

Success Barber College

Program Catalog

**1642 Shelby Dr
Memphis, TN 38116
(901)590-0199**

Table of Contents 1

Owners And Faculty, Administrative Staff	2-2a
Welcome to a New Career	3
Mission Statement	4
Educational Goals	5
Facilities and Equipment	5
New Class Starting Dates	5
Holiday and School Closings	5
Admissions Requirements	5
Registering Hours with the State Board of Barbering	5
Non-Discrimination Policy	5
Sexual Harassment Policy	6
Right To Privacy and Information Release	6
Policy for Reviewing Financial or Educational File	6
Grading	6
Graduation Requirements & Diploma Employment	6
Assistance	6
Instructional Materials	6
Tuition Payments	6
Advising Services	6
Counseling Services	7
Student Conduct	7
Grievance Procedure	7
Refund Policy	8-9
Satisfactory Academic Progress Policy	10
Evaluation Periods	10
Attendance Progress Evaluations	10
Maximum Time Frame	10
Academic Progress Evaluations	11
Determination of Progress Status	11
Warning	11
Probation	11
Re-establishment of Satisfactory Academic Progress	12
Interruptions, Course Incompletes, Withdrawals.	12
Appeal Procedure	12
Noncredit, Remedial Courses, Repetitions Transfer	12
Hours	12
Re-Entry Policy	12
Leave of Absence Policy	13
Barbering	14-16
Barber Instructor	16-17
Rules and Regulations	18-19
Tuition Schedule	19
Completion, Licensure and Placement Rates	19

Owners and Faculty

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Licensed By: Tennessee State Board of Cosmetology

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Nashville, TN 37243
Phone: (601) 359-1015

NACCAS: Accredited by
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Morris Wilder	Owner/Instructor
Teri Wilder	Administrative Assistant

Success Barber College is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility."

WELCOME

We would like to welcome you to Success Barber College.

We are here to help you reach your goals in the industry. You are on your way to becoming a success in the barber industry. We are pleased to offer you a quality education.

Success Barber College maintains a commitment to excellence in its program.

We will continuously provide you with the educational opportunities and service to help you succeed.

We challenge you to take advantage of all the valuable programs available to you and we wish you success as you work toward your career.

Written in the English language

Mission Statement

Our mission is to provide a positive learning environment where students are provided quality instruction, both in theory and practice which will prepare them for graduation and employment thereafter. It is our sincere desire that each student will enter the work environment with confidence and enthusiasm, ultimately obtaining gainful employment in the following fields of Barbering, and Barber Instructor.

Success Barber College maintains a commitment to excellence in its programs.

Educational Goals

Barbering, Barber Instructor:

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Salon, Barber Shop, Chain Salon, School, shop manager or shop owner.

Facilities and Equipment

Our educational institution includes 1 classroom, 1 dispensary, 1 office and modern clinic laboratory in which the student's practice "hands on" customer service.

New Class Starting Dates

Class start dates are every Tuesday.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

**MARTIN LUTHER KING
DAY MEMORIAL DAY
INDEPENDENCE DAY LABOR
DAY
THANKSGIVING DAY**

**CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY
HAIRSHOWS**

ADMISSIONS POLICY

Applicants must be beyond the compulsory school age, and minimum of 16 years of age. A student qualifies if he/she provides one of the following:

- **high school diploma: (this can be from a foreign school if it is equivalent to a US High School diploma and must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma).**
- High school transcript: It must show high school graduation.
- GED certificate, or other state sanctioned test or diploma-equivalency certificate.

Applicants also must possess an understanding of the English language, which, will be assessed during the initial interview. They must sign a contract/ enrollment agreement with the school and obtain a class start date. Students are allowed to re-enter the program after they have withdrawn. Tennessee law permits students with a previous felony record to enroll in school. **V.A students will be allowed to attend or participate in programs of education if they provide documentation from the V.A serving as verification of eligibility and will not impose penalties while waiting for V.A payment during the 90-day processing period.**

The school does not admit Ability-To-Benefit Students.

Non-US residents must submit either an alien registration card or a recognized Visa(194).

TRANSFER POLICY

Success Barber College will accept hours at other institutions provided that such are accepted by the State Board of Barbering. Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Tuition for transfer students is charged by the hour. Transfer hours are the responsibility of the student to determine if a college that they want to transfer to will accept the transfer hours.

