



BARBER COLLEGE

International Barber College

7200 West Chandler Blvd. Suite #5, #6
Chandler, AZ 85226
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<http://www.internationalbarber.net>

Student Catalog

Volume 2023-1

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This is a true and correct in content and policy. **Director's signature:** *Artur Matatou*

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Welcome

Welcome to **International Barber College** and thank you for considering us in assisting you in obtaining your desired training. You are now embarking into a field experience that could provide you with excellent opportunities for a successful future and career in the barber industry.

At **International Barber College**, we provide the basic training needed to pass the Arizona State Barber Board examination. We emphasize on how to be successful in the marketplace and to succeed in all of your professional goals. This means hard work, dedication, independent studying, self-accountability, and preparation on your part. You will practice shop management, business concepts, entrepreneurship skills, and the psychology of personal success.

It will be our pleasure to have you join us at **International Barber College**. Our goal is to help you discover your ability to transform your life through dedicated training. The degree of your success will depend on your effort during the entire course of your schooling.

The **International Barber College** humbly thanks you for considering our school when making the decision to pursue your career goals. It is both an honor and a privilege to provide you with a strong foundation of education & that will assist you with reaching your career goals!

Respectfully,

Mr. Artur Matatou

Mission Statement

Our mission at **International Barber College** is to provide our students with excellent educational knowledge, and hands-on training in our Barber, Barber Instructor, Barber/Cosmetologist Crossover Course and to prepare our students in obtaining their Arizona State License in Barbering or as Barber Instructors. We strive to facilitate licensed graduates in successfully obtaining suitable entry-level employment in the field of Barbering.

Facilities and Equipment

International Barber College is located at 7200 West Chandler Boulevard, #5 #6, Chandler AZ, 85226, where all instruction occurs. The college facilities feature 2,040 square feet, a Classroom featuring visual equipment, 2 offices, 2 bathrooms, 25 barber chairs and 25 tool cabinets, 9 shampoo bowls, 27 mirrors, and 6 lockers. The college is equipped to enroll 20 students per shift.

Programs

International Barber College is currently offering **Barbering (1200 hours)**, **Barber/Cosmetologist Crossover Course (200 hours)** and **Barber Instructor (500 hours)**.

Instructional Language

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Admissions Policy

International Barber College is accepting students for admission once the following criteria have been met:

- Must be 18 years of age or older.
- Applicant must provide a valid, current, government-issued picture ID, such as an Arizona Driver's license, Arizona ID Card, other state issued ID, or Passport.
- Provide their Social Security number or TIN.
- Submit application form and a non-refundable application fee of \$100.00.
- Schedule and attend an interview at the school info@internationalbarber.net or by calling school (480) 753-4418, prior to enrollment.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a 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.

- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED and:
 - Evaluation of the validity of a High School Diploma: Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English.
 - International Barber College will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
 - The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.
- **Veteran Students Only:** Veteran Students applying to use Veteran's Education benefits shall provide International Barber College with all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable*.
- **Barber Instructor students:** must have and provide an Arizona state Barbering license prior to enrollment.
- **Barber/Cosmetologist Crossover Course students:** must have a valid Arizona State Cosmetology license, prior to enrollment.
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution *prior to* enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result in not being able to apply those hours that could be accepted toward your enrollment at International Barber College.
- **Ability to Benefit Exam (ATB):** International Barber College does not currently accept ATB exams for enrollment, at this time.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.

Once above items are complete and presented to school enrollment staff, student is ready to pay registration fee of \$50.00 (non- refundable) and complete an enrollment agreement. At the time of completing registration agreement student shall provide college with 2 passport sized photos.

Transfer Hours (from another Institution)

The transferability of credits or services you earned at another institution and are deemed transferable are at the sole discretion of International Barber College's administration. You *may* be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. Veteran Students applying to use Veteran's Education benefits shall provide all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable*.

Re-entry (Re- Enrollment Policy)

A student who withdraws from International Barber College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment, ***if re-entry occurs within 180 days of last day of attendance***. A student who was terminated for behavior reasons ***may not*** be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school's Director. At time of re-entry another \$50.00 registration fee must be paid.

Non-Discrimination Policy

International Barber College admission, training, and graduation policies preclude discrimination based on race, creed, color, religion, age sex, or ethnic origin. The school does not recruit students already attending or admitted to another school offering similar programs of study.

Notice of Admissions Acceptance, Denied Applicants & Wait List

Students will be notified of their acceptance by phone, email, or in person within 14 days of their admission's interview. Students who are denied acceptance may reapply. In the event of a wait list for enrollment, students will be enrolled on a first come first serve basis from the time all admissions requirements have been met.

