

# L.A. Barber College School Catalog

1/1/2019-12/31/2019

440 South Broadway St. #G8  
Los Angeles, California 90013

(213) 629-3303

(213) 683-1677 fax

[www.labarbercollege1.com](http://www.labarbercollege1.com)

email:labarbercollege1@att.net

TABLE OF CONTENTS

MISSION STATEMENT .....4

EDUCATIONAL OBJECTIVES .....4

HISTORY OF L.A. BARBER COLLEGE.....4

APPROVAL DISCLOSURE STATEMENT .....4

ENGLISH AS A SECOND LANGUAGE (ESL) .....4

ENGLISH PROFICIENCY .....4

ADMINISTRATION BUSINESS HOURS .....4

ADMISSION POLICY .....4

ADMISSION PROCEDURE.....4

CLASS START DATES.....4

CLASS SCHEDULES .....4

CALENDAR/HOLIDAYS .....4

GRIEVANCE PROCEDURE POLICY .....5

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA).....5

COLLEGE FACILITIES/EQUIPMENT.....5

LIBRARY AND LEARNING RESOURCES.....5

HANDICAPPED STUDENTS.....5

HEALTH AND PHYSICAL CONSIDERATIONS.....5

ORIENTATION .....5

STATEMENT OF NON-DISCRIMINATION .....5

CAREER COUNSELING .....5

DRUG ABUSE PREVENTION PROGRAM .....5

JOB PLACEMENT .....5

ATTENDANCE POLICY .....5

TARDINESS.....5

ABSENCE POLICY .....5

LEAVE OF ABSENCE POLICY.....5

DROP OUT POLICY .....6

PROBATION.....6

RE-ENTRY POLICY .....6

COURSE INTERRUPTION/TERMINATION.....6

STATE OF CALIFORNIA.....6

STUDENT TUITION RECOVERY FUND.....6

REFUND/CANCELATION POLICY .....6

DETERMINATION OF WITHDRAWL FROM SCHOOL.....6

APPEALS .....6

COURSE OF STUDY .....7

Part-Time Students..... **Error! Bookmark not defined.**

TUITION AND FEES POLICY..... **Error! Bookmark not defined.**

OTHER FEES .....8

BARBER TRAINING PROGRAM CURRICULUM..... **Error! Bookmark not defined.**

PROGRAM DESCRIPTION..... **Error! Bookmark not defined.**

COURSE OF STUDY .....8

Part-Time Students..... **Error! Bookmark not defined.**

TUITION AND FEES POLICY.....8

OTHER FEES .....8

BARBER CROSS-OVER PROGRAM FOR COSMETOLOGISTS CURRICULUM..... **Error! Bookmark not defined.**

GRADUATION .....8

    Graduation Requirements ..... **Error! Bookmark not defined.**

CALIFORNIA STATE LICENSURE REQUIREMENTS .....10

METHOD OF PAYMENT .....10

RULES AND CONDUCT POLICY .....10

HOUSING.....10

STUDENT ADVISING POLICY.....10

RESOURCES .....11

EMPLOYMENT AND LIABILITY DISCLAIMER.....11

GENERAL TERMS.....11

TRANSFER OF HOURS .....11

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR  
INSTITUTION .....11

THE INSTITUTION’S STANDARDS FOR STUDENT ACHIEVEMENT .....11

COMPENSATION STANDARDS .....11

STUDENT COMPLAINT PROCEDURE .....11

STUDENT’S RIGHTS .....11

NOTICE OF CANCELLATION .....12

STAFF.....12

THE SCHOOL ADMINISTRATION .....12

FACULTY .....12

    Instructors ..... 12

OFFICE STAFF.....12

## ADMINISTRATION BUSINESS HOURS

Monday-Friday 9:00am-4:00pm

## MISSION STATEMENT

*The mission of L.A Barber College is to teach students in the art of barbering. We want students to help continue for years to come from one of the oldest trade since the pyramids. Our goal is not just for students to pass the state board exam but to attain a license and learn to master cuts, styles and shaves so they can attain top paying employment in such a competitive field. We offer an environment that will enable the student to thrive and develop the social, physical as well as their emotional skills to be a successful and positive professional in the community in which they serve. We offer those interested in the trade of barbering the best education possible so our success as a school is defined by the success of our students.*

## EDUCATIONAL OBJECTIVES

We will reach our mission through consistent structured curriculum and habits. From day one the student will receive practical, theory class and instruction. We will use the Theory of Barbering to support the essential knowledge of the industry through the use of the classroom, videos, library and textbooks. The student will learn to apply what was learned and incorporate these ideas when doing their practical services on real customers in the Lab. This teaching environment mimics that of a real barbershop, helping students practice barbering with confidence. Students will be taught using proper and modern techniques in haircutting, shaves, scalp massage, facials, perms, hair coloring and shop management. Through live demos, guest speakers, hair shows and community events we hope to show students what the real world of barbering will ask of them so they can decide when they receive their barber license where they want to be in this ever growing industry.

