World A Cuts Barber Institute

**Mission Statement**

**World A Cuts Barber Institute** will enable students to become future business owners and entrepreneurs in the field of barber.

# Statement of Education Goals and Objectives

The goal of World A Cuts Barber Institute is education. Our programs are designed to give the best basic education, provide the student with a certificate and prepare them for jobs in their chosen fields after completing their program. The program is taught and written in English.

BARBER: The objective of this program and curriculum is to prepare the student for the state-licensing exam to become a licensed barber. Licensed barber opportunities are to work in a barber salon, unisex salon, resort hotels, spa or operate his/her own salon.

# INSTITUTIONAL STATEMENT AND PURPOSE

This school is committed to the advancement and education of our students in the barbering industry. We believe all people are created equal and have the right to pursue personal growth and new career opportunities through hands on training and technical education. It is our mission that all instructors, staff, and administrators are to educate, encourage and support our students in a professional manner. We provide an atmosphere beneficial to all members of the organization, and with the best educational resources available. The institution is a drug-free school and voter registration available on campus for students. The school’s most current annual performance ratings are provided to all interest applicants.

# OWNERSHIP/GOVERNING BODY

**World A Cuts Barber Institute** was created by **World A Cuts, Inc.** Located at 121 N George St, York PA 17401. The ownership is governed by Patrick Winter as CEO/President

# FACILITY

**World A Cuts Barber Institute** is a two story historic building located in the heart of York. With over 3600 square feet, it is well lit and air-conditioned to bring maximum comfort to staff and students. The facility has a major clinic area, classroom, restroom facilities and administrative and counseling offices.

## FACULTY AND STAFF

PatrickWinter ………….......................................................................CEO/President/Instructor

Joseph Mator……………………………………………………Administrative Supervisor

David King……………………………………………………………Instructor (Substitute)

### ADMISSION REQUIREMENTS

Individuals wishing to enter the school must fulfill the following requirements to be considered for acceptance: A high school diploma/GED/transcript, a social security card, a current driver license/State ID and a current passport or birth certificate.

Try to have your application and admissions in the Admissions Office before your appointment, bring all necessary documents to complete the process. It is imperative that you follow these guidelines in order to coordinate your enrollment as efficiently as possible. Once all these requirements are completed, the school will inform the applicant of their acceptance.

Credit will be given from other schools if the school is teaching a full and complete program. All hours and services must be transferred from the prior school. The actual amount of credit that a student can receive will depend on the student's’ ability to perform practical work and his/her theoretical knowledge. Determination is made through an examination and left to the discretion of

the Director. **World A Cuts Barber Institute** does not guarantee that other institutions will give full credit for the hours of instruction completed in our school. However, World A Cuts Barber Institute will give full credit for our hours, if you previously were enrolled in World A Cuts Barber Institute. Also, it will be $150.00 re-entry fee.

Training is offered to all on an equal basis, regardless of race, color, sex, age, religion, and nationality and ethnic origin.

### PROGRAM LISTING

Barber Program 1250 clocked hours – Licensed by State Exam

The objective of this program is to provide complete training in PA law, and in all procedures and practices of barbering including safety, sanitation, hair structure, chemistry, hair cutting and styling, shampooing, chemical procedures, shaving beard and mustache trimming.

World A Cuts Barber Institute enrollment starts new classes bi-weekly.

**Barber/Teacher Program…………………………………….9 months**

**CURRICULUM-**

In the School, schedules will be posted clearly showing classes in theory and practical work

A student does not receive awards, credits or clocked hours for attending orientation.

Required instruction will be as follows:

**Course Outline:**

**INSTRUCTIONAL METHOD**

1. Lecture
2. Demonstrations
3. Video
4. Practice on mannequins
5. Hands on Clients

**STERILIZATION AND SANITATION (50 hours)**

 1. Understand importance of decontamination.

 2. Demonstrate method and use for disinfecting school and Barber Shops.

 3. Follow all safety practices in Barber School as well as individual work areas.

**BACTERIOLOGY (25 hours)**

 1. Learning different types and classification of bacteria

 2. Understand the relationship of bacteria to the spread of disease.

**HYGIENE (25 hours)**

1. The barber should be a representative of good health to achieve success through

maintaining both healthy body and mind.

1. Personal hygiene, cleanliness, daily self-grooming, nutrition, rest, healthy lifestyle and good posture.

**PROFESSIONAL ETHICS AND SCHOOL DEMEANOR (25 hours)**

1. Code of ethics is established for professionals by their respective board or

Commissioners that directly relate to occupation and its characteristics.

1. Ethics go beyond set rules and regulations. In barbering ethics is also a code of

conduct, which is expressed through student’s personality, human relation skills, and professional image.

**SCALP AND SKIN DISEASE (50 hours)**

1. The student must be able to recognize certain skin and scalp conditions to deal with

them properly.

1. Most important, no person with an infectious or contagious skin or scalp disorder should be served in a Barber Shop or School.

**HAIRCUTTING, STYLING AND HAIR PIECES (535 hours)**

1. Technical understanding is vitally important in order to provide knowledgeable and

 professional service.

1. Composition of hair, division of hair, layers of hair, hair analysis, qualities of hair

porosity and elasticity.

1. Thorough instructions in the proper way to cut, blend, and taper the hair using clippers, shears, and razors. Continual practice under and instructors guidance is necessary to achieve a refined profession skill.

4. Hair styles should be chosen to accentuate facial contour, neckline and hair texture.

1. Student will learn design, fit, and care of hairpieces. Also, their basis and construction along with the use of tools and pattern analysis.

