Celebrity

BARBER SCHOOL

Catalog

3220 Louisville Avenue * Monroe, LA 71201
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REVISED March 30, 2026

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HISTORY AND OWNERSHIP

On February 19, 2013 the school was opened by Rocahair LLC.

MISSION STATEMENT

Celebrity Barber School is committed to the responsibility of assisting those students enrolled to become self-supporting barbers. Caring, qualified administrators and staff members are dedicated to provide, in a comfortable surroundings, the educational training and skill developing experiences necessary to enable each student to realize his or her highest potential. We believe in the principal of teaching the student to use his or her own mind for constructive and creative thinking in preparation for competition in the working world and to be able to achieve a better standard of living through the barbering profession. Specific objectives include the student completing the course, passing the state examination and obtaining employment in a career related position.

` ACCREDITATION

Celebrity Barber School is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314, telephone number (703) 600-7600. The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

LICENSING

Celebrity Barber School is licensed by Louisiana Board of Barber Examiners Department of Labor, 4626 Jamestown Ave Suite 1 Baton Rouge, Louisiana 70808, and telephone number (225) 925-1701. A copy of the school license may be viewed at the school.

MEMBERSHIPS

The staff at Celebrity Barber School are licensed by Louisiana Board of Barbers Examiners.

N/A

ADMINISTRATIVE OFFICERS

Kimberly Lawrence---------- President & Chairman, Board of Directors
Isbell Isreal---------- Financial Aid Director

FACILITIES

Celebrity Barber School occupies a minimum floor space of 2000 square feet. The school contains a reception area, office, dispensary, theory room, practical classroom, facial area, tint area, clinic, lounge, lockers and rest rooms for students and clients.

EQUIPMENT

Student armchair, demonstration platform, chalkboard, bulletin board and mannequin bars are provided in the classroom.

Celebrity Barber School furnishes dresserettes, shampoo bowls, sterilizers, manicure tables and stools, curling irons, dryers, portable dryers and other equipment for the benefit of each student. All required supplies such as towels, shampoo and other practical materials are furnished by the school.

Educational classroom equipment consists of video tapes, VCR and TV; filmstrips and filmstrip projection equipment; transparencies and overhead projector; anatomy charts; styling posters; and cassette recorder and cassette tapes.

The schools maintain a comprehensive library of books and periodicals available to students and staff on a check-out basis.

Chairs, tables, microwave oven and a refrigerator are provided in the student lounge.

SCHOOL CALENDAR

The schools offer classes during the entire year and any eligible person may register on any school day. Class start dates are on Tuesday of each week. Special start dates may be arranged by request.

School holidays are observed on Fourth of July, July 5th, Thanksgiving Day, the Friday and Saturday following Thanksgiving Day, Christmas Day, and the Friday following Christmas Day thru New Year's Day.

Notification of Unexpected Closure

School closure beyond our control, holiday schedule change, staff training, or other, the school will notify students/employees by text, email, or by phone. For updates on closure and opening of school, students should follow Celebrity Barber School's website and are encouraged to use social media such as Face book.
In the event of closure, the school will amend the original enrollment agreement that will reflect a new scheduled class end date.

CLASS SCHEDULE

Each student is expected to attend the scheduled school hours on Tuesday-Friday 8:00 a.m. until 8:00 p.m. and Saturday 8:00 a.m. until 2:30 p.m. on Saturday. Special schedule can be arranged.

A class schedule is posted in the classroom. In the event that a schedule is changed, students will be notified.

ADMISSION REQUIREMENTS

Applicants must complete the required admission forms and be interviewed by the designated school official.

All students applying for admission to Celebrity Barber School must meet the following requirements. Students must be 16 years old and must possess a high school diploma or General Equivalency Diploma (GED). The high school diploma or GED must come from a school acceptable to both Celebrity Barber School and the Louisiana Board of Barber Examiners Department of Labor. All students are required to attend an orientation class prior to registration.

Barbering Course:

All applicants must submit:

(1) Two copies of High School Diploma or General Equivalency Diploma (GED)

(2) Louisiana Board of Barber Examiners Department of Labor application form

(3) Two copies of birth certificate or valid driver's license

(4) Three personal photographs - wallet size,

Applicants who do not have a high school diploma may obtain one from their local school board. Contact the Adult Education Department at your parish school board.

Barber Teacher Training Course

Celebrity Barber School admits as students only persons having:

(5) A High School Diploma or General Equivalency Diploma (GED)

(6) A current Barber License

All applicants must submit:

(7) Two copies of High School Diploma or General Equivalency Diploma (GED)

(8) Louisiana Board of Barber Examiners Department of Labor application form

(9) Two copies of birth certificate or valid driver's license

(10) Three personal photographs - wallet size,

Applicants who do not have a high school diploma may obtain one from their local school board. Contact the Adult Education Department at your parish school board.

(1) Two copies of current barber license. Applicants must complete the required admission forms and be interviewed by the designated school official.

FOREIGN DIPLOMAS & TRANSCRIPTS Foreign Diplomas or Transcripts must be translated and evaluated from a recognized agency and approved by the state board. Celebrity Barber School admits students with a foreign diploma or transcript with evidence that verification of the foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

RE-ADMISSION POLICY

Students that re-enter school must enter in the same progress status as when they left. Students that re-enter will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their account if the student is readmitted within 180 days of his/her withdrawal. Tuition charges for students out longer than 180 days will be based on the number of hours the student contracts for upon returning. Cost is figured on a pro-rata basis. In either case there will be a $50.00 school re- registration charge. Celebrity Barber School reserves the right to deny re-admission to students dismissed because of disciplinary action or violation of school rules.

Students who have earned hours in a state other than Louisiana will be granted credit as advised by the State of Louisiana Board of Barber Examiners Department of Labor.

Notwithstanding the provisions of the above, Celebrity Barber School reserves the right to administer a proficiency examination to determine the student's entrance level of training. Hours will be adjusted to coincide with the school's evaluation of the applicant's proficiency examination. The school's determination will be final.