## HISTORY OF L.A. BARBER COLLEGE

L.A. Barber College was founded in April 31, 2004 by Blanca E. Polanco and Jose F. Polanco. Blanca E. Polanco has been a Licensed Cosmetologist and a Licensed Barber since 1993 and Jose F. Polanco has been a Business Director for over 20 years, together with their extensive experience they have helped keep the demand in training in the field of Barbering. In 2013 Mr. & Mrs. Polanco decided to give the business to their Daughter Kelleem Y. Polanco. Ms. Kelleem Polanco has a long term experience in Business Management.

## APPROVAL DISCLOSURE STATEMENT

L.A. Barber College is located at 440 South Broadway St., #G8, Los Angeles, California; all classes will be held at 440 South Broadway St., #G8 Los Angeles California. L.A.B.C. is a private institution and is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE) ([www.bppe.ca.gov](http://www.bppe.ca.gov)), meaning that the Institute is in compliance with the California Private Postsecondary Education Act of 2009 minimum requirements and Division 7.5 of title 5 of the California Code of Regulations. The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

COURSE	HOURS
Barbering	1500

L.A.B.C is not an accredited institution therefore L.A.B.C. does not participate or offer Federal and/or State student financial aid programs.

L.A.B.C. does not offer any form of financial aid state or federal to students.

L.A.B.C. does not have a pending petition in bankruptcy and is not operating as a debtor in possession; has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## ENGLISH AS A SECOND LANGUAGE (ESL)

L.A.B.C. does NOT offer English as a Second Language programs. L.A.B.C. curriculums are taught in English only. No translation services are provided.

## ENGLISH PROFICIENCY

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. L.A. Barber College may require students that are not fluent in English to visit [www.etf.org/toefl](http://www.etf.org/toefl) and take the TOEFL test in order to proof your proficiency in English. A score of 20 or higher will be considered passing score. L.A. Barber College is not responsible for fees or charges that this may incur.

## ADMISSION POLICY

The school is accepting applicants for admissions as regular students once all of the following criteria have been met:

- Applicant must provide a copy of his/her U.S. High School Diploma, GED, State Proficiency Test or its equivalent. For students that have immigrated to the United States, the services of independent academic evaluators is needed to determine academic readiness. **No ATB is accepted.**
- Must be at least 17 ½ years old
- Valid Social Security card
- Valid California ID

International students must have a valid Permanent Residency Card or must have a valid Visa in order to enroll at L.A.B.C. (L.A.B.C. does not offer visa services). International students do not qualify to take the state licensing exam unless they possess a valid Social Security Number. Therefore L.A.B.C. will not enroll any students that do not meet the criteria.

This is an undergraduate course, no prior experience is required. All students must pass the entrance exam with at least 70% to be accepted into the college. Entrance exam consist of 4<sup>th</sup> grade English and Math. We do not accept students that are enrolled/attending at another barber school/college simultaneously while attending L.A. Barber College. The college does not offer distance education. The college does not grant credit for prior experiential learning.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You should also visit the physical facilities before enrolling into the college. L.A.B.C will also discuss personal, educational and occupational goals with prospective students prior to enrolling or signing enrollment agreements.

## ADMISSION PROCEDURE

- The student arranges for a personal interview with the college Admissions Officer or designated representative. A tour of the campus is provided.
- The applicant presents the required educational documentation and identifications.
- The Applicant is scheduled a date to take the aptitude exam prior to enrollment.
- Admission Representative will review rules and regulations with applicant and offer payment plan available to students. If applicant accepts enrollment agreement it is signed or taken home to review and brought back on the day of orientation.
- The applicant is assigned a date and time to attend orientation and begin training, they are also introduced to the college staff and instructional staff.

## CLASS START DATES

The barber college has a continuous enrollment policy with new classes starting on a weekly basis. This means that students can enroll anytime during the year, because instruction occurs in teaching modules. Enrollments are restricted to maintain a low student-to-instructor ratio.

## CLASS SCHEDULES

The training procedure used, requires approximately 1hr. of theory class conducted at in the middle of the day Monday-Friday. First shift begins at 8:00 am and the practical session begins at 8:30 am. Second shift begins at 12:00pm and practical begins at 1:00pm. The remainder of the school day consists of monthly calendar, hands-on assignments, clinical floor practice and/or theory class as assigned by the instructor. Students in this course will complete a minimum of 1300 hours in clinical practice, 80 hours of theory class, and at least 120 hours allotted to the practical and/or theoretical phases of barbering as assigned by the instructor. 20 min. breaks are on a rotating schedule from 10:30 am to 4:00 pm.

## CALENDAR/HOLIDAYS

The barber college operates on a 12-months-per-year schedule, with an open enrollment and an open completion date. Classes are conducted Monday through Friday, from 8:00am-2pm and 12pm to 6:00pm; Full time 8:30am-5pm College holidays are:

- Martin Luther King, Jr. Day

- President's Day
- Good Friday
- May Day
- Memorial Day
- Independence Day
- Summer Break (Varies every year)
- Labor Day
- Thanksgiving Day Weekend
- Winter Break (Varies every year)
- Any days deemed necessary by the College.