School Hours of Operation

International Barber College's hours of operation are 8:30 A.M. - 8:00 P.M. Monday through Thursday and 8:30 A.M. -5:30 P.M. Fridays.

Administrations Hours

International Barber College has administrative staff on site Monday through Thursday 9:00am to 5:00pm for inquiries about enrollments or by appointment. To schedule an appointment, call the school @ (480) 753-4418 or email info@internationalbarber.net.

Program Start Dates

Start dates in 2023 are January 23rd, March 27th, June 12th, August 21st and October 23rd. Check with school for additional start dates. Contact school @ (480) 753-4418 or **email** info@internationalbarber.net for additional start dates.

Program Schedules

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Breaks
Barbering 1200 hours 32 hours a week weeks 37.50 weeks total	8:30 am to 3:00 pm	8:30 am to 3:00 pm	8:30 am to 3:00 pm	8:30 am to 3:00 pm	8:30 am to 5:30 pm	30 Minute break M-Th 60 Minutes Friday

Barbering 1200 hours 32/hours a week 37.50 weeks	2:00pm to 8:00 pm	2:00pm to 8:00 pm	2:00pm to 8:0 pm	2:00pm to 8:00 pm	8:30 am* to 5:30 pm	15-minute break M- Th 60 lunch minutes Friday
Barber/Cosmetologist Crossover Course 200 hours 24 hours a week 8.50 weeks total	8:30 am to 3:00 pm	8:30 am to 3:00 pm	8:30 am to 3:00 pm	8:30 am to 3:00 pm	---	30 Minute break M-Th
Barber Instructor 500 hours 24 hours a week 21 weeks total	8:30 am to 3:00 pm	8:30 am to 3:00 pm	8:30 am to 3:00 pm	8:30 am to 3:00 pm	-----	30 Minute break M-Th

Start Dates and School Calendar

Holiday	Date
Passover	April 6,7, 2023 & April 12,13 2023
Summer Vacation	May 24, 2023 – June 04, 2023
Independence Day	July 04, 2023
Labor Day	September 04, 2023
Rosh Hashanah	September 25 th Close Early 4pm
Yom Kippur	October 25 th 2023
Sukkot	October 10 & 11, 2023
Simchat Torah	October 17 & 18, 2023
Veteran's Day	N/A
Thanksgiving	November 23, & 24, 2023
Christmas	December 25 th 2023
New years	Jan 1 st 2024

Additional Holidays and Closures: A special holiday may be declared for staff training, COVID-19 closures, weather emergencies or other reasons; in the event of a special closure students will be notified via social media, phone or text.

Orientation Day

Students **must** attend an orientation prior to beginning their program. No clock hours are earned at orientation. Orientation will review school policies and regulations as well as course outline(s).

Students will complete a Barbicide Certification and a Barbicide Covid-19 Certification during orientation.

Tuition and Fees

	Registration*	Kits**	Books**	Tuition	Total
Barbering	\$50	\$1,750	\$270	\$18,400	\$20,450
Barber/Cosmetologist Crossover Course	\$50	\$0	\$0	\$3,500	\$3,550
Barber Instructor	\$50	\$0	\$270	\$7,665	\$7,985

*Nonrefundable

**Nonrefundable after 7 days of signing Enrollment Agreement

Tuition for Transfer Students

The tuition portion of a transfer students fees, *excluding any books, or kits* required will be computed on a pro rata basis of the number of the hours they are contracting of the current tuition rate. The college will determine at their sole discretion if transfer students need to purchase new books and kit, on a case-by-case basis.

Non-Institutional and Other Charges

Fees for **translation services** for High school diplomas not in English are the responsibility of the student. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript and *may* have a fee of \$10.00.

Arizona state licensing fee is the responsibility of the student and is currently \$143.

A \$20 fee (cash only) to the school is mandatory in order to **borrow any tools from the school's** premises. It will be credited back to the student when tools are returned.

Payment Methods

Methods of payment accepted by International Barber College are cash, check or money order, Title IV funds and VA Educational benefits. A non-sufficient funds fee of \$25 will be added for returned checks.

Extra Instructional (Overtime) Charges

Students are expected to complete their training within the time specified in the enrollment agreement. If a student requires additional training beyond the scope of the course and or beyond the contract end date, the institution will assess 15.00/hour. **All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to graduation.**

Tardy Policy & Early Out Policy

Students arriving more than 15 minutes after their scheduled start time, *may* not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical

appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

Excused and Unexcused Absences

An absence is an absence at International Barber College, there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out for scheduling purposes. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.