TRANSFER IN POLICY

Celebrity Barber School will accept hours only from an accredited school when duly verified on proper forms. If the student is transferring from another state, the school that he or she attended must be a state that the State of Louisiana Board of Barber Examiners Department of Labor reciprocates professional licenses and student's hours. Celebrity Barber School reserves the right to administer a proficiency examination to determine the student's entrance level of training. Hours will be adjusted to coincide with the school's evaluation of the applicant's proficiency examination. The school's determination will be final. Tuition will be based on the total hours of instruction needed to complete the course.

TRANSFER OUT POLICY

Students transferring out of Celebrity Barber School must notify the administration, complete required paperwork, and pay any tuition and fees in accordance with the student's enrollment agreement. The administration will notify State of Louisiana Board of Barber Examiners Department of Labor when the student has fulfilled the enrollment agreement.

Transferability of Celebrity Barber School credits to another institution is at the discretion of the accepting institution and it is the student's responsibility to determine whether or not credits will be accepted by the institution of the student's choice.

Students Wanting to Participate in the Title IV Financial Aid Programs Selective Services Registration:

To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Conviction for possession or sale of illegal drugs.

Students with drug convictions must have resolved any drug conviction issues.
A Federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. The student self-certifies in applying for aid that he/she is eligible. Celebrity Barber School is not required to confirm this unless there is evidence of conflicting information.

- The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from the date of conviction	2 years from the date of conviction
2nd offense	2 years from the date of conviction	Indefinite period
3+ offenses	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.
- When a student regains eligibility during the award year the institute may award Pell and/or Loan for the current payment period.
- Standards for a qualified drug rehabilitation program:
  A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Incarcerated Applicants

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; consequently, incarcerated students are not eligible for admissions.

Citizenship and residency requirements

To be eligible to receive title IV, HEA program assistance, a student must:

- Be a citizen or national of the United States or
- Provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the united states or
- Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.

General Requirements

- Students wanting to participate in the Title IV Financial Aid Programs must be enrolled as a regular student in an eligible program per 34 CFR 668.32 (a)(i).
- You cannot be enrolled in an elementary or secondary school per 34 CFR 668.32(b). nor can you be receiving Title IV assistance at another school while enrolled at our school.
- You must satisfy the citizenship and residency requirements contained in 34 CFR 668.32(d) and 668.33 and subpart I.
- Transfer and returning students must be making Satisfactory Academic Progress (SAP). Please see SAP policy in our catalog.
- The School Manager must be contacted to ascertain the exact handicapped facilities available at the school.
- Must not be in default on any Title IV loan(s) or owe a refund on a grant.

STATEMENT OF NON-DISCRIMINATION

Celebrity Barber School in its admission, instruction, and graduation policies, practices no discrimination on the basis of race, color, sex, age, religion or ethnic origin. Celebrity Barber School does not recruit students from other schools.

LANGUAGE UTILIZED IN THE SCHOOL

The school utilizes the English language in the catalog, documents and software used by the school. All courses are taught in the English language.

EDUCATIONAL OBJECTIVES

In order to provide guidance and direction to the programs in Celebrity Barber School the following educational objectives apply to all courses offered:

1. To develop the professional ethics, hygiene and good grooming, visual poise and personality of each student enrolled in Celebrity Barber School.

2. To prepare each barber student for successful completion of the Louisiana Board of Barber Examiners Department of Labor licensing examination with the goal of successful entry and continual employment in the barber profession

Additional specific course objectives are as follows:

BARBERING COURSE

3. To develop in each student theoretical and hands-on knowledge and skills in shampooing and hair shaping, necessary for successful entry and continual employment in the barber profession.

4. To develop in each student the technical skills and knowledge necessary for the diagnosis and application of chemical processes related to hair coloring, styling and shaping of the hair, required to meet the very high standards of the barber profession.

8 Successful completion of the Barbering course will prepare you for work as:
Barber Beauty Supply
Sales Person Permanent Wave Specialist Salon
Owner or Manager Color Specialist Theatrical Hair
Stylist
State Board Inspector

Successful completion of the Barbering course will qualify and prepare you for further study in advanced barber styling courses and seminars.

BARBER TEACHER TRAINING COURSE

3. To develop in each student teacher the skills and techniques related to the teaching of barbering.

4. To provide supervised practical experience for each student teacher in the teaching of barbering.

8 Successful completion of the Barber Teacher Training Course will prepare you for work as:

Barber Teacher Training	State Board Member or Inspector
Barber School Owner	Manufacturers Representative Barber
School Director/Manager	Beauty Products Supervisor Platform
Artist	

Completion of the Barber Teacher Training Course qualifies and prepares you for state and national teacher training seminars for continuing education units.

APPROVED COURSE OF STUDY FOR BARBERING

1500-Hour Course*

UNIT OF INSTRUCTION		CLOCK HOURS
History of Barbering	75	on campus and distance
Sanitation, Bacteriology, Safety, & Precautions	45	on campus and distance
Sanitation, Bacteriology, Safety, & Precautions Practical	30	on campus
Men's/Women's Basic Haircutting	60	on campus and distance
Shaving, Mustaches, & Beards	30	on campus and distance
Barbering/Styling Practical	180	on campus
Electricity, Light Therapy, & Safety	15	on campus and distance
Chemistry	30	on campus and distance
Anatomy &Physiology	45	on campus and distance
Facial Massage & Treatment	45	on campus and distance
Properties/Disorders/Treatment of Skin, Scalp	45	on campus and distance
Barbering/Styling Facial Massage Practical	90	on campus
Permanent Waving/Chemical Hair Relaxing	60	on campus and distance
Permanent Waving/Chemical Hair Relaxing Practical	90	on campus
Men's Hair Pieces	30	on campus and distance
Barbering/Styling Hairpieces Adv. Haircutting Practical	210	on campus
Career Readiness & Job Seeking	15	on campus and distance
Hair Coloring	60	on campus and distance
Hair Coloring Practical	60	on campus
Barber /Styling Shop Management & Sales	60	on campus and distance
State Barber Board Review	122	on campus and distance
State Barber Board Review Practical	103	on campus
Total	1500	