### **GRIEVANCE PROCEDURE POLICY**

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Director, at 440 S. Broadway St. #G8, Los Angeles, CA (213)-629-3303. It is strongly recommended that all grievances be presented in writing. L.A.B.C. will also accept oral grievances. However, if the issue still is unresolved the student can contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone (888)370-7589 or (916) 431-6959 or by fax (916)263-1897 or The California Board of Barbering and Cosmetology, 2420 Del Paso Rd., Suite 100, Sacramento, CA 95834, (800)952-5210, [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov).

### **DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)**

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Student's files are kept in the schools administrative office, located at 440 S. Broadway St., #G8, L.A. CA 90013, 213-629-3303. Enrollment, academic, attendance and financial records are kept together in one file and are stored in a fire proof locked file cabinet that is maintained locked at all times. L.A.B.C. will keep these records for 5 years and transcripts for indefinitely. The students are not entitled to inspect the financial records of their parents. Written consent from the student and /or parents is required before educational records may be disclosed to any party with exception of accrediting commission or governmental agencies authorized by law.

### **COLLEGE FACILITIES/EQUIPMENT**

The College has 4 rooms, 2 of the rooms are equipped with a total of 25 barber chairs, 25 tool cabinets, 4 sinks, 48 lockers, and 25 barber stations with mirrors. The third room is used for lecture and it contains chairs, demonstration area, charts, diagrams, and audio-visual equipment during lecture hours. The fourth room is the lunch room that has a refrigerator, microwave and a soda vending machine for students. This room is also shared with the main office. The college has approximately a total 3475 square feet.

### **LIBRARY AND LEARNING RESOURCES**

L.A. Barber College supplies all students with a bundle of required Milady's Barbering Textbook, Workbook and Study guide for students to study while in school or at home. The college has additional Barbering books and DVD's in the main office for check out. It is our policy in order to check out a book or DVD you must ask the person in charge in the main office for the list of materials for check out; when you have chosen your materials you will be required to sign out for the materials; when returning the materials you will sign for the return. All materials are available for check out for day use only, they can be checked out on a daily basis. A list of all DVD's and books are available in the office upon request. Los Angeles Library is also located within 100yds. of the school for additional Miladys DVD's and books for extended check-out. All students are required to attend theory class no exceptions.

### **HANDICAPPED STUDENTS**

The facility is located on street level with double doors making it accessible for the students to enter the facility, the bathrooms have railings for safety and an elevator is also available to access the parking lot.

### **HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, the professional in the Barbering field must be in good physical health he/she will be working in direct contact with customers. This

related field of study requires a great deal of standing while working on a patron; with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

### **ORIENTATION**

Orientation is held on a weekly basis with the admissions representative, after enrollment contract and packaging has been done. During orientation you will be provided with a full package of policies, school rules, student's rights and course outline.

### **STATEMENT OF NON-DISCRIMINATION**

L.A.B.C. does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation policies.

### **CAREER COUNSELING**

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment.

### **DRUG ABUSE PREVENTION PROGRAM**

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with L.A.B.C. who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

S.H.A.R.E.  
425 S. Broadway St.  
Los Angeles, CA 90013  
(213) 213-0100

### **JOB PLACEMENT**

L.A.B.C. does offer job placement assistance, the college maintains a "Job Bulletin Board" listing current employment opportunities, as well as a listing of Barber/Styling shops for sale; this is updated and posted as information is available. All students nearing graduation are encouraged to seek help from school staff in assisting them in a securing a job interview. The information on the job bulletin board is provided from local shop owners who are seeking to hire our graduates. Students can contact the employer of their choice to schedule an interview. This is how we offer job placement assistance yet can't guarantee employment since the hiring process is up to each employer.

### **ATTENDANCE POLICY**

The school operates on two shifts of (6) hours per shift (part-time), five (5) days per week, or a total of thirty (30) hours per week. You are required to notify the school if you are absent, if you are absent without notifying the school you will be withdrawn from the program after 10 consecutive school days of not attending.

Attendance must be maintained at an average of 67% of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. Students are required to make up for the lessons, and exams missed due to absence. If the student is absent during 10 consecutive days, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

### **TARDINESS**

A student who are seven (7) minutes late are to do 3 permanent waving heads on mannequin; Instructor will assign the type of perm waving. A student who's in the first shift and arrives after 10am shall not be allowed to clock in at all for that day. A student who's in the second shift and arrives after 2pm shall not be allowed to clock in. Habitual tardiness will not be accepted and is cause for disciplinary action and, if not corrected, dismissal from the college.

### **ABSENCE POLICY**

Absence is any time not spent in training. All absences, both excused absences (72 hrs. max) or un-excused absences (those not approved or absences without notification), are recorded. Course time is recorded by time clock. A **CLOCK HOUR** is defined as sixty (60) minutes spent participating in the training setting which accredited towards all training courses to obtain a diploma. Students are responsible for advising the school of any absences by telephone, in writing or in person.

### **LEAVE OF ABSENCE POLICY**

Should a student find it necessary to be out of school for an extended period, a leave of absence must be requested in writing, signed and dated and turned in to

the admissions office. Maximum Leave of absence is one month at a time. Not returning when your leave of absence expires, will result in immediate termination.