**SHAVING (240 hours)**

1. Shaving requires a great deal of attention, skill, and consistent practice; the

fundamental as well as shaving positions and strokes with the correct cutting stroke.

2. The different types of razors and uses. They are the sharpest and most delicate cutting

 instruments.

**HONING AND STROPPING (25 hours)**

1. Learn the various types of hones and choosing the proper type and technique to

treatment. This requires knowledge of the anatomy, head, face and neck with the muscles and nerves that are affected by facial massage.

2. Unlike hones, which are designed to grind the edge of a razor, strops are

 intended to bring the razor to a smooth, whetting edge.

**FACIALS (massage) (25 hours)**

1. The student will be able to analyze skin condition and recommend the most effective

treatment. This requires knowledge of the anatomy, head, face and neck with the muscles and nerves that are affected by facial massage.

1. Massaging importance will be explained. Principles of massage will be taught to acquire a skillful touch through different movements/manipulations.

**SHAMPOOING AND SCALP MASSAGE (25 hours)**

 1. Student will be trained in proper method, chemistry of shampoo, and purpose of procedure to cleanse scalp and hair properly.

 2. Student will become skillful at performing manipulations, and understanding the benefits and procedure.

**HAIR COLORING (25 hours)**

 1. Discuss principles of color theory; learn classifications and action on the hair.

 2. Demonstrate proper preparation procedure and safety precautions.

**HAIR WAVING OR CURLING and STRAIGHTENING (25 hours)**

 1. Understanding purpose, proper procedure and final result along with client

 communication and all chemical safety precautions.

**PHYSIOLOGY (50 hours)**

1. Knowledge of structure and functions of the human body provides the student with

 scientific and professional approach when analyzing and performing services.

**ELECTRICITY (25 hours)**

1. Electricity is a valuable tool in barbering: common terms, common types, and common

 procedures for beneficial treatments and safety precautions.

**MANAGER - BARBER INSTRUCTION (50 hours)**

1. Management functions of Barber Shop, owner or manager concern the direct control and coordination of all operational activities. It also includes the proper planning, location, and physical arrangement of the shop. Employment assistance includes job referrals, resume developing, interviewing techniques and financial assistant services.

# STATE BARBER LAW, RULES AND REGULATIONS 50 HOURS

1. Students will discuss and understand the purpose of the state board rules and regulations in Pennsylvania.
2. Students will be able to identify the objectives/styling licensing law.
3. Students will discuss ways to prepare for state board exams.

 4. Money Management

 5. Credit establishment and maintaining a clean credit history

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# CLOCK HOURS

It defines the amount of time a student spends in educational or training activities. The number of clock hours required of a student is based on individual state requirements.

**COURSE OUTLINE OF PROGRAM- Teacher/Instructor Program**

In an instructor training program, participants acquire teaching skills through lecture and laboratory courses. Aspiring barber's instructors may be required to complete a course of study around 1,250 hours in length, depending upon the state. Students are taught the rules and regulations set by each state and acquire the knowledge needed to take the state exam. The training encompasses all phases of preparing to become an instructor.

**Teaching Techniques 750 hours**

Test Development (150 hours)

Demonstration and Lecturing (150 hours)

Discipline Styles (150 hours)

Classroom Supervision Techniques (150 hours)

Lesson Plans and Presentations (150 hours)

* Understanding the fundamentals of teaching.

**General Education (Vocabulary Development) 200 hours**

Human Relations/Motivation

Principles of Barbering

School Management

PA State board of Barber laws and Rules

Recordkeeping

* 1. Establishing the principles of understanding, the characteristics of the general education within these areas.
	2. Being able to relate, understand and express to the students.

**Practice Teaching and demonstrations techniques (300 hours)**

Permanent waves and chemicals (50 hours)

Hairpieces (10 hours)

Color (15 hours)

Shaving (100 hours)

Facials (50 hours)

Shampooing (25 hours)

Haircutting (50 hours)

Being able to demonstrate and educate the students to a degree he/she will understand.

**Teacher Program Total Training Hours 1250**

# COURSE NUMBERING SYSTEM

We number all our programs in the order the curriculum outlines were created.

**Type of payment method accepted**: No outside scholarships are accepted and only the owners have the authorization to waive any fees. Only cash, cashier checks, VA and OVR payments are accepted.

# PROGRAM TUITION BREAKDOWN

# Barber Program

Tuition- $15,900.00

Books/Materials- $1,100.00

Registration- $100.00

Stateboard- $150.00

*Total Tuition*- $17,250.00

**Teacher Program:**

Tuition- $15,900.00

Books/Materials- $500.00

Registration- $100.00

*Total Tuition*- $16,500.00

Reinstatement/Re-entry fee - $150.00

Withdrawal fee - $150.00

Class Start Dates: New Enrollments may start bi-weekly. In addition, enrollee must purchase his/her kit and pay enrollment fees as detailed in the contract agreement. Following is a list of items included in the kit. No kits can leave the school until the student has completed at least 150 hours no exceptions.