"Students should be aware that transfer of clock-hours is always the responsibility of the receiving institution. Whether or not hours transfer is solely up to the receiving institution. Any student interested in transferring clock-hours should check with the receiving institution directly to determine to what extent, if any, clock -hours can be transferred."

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Registering Hours with the Tennessee Board of Barber Examiners

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID/ birth certificate or drivers license.

Non-Discrimination Policy

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin. The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade

90-100	A
80-89	B
70-79	C
60-69	D
59 below	F

Graduation Requirements & Diploma

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course When the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished clinic apparel, textbooks, workbooks and kits.

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedure Policy

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS or the Tennessee Board of Cosmetology and Barber Examiners in writing. The contact information for NACCAS and Tennessee Board of Cosmetology and Barber Examiners can be found on page one (1) of this catalog.

The CEO of Success Barber College is:
Morris Wilder
1642 Shelby DR
Memphis TN 38116
901-503-8815

(A)ny person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution.

THEC's address is Tennessee Higher Education Commission, 312 Rosa L. Parks Ave., 9th Floor, Nashville, TN 37243 and its telephone number is 615.741.1346.

See <https://www.tn.gov/thec/bureaus/student-aid-andcompliance/postsecondary-state-authorization/reques>

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. ***This refund policy/notice of cancellation complies with the mandated policy.***

Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely**. Official cancellation shall occur when an applicant is not accepted by the school or an applicant requests cancellation. The applicant shall be entitled to a refund of all monies paid, except the \$100 administration fee.

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration (if, applicable), kit, books, uniforms and other supplies issued and opened in any manner. **OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:**

- An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable \$100.00 administration fee.
- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a nonrefundable \$100 administration fee.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school less an administration fee of \$100.
- A student notifies the institution of his/her withdrawal.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination 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.
- A student is expelled by the school.
- In the first 4 bullets above for official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.
- 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 calendar days of a determination that a student has withdrawn, whether officially or unofficially.

THE POLICY REQUIRES THAT:

- All refund calculations are based on scheduled hours.
- Unofficial withdrawals will be determined by the school through monitoring clock hour attendance every 14 consecutive calendar days. The school is required to take attendance. The date of determination that a student is no longer in attendance will be the 14th day after the student's last day of physical attendance.
- Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
- When situations of mitigating circumstances are in evidence, the school may refund to the student an amount may exceed the Minimum Tuition Adjustment Schedule.
- All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
- A non-refundable administration fee of \$100 is charged.
- A termination fee of \$100 will be charged.

MINIMUM TUITION ADJUSTMENT SCHEDULE

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

COURSE and/or PROGRAM CANCELLATION POLICY:

If a course 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:

- a. Provide a full refund of all monies paid; or
- b. Provide completion of the course and/or program.

If a school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the course and/or program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.

The school has at its option:

- Provide a pro rata refund; or
- Participate in a Teach-Out Agreement.

Success Barber College operates on a continuous enrollment basis with new classes for Barbering beginning every Tuesday and Barber Instructor beginning every first Tuesday of the month. The school schedule is Tuesday through Saturday, 9:00 AM – 4:00 PM (35 clock hours per week).

Projected completion dates listed below are based on full-time attendance and satisfactory academic progress. Absences, leaves of absence, or schedule changes will extend the completion date and VA educational benefits may be adjusted accordingly.