### **DROP OUT POLICY**

A student may drop at any time by notifying the college in person or in writing. See "Refund Policy" for any monies owed to the student. If the student owes back tuition or fees, these must be paid-up within 30 days or appropriate action may be taken to recover the loss.

### **PROBATION**

If a student fails to maintain an overall average "C" (75%), consultation with a school official will be scheduled. At that time, the student will be placed on a four (4) week probation. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be suspended or terminated from school.

### **RE-ENTRY POLICY**

A student may apply for re-admission after a Leave of Absence; a student that was terminated from the school will not be re-admitted. A registration fee will be required for re-entry.

### **COURSE INTERRUPTION/TERMINATION**

A student may be interrupted from training for unsatisfactory attendance or progress, or violation of College or State rules and regulations. A student will be terminated if they are out of school for more than 10 consecutive school days, without a valid Leave of Absence. The student may appeal any action taken by the school to the school administration.

### **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Recovery Fund (STRF).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **REFUND/CANCELATION POLICY**

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. A Student may cancel the enrollment agreement by notifying the School in writing or by students conduct, including, but not necessarily limited to, a student's lack of attendance. (a "NOTICE OF CANCELLATION" is provided). If canceled within seven (7) business days after the start of class all moneys shall be refunded. If cancelled after the 7-day period all moneys shall be refunded on a pro-rate basis, less STRF fee (non-refundable) and less a registration fee of \$100. Equipment once purchased it becomes the property of the student (non-refundable). The refund shall be the amount you paid for instruction multiplied by the fraction (numerator) of which is the number of hours of instruction which you have not received but for which you have paid (denominator) of which is the total number of hours of instruction for which you have paid. **HYPOTHETICAL EXAMPLE:** A Student who completes 25% (or ¼) of a course with educational costs of \$1500 will receive a prorated refund of educational costs, less registration fee and non-refundable items as listed in the enrollment contract; as follows ( $\$1,500 - \$100 - 901.39 - 245.11 - 3.50 = \$250 \times .75$  (or  $\frac{3}{4}$ ) = \$187.50). If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. All applicable refunds will be made within 45 days from the cancellation or failure to appear on or before the first day of class. Any moneys due to the Student will be refunded within 45 days of the last date of actual attendance. If the Student does not return from a Leave of Absence period (not to exceed 60 calendar days), refunds will be made within 45 days from the end of the Leave of Absence.

### **DETERMINATION OF WITHDRAWAL/DISMISSAL FROM SCHOOL**

Official withdrawal date: The date the student officially provides in writing their withdrawal date to the colleges' Office Personnel.

Unofficial withdrawal date: After 10 consecutive days of not attending school the student will be withdrawn from the course and the instructor will determine the student's last date of attendance as reported by the student's time clock record. Withdrawal/Dismissal will also take place when not complying with policies in reference to attendance, behavior or grades.

### **GRADING FACTORS**

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (75%) average to maintain satisfactory academic status. The grading factors are as follows:

<u>Grade Scale</u>	<u>Alphabetical Grade</u>
90-100	A
89-80	B
79-70	C
69-60	D
59 or below	F

### **APPEALS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter in writing to the school administration and request for a meeting with the Director. The letter should describe any circumstances the student feels deserves further

consideration. A decision relating to the appeal will be made and the student will be notified within 30 days.

**COURSES OF STUDY: Barbering SOC 39-5011**

Total Clock Hours: 1500

Length of Course: 52 weeks approximately 12 months

Schedule: Part-time only (6hrs./day)

Class Offered: Monday through Friday, 8:00-2pm & 12-6pm

**P R O G R A M / C O U R S E**

**D E C R I P T I O N :** The barber program is 1500 hrs. long and may be completed in 13 months as a part time student. Primary purpose of the Barbering course is to train students in both theory and practical experience to prepare them to successfully pass the State Board Examination, and for immediate employment in the Barbering field. The course is particularly directed towards developing in the student desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Barbering profession. Barber Program: Instruction provided for this program includes 1 hours of daily theory on the corresponding chapter of the Milady Barber Standard Textbook. Some chapters may take a week while others may be more invasive requiring more time. Most topics will include lecture time, practical time, workbook time and a test at the completion of the subject which you must score at least 75% to pass or else you will have to retake test, and we will record whichever of the two has the best score. Completion of all assignments and practical demonstration and completion of any homework assignments are required. Students will also be required to be evaluated at 450hrs, 900hrs and 1200hours in a written exam and practical. At 1500 hours every student must pass with at least 75% a final written and practical exam before final hours will be released. The barber course does not have any Extern or Internships.

**C O U R S E G O A L S / O B J E C T I V E S :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To prepare students to work in a professional barbershop /salon.
- To develop employer/employee relationships and effective communication skills.

**I N S T R U C T I O N A L M E T H O D S :**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E M A T E R I A L S :** Students follow Milady's Standard of Professional Barbering. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**S T A T E O F C A L I F O R N I A**

**C U R R I C U L U M / U N I T S O F I N S T R U C T I O N :**

The state requires students to complete 1500 hours before taking the state exam. The subjects covered include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hairwaving and Hair Styling. The course prepares the student for entry level employment as a Barber/Stylist. Full time training includes 40 clock hours per week. Approximately nine (9.5) Months to complete.