|  |  |
| --- | --- |
| Item  |  Qty |
| Milan Nylon Bag  | 1 |
| Andis Fade Master  | 1 |
| Andis Excel 2 speed  | 1 |
| Andis T-Outliner Trimmer  | 1 |
| Hair Sharper non-disposal  | 1 |
| Diamond Edge Razor  | 1 |
| Satin Edge Razor  | 1 |
| Satin Edge Stainless Shears  | 1 |
| Milady Standard Prof. Text  | 1 |
| Milady Standard Prof. Exam  | 1 |
| Student Work Book  | 1 |
| Scalp Master Universal CI  | 1 |
| Gold Magic Style Kit 4-1  | 1 |
| Scalp Master Budget 1600W  | 1 |
| Stainless Steel Tweezer  | 1 |
| King Research Clipper side  | 1 |
| Scalp Master Ionic  | 1 |
| Scalp Master Clipper Brush  | 1 |
| Champion Barber Comb  | 1 |
| Scalp Master Neck Duster  | 1 |
| Scalp Master Nylon Crinkle  | 1 |
| Scalp Master Curling Iron  | 1 |
| Size 0000  | 1 |
| Size OA  | 1 |
| Size 1  | 1 |
| Size 1A  | 1 |
| Size 1 ½  | 1 |
| Size 2  | 1 |
| Size 3  | 1 |

##

##  ALL STUDENTS ARE RESPONSIBLE FOR EQUIPMENT UPON RECEIPT

## Students have received a copy of the World A Cuts Barber Institute catalog upon enrollment, which includes rules, regulations, and State Board requirements.

##  REFUND POLICY

1. An applicant rejected by the school, prior to beginning his/her first class is entitled to a refund of paid tuition. If the school close permanently a pro-rata of tuition will be made.
2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels enrollment and requests a refund in writing within three business days after signing this contract agreement, tuition monies collected will be refunded by the school, regardless of whether the student has actually started training. Also extra costs such as books, kits equipment, and graduate fees are separate fees but will be refunded too. A non-refundable registration fee of $100.00 will not be refunded.
3. Students who wish to withdraw from the program will be subjected to pay $150.00 in withdrawal fees. The refund calculation is based on actual clocked hours. A student can enroll in the program, then decide to withdraw from the program within the first (30) days of starting the program.
4. All monies owed upon completion of hours must be paid in full. If not an acceptable arrangement must be agreed upon. World A Cuts Barber Institute will not release a certificate of completion or any paperwork regarding the barber application to the State Board. If student payments are not in good standing; you will not receive your certification credentials from World A Cuts Barber Institute.
5. For students who enroll and begin class but fail to complete the course, refunds will be as follows:

 **Percentage Completed Amount of Tuition Retained by School**

 **0.01 - 4.9% 20%**

 **5% - 9.9% 30%**

 **10% - 14.9% 40%**

 **15% - 24.9% 45%**

 **25% - 49.9% 70%**

 **50% and OVER 100%**

1. An applicant rejected by the school shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under the state’s legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her monies back in writing within three business days of the signing of the enrollment contract, all tuition monies collected shall be refunded and all extra costs, such as books, equipment, and student kit, graduation fees, etc., which are not included in the tuition costs are separately identified, but is refundable too. All cancellations must be in postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person.
3. If a student cancels his/her enrollment after three business days after signing, he/she shall be entitled to a refund of all tuition monies paid to the school. All extra costs, such as books, equipment, and student kit, graduation fees, etc., which are not included in the tuition costs are separately identified, but is refundable too. All cancellations must be made in person or by certified mail.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in an institutional refund computed on the number of clocked hours to the total program hours. Cancellation after completing 50% of the program will result in no refund, this policy applies to all programs. Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical

attendance in the school. Any monies due, the applicant or the student shall be refunded within (45) days of formal cancellation by the student, for formal termination by the school, which shall occur no more than thirty days from the physical attendance, or in the case of a leave of absence, the documented date of return.

1. In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair to both parties.
2. A Student may be expelled or suspended for violation of terms and conditions
3. A student not in compliance with the rules and regulations of the school is subject to dismissal.
4. Unofficial clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days. All students’ attendance is monitored weekly. If you are missing class consecutively you will receive notice. The school will reach out to the student on four attempts if the issue is not rectified, within thirty days you will be withdrawn from the program.
5. If World A Cuts Barber Institute is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be entitled to a complete refund of all monies paid. If a program is cancelled subsequent to a student’s enrollment, the school shall at its option: 1) provide a full refund of all monies paid: or 2) provide completion of the program.
6. While there is no charge for absences, should a student require extra hours beyond the scheduled date of graduation to complete the program, there is an hourly charge of $12.72 per hour.
7. Termination date: The termination date for refund computation purposes is the last day of actual attendance by the student unless earlier written notice is received. A termination fee of $150.00 will be applied.

# Any monies due to a student who withdraws from the program from the institution shall be refunded within (45) days of a determination that a student has withdrawn, whether official or unofficial.

1. Students will be expected to complete the practice and theory hours as prescribed by World A Cuts Barber Institute. They must achieve a cumulative grade of 70% or higher, pass the final examination administered by the administrator of the school. Students are also expected to settle all fees owed to the school. Upon completion of the program the student will receive a certificate of completion.
2. A student on a leave of absence upon return, the student's contract will be extended to the number of days needed from the leave. If the student notifies the school he/she will not be returning, the date of the withdrawal will be determined on the earlier date of the return of the leave of absence or the date the student notifies the school he/she will not be returning.
3. Any monies due to a student who withdraws from the program from the institution shall be refunded within (45) days of a determination that a student has withdrawn, whether official or unofficial.
4. If a school cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option to do the following, provide a pro rata refund for all students transferring to another school, provide completion of the program, participate in a Teach Out Agreement, or provide a full refund.

# VOLUNTARY TERMINATION

A student may voluntarily terminate his/her training by notifying the Director in writing and explaining his/her reasons for the termination and the date the termination is to be effective. Termination will not be accepted prior to receipt of said notification.