2026-2027 ACADEMIC CALENDAR

Barber Program — 1500 Clock Hours

Start Date	Projected Completion
Jan 6, 2026	Oct 31, 2026
Jan 13, 2026	Nov 7, 2026
Jan 20, 2026	Nov 14, 2026
Jan 27, 2026	Nov 21, 2026
Feb 3, 2026	Nov 28, 2026
Feb 10, 2026	Dec 5, 2026
Feb 17, 2026	Dec 12, 2026
Feb 24, 2026	Dec 19, 2026
Mar 3, 2026	Dec 26, 2026
Mar 10, 2026	Jan 2, 2027
Mar 17, 2026	Jan 9, 2027
Mar 24, 2026	Jan 16, 2027
Mar 31, 2026	Jan 23, 2027
Apr 7, 2026	Jan 30, 2027
Apr 14, 2026	Feb 6, 2027
Apr 21, 2026	Feb 13, 2027
Apr 28, 2026	Feb 20, 2027
May 5, 2026	Feb 27, 2027
May 12, 2026	Mar 6, 2027
May 19, 2026	Mar 13, 2027
May 26, 2026	Mar 20, 2027
Jun 2, 2026	Mar 27, 2027
Jun 9, 2026	Apr 3, 2027
Jun 16, 2026	Apr 10, 2027
Jun 23, 2026	Apr 17, 2027
Jun 30, 2026	Apr 24, 2027
Jul 7, 2026	May 1, 2027
Jul 14, 2026	May 8, 2027
Jul 21, 2026	May 15, 2027
Jul 28, 2026	May 22, 2027
Aug 4, 2026	May 29, 2027
Aug 11, 2026	Jun 5, 2027
Aug 18, 2026	Jun 12, 2027
Aug 25, 2026	Jun 19, 2027
Sep 1, 2026	Jun 26, 2027
Sep 8, 2026	Jul 3, 2027
Sep 15, 2026	Jul 10, 2027
Sep 22, 2026	Jul 17, 2027
Sep 29, 2026	Jul 24, 2027
Oct 6, 2026	Jul 31, 2027
Oct 13, 2026	Aug 7, 2027
Oct 20, 2026	Aug 14, 2027
Oct 27, 2026	Aug 21, 2027
Nov 3, 2026	Aug 28, 2027
Nov 10, 2026	Sep 4, 2027
Nov 17, 2026	Sep 11, 2027
Nov 24, 2026	Sep 18, 2027
Dec 1, 2026	Sep 25, 2027
Dec 8, 2026	Oct 2, 2027
Dec 15, 2026	Oct 9, 2027
Dec 22, 2026	Oct 16, 2027
Dec 29, 2026	Oct 23, 2027

Barber Instructor — 300 Clock Hours (≈ 9 Weeks)

Start Date	Projected Completion
Jan 6, 2026	Mar 7, 2026
Feb 3, 2026	Apr 4, 2026
Mar 3, 2026	May 2, 2026
Apr 7, 2026	Jun 6, 2026
May 5, 2026	Jul 4, 2026
Jun 2, 2026	Aug 1, 2026
Jul 7, 2026	Sep 5, 2026
Aug 4, 2026	Oct 3, 2026
Sep 1, 2026	Oct 31, 2026
Oct 6, 2026	Dec 5, 2026
Nov 3, 2026	Jan 2, 2027
Dec 1, 2026	Jan 30, 2027

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

Program Name	Program Hours	Evaluation Periods	Full-Time (Weeks)	Part-Time (Weeks)
Barbering	1500	450	15	
		900	30	30
		1200	40	60
		1500	50	80
				100
Program Name	Program Hours	Evaluation Periods	Full-Time (Weeks)	Part-Time (Weeks)
Barber Instructor	300	150	5	10

Evaluation periods are based on actual contracted hours completed at the institution.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*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 had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within school business days of the scheduled evaluation. The school will notify students of all evaluations.

Quantitative Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number hours. 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

If any student enrolled fails to complete the program within the maximum time frame they will be terminated. However, they can appeal to the Director for an unsatisfactory academic progress determination for mitigating circumstances and if approved they would be allowed to be placed on probation and be eligible for federal aid. If not, they can re-enroll on a cash pay basis.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Qualitative 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 cumulative grade average of 70% prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 59	F

Determination of Progress Status

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

Financial Aid Warning (The school is not eligible for the Title IV funding yet)

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

Financial Aid Probation (the school is not eligible for Title IV funding yet)

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

Re-establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals

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

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, the student will be placed on the appropriate progress status and federal financial aid will be reinstated, if applicable.

Non-credit, Remedial Course, Repetitions

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

Transfer Hours

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

Re-Entry Procedure

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Re-establishing Title IV Eligibility (The school is not eligible for Title IV funding yet)

Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: medical, family, emergencies. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;

2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;

3. We will not assess the student any additional institutional charges as a result of the LOA;

4. The student must follow the school's policy in requesting the LOA. Student's LOA must be made in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so,

e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;

5. We will approve a student's request for a LOA in accordance with the school's policy;

6. A student will not be granted an LOA if the LOA, together with any additional LOAs **previously granted**, exceeds a total of **180 calendar days in any 12 month period**.

7. The school has the right to approve or disapprove the LOA request. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student will be granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdrawal calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn InHouse financing previously awarded for the period.

Barbering Course Outline

Course Name: Barbering

Course Description: The Tennessee Certified Barber Training Program is a comprehensive 1500-hour course designed to equip aspiring barbers with the skills and knowledge needed to excel in the competitive field of barbering. Taught by experienced professionals, this course adheres to the standards and guidelines set by the Tennessee Board of Cosmetology and Barber Examiners.