**G R A D U A T I O N R E Q U I R E M E N T S**

In order to graduate, each student must maintain a minimum grade of (C)70% in Theory and 70% in Practical Assessment evaluations, as well as completing the minimum technical hours and practical operations as mandated by the Board of Barbering and Cosmetology:

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HEALTH & SAFETY	200	
LAWS AND REGS	20	0
HEALTH AND SAFETY	45	0
DISINFECTION AND SANITATION	20	15
ANATOMY PHYSIOLOGY	15	0

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HAIR STYLING	1100	
HAIRSTYLING	65	240
PERMANENT WAVING/CHEMICAL STRAIGHTNING	40	105
HAIRCOLOR/BLEACHING	60	50
ANATOMY PHYSIOLOGY	20	0
HAIR CUTTING RAZOR, CLIPPER, TRIMMERS, AND THINNING SHEARS	20	80
SHAVING	100	40

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
CAREER DEVELOPMENT	1100	TAUGHT THROUGH OUT THE PROGRAM

**I N S T R U C T O R Q U A L I F I C A T I O N S / T E A C H E R T O S T U D E N T R A T I O S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a barber in good standing in California, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 125 students for clinical training.

**T U I T I O N A N D F E E S P O L I C Y**

**TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

1500 Barbering Hours	\$6692.33
Registration (non-refundable)	\$100.00
Books (non-refundable)	\$267.05
Tools (non-refundable)	\$940.62
STRF (non-refundable)	\$0.00
<b>TOTAL COST</b>	<b>\$8,000.00</b>

**TOTAL CHARGES OF CURRENT PERIOD OF ATTENDANCE**

Tuition	\$692.33
Registration (non-refundable)	\$100.00
Books (non-refundable)	\$267.05
Tools (non-refundable)	\$940.62
STRF (non-refundable)	\$0.00
Total	\$2,000.00

**TOTAL CHARGES OBLIGATED TO PAY UPON ENROLLMENT**

Down Payment \$2,000.00

**ESTIMATED PAYMENTS:**

Down Payment	\$2,000.00
12 monthly Installments	\$500
<b>Total Expected Payments:</b>	<b>\$8,000</b>

## OTHER FEES

These fees are paid to an entity other than the institution.

State Exam Fee = \$125.00

Pre-Registration Fee = \$9.00 Course, tools, and registration costs are subject to change.

### COURSE OF STUDY:

#### **Barber Cross-Over Program for Cosmetologists SOC 39-5011**

Clock Hours: 200

Length of Course: 6.5 weeks approximately 1 1/2 months

Schedule: Part-time only (6hrs./day)

Class Offered: Monday through Friday, 8:00-2pm & 12-6pm\

#### **P R O G R A M / C O U R S E**

**D E S C R I P T I O N :** The Primary purpose of the Cosmetology cross-over course is to train already licensed Cosmetologist in both theory and practical experience to successfully take the exam for a license in the Barbering field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Barber profession.

#### **C O U R S E**

#### **G O A L S / O B J E C T I V E S :**

- Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
- To prepare students to work in a professional barbershop/salon.
- To develop employer/employee relationships and effective communication skill.

#### **I N S T R U C T I O N A L M E T H O D S :**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught daily and practical application follows most theory. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E M A T E R I A L :** Students follow Milady's Standard of Professional Barber. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

#### **S T A T E O F C A L I F O R N I A**

#### **C U R R I C U L U M / U N I T S O F I N S T R U C T I O N :**

This 200hr course is designed for the applicant who has completed the California 1600 clock hour Cosmetology Course and/or holds a California Cosmetology license. This course includes 100 hours of theory instruction and 100 hours of practical training. An additional 40 hours in either practical or theory will be determined by the instructor depending on the student's needs. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hairstyling. This course can be completed in ten (10) weeks of full-time attendance but must be completed in four (4.5) weeks. This course prepares a licensed Cosmetologist to provide entry level services as a Barber in the State of California.

**THE THEORY OF BARBERING (Required) 100 HOURS** the Basics of Barber-Styling, Advanced Barber-Styling, Cutting and Styling, Design Techniques, Barber Science, the chemicals and treatments, Syphilis, anatomy,

industry related business principles, barber Boards, operating in the field and practical application

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
BARBERING CROSS OVER	200	
SHAVING	100	40

**I N S T R U C T O R Q U A L I F I C A T I O N S / T E A C H E R T O S T U D E N T R A T I O S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a Cosmetologist in good standing in California, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

At no time shall there be a ratio of less than 1 instructor to 25 students for clinical train

### **TUITION AND FEES POLICY**

#### **TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

200 Barbering Hours \$3,100.00  
Registration (non-refundable) \$100.00  
STRF (non-refundable) \$0.00

**TOTAL COST** \$3,200.00

#### **TOTAL CHARGES OF CURRENT PERIOD OF ATTENDANCE**

Tuition \$1,400.00  
Registration (non-refundable) \$100.00  
STRF (non-refundable) \$0.00  
Total \$1,500

#### **TOTAL CHARGES OBLIGATED TO PAY UPON ENROLLMENT**

Down Payment \$1,500.00

#### **ESTIMATED PAYMENTS:**

Down Payment	\$1,500.00
2 monthly Installments	\$850.00
<b>Total Expected Payments:</b>	\$3,200

### **OTHER FEES**

These fees are paid to an entity other than the institution.