Make Up Hours & Make Up Work

As International Barber College offers both evening and day classes, students can make up hours by attending another scheduled class outside the one they are enrolled; **advance permission from an instructor is required** to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given 2 opportunities to make up that exam/quiz, an appointment with teacher is required. Students are reminded they are required to have a cumulative score of 75% (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

Course Descriptions/Program Outlines

Barbering	Course Description Program Outline Barbering
Program / Course Description	The curriculum for students enrolled in the Barbering course consists of 1200 clock hours of practical operations and technical instruction. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This course of study satisfies the requirements of Arizona Revised Statutes 32-325.
Program Mission & Objectives	Our mission at International Barber College is to provide our students with excellent educational knowledge, and hands-on training in our Barber, Barber Instructor, Barber/Cosmetologist Crossover Course and to prepare our students in obtaining their Arizona State License in Barbering or as Barber Instructors. We strive to facilitate licensed graduates in successfully obtaining suitable entry-level employment in the field of Barbering.
Graduation Requirements	To graduate from International Barber College and receive a diploma of graduation from the school, students must have completed the requisite clock hours, have paid all tuition and fees in full. There is a final mock exam practical and written test, a score of 75% or higher is required to graduate. Students must also pass examinations in all phases of barbering with a 75% or higher before graduating per Arizona HB 2029. Students must also complete Title IV loan exit counseling, if applicable as well as a completing an International Barber College Exit Survey. All financial obligations to the school must be complete prior to graduation.
Total Clock Hours & Attendance	For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75% Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that,

	given the same attendance rate, the student will graduate within the maximum time frame of one and 133% the length of the course.												
Exams & Grading System	<p>The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative grade average of 75% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>.</p> <p>Grading System</p> <p>Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">90% - 100%</td> <td style="padding-right: 20px;">A</td> <td>Excellent</td> </tr> <tr> <td>80% - 89%</td> <td>B</td> <td>Very Good</td> </tr> <tr> <td>75% - 79%</td> <td>C</td> <td>Passing</td> </tr> <tr> <td>0% - 74%</td> <td>D</td> <td>Not Passing</td> </tr> </table>	90% - 100%	A	Excellent	80% - 89%	B	Very Good	75% - 79%	C	Passing	0% - 74%	D	Not Passing
90% - 100%	A	Excellent											
80% - 89%	B	Very Good											
75% - 79%	C	Passing											
0% - 74%	D	Not Passing											
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention as well as professional ethics, and barber shop management.												
State Requirements/Laws and Regulations	Students will learn the state laws relating to Barbering in the state of Arizona.												
Distance Education	None												
Learning Materials/Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558.												
Internship/Externship	None												
Faculty & Qualifications	All instruction is provided by licensed Barber Instructors in the State of Arizona.												
Instructional Methods	Demonstration, lecture, videos & classroom participation discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon.												
Skills and competencies to be acquired by the student	<p>At the completion of the program the student will have acquired the following skills (but are not limited to):</p> <ul style="list-style-type: none"> ○ Apply scalp and hair treatments including the use of therapeutic massage. 												

	<ul style="list-style-type: none"> ○ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream. <p>Properly use and handle all barbering related tools such as clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushes</p>
Theory and Practical Hours	The course has 250 hours of Theory (classroom hours) devoted to the study of fundamentals of barbering, hygiene, bacteriology, histology of hair, skin, muscles and nerves, state laws relating to Barbering in the state of Arizona and professional ethics, and barber shop management among other topics. The course includes 950 hours of practice (practical hours) including massage and manipulating muscles and scalp, face and neck, haircutting, shaving and chemical client services, hair lightening, coloring and bleaching.