*NOTE: The 1500 hour Barbering Course is designed to be completed in 50 weeks full-time 30.00 hours per week or 75 weeks as 20 hours per week. Each of the units of instruction listed above will be covered in theory and practical instruction.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of

learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. 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 comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student barber activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Students receive a numeric grade in both their theory and clinic/practical work. An overall academic average of 70% is required for graduation. The following represents the equivalencies of the grades assigned:

Excellent……	91-100
Very Good…….……	90-81
Satisfactory ……..……..	80-70
Unsatisfactory ……	0-69

APPROVED COURSE OF STUDY FOR
BARBER TEACHER TRAINING

UNIT OF INSTRUCTION	CLOCK HOURS	
Class room training in the science of teaching	112	on campus and distance
Performance and demonstration	50	on campus and distance
Teaching assistance and observation	135	on campus and distance
Teaching assistance and observation Practical	95	on campus
Supervised practice teaching	110	on campus
Supervised practice teaching practical	98	on campus and distance
Total	600	

*NOTE: The 600-hour Barber Teacher Training Course is designed to be completed in 20 weeks full time. Each of the units of instruction listed above will be covered in theory and practical instruction.

The Louisiana Board of Barber Examiners require 500 clock hours. Celebrity Barber School Barber Teacher Training Course is 600 clock hours. The rationale for the additional hours is to exceed the basic requirements to fully prepare novice educators for the challenges of the modern classroom, including additional presenting and student relations.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. 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 comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student teacher training activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated accordingto text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 67%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Students receive a numeric grade in both their theory and clinic/practical work. An overall academic average of 67% is required for graduation. The following represents the equivalencies of the grades assigned:

Excellent……	91-100
Very Good……..……	90-81
Satisfactory ……..……..	80-70
Unsatisfactory ……	0-69

DRESS CODE

All students enrolled in a basic course in Celebrity Barber School must follow the published dress code.

For students the acceptable uniform is a Celebrity Barber School T-shirt with your everyday clothing and shoes with rubber soles. Your clothes must be clean and pressed. No shorts, frayed pants or low cut tops are allowed. No see through clothing is allowed. Pants must be short enough that you do not walk on the cuffs.

All women registered for the Barber Teachers Training Course are required to wear colored jackets, skirts or slacks.

ATTENDANCE POLICY

Developing and maintaining a good attendance record is an important part of each student's professional development. All students are expected to attend all classes, be on time, and remain in the classes for the scheduled duration. Attendance records are maintained on each student. Class cuts, tardiness, and partial days of absence will be recorded. There is a minimum attendance policy and a maximum time frame that is required of all students as explained in, the Satisfactory Academic Progress Policy. There is also a mandatory Saturday Attendance Policy and a Holiday Week policy explained, Sections four and five.

Charges For Additional Time Required Beyond Contract Length

The contract allows students 50 weeks to complete the 1500 hour barbering course (full time); 75 weeks to complete the 1500 hour barbering course (part- time); 20 weeks for the 600 hour barber teacher training course. In the event that additional time is required by the student to complete the Barbering course or Barber Teacher Training's course, it will be provided at the monthly rate of $13.00 per hour or any portion thereof as is specified in the contract.

Additional Requirements

For additional requirements see Rules and Regulations, Rules 3 -7.

Continuous Absence

Any student who misses two (2) full consecutive weeks of school may be terminated and considered to have withdrawn.

Suspension and Termination

The following offenses may be causes for disciplinary action resulting in suspension and/or termination.

1. Infraction of school rules and regulations.
2. Theft or deliberate abuse and/or destruction of classroom or training equipment or equipment belonging to other students. In addition, the student can be required to pay for the damages.
3. Insubordination to persons in authority.
4. Fighting or instigating arguments with fellow students, co-workers or clients.
5. Possession of any weapon while on school premises, or any action which causes or could cause bodily harm to any client, student or employee.
6. Use, possession, distribution or sale of alcohol or illegal drugs while on school property.
7. Discourtesy to staff, clients, visitors or other employees.
8. Refusal or inability to follow instructions given by the instructor. This includes refusing a clinic patron.
9. Failure to stay current with financial obligations to school.
10. Any other actions which reflect the lack of respect for oneself or the profession. Such actions would include but are not limited to, cheating, falsifying records, gambling on premises, giving out confidential information, persistent untidy appearance, foul or loud language, etc.

GRADUATION REQUIREMENTS

In order to receive a diploma, be considered graduated and be eligible for State Board Examination, the student must have:

(1) clocked the appropriate hours 1500 for barbering or 600 for barber teacher training
(2) have completed all theory and practical evaluations with at least 70% average,
(3) completed all practical credits for the appropriate course
(4) passed the mock state board theory exams (state and national) with at least an 70% average,
(5) paid in full all costs for the course or have made a written agreement to pay the balance after the contract end date
(6) filled out a Student Graduate Survey
(7) if received financial aid, complete exit counseling at studentloans.gov

When all of the above requirements are met, the student will receive a **certificate of graduation** from Celebrity Barber School. No student's final hours will be released to the Louisiana Barber Board of Examiners until all of the requirements are met.

Upon graduation the student will be eligible for the State Board Licensing Examination. The student must submit:

1. Request For Barber Examination (completion of course).

1. Money order for the State Board Examination and license fees as follows:
   Barber Examination Fees $50.00
   BARBER TEACHER TRAINING Examination Fees $110.00

FINANCIAL AID PROGRAM

Celebrity Barber School is approved by the U. S. Department of Education to offer student loans from the Department's Direct Loan Program and Pell Grants whereby a qualified student is awarded an outright grant for post- secondary education.