State Exam Fee = \$125.00

### **GRADUATION**

In compliance to California statute, a student, upon successful complete of hours of a course of study and passing of the final exam is awarded an appropriate diploma verifying the completion. This is not a license to practice barbering; each student must pass the State Board Barber Exam to become a licensed Barber.

Passing of the final test with an average grade of "C" or better and completion of required hours (1500); for licensure pass the State Board test with a 75% overall grade.

The student who completes the course and the minimum practical services as established by the Barbering and Cosmetology Board is qualified to take the licensing examination given by the Board. Minimum services are required by the school. Upon successfully passing the State Examination, the graduate is issued a California Barber License.

With this California license, the new barber may be employed in a Barber Shop establishment, a Beauty/Styling salon, or may own and operate their own barber business.



**COURSE OF STUDY:**

**PRE APPRENTACE AND BARBER APPRENTICE CURRICULUM SOC 39-5011**

Clock Hours: 300 THEORY (additional on the job training 3340hrs)

Length of Course: 2 years 104weeks approximately 24 months

Schedule: Part-time only (6hrs)

Class Offered: Monday 8:00-12:00PM

**P R O G R A M / C O U R S E**

**D E S C R I P T I O N :** The Primary purpose of the Barber apprentice program is to train you in both theory and practical experience to successfully take the exam for a license in the Barbering field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Barber profession.

**C O U R S E**

**G O A L S / O B J E C T I V E S :**

- Students will receive an education in theory only to gain knowledge in all phases of Barbering.
- To prepare students to work in a professional barbershop/salon.
- To develop employer/employee relationships and effective communication skill.

**I N S T R U C T I O N A L M E T H O D S :**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught once a week. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**R E F E R E N C E M A T E R I A L :** Students follow Milady's Standard of Professional Barber. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**S T A T E O F C A L I F O R N I A CURRICULUM / U N I T S O F I N S T R U C T I O N :**

This 300hr course is designed for the applicant who are completing the 3340 hour clock hour barber apprentice program. This course includes 300 hours of theory instruction and 33400 hours of practical on the job training. Each student is required to have a shop sponsor them for the on the job portion of the apprentice course. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hairstyling. This course can be completed in ten (10) weeks of full-time attendance but must be completed in four (4.5) weeks. This course prepares a licensed Cosmetologist to provide entry level services as a Barber in the State of California.

**THE THEORY OF BARBERING (Required) 300HOURS** The Basics of Barber-Styling, Advanced Barber-Styling, Cutting and Styling, Design Techniques, Barber Science, the chemicals and treatments, Syphilis, anatomy, industry related business principles, barber Boards, operating in the field and practical application

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HEALTH & SAFETY	200	
LAWS AND REGS	20	0
HEALTH AND SAFETY	45	0
DISINFECTION	20	15

AND SANITATION		
ANATOMY PHYSIOLOGY	15	0

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HAIR STYLING	1100	
HAIRSTYLING	65	240
PERMANENT WAVING/CHEMICAL STRAIGHTNING	40	105
HAIRCOLOR/BLEACHING	60	50
ANATOMY PHYSIOLOGY	20	0
HAIR CUTTING RAZOR, CLIPPER, TRIMMERS, AND THINNING SHEARS	20	80
SHAVING	100	40

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
CAREER DEVELOPMENT	1100	TAUGHT THROUGH OUT THE PROGRAM

**I N S T R U C T O R Q U A L I F I C A T I O N S / T E A C H E R T O S T U D E N T R A T I O S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a Barber in good standing in California, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

**COSMETOLOGY PRE APPRENTACE AND APPRENTICE CURRICULUM SOC 39-5011**

Clock Hours: 260THEORY (additional on the job training 3200 hrs.)

Length of Course: 2 years 104weeks approximately 24 months

Schedule: Part-time only (6hrs)

Class Offered: Monday 8:00-12:00PM

**P R O G R A M / C O U R S E**

**D E S C R I P T I O N :** The Primary purpose of the Cosmetology apprentice program is to train you in both theory and practical experience to successfully take the exam for a license in the Cosmetology field. The course is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession.

**C O U R S E**

**G O A L S / O B J E C T I V E S :**

- Students will receive an education in theory only to gain knowledge in all phases of Cosmetology.
- To prepare students to work in a professional beauty shop/salon.
- To develop employer/employee relationships and effective communication skill.

**I N S T R U C T I O N A L M E T H O D S :**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Theory is taught once a week. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**REFERENCE MATERIAL :** Students follow Milady's Standard of Professional Barber. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**STATE OF CALIFORNIA  
CURRICULUM / UNITS OF  
INSTRUCTION :**

This 260 hr course is designed for the applicant who is completing the 3200 hour clock hour barber apprentice program at an approved salon. This course includes 200 hours of theory instruction and 3200 hours of practical on the job training. Each student is required to have a shop sponsor them for the on the job portion of the apprentice course. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hairstyling. This course can be completed in ten (10) weeks of full-time attendance but must be completed in four (4.5) weeks. This course prepares student to provide entry level services as a Cosmetologist in the State of California.