# SATISFACTORY ACADEMIC PROGRESS POLICY

**Determination of Progress**-

The Satisfactory Academic Progress policy applies to all students enrolled this school. The SAP Policy will be conducted and monitored by the Director of the school on actual clocked hours.

In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the mid-point of the program or midpoint of the academic year, whichever is shorter.

The required SAP evaluation ensures that the student is making appropriate academic progress to complete his or her program within the context of the time based parameters. All students can request a copy of their evaluation results from the school official.

This policy applies to every student enrolled in either program in this school. The SAP report is generated at 0-450/0-900/0-1250 hours. Signatures needed if not meeting requirements.

# Attendance

All students must comply with the minimum attendance requirement of 67% of his/her clocked hours. By following these standards, all students will complete their program of study within the maximum time frame of 143% of the publish length. Students exceeding 143% will be charged $12.72 per hour over the time maximum time frame.

A student not meeting the attendance or grade point average standards of academic progress for the month of evaluation will be issued a warning. If after the warning, the student still fails to meet these standards the student will be placed on probation.

The maximum time all students have to complete the program is 36 weeks x 1.43 = 51.48 to complete 1250 hours. (Full time or part time) Students exceeding the maximum time will be charged an additional $12.72 per hour. Evaluation periods will take place on actual scheduled hours; 0-450 hours, 0-900 hours and 0-1250 hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Attendance must exceed 67% the entire length of the course. The Sap evaluation periods are based on actual contracted hours.

**Academic Progress**- The school evaluates the student's’ progress and determination that the student did not make satisfactory academic progress during the warning or previous evaluation period and the students prevails upon appeal of an negative progress determines prior to being placed on probation and the school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or the school develops an academic plan for the student, if followed it will ensure the student is able to meet the school's satisfactory academic progress requirements at the minimum of 70% (C), must be maintained in theory and practical for each enrolled student.

**Warning**- Students failing to meet minimum progress requirements will receive a warning. If a student is not meeting satisfying academic progress during the warning or previous evaluation period and the student upon appeal of negative progress determination prior to be placed on probation and the school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the school develops an academic plan for the student that, if followed will ensure that the student is able to meet the school’s satisfactory academic progress requirements by a specific point within the maximum time-frame establishment for the individual student. The student must first meet each above element prior to being placed on probation. During probation, students are considered to be making satisfactory progress. At the end of the probationary period, the student’s progress will be re-evaluated. He or she will be determined to be making satisfactory progress; if the student fails to meet minimum SAP requirements regardless of the payment method.

**Appeal**- All students enrolled in the school placed on unsatisfactory status may appeal their status. When applicable appeals must be submitted in writing to the Director and will be evaluated by the Director and the official staff for special circumstances. These special circumstances with documentation that may be approved: student that has a serious illness or accident; death, accident or serious illness in the immediate family and unanticipated military or deployment. a student may appeal if a death of a relative, an injury or illness of the student or

other allowable special circumstance; with documentation submitted by the student; regarding why the student fail to make satisfactory academic progress at the next evaluation and how the results of the appeal are documented in the student's file. A student re-entering the school will re-enter under the same Satisfactory Academic Progress status as in place at the time he individual left. The school will ensure that all steps to gaining probation have been met prior to placing a student on probation. When using probation it must last until the next scheduled evaluation point.

When a student appeals a satisfactory academic progress determination the policy must be described must be described such as;

Any student regardless of payment method, who fails to meet the SAP requirements at the end of a warning period must appeal and prevail upon appeal to be granted the status of probation.

Without prevailing upon appeal, the student continues in a status of unsatisfactory progress.

Students should be aware that being readmitted to the school will re-enter under the same SAP status as in place at the time the individual left. The institute will follow all steps to gaining probation has been met prior to placing a student on probation; Also when using probation it must last to the next scheduled probation.

If a student re-enroll progress can regain that eligibility only by enrolling the school at his/her expense and demonstrating that he/she is capable of completing a semester without any failures, incompletes or withdrawals and showing the ability to complete his/her degree requirements in more regular fashion. The mere passage time will not ordinarily restore eligibility to a student who has lost eligibility for failure to make satisfactory progress.

**LEAVE OF ABSENCE**

An authorized leave of absence is a temporary interruption in a student’s program of study.

A student may request an official leave of absence from his/her course program subject to meeting certain conditions. The leave of absence must be requested in writing, state specifically the reason for the leave of absence, dated and signed by the student. The school Director must approve all leave of absences. The leave of absence and the total of prior leaves of absences may not exceed 180 days in any 12-month period.

The policy requires a student to request a leave of absence in advance, unless an unforeseen incident happens and the student is not able to request in advance. Students who have an approved official leave of absence will not be assessed any additional institutional charges. If the student does not return from the approved leave of absence during the designated period, he/she will be considered withdrawn from the course program as of the date the last day of attendance or when the student notifies the school he/she will not return.

Whichever is the earliest date; a student’s contract will be extended in according to the number of days taken for leave of absence. The school may grant the LOA for the student who does not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.

There must be a reasonable expectation that the student will return from the LOA; a student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time the school will extend the student’s contract period by the same number of days taken in the addendum must be signed and dated by all parties, the school that is not required to take attendance, if a student does not return to the school at the expiration of an approved LOA the student's withdrawal date is the date the student began the LOA. At a school required to take attendance, the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance.

**WITHDRAWAL**

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal. Students who withdraw will be required to pay a fee in the amount of $150.00

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of reentry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for pre-enrollment.

**COURSE INCOMPLETES/REPETITIONS/NON-CREDIT REMEDIAL PROGRAM**

Course incompletes, repetitions, and non-credit remedial course have no effect upon a student's satisfactory progress status in this school.