Our school is approved, Job Corps, Social Security, Vocational Rehabilitation, Bureau of Indian Affairs training and for payment of Veterans benefits. Students desiring information regarding the various aid programs eligibility and payment plans available including Veteran's training, should contact the Director of Admissions at the school they wish to attend. All students are eligible to apply for financial aid. Students may apply for need based aid by filling out a Free Application for Federal Student Aid (FAFSA) at the school or at the U. S. Department of Education's (DOE) web site at fafsa.ed.gov. Eligibility is determined based on income and family size. Aid is determined by the Effective Family Contribution (EFC) the school receives from the DOE's student aid report (SAR). Financial aid is distributed monthly by crediting the student's account**. Normally, no money is given to a student until his/her tuition is paid in full. Celebrity Barber School does student loan entrance and exit counseling with all students that receive federal loans.**

SCHOLARSHIP POLICY

Scholarships may be offered at certain times. When scholarships are available, they are offered to all qualifying students. The terms and conditions of the scholarship will be fully set forth in writing and each student qualifying for the scholarship will be furnished with a copy of the terms and conditions prior to the student taking any course of action based on the scholarship.

EMPLOYMENT ASSISTANCE

Celebrity Barber School does not guarantee student employment upon graduation. However, the school offers student placement and counseling services. The school maintains placement service with the leading salons in local and surrounding areas. Students may avail themselves of the school's placement office service at any time, even after graduation.

COUNSELING/ADVISORY

Celebrity Barber School conducts advisory sessions so each student will be counseled a minimum of once every three months-or more often if needed. Advisory sessions may cover such areas as personal and social behavior, financial aid, housing, study habits, grooming and others. Staff members are also available to advise and counsel students on academic, financial and personal matters. The school will counsel with the parents of below legal age students if the student does not continue to meet the high standards of the school.

The school provides education for substance abuse prevention using community resource speakers, video or filmstrip presentations, posters, classroom presentations, etc.

REFUND POLICY

REFUND POLICY – NOTICE OF CANCELLATION

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

All tuition is due in full upon entry, whether or not paid in full at that time. If a student withdraws from school, the amount due the school is calculated based on all tuition being due, less any refund due the student based on the following refund policy.

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

(1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.

(2) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

(3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school.

(4) A student notifies the institution of his/her withdrawal in writing.

(5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

(6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

(7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

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

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

2. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
3. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
4. If the school closes permanently and ceases to offer instruction and ceases to offer instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition or participate in a Teach- Out Agreement.
5. If a program is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall, at its option, provide a full refund of all monies paid or provide completion of the program.
6. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or b. Provide completion of the course and/or program; or c. Participate in a Teach-Out Agreement; or d. Provide a full refund of all monies paid.
7. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement.
8. Refunds are calculated and based on scheduled hours not actual hours.
9. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
10. The school will use the U.S. Department of Education's "RETURN OF TITLE IV FUNDS" policy (34 CFR 668.22) based on payment period, as required by law.
11. Kits, books, workbooks, T-shirts, state board fees, manikins, and barber jackets are non-refundable items once they are given to the student.

RETURN OF TITLE IV FUNDS

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned.

Payment periods for Title IV funds are divided into segments. If a student has completed 60% or less of the payment period the school may have to return part of the funds to the U. S. Department of Education (DOE). So, even though the school may have received money to credit to your tuition account, it may not be eligible to keep all of the money received. Celebrity Barber School will calculate the amount of tuition to be returned to the Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or are dismissed from enrollment at Celebrity Barber School. It is separate and distinct from the Celebrity Barber School refund policy. (Refer to institutional refund policy)

The calculated amount of the return of Title IV funds that is required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.

Withdraw Before 60%

The institution must perform a R2T4 calculation to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.
Celebrity Barber School measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV aid that was disbursed plus Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceed with the calculation.

Percentage earned in step c above multiplied by Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Funds.
Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.
Celebrity Barber School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Celebrity Barber School or Sign a repayment agreement with the U.S. Department of Education.

Order of Return

Celebrity Barber School is authorized to return any excess funds after applying them to outstanding balances on previous periods or other remaining institutional costs to the separate funds in the order of Unsubsidized Loan Program, 2nd to Subsidized Loan Program, and last to Pell Grant Program and then to the student.

- A sample of the Institutional Refund Calculation work sheet is available through the office upon student request.

Earned AID:

Title IV aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order: Funds will be returned to Unsubsidized Loan Program, 2nd to Subsidized Loan Program, and last to Pell Grant Program.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Celebrity Barber School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with Celebrity Barber School). For all other school charges, Celebrity Barber School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

Celebrity Barber School's responsibilities in regards to Title IV funds follow:

Providing students with information in this policy;
Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
Returning any Title IV funds due the Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Celebrity Barber School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV funds

Includes:

Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the Return of Title IV funds calculation.

Any notification of withdraw should be in writing and addressed to the appropriate institutional official.

A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.

Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that Celebrity Barber School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Celebrity Barber School may also charge you for any Title IV program funds that they were required to return. If you do not already know what Celebrity Barber School refund policy is, you may ask Financial Aid Director for a copy.

In order to calculate how much Title IV funding must be returned, the school uses the DOE web based calculator that can be found at (http://fafsa.ed.gov/FOTWWebApp/FaaAccessServlet).

You will need your PIN when you go to the site.

Return to Title IV questions?

If you have questions regarding Title IV program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web.

***This policy is subject to change at any time, and without prior notice.**

FREEDOM OF INFORMATION POLICY REGARDING STUDENT RECORDS

Celebrity Barber School guarantees their students (either actively enrolled or previously in attendance) and parents or guardians of dependent minors, the right of access to their files. All files are kept in either a locking file cabinet or in an office that remains locked at all times. Files are maintained at Celebrity Barber School's Executive Office. The Executive Office maintains files relative to the federally funded financial aid programs. Copies are available at a charge of $1.00 per page.

A responsible representative of Celebrity Barber School will, upon request, review a student's file with him or her and assist in the interpretation of the student's records and answer all questions.

