transferable \$780 registration fee for the Esthetics program.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>Percent of Scheduled Time Enrolled to Pay Period Hours</b>	<b>Total Tuition School Shall Receive / Retain</b>
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

### ***Refund Policy – Notice of Cancellation (continued)***

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- If a course and/or program is cancelled subsequent to a student's enrollment and before instruction in the course and/or program has begun, the school shall at its option:
  - Provide a full refund of all monies paid.
  - Or, provide completion of the course and/or program.
- The requirements for Title IV program funds when you withdraw are separate from our institutional refund policy. Therefore, you may still owe funds to the American Barber and Beauty Academy to cover unpaid institutional charges. The institution will also charge you for any Title IV program funds that were required to be returned to the Department of Education.
- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- The institution will provide you with the procedure to officially withdraw.
- Title IV students who complete his/her program earlier than the estimated time frame, may have their financial aid package recalculated which may result in liabilities owed by the student and/or institution.

### **Return to Title IV (R2T4)**

- ✓ The American Barber Academy will perform R2T4 calculations on all Title IV students' who have 100% withdrawn from the Academy. A student is considered to have withdrawn from a payment period when the student ceases to be enrolled prior to the end of a payment period (the student does not complete all of the clock hours and weeks of instructional time in the payment period that the student was scheduled to complete.)
- ✓ The amount of Title IV 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 to the federal program(s). 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 post withdrawal disbursement of the earned aid that was not received.
- ✓ The Financial Aid Administrator will submit the student's information for R2T4 for Clock Hour Programs to their third party servicer Financial Aid Services, Inc., (FAS) to determine the earned and unearned amounts of Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. The institutional charges used in the calculation are the charges that were initially assessed the student for the entire payment period as applicable.
- ✓ Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. If the amount of Title IV aid disbursed to the student is greater than the amount the student earned, the unearned funds will be returned. The school will return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

### ***Return to Title IV (R2T4) (continued)***

- ✓ In accordance with federal regulations, unearned aid will be returned to the federal programs within 45 days of the student's withdrawal in the following order:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Subsidized Loan
  - Federal Direct Parent Loan (PLUS)
  - Federal Pell Grant
- ✓ If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.
- ✓ If the student completes a minimum of 60% of the payment period, the student has earned 100% of their Title IV funds.
- ✓ The school will use the student's attendance records to determine the student's last date of attendance. The date of the school's determination that the student withdrew will be no later than 14 days after the student's last date of attendance as determined by the school from its attendance records. If the student is eventually determined to be a withdrawal, the end of the 14-day period begins the time frame for completing a Return of Title IV Funds calculation.
- ✓ If a student provides notification to the school of their withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification.
- ✓ If it is determined that the student is no longer considered to be enrolled and in attendance, the FA Administrator will report in NSLDS Enrollment that the student has withdrawn. Therefore, the student is no longer eligible for in-school status or an in-school deferment.
- ✓ Students subject to verification must provide the required documents and successfully complete verification prior to any Title IV funds being disbursed.
- ✓ The Financial Aid Administrator will perform an R2T4 calculation if a LOA does not meet the Department of Education's guidelines to qualify as an approved LOA, the student is considered to have ceased attendance and to have withdrawn from the Academy.
- ✓ When a student withdraws during a payment period and has a Title IV credit balance created during the period, the school will not release any portion of a Title IV credit balance to the student, nor return any portion to the Title IV programs prior to performing the R2T4 calculation. The American Barber Academy will hold these funds even if it would otherwise be required to release them.
- ✓ Upon completion of R2T4, the Financial Aid administrator will perform the institutional refund calculation to determine the amount of tuition owed the school based on the percent of program elapsed taking into consideration earned/returned funds from the R2T4 calculation.
- ✓ If it is determined that the student is no longer considered to be enrolled and in attendance, the FA Administrator will report in NSLDS Enrollment that the student has withdrawn. Therefore, the student is no longer eligible for in-school status or an in-school deferment.
- ✓ Students subject to verification must provide the required documents and successfully complete verification prior to any Title IV funds being disbursed.
- ✓ The Financial Aid Administrator will perform an R2T4 calculation if a LOA does not meet the Department of Education's guidelines to qualify as an approved LOA, the student is considered to have ceased attendance and to have withdrawn from the Academy.
- ✓ When a student withdraws during a payment period and has a Title IV credit balance created during the period, the school will not release any portion of a Title IV credit balance to the student, nor return any portion to the Title IV programs prior to performing the R2T4 calculation. The American Barber Academy will hold these funds even if it would otherwise be required to release them.
- ✓ Upon completion of R2T4, the Financial Aid administrator will perform the institutional refund calculation to determine the amount of tuition owed the school based on the percent of program elapsed taking into consideration earned/returned funds from the R2T4 calculation.