**Academic Progress Evaluation:**

A 70% overall average is the minimal acceptable level of satisfactory progress. A student failing to maintain a 70% overall average will be required to use the unassigned hours of the program for extra study and make up work. They will receive extra help from the instructors when deemed necessary.

**Grading Scale:**

**A……………….90- 100………Excellent**

**B……………….80- 89………..Good**

**C……………….70- 79………..Satisfactory**

**D……………….69-0………..Failing/Unsatisfactory**

All areas evaluated consist of theory and practice training, attendance, appearance, work habits, and conduct. Evaluation periods for academic purposes will be done monthly for all programs*.* All practical learning will bewill be evaluated using a written criteria*. \* A student starting the program may not start performing services on the clinical floor immediately in starting the programs.*

**Daily Academic Procedures**

1. Swipe in for attendance
2. Set up station
3. Put away all personal belongings (all cell phones must be on vibrate)
4. Put on barber jacket and remove hats
5. Be in the classroom by 8:45am w/books, pen, and a highlighter
6. If you arrive late, after 8:45am remain upstairs.

Rules & Regulations

1) The following items are not permitted on the clinic floor:

 A. Chewing Gum

 B. Food or Drinks

 C. Personal Items (EX. Books, Magazines and electronics)

 D. Cellphones

2) Stations and Area must be kept clean at all times (subject to inspection).

3) All students must sign in and out for lunch and breaks (students are required to take lunch at their designated times (A) 11:00-12:00, (B) 12:00-1:00). Fifteen minute breaks can be taken anytime.

4) Any student that needs to leave early must tell instructor prior to start of class.

5) Students are allowed to make up missed hours within the same month the hours are missed. Make- up hours is not to exceed 8 hours a day.

There will be two verbal warnings given if found in violation. After the two verbal warnings are given if still in violation property will be taken from you. You may receive your property back at the end of the day.

# Dress Code

#  According to the dress code of World A Cuts Barber Institute, all students must follow the dress code as listed below:

\***Barber students: Cape and Jacket with black or khaki pants. On Saturday pants color is optional**

\***No tank tops, half shirts, hats, bandanas or open toes are allowed**

All students must be dressed in proper attire including their proper uniforms

# The guidelines are to be followed by all students or there will be a written warning. Capes are to be worn at all times when performing any kind of work on the clinic floor. It is not to be worn open with excess skin (cleavage, stomach area) revealed. In an attempt to teach professionalism to all of our students this issue is being addressed.

Students will be expected to maintain a level of professionalism at all times when on school property. Foul language, loud arrogant talking will not be accepted, if students perform in this manner they will be penalized.

**Mandatory**

Full Time & Part Time students are required to be present for clock hours. Saturdays are MANDATORY. No exceptions. Class starts promptly at 8:30 AM for full time students and 3:00pm for part time students. All students are given a ten minute grace period. Anytime, after 8:40 am is considered late for full time student and after 3:10pm for part time students. Students are not permitted to disrupt class after the set time. Students must participate in theory class daily in order to participate in practical class.

**Tardiness**

Any student that is going to be late must have a valid excuse. Students must call (717) 846-8711 and either speaks to an instructor or leave a message.

**Penalties for tardiness are as follows:**

Two Late Calls = First Offense- Verbal Warning

Two More Late Calls = Second Offense- Written Warning

Two More Late Calls = Third Offense- Suspension for 3 days

Anymore late calls after you have received warnings are grounds for dismissal.

# Absenteeism

Any student that is going to be absent must call in and speak to an instructor or leave a message; if a student does not call in when absent you may be suspended. An excused absence means a telephone call to the school, 15 minutes prior to the start of class. An unexcused absence means no telephone call to the school. No student is allowed to miss more than thirteen days of unexcused absences.

**Penalties for Absenteeism are as follows:**

Three Absences = First Offense- Verbal Warning

Three More Absences = Second Offense- Written Warning

Three More Absences = Third Offense- Suspension for 3 days

Three More Absences = Fourth Offense- Suspension for 3 days

Anymore absences after you have received warnings are grounds for dismissal.

First Saturday missed in a month written warning, Second Saturday missed in a month suspension for three days

**PAYMENTS/ DISBURSEMENTS**

If a student agrees to pay bi-weekly payments, the due date will be the 1st and 15th of the month with a 3 day grace period or a $25.00 late fee per payment will be added. If payment is not received by the 5th day, the student will be suspended until payment balance is current. Also if a student making payments has not paid for a kit upfront; the student may use a loaner kit, however no items from the kit can leave the school. All payments are accepted in the form of cash and certified check. Payment amounts are expected in accordingly to the student's’ contract. All students’ payments must be in good standing in order for World A Cuts Barber Institute to release certified credentials.

If a student enrolls in the program, decides to withdraw from the program within the first (30) days of starting the program. The student will be responsible for paying for the registration and the kit fee.

# GRADUATION REQUIREMENTS

1. Each student must complete practice and theory hours as prescribed by World A Cuts Barber Institute.
2. Achieve a cumulative grade of 70% or higher
3. Pass the final examination administered by the education director of the school.
4. Settle all fees owed to the school (payments can be approved by management)
5. Upon completion of the above the student will receive a certificate of completion.

\*\*\*A follow up certified letter will be sent to all graduates. To assure graduates are completing all required St. Board Test to obtain a PA Barber License. The school will require a copy of your Barber license or a copy of an official letter from Pearson Vue stating you have passed the Pennsylvania St. Board Barber Examination Theory and Practical. In order for World A Cuts Barber Institute have the necessary documents in your file.