20 Authorized Releases

Celebrity Barber School protects the invasion of privacy rights of its students and staff by releasing only information that is legally required. Information of a personal nature is released only on the written instructions of the student or parents or guardians of dependent minors. A student must request in writing each time that he or she would like his or her personal information released. Celebrity Barber School must, however, make its student files available to certified, accrediting, regulatory, and other governing agencies who have the legal right to examine such files for their compliance visits. Agencies requiring information from school records must make a written request which will become a part of the student's permanent file.

Only copies of original documents will be removed from the school. No portion of a file may be removed or reproduced without the permission of an officer of Celebrity Barber School, as all material and records contained therein are the property of Celebrity Barber School. Cumulative educational records are maintained by the school for a minimum of 7 years. If copies are provided there will be a charge of $1.00 per copy.

See The Family Educational Rights and Privacy Act.

HANDICAPPED FACILITIES

The School Manager or Senior Instructor must be contacted to ascertain the exact handicapped facilities available at the school.

CREDIT FOR PREVIOUS EDUCATION

Students who have attended a school of barbering prior to registering at Celebrity Barber School will be assisted by the School Manager so that proper credit may be granted for those hours earned at an earlier time or at another school.

The State of Louisiana Board of Barber Examiners Department of Labor will recognize hours earned within the last three years in Louisiana. Celebrity Barber School will honor such hours when the student presents the proper transfer papers and transcript from the former barber school.

Students who have earned hours in a state other than Louisiana will be granted credit as advised by the State of Louisiana Board of Barber Examiners Department of Labor.

Notwithstanding the provisions of the above, Celebrity Barber School reserves the right to administer a proficiency examination to determine the student's entrance level of training. Hours will be adjusted to coincide with the school's evaluation of the applicant's proficiency examination. The school's determination will be final.

This catalog includes many of the rules, regulations, policies and procedures of the institution. One of its purposes is to inform students of the school's requirements and how certain situations will be resolved. The institution reserves the right however, to exercise professional judgment in any instance it feels a special situation exist and make exceptions to these rules, regulations, policies and procedures.

ADDENDUM A

TUITION AND FEE INFORMATION

Effective September 22, 2020

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If a student withdraws and returns, a $100.00 re-registration fee will be charged by Celebrity Barber School.
If the student withdraws for three months or more, a re-entrance examination will be given and the $50.00 re-registration fee will be applicable.

All financial obligations to the school must be satisfied prior to graduation.

BARBERING- 1500 HOURS = 50 WEEKS

Tuition	total course tuition	$18,700.00
Books/Kit		2,700.00
State Board Registration Fee		90.00
Application Fee		25.00
Balance Due		**$21,515.00**

BARBER TEACHER TRAINING- 600 HOURS = 20 WEEKS

Tuition	total course tuition	$9,000.00
Books/Kit		$510.72
State Board Registration Fee/App. Fee		$135.00
Balance Due		**$9.645.72**

METHOD OF PAYMENT

The school will accept cash, check, debit or charge card for method of payments.

ADDITIONAL CHARGES

If the student must attend longer than the prescribed time allotted for the course of study (50 weeks for the full time Barbering course, 75 weeks for the part-time Barbering course, 20weeks for the Barber Teacher Training course, in order to complete the course, additional instruction will be provided at a monthly rate of $13.00 per hour or any portion thereof.

Students who fail to meet the Saturday Attendance Requirement or the Holiday Week Attendance Requirement will be assessed a charge of $100.00 for each day missed. This charge must be paid in full before the student is allowed to graduate. See Saturday Attendance Requirements section on page 17, number 4 for more information.
If a student is transferring, he or she must pay a $10.00 transcript fee.

COMPETENCY-BASED PROGRAMS WITH A CLOCK HOUR COMPONENT

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

ADDENDUM B

EFFECTIVE March 2026

ADMINISTRATIVE STAFF AND FACULTY

Kimberly Lawrence. ..... President & Chairman, Board of Director
Isabell Isreal…..... Financial Aid Director

CELEBRITY BARBER SCHOOL

Kimberly Lawrence… ..... Director/Manager
Brandon Washington ..... Instructor

ADDENDUM C

AUGUST 1, 2007

STUDENT RULES & REGULATIONS

Some of these regulations are required by the State of Louisiana Board of Barber Examiners Department of Labor and the National Accrediting Commission of Career Arts and Sciences, and some are required by Celebrity Barber School to make your learning easier and more pleasant.

1. **SCHOOL HOURS** - Students are expected to be in school 10 minutes before classes start to assure proper preparation and a prompt start. Students not in their own class for roll call may be marked absent for the session.

2. **SIGN IN & OUT** - Students will clock in upon arriving at school and clock out before leaving at <u>any</u> time. Students may clock in and out for themselves only.

3. **<u>LATENESS/TARDIES</u> 25 a**- Any student reporting to school late any morning is required to report to the manager or registrar for permission to go to class. If a student fails to report to class immediately after receiving permission he/she will be suspended from attending any classes until 12:00 P.M. and will be marked absent for the entire morning session.

4. MANDATORY SATURDAY ATTENDANCE

Attendance on Saturdays is mandatory. All students are expected to attend for the **full day** on Saturday. A full day on Saturday is defined as 7 hours.

Celebrity Barber School understands that occasionally it may be necessary for a student to be absent on a Saturday. If a student finds it necessary to be absent on a Saturday, arrangements must be made with the school manager **in advance**. Saturday absence will be considered on the basis of who requested first. In no case will we approve an excused absence for a Saturday once 20% of the enrollment of the school has received permission to be absent on a Saturday. For example, if there are 40 students enrolled in the school and EIGHT have made arrangements with the manager to be absent on a particular Saturday, we will not excuse anyone else for that Saturday.

Celebrity Barber School also understands that occasionally an emergency situation may arise when a student cannot make prior arrangements. Students contracting for 1 to 600 hours are allowed two unexcused Saturday absences without penalty. Students contracting for more than 600 hours are allowed three unexcused Saturday absences without penalty.