Barbering Phases

Phase 1 Barbering Fundamentals	Includes the study of barbering, hygiene, bacteriology, histology of the hair, skin, muscles and nerves, structure of the head, face and neck, elementary chemistry relating to sterilization and antiseptics and diseases of the skin, hair and glands. Module also includes Professional Ethics, professional development and Shop Management.	250 Theory Hours																		
Phase 2 The Practice of Barbering	Includes the study and practice and study of massaging and manipulating muscles of the scalp, face and neck, hair cutting, shaving and chemical work relating to permanent waves and hair straightening, coloring and bleaching.	950 Practical Hours																		
	<table border="1"> <tr> <td>600 Hours</td> <td>Haircutting</td> </tr> <tr> <td>50</td> <td>Hairstyling</td> </tr> <tr> <td>50</td> <td>Chemical Application (colors, perms, etc)</td> </tr> <tr> <td>20</td> <td>Shaving, Honing and Stropping</td> </tr> <tr> <td>80</td> <td>Massages facials and Shampooing</td> </tr> <tr> <td>50</td> <td>Skin and disease of the scalp</td> </tr> <tr> <td>50</td> <td>Sanitization & Sterilization</td> </tr> <tr> <td>50</td> <td>Professional Ethical, Shop Management and law.</td> </tr> <tr> <td>950 Hours</td> <td></td> </tr> </table>	600 Hours	Haircutting	50	Hairstyling	50	Chemical Application (colors, perms, etc)	20	Shaving, Honing and Stropping	80	Massages facials and Shampooing	50	Skin and disease of the scalp	50	Sanitization & Sterilization	50	Professional Ethical, Shop Management and law.	950 Hours		
600 Hours	Haircutting																			
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50	Professional Ethical, Shop Management and law.																			
950 Hours																				
Total Hours		1200 Total Hours																		

Barber/Cosmetologist Crossover Course	Course Description Program Outline Barber/Cosmetologist Crossover Course
Program / Course Description	The curriculum is designed for students who currently hold an Arizona Cosmetologist license and wish to add a Barbering license to their credentials. The Barber/Cosmetologist Crossover Course consists of 200 clock hours of practical operations and technical instruction that will cover the art and science of Barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This course of study satisfies the requirements of Arizona Revised Statutes 32-325.
Program Mission & Objectives	Our mission at International Barber College is to provide our students with excellent educational knowledge, and hands-on training in our Barber, Barber Instructor, Barber/Cosmetologist Crossover Course and to prepare our students in obtaining their Arizona State License in Barbering or as Barber Instructors. We strive to facilitate licensed graduates in successfully obtaining suitable entry-level employment in the field of Barbering.
Graduation Requirements	To graduate from International Barber College and receive a diploma of graduation from the school, students must have completed the requisite clock hours, have paid all tuition and fees in full. There is a final mock exam practical and written test, a score of 75% or higher is required to graduate. Students must also pass examinations in all phases of barbering with a 75% or higher before graduating per Arizona HB 2029. Students must also complete Title IV loan exit counseling, if applicable as well as a completing an International Barber College Exit Survey. All financial obligations to the school must be complete prior to graduation.
Total Clock Hours & Attendance	For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and 133% the length of the course.
Exams & Grading	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i> .

	<p>Grading System Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college.</p> <p style="text-align: center;"> 90% - 100% A Excellent 80% - 89% B Very Good 75% - 79% C Passing 0% - 74% D Not Passing </p>
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention, as well as professional ethics, and barber shop management.
State Requirements/Laws and Regulations	Students will learn the state laws relating to Barbering in the state of Arizona.
Distance Education	None
Learning Materials/Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	All instruction is provided by licensed Barber Instructors in the State of Arizona.
Instructional Methods	Demonstration, lecture, videos & classroom participation discussion, question and answer, demonstration, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon.
Skills and competencies to be acquired by the student.	<p>At the completion of the program the student will have acquired the following skills (but are not limited to) how to:</p> <ul style="list-style-type: none"> ○ Apply scalp and hair treatments including the use of therapeutic massage. ○ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream. <p>Properly use and handle all barbering related tools such as clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushes</p>
Theory and Practical Hours	The course has 25 hours of Theory (classroom hours) devoted to the study of fundamentals of barbering, state laws relating to Barbering in the state of Arizona to pass the Arizona state Barbering exam and 175 hours of practice (practical hours) including massage and manipulating muscles and scalp, face and neck, shaving and beard treatments and trimming.

Barber/Cosmetologist Crossover Course Phases

Phase 1 Basic Barbering	This Module Includes devoted to the study of fundamentals of barbering, state laws relating to Barbering in the state of Arizona to pass the Arizona state Barbering exam	25 Hours Theory Hours
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Phase 2 The Practice of Barbering	Includes (practical hours) including massage and manipulating muscles and scalp, face and neck, shaving and beard treatments and trimming.		175 Practical Hours
	20	Shaving, Honing and Stropping	
	80	Massages facials and Shampooing	
	75	Hair Cutting	
	175 Practical Hours		
Total Hours			200 Total Hours