# CLASS SCHEDULE

# Full- time: Tuesday - Friday 8:30 a.m. – 3:30 p.m. (1 hour lunch), Saturday 9:00a.m. -3:00p.m (30 minute lunch) A full time student must carry a minimum of 28 hours per week. Must complete (14) fourteen hours of theory (2 days) before starting in the clinical area.

Part – time: Tuesday - Friday 3:00 p.m. – 7:30 p.m. A Part time student must carry a minimum of 15 hours per week. Must complete (14) fourteen hours (3) three days of theory before starting in the clinical area.

# SCHOOL CALENDAR

**World A Cuts Barber Institute** operates on a continuous basis throughout the year. New classes begin bi-weekly.

The following holidays are observed: New Year’s Day, Martin Luther King Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and Christmas Day.

# PLACEMENT SERVICES

Upon graduation, all students will have the opportunity to work with our job placement counselor for successful placement in the field. The school cannot and does not guarantee employment. We make every effort to assist our graduates in securing positions in their field.

# STUDENT SERVICES

Students are encouraged to request an appointment with the school counselor if she can’t assist with the proper assistance she can give you info as often as needed.

**SCHOOL EVENTS**

Students are encouraged to participate in styling shows and contest while in school.

# TRANSFER OF CREDIT FOR PREVIOUS TRAINING/RE-ENTRY POLICY

Credit will be given from other schools if the school is teaching a full and complete program. All hours and services must be transferred from the prior school. The actual amount of credit that a student can receive will depend on the student's’ ability to perform practical work and his/her theoretical knowledge. Determination is made through an examination and left to the discretion of the Director. If a student is requesting transcript of credits and hours obtained at our school, they must be paid in full with the school, as per contract. There will be a charge of $15.00 to obtain the original transcript (in house) or $20.00 if it needs to be mailed (certified mail) Over contract fee is according to the additional hours needed, the rate is $12.72 per hour. A licensed Cosmetologist wishes to become a licensed barber, he or she will be considered as a transfer student providing, he or she shall completed 1250 hour cosmetologist training course or obtain a current license. Upon application to the board he or she will be given 555 hours of credit for subjects previously covered in the cosmetology training course. And will need to complete 695 hours to complete the practical and theory test to obtain a Barber License.

**World A Cuts Barber Institute** does not guarantee that other institutions will give full credit for the hours of instruction completed in our school. However, World A Cuts Barber Institute will give full credit for our hours, if you previously were enrolled in World A Cuts Barber Institute. Also, it will be $150.00 re-entry fee.

# WORLD A CUTS BARBER INSTITUTE IN HOUSE COMPLAINT PROCEDURE

In the event any student feels that they need to make a legitimate complaint, these are the steps to be followed:

First: Notify your instructor either verbally or in writing using a grievance form about the problem; and the matter will be addressed within 72 hours.

# CONFIDENTIALITY OF STUDENT RECORDS

The acronym FERPA stands for the **Family Educational Rights and Privacy Act** (20 U.S.C. 1232g, 34CFR§99). Enacted by Congress in 1974, FERPA is sometimes referred to as the Buckley Amendment. FERPA requires faculty, staff, and administrative officers at World A Cuts Barber Institute to treat education records in a legally-specified manner, outlining procedures for providing student access to such record, procedures for maintaining the privacy of student records, and institutional penalties for violation of its stipulations.

FERPA requires that a student’s education records be:

1. Disclosed *only* to persons who meet the strict definition of a school official who has a legitimate educational interest in the records (or others explicitly granted access under the law). Contact the Registrar’s Office for a complete listing of these individuals.

2. Made available within 45 days of the student’s written request.

A school official is defined as:

1. A person employed by the school’s administrative, supervisory, academic, research, or support staff position.

2. A student, alumnus, or other person who is serving on an official committee (e.g., disciplinary, grievance) or is assisting a school official in a

task.

3. A trustee or outside contractor (e.g., health or medical professional, attorney, auditor) acting as an agent for the school.

A school official has a legal right to know if a person defined as having a legitimate educational interest is:

1. Performing a task that is specified in his/her position or related to student discipline.

2. Providing a service or benefit related to a student/a student’s family, or maintaining safety and security on campus.

An example of legitimate educational interest would be an advisor who needs to review a student’s education record to determine what courses have been or need to be completed; this task is related to student advising. The advisor would *not* be authorized to view education records that are not relevant to the task at hand. *Curiosity does not qualify as a legal right to know.* Those who receive student record information may use it only for the purpose specified. If a third party discloses personally-identifiable student information in violation of FERPA, the educational agency or institution which disclosed the information to the third party is prohibited from permitting access to education records to that third party for a period of not less than five years. However, a student's’ progress report will be maintained on a permanent basis. The school follows the FERPA policy; the school does not release any information of a student, unless the school has written permission. (a release form must be completed each time) from the student or the parent if the student is under 18 years of age. However, if the school is court ordered, the school will comply to the judicial or a lawful subpoena. The school charges a fee for copies of any documents. The fee starts at $1.00 per page. The school keeps all students information in a secured office; only management has access to the office.

**Refunds** due will be paid within, but not later than (45) days following written cancellation signed by the Student and the Director.