The penalty for missing more than the allowed number of Saturday's listed on each student contract is $100.00 per Saturday. **(If a partial day is missed the charge will be $20.00 per hour up to a maximum of $100.00.)**

SATURDAY ATTENDANCE CHARGES MUST BE PAID BEFORE A STUDENT GRADUATES.

5. MANDATORY HOLIDAY WEEK ATTENDANCE

A Holiday Week is any week that includes a holiday. For our purposes, we are concerned with the five school days before the holiday.

Attendance is mandatory during the entire week before a holiday. We recognize that some students may go out of town for some holidays and we make the same provision as we do for Saturday attendance. A student may request an excused absence for time off during a holiday week if it is done in advance of the holiday week. Request will be granted on a first come first served basis with consideration given to those students who have not been absent during a holiday week previously. The manager will not accept requests for holiday week absence more than 30 days in advance of the holiday week. No more than 20 % of the total enrollment shall be granted an excused absence.

the charge for missing time during a holiday week is $100.00 per day. This charge must be paid in full before the student graduates. If a partial day is missed the charge will be $20.00 per hour up to a maximum of $100.00.

6. **ABSENCE** - The school must be notified each day if you are unable to attend school for any reason. Notification should take place before the start of the school day.

7. **Charges For Additional Time Required Beyond Contract Length** - If the student does not complete the hours required for graduation by the scheduled graduation date, there will be an additional charge, as indicated on your Enrollment Agreement, for any training required beyond this date. Regular class attendance is mandatory for adequate training in all programs. Attendance is taken daily and all days of absences, partial days of absences, tardies and class cuts are recorded.

8. **AUTHORIZED LEAVES OF ABSENCE** - Should a student find it necessary to be out of school for an extended period, a leave of absence should be requested in writing. We limit a leave of absence to 60 days...unless extenuating circumstances exist.

   Only one (1) leave of absence is normally granted during the course. This will extend the term of the course by the length of the leave of absence without cost to the student. Leaves of absence must be submitted to and approved by the school director or officer in advance of the first day of the leave if possible.

   A student on a leave of absence is required to contact the school each week to update the staff on her situation. Failure to do so may result in termination.

9. **STANDARDS AND CRITERIA** - Students are required to meet the standards and criteria established to determine the progress and competence in both academic study and practical training throughout the entire course. An average of 67% is required. A satisfactory standard of attendance and conduct is also required.

10. **PERSONAL APPEARANCE** - All students attending Celebrity Barber School must follow the published dress code. The acceptable dress code for women is black attire or black washable uniform pants suit, close toe l shoes. The acceptable dress code for men is a black washable laboratory jacket, white dress shirt, dark washable full length slacks and dark leather enclosed shoes. Each student must present an appearance for his/her gender.

   All students must report to class in the proper uniform, which must be clean. Uniforms that are soiled, stained, spotted with chemicals, dingy or worn out are not allowed and must be replaced. All students are issued a name tag which must be visibly worn on the upper left side. A student who does not have his/her name tag must purchase one before being admitted to class. Sun glasses are not permitted in class unless specified by a doctor's note. Neither head coverings nor gaudy jewelry are to be worn while in uniform. Students are required to have an appropriate hairstyle and make-up on before coming to school.

   No large purses or tote bags are allowed in the school. Instructors will make the final determination as to what is deemed to be out of compliance. A good rule to follow is purses or bags should fit in the student's locker and may not be left on the student's desk or floor.

11. **GROOMING** - Clients will have little faith in a barber who are not personally well groomed and careful about his/her own appearance. This includes hair styled and makeup applied. Good grooming includes daily bath, clean teeth and fresh breath, daily use of deodorant and fresh underclothing worn with clean uniform. (Look the part!)
12. **SMOKING** - Smoking is not permitted in the school.
13. **CHEWING GUM** - Chewing gum is not permitted in the building.
14. **LEAVING CLASSROOM** - Students are not permitted to loiter or congregate in the rest rooms, reception rooms, lobbies, building entrance, etc. nor are they permitted in the Teacher's office or supply room. Students must not leave the school premises during class hours without permission.

Students may not leave the classroom during the first session of any morning class or the first session after lunch. These hours are designated for lecture and/or demonstrations and students are not permitted to leave the classroom or clinic area.

If it becomes necessary for a student to go to the restroom during this time, they are permitted to leave, but must return immediately. They are not to rest, smoke, etc., during that time.

15. **WORK STATION**- To help each student develop professional work habits, which is part of student training, you are responsible for:

    1. The cleanliness of your own work station, mirror and floor at all times. Hair should be picked up from the floor IMMEDIATELY after each haircut. No personal items, such as family pictures, are allowed at work stations.

    2. Cleaning the shampoo bowl IMMEDIATELY after using it.

    3. The condition, cleanliness, and/or sanitization of any equipment or implement you use. Teachers may examine your kit on designated days and more often if conditions require.

16. **FOOD IN SCHOO**L - No food or drink is permitted in classroom or clinic. Food may be eaten in the lounge area only - and only during break times. The individuals who use the area are responsible for its cleanliness. The refrigerator is for the use of those who bring their lunch. It is not used to store ketchup, mustard or drinks. The refrigerator should be empty at the end of each day.

17. **FURNITURE AND EQUIPMENT** - Students are provided with a locker, and equipment should be stored in these lockers. Students are not permitted to leave equipment any place other than their assigned kits and/or lockers. The school is not responsible for students' equipment or personal property. Before being admitted to any class, students must have a full set of equipment, including pencils, notebooks and textbook. Students are responsible for any furniture or equipment they break or misplace.

18. **TELEPHONE** – Cell phones should be used only during break.

19. **DUTIES** - Routine housekeeping duties are assigned daily. You must complete your assignment before leaving for the day.

20. **SOLICITING** - Soliciting of any kind, by students, is not permitted on the premises or in the vicinity of the school.

21. **STUDENT CONDUCT** - Lewd, indecent or obscene conduct or expression including foul or loud language is not permitted.