Course Level: Basic

Course Length: 1500 Clock Hours

Program Length in weeks: Full-Time = 25 hours /week (60 weeks)

Part-time = 15 hours p/week (100 weeks)

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in barbering theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as barber, platform artist, colorists, sales representative, instructor and barbershop owner,

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The Tennessee Board of Cosmetology and Barber Examiners requires at least one (1) hour of theory class per day. The hours shall be apportioned as follows:

(a) General Hours (Required = 240 Hours)

Course Content	Hours
History and Fundamentals of Barbering	10
Elementary Chemistry relating to sterilization, sanitation, bacteriology & hygiene	25
Barber Implements	10
Shaving	10
Skin, scalp and hair	20
Haircutting, hairstyling and hair setting	30
Hairpieces (Sales and service)	5
Chemical Theory (Permanent waving, hair coloring, bleaching and straightening)	30
Manicure and Nail Care	10
Anatomy, physiology and systems structure of the head, face and neck including muscles and nerves	40
Makeup and skincare	5
Theory and massage and facial treatment	10
Disorders of the skin, scalp and hair	15
Barber law, rules and regulations	10
Business Management and salesmanship	5
Preparation for seeking employment	5

(b) Chemical Hours (Required = 360 Hours)

Course Content	Hours
Permanent Waving	100
Hair Relaxer	100
Hair Coloring, bleaching, toning	100

(c) Physical Hours (Required = 900 Hours)

Course Content	Hours
Shampooing and Rinses	150
Hair care and scalp care	150
Haircutting (male and female)	220
Shaving (beards and mustaches)	140
Hairpiece (fitting)	40
Hairstyling	100
Facials and Makeup	50
Manicures	50

Total Barbering Program Hours

1500

Grading Scale:

90-100 A

80-89 B

70-79 C

60-69 D

Below 59 F

GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview, and made satisfactory arrangements for payments of all debts owed to the school.

INSTRUCTIONAL MATERIALS

Textbook	Workbooks	ISBN #	Copyright
Milady Standard Barbering, 6 th Edition	Milady Standard Barbering Workbook, 6 th Edition	9781305100558 (Textbook) 9781305100664 (Workbook)	2017 – Textbook 2017 - Workbook

Barber Instructor

Course Name: Barber Instructor

Course Description: The Tennessee Certified Barber Instructor Training Program is an immersive 300-hour course created for licensed barbers who aspire to impart their skills and knowledge in an educational setting and teach. This course follows the guidelines provided by the Tennessee Board of Cosmetology and Barber Examiners and is designed to enhance both teaching and barbering proficiency.

Course Level: Advanced

Course Length: 300 Clock Hours

Program Length in weeks: Full-Time = 25 hours /week (10 weeks)

Part-time = 15 hours/week (20 weeks)

Instructional Method: The following instructional methods will be used for students enrolled in the barber instructor's program.

- Lectures & Demonstrations: Experienced educators provide lectures on educational theories and conduct live demonstration of advanced barbering techniques, showcasing the industry's best practices.
- Hands-On Practice: Barber Instructor students will actively engage in hands-on practice sessions, where they replicate demonstrated techniques, sharpening their barbering and teaching skills.
- Collaborative Learning: Instructors facilitate group activities to promote teamwork and encourage peer-to-peer learning, simulating the collaborative environment of a professional barbershop.
- Teaching Practicum: Aspiring instructors teach under supervision, receiving real-time feedback to refine their approach and build confidence in their instructional abilities.
- Interactive Technology & Multimedia: Utilization of modern multimedia tools, including video content and interactive software, to provide a dynamic learning experience tailored to adult learners.
- Assessment and Evaluation: Regular quizzes, practical assessments, and one-on-one feedback sessions are conducted to evaluate progress and ensure alignment with the Tennessee Board of Cosmetology and Barber Examiners' requirements.
- Online Support and Resources: Access to a digital platform with supplementary resources, tutorials, and forums to support continuous learning and engagement outside the classroom.

By combining these instructional methods, the Tennessee Certified Barber Instructor Training Program ensures a comprehensive and engaging learning experience. This aligns with the high standards set by the Tennessee Board of Cosmetology and Barber Examiners, equipping trainees with the necessary skills to excel as professional barbering educators within the state.