Barber Instructor	Course Description Program Outline Barber Instructor
Program / Course Description	Upon successful completion of this 500 clock hour course students will qualify you to apply for a license to be a barber instructor in the state of Arizona.
Program Mission & Objectives	Our mission at International Barber College is to provide our students with excellent educational knowledge, and hands-on training in our Barber, Barber Instructor, Barber/Cosmetologist Crossover Course and to prepare our students in obtaining their Arizona State License in Barbering or as Barber Instructors. We strive to facilitate licensed graduates in successfully obtaining suitable entry-level employment in the field of Barbering.
Graduation Requirements	To graduate from International Barber College and receive a diploma of graduation from the school, students must have completed the requisite clock hours, have paid all tuition and fees in full. There is a final mock exam practical and written test, a score of 75% or higher is required to graduate. Students must also pass examinations in all phases of barbering with a 75% or higher before graduating per Arizona HB 2029. Students must also complete Title IV loan exit counseling, if applicable as well as a completing an International Barber College Exit Survey. All financial obligations to the school must be complete prior to graduation.
Total Clock Hours & Attendance	For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75% Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and 133% the length of the course.
Exams & Grading	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work,

	<p>Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, <i>if applicable</i>.</p> <p>Grading System Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>90% - 100%</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>80% - 89%</td> <td>B</td> <td>Very Good</td> </tr> <tr> <td>75% - 79%</td> <td>C</td> <td>Passing</td> </tr> <tr> <td>0% - 74%</td> <td>D</td> <td>Not Passing</td> </tr> </table>	90% - 100%	A	Excellent	80% - 89%	B	Very Good	75% - 79%	C	Passing	0% - 74%	D	Not Passing
90% - 100%	A	Excellent											
80% - 89%	B	Very Good											
75% - 79%	C	Passing											
0% - 74%	D	Not Passing											
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.												
State Requirements/Laws and Regulations	Students will learn the state laws relating to Barbering and Barbering Instruction in the state of Arizona.												
Mode of Instruction	Classroom and School Clinic floor												
Distance Education	None												
Learning Materials/Textbooks	Milady Professional Educator, 4th Edition ISBN: 9781337786836												
Internship/Externship	None												
Faculty & Qualifications	Students must hold an Arizona Barber's license.												
Instructional Methods	Demonstration, lecture & classroom participation												
Skills and competencies to be acquired by the student.	Students will learn successful classroom management techniques, lesson planning, and gain other instructional tools commonly used in the classroom and school clinic floor, when training student barbers.												
Theory and Practical Hours	Student must have no less than 40 Theory Hours of classroom instruction prior to working on the school clinic floor under the supervision of a licensed instructor.												

Barber Instructor Phases

Phase 1 Theory of Teaching Methodology and Classroom Management	During this module students will learn the theories behind classroom management and Teaching Methodology.	40 Hours Theory Hours
Phase 2 Instructing in the Classroom and on School Salon Floor	During this module, under the supervision of a licensed instructor, students will begin instructing Barbering students in the art of Barbering for 450 hours.	450 Practical Hours
Total Hours		500 Total Hours

Leave of Absence Policy

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. International Barber College review requests for a Leave of Absences (LOA) for **all** students. A LOA is granted or denied at the sole discretion of the school Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 7 calendar days and cannot exceed 180 calendar days in any given 12-month period, together with any additional LOAs previously granted. A written signed request for LOA can be submitted in-person to the school Admission's Office, via email at info@internationalbarber.net or by mail at 7200 W. Chandler Blvd #5, #6 Chandler, AZ 85226.

Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration. **All students must follow International Barber College's policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. International Barber College may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement, must be signed by all parties, **or initialed by all parties if made to the original enrollment agreement.**
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Dress Code and Professional Image

International Barber College's dress code is as follows. Failure to comply **may** result in being sent home to change and may subject the student to the school's conduct policy. Students are reminded here they will have to clock out and in again when sent home to change and will lose the hours.

- No shorts, miniskirts, sweats, or excessive unprofessional ripped jeans are permitted
- Yoga and Sweatpants are not approved

- Sheer clothing without the correct modest skin covering fabrics is not approved
- Clothing that supports unprofessional or gang related behavior are not approved
- Tank tops need to be professional, and the International Barber College Jacket must be worn over them, at all times; students may use a cardigan or an undershirt to wear in a modest fashion
- Armpits & Chests must be always covered
- No bare stomachs
- Slippers, house shoes, flip flops, low cut blouses, men's undershirts, shorts, lingerie, see through fabrics, and bare feet are not approved
- Undergarment lines or body suit lines should not be visible through out outside of clothing
- Slips must be worn when fabrics are sheer
- Hats & Sunglasses are not to be worn indoors
- Bandannas or any head coverings (unless Special Accommodations are made) are not approved
- Shoes may be any color but must be closed toe and heel. A work type shoe is recommended due to the long periods of standing required in the occupation.
- Students are issued a blue barber jacket. It must be kept, clean, pressed, and always fastened. If ripped or destroyed, the student must purchase another jacket.
- Denim jeans, khaki pants, or skirts below the knees are permissible (Skirts: A Student must wear opaque tights with the skirt)
- I-Pads, MP3 players, laptops and all other personal listening devices are not allowed to be used by students during school hours.
- Headphones are not to be worn at any time unless Special Accommodations have been made in writing for educational purposes and special needs only.