    Cooperation with instructors and student instructors is mandatory, and students should obey any reasonable requests made by such instructors in normal school activities.
    Conflicts with other students, staff members, patrons or visitors of the school will not be permitted on school property. Any student having a suggestion or complaint should register it in the office of the management rather than with a fellow student or a patron.

22. **PARKING** - Students may park in designated area only. Violators of this policy may have their cars towed away at their expense.

    Inappropriate behavior and/or negative conduct that interferes with operations, discredits Celebrity Barber School, and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination. Rules and regulations are subject to change without notice as deemed appropriate or as guided by the above goals, changes in company standards and/or to comply with laws, rules and/or regulations of any external governing body.
    Students in violation of any of the school's policies, rules or regulations and/or whose personal conduct is deemed unsatisfactory will not be permitted to attend class and may be suspended or dismissed.

APPEAL PROCESS

Students who wish to appeal the determination that they have been suspended or dismissed must submit a letter to the President. The letter should describe any circumstances the student feels deserve further consideration. Students appealing a satisfactory progress determination must include in their letter, the reason for their unsatisfactory performance and what has changed that will allow the student make satisfactory progress in the future. An appeal decision will be made and the student notified accordingly.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

EVALUATION PERIODS

Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution. Students are evaluated for Satisfactory Academic Progress as follows:

Barbering	450, 900, 1200 clocked (actual) hours
Barber Teacher Training	300 clocked (actual) hours

Celebrity Barber School utilizes a 900 academic year for barbering program. Barber Teacher Training program is less than one academic year (900 hours) and utilizes 600 hours for academic year measurement.

This school defines satisfactory academic progress as:

1. Attendance: A minimum attendance of 67% of cumulative hours scheduled to date.
2. Academic: A minimum cumulative average of 67% in the combination of written work and practical performance.

To be considered making satisfactory progress towards a diploma a student must maintain the above specified grade averages as well as proceed through the course at a pace leading to completion within the maximum time frame.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance: Maximum Time Frame Requirements

The maximum time frame allowed is 1.50 times the contract length.

	Program Hours	Length Weeks	Maximum Time Frame Weeks*
Barbering (Full-time)	1500	50	75.00
Barbering (Part-time)	1500	75	112.5
Barber Teacher Training	600	21	31.50

*(Full time barbering students, barber teacher training students, are scheduled 30.00 hours per week, however a student may accelerate and attend up to 40 hours per week.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

The institution will notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

ACADEMIC PROGRESS EVALUATIONS-System of Grades

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills

evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A	Excellent	94 - 100
B	Good……	86 – 93
C	Average……	78 – 85
D	Satisfactory Needs Improvement…….. (Minimum acceptable level)	70 -- 77
U	Unsatisfactory (Fail)……	0 – 69

Students are permitted to take any failed exam over once with the second grade substituting for the first, even if it is lower. Practical performance grades are accumulated according to the practical requirements completed satisfactorily.

DETERMINATION OF PROGRESS STATUS

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

Students who do not achieve the minimum standard is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Make-up Work Policy

Any test that a student failed to take must be made up before papers can be completed for State Board Examination. Students should be notified of any make-up tests well in advance of graduation. Any test missed due to absences may be taken only on any Wednesday of each month.

If a student is on a leave of absence and only attended part of the school days that month prior to the start of or following the leave of absence, the practical and theory requirements will be calculated for the period the student was actually in school. The total number of theory and practical requirements for the course must be made up prior to graduation.

Warning

Students who fail to meet a 67% cumulative academic average and a 67% cumulative attendance average are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

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

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Student Appeals

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

Transfer Hours

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

Noncredit, Remedial, Courses, Repetitions

Course incompletes, repetitions, and withdrawals do not apply to this school and have no effect upon the satisfactory progress standards.

Interruptions, Course Incompletes, Withdraws

Periods during which students have formally requested and received a leave of absence or have officially withdrawn from the institution, will not be considered in calculating satisfactory progress. Students returning from a leave of absence will have the same satisfactory academic progress status as the student had when the leave of absence was granted.

Students that re-enter school must enter in the same progress status as when they left.

If a student takes a leave of absence, that leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Students that Re-enter will be charged at the current tuition rates for newly entering students. Amounts paid during their first period of enrollment will be credited to their account if the student is readmitted within 180 days of his/her withdrawal. Tuition charges for students out longer than 180 days will be based on the number of hours the student contracts for upon returning. Cost is figured on a pro-rata basis. In either case there will be a $50.00 school re-registration charge.

The contract length for re-entering students who have been out less than 181 days will be the amount of time that was remaining on their previous contract. Students may not use withdrawal as a means to make up for previous poor attendance. If a student withdrew needing 500 hours to graduate and having only three months left on his/her contract that student will be re-enrolled for 500 hours and given three months to complete the 500 hours. In a case like this it is obvious the student will extend his/her contact at the time of re-enrollment. However, satisfactory academic progress and maximum time frame shall be calculated as it would normally be done for a transfer student.

If a student is out 181 days or more, the student's contract length will be based on the number of hours needed. In any case, a student shall never be awarded more time to complete the program than the original maximum time frame on the student's original contract except for those re-enrolling on an academic plan.

Students are given a written copy of their satisfactory academic progress evaluation results.

changes to the contract period must be either– a. Changes to the enrollment agreement will be initialed by all parties; or b. An addendum to the enrollment agreement must be signed by all parties.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

ADDENDUM D
JULY 1, 1995

STUDENT COMPLAINT POLICY & PROCEDURES

It is the desire of Celebrity Barber School to have complaint free school. However, occasionally a situation may arise where a student feels his/her problem has not received adequate attention or the student feels the institution's instructors have made an improper decision.

Students and staff are urged to make every effort to resolve disputes informally. Informal resolutions are much faster and usually much more satisfactory in regards to outcomes than formal resolutions. In the event an informal resolution of a problem is unsatisfactory the student shall follow the following procedure for filing a formal complaint.