**THE THEORY OF COSMETOLOGY (Required) 260 HOURS** The Basics of Cosmetology-Styling, Advanced Cosmetology Styling, Cutting and Styling, Design Techniques, Cosmetology Science, the chemicals and treatments, Syphilis, anatomy, industry related business principles, barber Boards, operating in the field and practical application

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HEALTH & SAFETY	200	
LAWS AND REGS	20	0
HEALTH AND SAFETY	45	0
DISINFECTION AND SANITATION	20	15
ANATOMY PHYSIOLOGY	15	0

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
HAIR STYLING	1100	
HAIRSTYLING	65	240
PERMANENT WAVING/CHEMICAL STRAIGHTNING	40	105
HAIRCOLOR/BLEACHING	60	50
ANATOMY PHYSIOLOGY	20	0
HAIR CUTTING RAZOR, CLIPPER, TRIMMERS, AND THINNING SHEARS	20	80

**INSTRUCTOR QUALIFICATIONS / TEACHER TO STUDENT RATIO S :** Instructors shall be at least 18 years of age, hold a high school diploma or equivalent, hold a current license as a Cosmetology in good standing in California, and have at least 2 years of licensed work experience (e.g., barber shop, salon, instructor, etc.).

**TUITION AND FEES POLICY**

**TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

This program is state funded. Students are not required to make payments.

**OTHER FEES**

These fees are paid to an entity other than the institution.  
State Exam Fee = \$125.00

**GRADUATION**

In compliance to California statute, a student, upon successful complete of hours of a course of study and passing of the final exam is awarded an appropriate diploma verifying the completion. This is not a license to practice barbering; each student must pass the State Board Barber Exam to become a licensed Barber. Passing of the final test with an average grade of "C" or better and completion of required hours (3200) for licensure pass the State Board test with a 75% overall grade.

The student who completes the course and the minimum practical services as established by the Barbering and Cosmetology Board is qualified to take the licensing examination given by the Board. Minimum services are required by the school. Upon successfully passing the State Examination, the graduate is issued a California Barber License.

With this California license, the new barber may be employed in a Barber Shop establishment, a Beauty/Styling salon, or may own and operate their own barber business.

**CALIFORNIA STATE LICENSURE REQUIREMENTS**

To qualify for admittance for the California State Barber exam, an applicant must have provided to the State Exam Board the proper forms, paid the required fee, be not less than 17 years of age, have completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent, is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act, and has completed 1500 hours in the course of Barbering from a school approved by the board.

**METHOD OF PAYMENT**

Students are expected to make all monthly payments in cash, money order or check, there will be a \$35.00 fee for any returned checks and a \$35.00 late fee when tuition is not paid by the 3<sup>rd</sup> business day. All school charges must be paid in full before graduation. If student obtains a loan to pay for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

**RULES AND CONDUCT POLICY**

The rules and regulation of the Barber College are designed to help the student learn professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The students shall dress in a professional manner. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the college and its equipment. A list of student rules and regulations will be handed out and reviewed on the day of orientation.

**HOUSING**

**L.A.B.C. does not provide and is not responsible for providing housing; neither do we have dormitories under our control**

Apartments are available in the area, with city bus services nearby. See current edition of local newspaper for availability. Single apartments in the area are estimated at about \$1,000/month.

**STUDENT ADVISING POLICY**

L.A.B.C. does not have any dormitory facilities under its control. There is housing available in the area; lofts and one-bedroom apartment estimated rent can vary from \$900-\$1,200. It is the policy of the school to assist and advise the student whenever possible. **The school has no responsibility to find or assist a student finding housing;** however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

SUBJECT	HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
CAREER DEVELOPMENT	1100	TAUGHT THROUGH OUT THE PROGRAM

- a) Referrals to social service agencies
- b) Housing referral while attending school
- c) Ride-sharing or transportation
- d) Referral to drug or alcohol abuse programs
- e) Health service agencies
- f) Referral to obtaining a GED

A student desiring assistance in areas listed in the Student Services should submit an oral request to an office Administrator or Director of the school. All efforts will be made to assist the student.

## RESOURCES

L.A.B.C. has multiple DVD's, diagrams, and books as learning resources. All resources are available upon student request.

### EMPLOYMENT AND LIABILITY DISCLAIMER

You are hereby informed that it is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled in a Barber College to charge a fee or receive a commission for performing a barber service. You are further informed that a student's enrollment and relationship with the school is limited to a student relationship status, and you, as a student, shall not receive any types of wages, salary, commissions, emoluments, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