Conduct Policy and Conduct Probation

International Barber College requires that all students always conduct themselves in a courteous & professional manner. Refusal to conduct themselves in an orderly and considerate manner, complying will all rules and regulations of the college, will be subject to the institution's conduct policy. International Barber College has a *progressive Conduct Policy*, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations. **The following *may* be deemed violations of the conduct policy:**

- Refusing to perform client services.
- Failure to follow college's dress code.
- Failure to have books and equipment ready for class and/or clinic every day.
- Students are only allowed to see visitors in the customer waiting area or outside the school.
- Visitors are not permitted on the clinical floor or classroom.
- Students are not permitted to sell any products, crafts, or any items on the college premises.
- Students may take photographs in college only with permission from the school administrator, instructors and all individuals being photographed, failure to do this may be deemed a violation of conduct policy
- Students must be respectful to all instructors and other students.

- Students interrupting classroom or clinic floor for any a reason.
- Phone and Cell phone use: Only emergency phone calls will be accepted on the business telephones. Students are allowed to receive or make emergency/personal phone calls in the classroom only.
- Headphones are not to be worn at any time unless special accommodations have been made in writing for educational purposes and special needs only.
- Smoking is not allowed in the college building. Student and staff must smoke in designated areas.
- Damaging school property
- Making distracting noises, such as whistling and interrupting class.
- Failure to follow Personal Services Policy (No personal grooming is allowed at school, examples: personal grooming such as makeup, nails trimming facial hair, line ups, shaves, *may not* be done at school unless performed by a barber student).
- Violating smoking policy
- Eating on campus, other than in break room.
- Not completing assignments
- Forgery, alteration or misuse of records or documents
- Physical or verbal abuse of others or any threat of force
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
- Possession or use of explosives or weapons
- Failure to comply with directions of college officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Leaving Campus early without prior approval.

Terminations for Conduct

The following acts *may* result in **immediate termination** from International Barber College

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

Grievance Policy and Student Complaints

Most problems or complaints that students may have with the college, or its administrator can be resolved through a personal meeting with the student's instructor or school administrator. If however, this action does not resolve the matter to the satisfaction of the student, he/she may submit

a written complaint to the main campus, in person or via email at info @ international barber. com and staff will respond within 10 school days to aggrieved student, in writing. Grievance forms are available on the school's web page.

If any student does not feel their issue was properly address, they may elect to contact **Arizona Barbering & Cosmetology Board** 1740 W Adams St. Suite #4400 Phoenix, AZ 85007 **Phone:** (602) 542-4498.

Satisfactory Academic Progress Policy (SAP)

International Barber College's Satisfactory Academic Progress is consistently applied to **all** students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. 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. International Barber College's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **actual hours**. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points in Actual Hours
Barbering	1,200 Clock hours	450 hours & 13 weeks 900 hours & 26 weeks
Barber/Cosmetologist Crossover Course	200 Clock Hours	100 hours & 2.88 weeks
Barber Instructor	500 Clock hours	250 hours & 7.25 weeks

*The institution operates all programs according to a schedule of 900 hours & 26 weeks of instruction.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and 133% the length of the course.

Qualitative

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated

during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*.

Maximum Time Frame

Students are required to complete the program and/or course within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy. VA benefits are paid based on the approved program length of 1200 hours only.

Program	Maximum Weeks 133%	Maximum Hours (of scheduled instruction)
Barbering 1200 hours 32 Hours a week 37.50 weeks total	50 Weeks	1596 Hours
Barber/Cosmetologist Crossover Course 200 hours 24 hours a week 8.5 weeks total	11.50 Weeks	266 Hours
Barber Instructor 500 hours 24 hours a week 21 weeks total	28 Weeks	665 Hours

Grading System

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college.