1. Written Statement

The student should give a written statement with two copies to the school manager or instructor. The statement should give a detailed description of the problem and any necessary history. It should detail what attempts have been made to resolve the problem and what the outcome of those attempts were. The statement should also recommend a resolution.

2. Documentation of Date Complaint Received

The school manager or instructor should put the date the complaint was received on page one of all three copies of the complaint and sign his/her signature under the date acknowledging both receipt of the complaint and the date. One of the acknowledged copies is then returned to the student for his/her files.

At this time the manager or instructor shall discuss the complaint with the student to assure a thorough understanding of the problem.

3. Investigation

The institution's manager shall have 10 school days to investigate the complaint. During this time the manager or instructor should discuss the problem which brought about the complaint with staff members and anyone else necessary to reach an understanding of the situation and determine a resolution.

4. Written Report

The manager or instructor shall have five school days from the end of the investigative period to reach a proposed resolution and write a report detailing the results of the investigation and the recommended resolution.

5. Student Conference

The manager or instructor shall have five school days after the end of the Written Report period to have a conference with the student. During this conference the manager or instructor shall tell the student of the recommended resolution and may explain how that decision was reached. The manager shall also write the date of the conference on the original complaint and both student and manager or instructor shall sign indicating the conference was held.

6. The student shall have five school days beginning with the first day after the conference to accept or reject the manager's or instructor's decision. The student must write a letter accepting the decision or appealing the decision.

7. Appeal of Decision

If the student does not accept the manager's or instructor's decision and wants to continue to pursue the complaint, a letter of appeal must be written. The letter should include a copy of the complaint originally submitted to the manager or instructor. It should state, in the student's words, the manager's or instructor's recommended resolution. It should state why the student disagrees and suggest a resolution. The appeal should be mailed to:

President
Celebrity Barber
School
3220 Louisville Avenue
Monroe, LA 71201

The appeal should be sent by certified mail, return receipt requested. The President shall have 10 school days from receipt of the appeal to investigate the complaint and an additional 5 school days to write a decision. During the next 5 school days, which shall be within 20 school days of the day the appeal was received the President's written decision shall be delivered to the student. THIS DECISION SHALL BE THE INSTITUTION'S FINAL DETERMINATION. No addition appeals with the institution shall be considered.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that

Identify the record(s) they wish to inspect. The School's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school's official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School's official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position

(including law enforcement unit personnel); a person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605
[Note: In addition, an institution may want to include its directory information public notice, as required by Sec. 99.37 of the regulations, with its annual notification of rights under FERPA.]

ADDENDUM E JULY 1, 2009

CONSTITUTION AND CITIZENSHIP DAY

This Congressional initiative is authorized by Section 111 of Division J of Pub. L. 108-447 the "Consolidated Appropriations Act 2005." Dec 8. 2004: 118 Stat. 2809, 3344-45 (Section 111). The Assistant Deputy Secretary for Innovation and Improvement (Assistant Deputy Secretary) takes this action in order to implement this provision as it applies to educational institutions receiving Federal funding from the Department. Section 111 (b) states "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution. "For purposes of the Department's implementation of this requirement, "educational institutions" includes but is not limited to "local educational agencies" and institutions of higher education" receiving Federal funding from the Department. Section 111 applies to all educational institutions receiving Federal funding, not only those receiving Federal funding from the Department. However, the Department's authority only extends to those educational institutions receiving funding from the Department, and consequently, the Department can only regulate with regard to those institutions. Section 111 requires that Constitution Day be held on September 17 of each year commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday or holiday, Constitution Day shall be held during the preceding or following week. Section 111 does not authorize funds to carry out this requirement and Section 111(d) indicates that this section shall apply "without fiscal year limitation." Accordingly, the Assistant Deputy Secretary intends that this notice pertain to this fiscal year and all subsequent years.

Some informational resources pertaining to the Constitution are listed below. In addition to these, the Department is aware that there may be other public and private resources available that may be helpful to educational institutions in implementing Constitutional Day. While the department does not endorse any particular program or Web site, this information is provided because it may be of use to educational institutions developing their Constitution Day programs. One of the Library of Congress repositories for Constitutional documents and information may be accessed at: http://memory.loc.gov/ammem/bdsds/bdsdhome.html

The National Archives also has a Web site with a scan of the U. S. Constitution available online at http://www.archives.gov/national archives experience/charters/constitution.html

In addition, the National Archives has a nationwide network or research facilities, including presidential libraries that welcome students as young as 14 years of age. Information about the facilities (by region and state) can be located online at: http://www.archives.gov/facilites/index.html

In addition to the resources mentioned above, it is our understanding that the U. S. Office of Personnel Management will be making available to all Federal agencies, information to help train and educated Federal employees on the Constitution and, in particular, its relationship to the Oath of Office Federal employees take. This information will be posted shortly on the OPM Web site at: http://www.opm.gov/. We expect that educational institutions may find this material useful in planning their Constitution Day activities. Electronic Access to this document: You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the internet at the following site: http://www.ed.gov/news/fedregister.

The school will determine the presentation of the program following the appropriate guidelines and present it.

ADDENDUM F

JULY 1, 2010

POLICIES AND SANCTIONS RELATED TO COPYRIGHT INFRINGEMENT

Celebrity Barber School prohibits copyright infringement. The school will take disciplinary action against any student who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of the institution's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Section 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U. S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

ADDENDUM G

Curriculum: Policy on Distance Education

1. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

2. The interaction with the instructor will be validated by regular measurable participation (clock hour, credit hour, or competency based) in the academic programs. Participation must be documented within a log of all student activity comprised of (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).

3. The institution must evaluate the student's qualitative academic performance for each 10% of the Distance Education (modules) component actually completed within the program at the institution (in-person) by a qualified instructor.

4. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.

5. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component;

6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

7. The distance education technologies (hardware and software) that will be required to successfully complete the course will be:

    - internet or wifi
    - computer or tablet or smart phone
    - Milady Mindtap