Course Objective: Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

The Barber Instructor program curriculum shall consist of the following:

(a) Lesson Planning: (Required total = 100 Hours)

Course Content
Course outlining and development
Lesson Planning and Motivation
Record Keeping
Testing
Grading
(b) General: (Required = 100 Hours)
Book Knowledge
Teaching Techniques
Visual Aid Equipment
Classroom Management
Student Motivation
Product Knowledge
State Laws and Career & Employment (Professional Ethics, Communication skills, Record Keeping, Interview Preparation, Job Search and Resume' Development)

(c) Physical: (Required Total = 100 Hours)

Course Content
Permanent Waving
Relaxers
Shampooing
Nail Care
Facials
Hair Coloring/Lightening
Haircutting
Clinic Floor Management

Total Barber Instructor Program Hours: 300 Hours

Grading Scale:

90 – 100%	A
80 - 89%	B
70 – 79%	C
60 – 69%	D
Below 59%	F

GRADUATION REQUIREMENTS

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview, and made satisfactory arrangements for payments of all debts owed to the school.

INSTRUCTIONAL MATERIALS

Textbook	ISBN #	Copyright
Milady's Professional Educator, 4 th Edition	1337786837 (Textbook)	2021 – Textbook

SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME BARBERING STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 9AM TO 5:00PM TUESDAY THRU FRIDAY AND 8AM TO 4PM ON SATURDAY.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST SIGN OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN IN.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE TENNESSEE STATE BOARD OF BARBER AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.
6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK.
7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. TENNESSEE STATE BOARD OF BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO SIGN OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFINITY IS NOT PROFESSIONAL OR EXCEPTABLE.
9. STUDENTS MUST PARK THEIR CARS IN THE DESIGNATED AREA.
10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.
11. MAY TERMINATE A STUDENT'S ENROLLMENT FOR NON COMPLIANCE WITH GENERAL POLICIES, THE STUDENT ENROLLMENT AGREEMENT, OR STATE LAWS AND REGULATIONS: IMPROPER CONDUCT OR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TO A CLIENT, STUDENT, OR EMPLOYEE OF THE SCHOOL: WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.
12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.
13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.
14. THE FLOOR INSTRUCTOR WILL ASSIGN STUDENTS FOR CLINICAL SERVICES. PATRON MUST PAY FOR THE SERVICE FIRST.
15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.
16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.
17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.
18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITHIN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. ANY STUDENT THAT ARRIVES AFTER 8:15AM WILL BE TARDY AND WILL ABLE TO SIGN IN AFTER THE BREAK.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

ATTENDANCE POLICY

***All full-time students must attend 100 hours per month.**

***All part-time students must attend 60 hours per month.**

Missed test can be made up on Tuesday.

Missed hours can be made up during the following times:

Tuesday – Friday 9am to 3pm.

Students are required to maintain attendance of at least 67%. Attendance is posted weekly. Any student who falls below 67% within their first 4 weeks will be dropped from the program. From that point on, students falling below 67% will be provided with an attendance performance plan for improvement. The student will be subject to termination for failure to meet the requirements of that plan. Additionally, a student will be terminated from the program if he/she misses 14 consecutive days unless mitigating circumstances can be documented.

Grounds for Termination: The school reserves the right to modify the Rules & Regulations at any time and will inform the students of any modifications. The school reserves the right to terminate a student for the following reasons: 1) Failure to maintain a satisfactory progress percentage of 70% in academics and 67% attendance 2) Missed fourteen (14) consecutive days 3) Did not return from a Leave of Absence 4) Breach of school standards. There is a \$100 termination/drop fee that may be applied.

Tuition Schedule

PROGRAM	CLOCK HOURS	FULL-TIME	PART-TIME	ADMINISTRATION FEE	TUITION	BARBER KIT	UNIFORM	BOOKS	TOTAL
Barbering	1500	50 weeks	100 weeks	\$100	\$15,000	\$700	\$150	\$550	\$16,500
Barber Instructor	300	10 weeks	20 weeks	\$100	\$2,225	\$300	\$150	\$550	\$3,325

Payments may be made in the form of cash, check, money order, or credit card. Non-federal agency or loan programs may be accepted as well.

The School will not charge for additional hours remaining after the contracted end date. The School will not charge for transcript requests. The School will charge an Enrollment administration (Non-Refundable) Fee for students enrolling or transferring to The School of \$100.00. The School will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$100.00.

Completion, Licensure and Placement Rates

The 2024 completion, licensure and placement rates for the school are as follows:

Completion 80% Licensure 100% Placement 100%