90% - 100%	A	Excellent
80% - 89%	B	Very Good
75% - 79%	C	Passing
0% - 74%	D	Not Passing

Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding, *if applicable*, until the next scheduled evaluation. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Academic 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. International Barber College does not allow for the status of probation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable*.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

Evaluation of Results

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

Access to Satisfactory Academic Progress

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

Interruptions, Leave of Absences & Withdraws

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

Incompletes, Withdraws & Repetitions

Incompletes, withdrawals, and repetitions do not apply to the institution and have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

Transfer Students & SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

Family Educational Rights and Privacy Policy Act FERPA

International Barber College complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students

and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to International Barber College's Admissions Office at International Barber College, or via email at info@internationalbarber.net and allow up to 10 business days for processing. Records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Access to Student Records and Privacy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

International Barber College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. International Barber College protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention & Academic Transcripts

Students' Records will remain onsite for 6 years and transcripts are kept permanently in compliance with National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. Transcripts are not provided to students who have ledger balances.
Tuition

Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

Graduation Requirements

To graduate from International Barber College and receive a diploma of graduation from the school, students must have completed the requisite clock hours, have paid all tuition and fees in full. There is a final mock exam practical and written test, a score of 75% or higher is required to graduate. Students must also pass examinations in all phases of barbering with a 75% or higher before graduating per Arizona HB 2029. Students must also complete Title IV loan exit counseling, if applicable as well as a completing an International Barber College Exit Survey. All financial obligations to the school must be complete prior to graduation.

Job Placement Assistance (Employment Assistance)

The college does attempt to locate employment for students and graduates (in the field of Barbering), but **job placement is not guaranteed**. This service is extended to all students graduating from the *International Barber College*. *International Barber College* maintains a "Job Bulletin Board" listing current employment opportunities as well as a listing of Barbering shops for sale.

Career Opportunities in the Barbering Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification are: Barbers #39-501; this applies to the **Barbering** and **Barber/Cosmetologist Crossover Course**. **Barber Instructor** course is classified a CIP code ##12.0413.

Student Services and Student Counseling

Available student services at International Barber College include but are not limited to academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Referrals to housing while attending school
- Ride sharing or transportation
- Referral to drug or alcohol abuse programs
- Tutoring programs or remedial studies
- Health services agencies

Additionally, the referral list below is designed to assist students in need of other counseling:

- National Committee to Prevent Child Abuse: **1-800-CHILDREN**
- National Domestic Violence Hotline **1-800-799-SAFE (7233)** & **1-800-787-3224** (TDD for the hearing impaired)
- Child help USA: **1-800-4-A-CHILD**
- Gay/Lesbian/Bisexual/Transgender/Transsexual folk, call **1-800-549-1749**
- Child Abuse National Hotline, call **1-800-252-2873, 1-800-25ABUSE**
- Cyber Tip line for reporting the exploitation of children, call **1-800-843-5678**.
- Cocaine National Hotline **1-800-COCAINE**
- If you know of a child in immediate risk or danger, call **1-800-THE-LOST**
- Elder Abuse Hotline, call **1-800-252-8966**
- Friends of Battered Women and Their Children, call **1-800-603-HELP**

- KID SAVE: Referrals to shelters, mental health services, sexual abuse treatment, substance abuse, family counseling, residential care, adoption/foster care, etc. **1-800-543-7283**
- KIDS PEACE: Parent and relative, concerned adults can call about mental health related problems--children and adolescents in crisis will be connected with a social worker for immediate help. Call **1-800-543-7283**
- NAMI Helpline National Alliance for the Mentally Ill, call **1-800-950-NAMI**.
- National Youth Crisis Hotline **1-800-448-4663**
- National Child Abuse Hotline **1-800-25-ABUSE**
- National Mental Health Assn. Provides free information on specific disorders, referral directory to mental health providers, national directory of local mental health associations, and a Stigma Watch. **1-800-969-6642** (M-F, 9-5 EST)
- National Institute of Mental Health Information Line: Provides information and literature on mental illness by disorder-for professionals and general public. **1-800-647-2642**
- National Runaway Switchboard: Lists of shelters, counseling; food pantries; transportation. Suicide & crisis counseling. Message relay from kids to parents or from parents to kids, 3-way calls arranged. **1-800-621-4000**
- Nine Line Nationwide crisis /suicide hotline. For runaways and homeless youth and their families. Provide short term counseling over the phone. Sponsored by Nine Line/Covenant House. **1-800-999-9999**
- SAFE (Self-Abuse Finally Ends) 1- **800-DONT-CUT 1-800-366-8288**
- Youth Crisis Hotline: Crisis hotline and information & referral for runaways or youth in crisis. **1-800-HIT-HOME, 1-800-448-4663**
- To Report Child Abuse **1-800-4-A-CHILD**
- **Arizona Department of Veterans' Services 480-558-2052 (Chandler) & 520-426-1456 (Casa Grande)**

Learning Resources / Library

International Barber College's library contains reference sources, as well as current material on new services. Currently for students to review and be able to checkout from the library which is a book shelve in the school office are listed below:

Milady's Standard Barbering Textbook, 2017 edition ISBN-13: 978-1-305-10055-8.
 Milady's Barbering Student Workbook
 Milady's Procedures DVD
 EVO Magazine

Housing

International Barber College does not have any dormitory facilities under our control; the program is *non-residential*. We assume no responsibility to find or assist a student in finding housing.