## **Post-Withdrawal Disbursement (PWD)**

For a Title IV student who withdraws after the 60% point-in-time, there are no unearned funds. However, the student may be eligible for a post-withdrawal disbursement (PWD). A disbursement paid to the student's account after the student has 100% withdrawn from the payment period. 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 post withdrawal disbursement of the earned aid that was not received. The American Barber and Beauty Academy will offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew and any loan funds a student accepts within 180 days of the date the school determined the student withdrew.

- ✓ The school will notify in writing the student, or parent if a Direct PLUS Loan, prior to making any post-withdrawal disbursement of loan funds. The information provided will include the information necessary for the student, or parent to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds, and must be provided within 30 days of the date of the school's determination that the student has withdrawn.
- ✓ The notification will request confirmation from the borrower of any post-withdrawal disbursement that the student or parent, wishes the school to make. It will also identify the type and amount of the loan and explain that the student, or parent may accept or decline all or a portion of the funds. It will explain to the student or parent their obligation to repay the loan funds if the student or parent authorizes such funds to be disbursed. It will also advise the student or parent about the advantages of keeping loan debt to a minimum.
- ✓ If loan funds are needed to pay educational costs, the notification will make clear that a student or parent will not receive as a direct disbursement any loan funds that the school wishes to credit to the student's account to pay educational costs due the school. If the student, or parent does not wish to accept some or all of the loan funds that the school wishes to credit to the student's account, the school will not disburse those funds.
- ✓ The school must receive the student or parent's written authorization accepting a post withdrawal disbursement no later than 14 days from the date posted on the notification the school sent to the student or parent. If authorization from a student or parent is received after the deadline and the school chooses not to make a post withdrawal disbursement of loan funds, the school will notify the student or parent in writing that the post-withdrawal disbursement will not be made and why.
- ✓ If the school chooses to honor a late response they will disburse all the funds accepted by the student or parent as applicable. The school will not credit the student's account in accordance with the student's request, but decline to disburse post-withdrawal funds accepted as a direct disbursement.
- ✓ If a response is not received from the student or parent within the permitted time frame, or the student declines the funds, the school will return any earned funds that the school was holding to the Title IV programs.
- ✓ The school will document the result of the notification process and the final determination made concerning the disbursement and maintain that documentation in the student's file.
- ✓ The school will disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew.

## **Title IV Credit Balance**

A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period. If Federal Student Aid disbursements to a student's account create a Title IV credit balance, the school will pay the credit balance directly to the student or parent no later than 14 days after the credit balance occurred. Any excess PLUS Loan funds will be paid to the parent. However, the parent may authorize the school to transfer the PLUS Loan credit balance directly to the student for whom the loan is made. The school does not require a student to take any actions to obtain his or her credit balance. It is the sole responsibility of the school to pay, or make available, any Title IV credit balance within the 14-day regulatory time frame. A school is not required to pay a credit balance that is less than \$1.

## Instructors and Administration

<b>George Ortiz Jr</b>	Founder, Chief Executive Officer, Instructor of: Barber, Barber Crossover, Barber Instructor
<b>Sierra Snyder</b>	Director of Financial Aid and Compliance / VA School Certifying Official
<b>Jennifer Crawl</b>	School Director / Admissions
<b>Shalah Henigman</b>	Administrative Assistant / Admissions
<b>Jose Marrero</b>	Instructor of: Barber, Barber Crossover, Barber Instructor
<b>Nelson Pagan</b>	Instructor of: Barber, Barber Crossover, Barber Instructor
<b>Abigail Woffindin</b>	Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Jennifer Gutzler</b>	Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Faith Speller</b>	Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Jennifer Kline</b>	Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Thais Camilo</b>	Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Hannah Kerr</b>	Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Margrita Diaz</b>	Instructor of: Esthetics
<b>Jaimie Sunshine Angstadt</b>	Instructor of: Esthetics
<b>Tracy Rubendall</b>	Instructor of: Esthetics
<b>Ryan Terreson</b>	Substitute Instructor of: Barber, Barber Instructor, Barber Crossover
<b>Selena Tinoco Ramirez</b>	Substitute Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Carmen Painter</b>	Substitute Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Julie Stubler</b>	Substitute Instructor of: Cosmetology, Cosmetology Crossover, Instructor, Esthetics, Nail Technician
<b>Quansha Brinkley</b>	Substitute Instructor of: Esthetics