# Grounds for Termination

**A student may be terminated from the school for any of the following reasons:**

1. Failure to maintain satisfactory progress
2. Not adhering to school rules and regulations
3. Failure to uphold contracted financial agreement
4. Unlawful manufacture, distribution, possession, dispensing, or use of controlled substances.
5. Bringing weapons of any kind on the school premises
6. Unprofessional conduct or behavior that inhabits the educational process (ex. Physical or verbal assaults, stealing, lack of cooperation, sexual harassment, fighting or other poor conduct).
7. Attendance rate drops below 70% in any given calendar month**.**

# Training

In order to obtain a license, a person must be at least 16 years of age and have completed the eighth grade. According to Pennsylvania law each student is required to complete 1250 hours of classroom and practical training over a period of nine months. Upon application to the board, cosmetologist will be given 555 hours of credit for subjects previously covered in the cosmetologist training courses.

Daily theory and practical demonstrations are performed by students under strict supervision of expert teachers in accordance with the school curriculum. Students study basic services and under supervision practice on customers in school practical.

# Tardiness

Any student that is going to be late **MUST** call (717) 846-8711. No student is allowed to miss

more than thirteen days of unexcused absences, if this occurs then students will incur additional fees. If you do not call in when absent, you may be suspended.

# Absenteeism

An excused absence means a telephone call to the school, 15 minutes prior to the start of class.

An unexcused absence means no telephone call to the school and the student will be charged $12.72 per hour as per contract.

#### Acceptable Excused Absence

1: Illness accompanied by Doctor's note

2: Disabling accident

3: Death in the immediate family

4: Dire circumstances

The student, at the discretion of the Director can be suspended.

All vacation time must be pre-arranged with Management.

If a student is absent Saturdays as per their schedule excluding vacation and/or sickness accompanied by a doctor's note, you will be suspended for one week

# Schedules

Every student signed a schedule at the time of enrollment. You need to attend classes as per that schedule. If you are requesting any time off you must first go in the office of one of our Managers, or General Manager and ask for a pass that will allow you to take the time without penalties

**ALL STUDENTS ARE REQUIRED TO ATTEND SATURDAY'S UNLESS PRE-ARRANGED BEFORE ENROLLMENT.**

**If you need to change your schedules because of work; provide a note or letter from your employer, written on a letterhead and signed by a manager.**

The state requires a signed schedule in each file.

# Breaks and Lunches

The daytime students have one (1) break of 15 minutes at a designated time, each student has one hour (1) lunch period. The part-time students have one (1) break of 15 minutes at a designated time; each student has one half hour (1/2) lunch period.

Students will be permitted to bring food and store it in the refrigerator located in the student lunchroom. We also have a microwave for your convenience.

All students must sign in and out when taking lunch; regardless whether the students eat in or out, continuous infractions will mean suspension. Students will not get credit for hours unless signed in.

# Dress Code

All students must be dressed in proper attire including their proper uniforms.

 - Barber students: Cape and Jacket with black pants, on Saturdays pants color is optional.

No tank tops, half shirts, hats, bandanas or open toes are allowed.

If any student loses, trashes, alters their uniform, you must purchase a new uniform at the office for $45.00

# Miscellaneous

All students must bring the proper equipment and books to class, failure to comply, the student will be sent home. Please keep your personal property in your lockers. The school is not responsible for loss or damage to personal property.

Each student is responsible for completing their time sheets on a daily basis and signed by an instructor. Any student that takes their time sheets out of the school will be suspended.

All students **MUST** be courteous to teachers, administration, classmates and patrons.

There is no smoking or loitering inside, in front or near school grounds.

There will be no use of cellular phones inside the classrooms or on the clinic floor.

The students have one personal service day, which is for the students benefit. No personal services are to be performed without permission from an instructor. If a student's grade point average falls below 70% personal services will not be allowed, if a student does not attend per their schedule or is absent Friday and Saturday or late Saturdays twice per month, no personal service will be allowed for two weeks.

Any students refusing to work on a customer will be sent home and marked off from the time of refusal.

Any Student working on a customer cannot receive phone calls, unless it is an emergency.

Take the call off the floor.

If a student receives three (3) or more suspensions, they will automatically be terminated from school.

Any doctor's appointment or personal affairs need to be taken care of on the student's time off from school schedule, full time students are allowed a day off.

Students are not permitted at any time during their 1250 hours to work in any type of license salon or barber shop until a license is issued by the state. Doing so may cause long-term delays in obtaining a license.

All alcohol and controlled substances are prohibited. Any student engaging in the unlawful manufacture, distribution, possession or use of a controlled substance on school property will be terminated and proper authorities will be notified.

**Job Outlook**

It is the goal of World A Cuts Barber Institute to direct students in finding jobs within the field of barbering. The institute is currently in agreement with salons and barbershops within the community where students will have to present portfolios and interview with the business owners for successful job placement. However, no student is promised a job.

Occupations that are available with a barber license include working as a licensed barber within a barbershop or salon

# Earnings

Currently In the state of Pennsylvania the median salary for barbers/instructor is Start $29,000-$45,000.00+

**NON-DISCRIMINATION POLICY**

World A Cuts Barber Institute does not discriminate on the basis of race, color, national origin, ethnic origin sex, disability, religion, sexual orientation or age in its programs, activities or in its hiring and employment practices.

**SEXUAL HARASSMENT POLICY OF WORLD A CUTS BARBER INSTITUTE**

**World A Cuts Barber Institute** is committed to maintaining a stress free learning environment that does not include discrimination and harassment. Both students and teachers are expected to abide by these rules.

Sexual harassment consists of any unwelcome conduct, whether verbal, physical, or visual that is based upon a person’s gender. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual’s work or educational performance, or creates an intimidating, hostile, or offensive working or educational environment.