### GENERAL TERMS

1. We do not offer job placement however we do post possible job openings or referrals to potential employers and Barber shops for sale. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.
2. All equipment for the course selected will be furnished by the School at the stated charge. A complete list of required books, supplies, and/or equipment is provided to each student after signing the Enrollment Agreement. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
3. Certificates (signifying satisfactory completion) will be issued after the completion of the entire program. Classroom and lab instruction will be tested. The Student must achieve a passing grade average to receive a certificate. Student will be permitted a re-test for any grade below passing. Make up time for extenuating circumstances may be granted by the School Director. Excessive absence may be cause for dismissal.
4. The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.
5. All course schedules are subject to change in starting and completing dates. Student will be duly notified.
6. The School reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All monies paid will be refunded.
7. The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.
8. The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected. The Student's enrollment may be terminated at the election of the School director, if the Students' academic progress, behavior, absences, lateness, dress, etc., does not conform to the attendance requirements, rules and regulation of the School, in which event, the extend of the Student's tuition obligation will be in accordance with the School's refund policy.
9. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.
10. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, not addressed by the California Education Code, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and the judgment upon the award rendered by the Arbitrators) may be entered in any court having jurisdiction.
11. This Agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized.
12. Graduation Requirements: Passing of the final test with average grade of "C" or better and satisfactory completion of 1500 hours; for licensure you must pass the State Board test with a 75% overall grade.

## TRANSFER OF HOURS/CREDIT FOR PRIOR LEARNING

Students who have previously attended another barber college, recognized by the State of California and have sufficient proof may receive credit hours for all or portion of the barber training. Proof of the barber training must be submitted to the admissions office at the time of enrollment for evaluation. The head Instructor of the Barber College will evaluate the student by conducting a hands-on practical examination and will determine the amount of transfer hours accepted. If a student wishes to appeal the number of hours, they will be credited they must submit a written appeal with in 7 days. The appeal will be reviewed by an instructor and the owner, student will receive a decision within 3 days and the decision will then be final. The student will not be charged for the transfer hours. The college will use the transferred clock hours accepted in the program towards the quantitative and maximum time frame calculation when determining Satisfactory Academic Progress. L.A.B.C. has not entered into an articulation or transfer agreement with any other college or university. L.A.B.C. does not accept credits through challenge examination and achievement tests.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at L.A.B.C. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending L.A.B.C. to determine if your diploma will transfer.

### THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

#### Class & Practice Hours - Credit Procedure

Students at L.A.B.C. record their attendance by entering their uniquely assigned key number into the computer and selecting TIME IN at the start of the day, and TIME OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for task/operation/project completed after each action is verified by an instructor.

### COMPENSATION STANDARDS

A trainee who completes the course and obtains the required license or certification may enter the Barber/Hair Styling industry which generally pays compensation based on the performance of each employee. Commissions vary, but the average is between 55% and 70% of the income from services the employee performs at his or her station. California Law requires payment of at least the hourly minimum wage.

### STUDENT COMPLAINT PROCEDURE

A student who is of the opinion that he or she has a valid complaint relating to the school should feel free to register his or her complaint. The procedure for filing a complaint is as follows:

- a) A student who has a complaint should inform the Director or Associate Director of the complaint verbally or in writing.
- b) The Director shall attempt to resolve the complaint.

### STUDENT'S RIGHTS

You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment whichever is later, as described in the Notice of Cancellation form that will be given to you in orientation. Read the Notice of Cancellation Form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to withdraw from school at any time, The Institution provides a pro rata refund of all funds paid for tuition charges to students who have completed 60% or less of the period of attendance. If more than 60% of the enrollment period in the entire course has incurred, there will be no refund to the student. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888)370-7589 or by fax (916)263-1897.

## NOTICE OF CANCELLATION

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in your contract. If you have lost your contract, ask the school for a description of the Refund Policy.

If you cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 45 days following the school's receipt of your cancellation notice. The school will not refund you for any books or tools given to you at enrollment, books and tools are yours once given to you. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, or send an e-mail to the Office of the School:

L.A. Barber College  
440 S. Broadway St., Suite G8  
Los Angeles, CA 90013  
[Labarbercollege1@att.net](mailto:Labarbercollege1@att.net)

If you have any complaints, questions, or problems which you cannot work out with the school, write or call to: BPPE 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818 West Sacramento, CA 95798-0818, Telephone (888)370-7589 or (916)431-6959 or by Fax (916)263-1897  
Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov), email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov). Telephone and Fax #'s: (888)370-7589 or (916) 431-6959 or by fax (916)263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## STAFF

The instructors of the barber college are licensed professionals. They are licensed by the Board of Barbering and Cosmetology. The staff maintains their knowledge by completing continuing education courses and by attending seminars, conferences and demonstrations on fashions, methods and new services. All instructors have at least 3 years with their Barber License as required by the Bureau of Private Postsecondary.

## THE SCHOOL ADMINISTRATION

**Kellem Y. Polanco- AA Degree and over 10 years of experience in Business Management- CEO**

**Mr. Jose F. Polanco-Licensed Barber and over 20 years of Business Management,- COO**

**Blanca E. Polanco-Licensed Barber and Cosmetologist, over 20 years experienced Instructor-CAO**

## FACULTY

### Instructors

**Mrs. Blanca E. Polanco** –Licensed Barber –Over 20 years Barbering experience

**Ana Silvia Saavedra-** Licensed Barber – Over 15 years Barbering experience.

### Substitutes

**Jose Polanco-**Licensed Barber – Over 10years Barbering experience

## OFFICE STAFF

**Michelle Matthews-**Administrator/Student Relations