Sexual harassment undermines the integrity of the employment and student/teacher relationship. All employees and students have the right to work and learn in an environment free from unsolicited and unwelcome sexual overtures. **World A Cuts Barber Institute** will not tolerate any form of gender-based or sex-based discrimination including any kind of sexual harassment against any employee, applicant for employee, applicant for employment, or student. Such discrimination violates federal and state law, and **World A Cuts Barber Institute** policy.

### DEFINITION OF SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, and physical conduct of a sexual nature.

**EXAMPLES OF CONDUCT CONSTITUTING SEXUAL HARASSMENT**

Sexual harassment can involve an almost infinite variety conduct. Some examples include:

1. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly brushing against someone, or impeding the movement of another person.
2. Sexually offensive comments such as slurs, jokes, epithets, and innuendos.
3. Sexually oriented "kidding" or "teasing" or sexually oriented "practical jokes"
4. Suggestive or obscene written comments in notes, letter, or invitation.
5. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions.
6. Offensive visual contact such as staring, leering, gestures, displaying obscene objects, pictures or cartoons.
7. Inappropriate or suggestive comments about another person physical appearance.

8. Exchanging or offering to exchange any kind of employment or educational benefit for a sexual concession.

World A Cuts Barber Institute Policy on Drug Abuse

World A Cuts Barber Institute is dedicated to the pursuit of knowledge and the application of such knowledge to transcend within the community. Each student is to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs by members of the Barber Institute will adversely affect the mission of WCBI and is therefore prohibited.

The policy is intended to accomplish the following:

**Prevent drug abuse through educational effort;** Encourage the use of counseling services and rehabilitation programs by those members of the barber institute who require assistance in stopping drug abuse.

Discipline appropriately those members of the academic community who engage in illegal drug-related activities.

**Education Efforts to Prevent Drug Abuse;** In keeping with its primary mission Educational efforts shall be directed toward all members of the academic community and will include information about the incompatibility of the use or sale of illegal drugs; the health hazards associated with illegal drug use; the incompatibility of drug abuse with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences of involvement with drugs. For students who may experience an alcohol or drug problem while at the barber institute,  a substance abuse counseling program will be made available.

**Counseling and Rehabilitation Services to Prevent Drug Abuse;** Those faculty, staff, or students who seek assistance with a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through community organizations. Those who voluntarily avail themselves of the barber institute services shall be assured that applicable standards of confidentiality will be observed.

**Disciplinary Actions to Prevent Drug Abuse;** Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of World A Cuts Barber Institute's law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances”.  Any member of the barber institute's community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the barber institute.

It is not “double jeopardy” for both the civil authorities and the barber institute to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the barber institute.

Penalties will be imposed by the barber institute in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees as set forth in the code of conduct manual for World A Cuts Barber Institute.  The penalties to be imposed by the barber institute may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties shall be imposed for the particular offenses described.

**Trafficking in Illegal Drugs**

For the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver, of any controlled substance (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, and methaqualone), any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

For a first offense involving the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver, of any controlled substance (including, but not limited to, marijuana, phenobarbital, codeine), the minimum penalty shall be suspension from enrollment or from employment for a period of at least one year. For a second offense, any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

**Illegal Possession of Drugs**

For a first offense involving the illegal possession of any controlled substance the minimum penalty shall be suspension from enrollment or from employment for a period of at least six months.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of student and discharge of faculty members, administrators, or other employees.

In the case of employees, anyone convicted of a criminal drug statute violation occurring in the workplace shall notify the barber institute no later than five days after such conviction. The barber institute will commence disciplinary action against such an individual within thirty days of notice of conviction.

**Discrimination of This Policy**

A copy of this policy shall be given annually to each employee and to all new employees at the beginning of their employment.

Each student residing in university housing shall receive a copy of this policy. The vice chancellor for student life shall designate several locations on campus where students can obtain copies of this policy.

The policy shall be printed in appropriate student documents and posted on official bulletin boards of World A Cuts Barber Institute.

**Crime Prevention**

World A Cuts Barber Institute creates a safe place where students can learn and grow. This will rely on a partnership among students, parents, teachers, and other community institutions. To prevent school violence each partner has to take action.

**Students**

Settle arguments with words, not fists or weapons. If you don’t know how, learn how.
Don’t carry guns, knives, or other weapons to school.
Report crimes or suspicious activities to the police, school authorities or parents.
Tell a school official immediately if you see another student with a gun, knife or other weapon.
Tell a teacher, parent or trusted adult if you’re worried about a bully, threats or violence by another student.

World A Cuts Barber Institute is licensed through the Department of State Bureau of Professional and Occupational Affairs.

Mailing Address:

State Board of Barber Examiners

2601 North Third Street

Harrisburg, PA 17110

**COLLECTION PROCEDURE**

All students on a payment plan, payments are due on the 1st of each month.

 After the 10th, the payment is considered late, and a $25.00 late fee is added

to the tuition balance. After the 20th, if the payment is still not received, the student

will be suspended from the program until he/she is in good standing.

For a student that has graduated and still owes a balance, the student will sign

a consent of the balanced owed to World A Cuts Barber Institute and will

remain making payments as agreed on his/her payment plan agreement.

If the student gets delinquent, the school will make several attempts to contact the student.

If the school has no contact with student, within thirty days from the initial attempts, the school will forward the past due account to collections. All collections correspondence regarding cancellation and settlement from the school; including the school’s bank, attorneys, collections agency, and all third parties representing the school clearly understands the withdrawal and settlement policy. All tuition contracts that may be sold or discounted to a 3rd party the 3rd party must comply with cancellation and settlement policy of the school.