Arizona State Licensure Requirements

Applicants for Arizona state licensing exam(s) must meet all the following requirements to sit for their **Barbering** exam:

- Proof that the applicant is at least 16 years old for.
- Proof that the applicant has at least two years of high school education or its equivalent. Acceptable proof includes an official transcript from the high school attended or a copy of a high school diploma or GED.

- Documentation specified under A.R.S. § 41-1080(A) that the applicant's presence in the U.S. is authorized under federal law.
- A photograph, as prescribed under A.R.S. § 32-322(A)(3), that is suitable for use on an identification card and (passport sized)
- Complete the application form and pay all requisite fees.

Applicants for Arizona state licensing exam(s) for **Barber Instructor** must meet all the following requirements:

- Proof that the applicant is at least 19 years old.
- Proof that the applicant has a high school diploma or its equivalent.
- Proof that the applicant has practiced barbering for at least two years. The proof shall contain the notarized signature of the barber or barbers where the work was performed.
- Documentation specified under A.R.S. § 41-1080(A) that the applicant's presence in the U.S. is authorized under federal law.
- Provide a US passport sized photo for identification.
- Provide Current Arizona barber license number.

Industry Pre-Requisites and Physical Demands

Students that have criminal convictions are encouraged to contact the Arizona State Board of Barbers to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment.

Additionally, prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to always have compassion and patience for people. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, the professional in the barbering field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands.

Constitution Day

International Barber College celebrates Constitution Day on each September 17th. If the day falls on a day that students are not scheduled to be on campus the institution will schedule the annual Constitution Day to take place on a day students are scheduled on campus.

Voter Registration

All students and staff are provided voter registration information on the school's web page and may find it at <https://servicearizona.com/VoterRegistration/selectLanguage>.

Institutional Refund Policy

International Barber College's institutional refund policy applies to all regularly enrolled students who terminate for any reason by either party including student decisions, course cancellation or school closure. International Barber college must offer its students the full course of instruction required pursuant to Arizona HB 2029, or the full amount of the tuition paid by the student shall be refunded. **The policy complies with the mandated policy.**

Cancellation or withdrawal shall occur on the earlier of the following dates:

- **When an applicant is not accepted by school.** In this case students who are not accepted by the school are entitled to a refund of all monies paid, except a non-refundable application fee of \$100.
- **A student cancels the contract, in writing, within 3 business days of signing the enrollment agreement** (regardless of if student has started training). In this case the cancellation date will be determined by the postmark on the written notice, or the date the information is delivered to the school, in person. In this case a student is entitled to a full refund of all monies paid, less the \$100 application fee.
- **Students who cancel their enrollment after 3 business days from signing, but prior to starting class,** are entitled to a full refund of all monies paid, less the \$100 application fee and \$50 registration fee. In this case the cancellation date will be determined by the postmark on the written notice, or the date the information is delivered to the school, in person.
- **Student notifies school of intent to withdraw.** In this case the cancellation date will be determined by the postmark on the written notice, or the date the information is delivered to the school, in person.
- **Student is expelled by school.**
- **A student on an approved Leave of Absence** notifies the school they will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of the return, or the date the student notifies the school they will not be returning.

Any student cancels contract after 3 business days of signing contract and has begun class, are entitled to a pro-rata refund based on the schedule below, less the \$100 application fee and \$50 registration fee and any non-refundable fees for kits and books received.

Refund Table

Percentage length completed to total length of program, semester, term or billing period, per enrollment agreement.	Amount of total tuition owed to the school.
0.01 % to 4.9 %	20%
5% to 9.9 %	30%
10% to 14.9 %	40%
15% to 24.9 %	45%

25% to 49.9 %	70%
50% and over	100%

- The ending date for refund computation purposes is the last date of physical attendance by the student.
- Refunds are calculated on a student's **scheduled** hours.
- Total tuition is the amount stated on the contract or enrollment attributed to the program in which the student is enrolled.
- Program length is a period in clock hours for a clock hour program or calendar time for a credit hour program as specified in the enrollment agreement.
- All refunds will be issued within 45 days of official cancellation or withdrawal by the student or termination by International Barber College's in the form of a check to the address of record.
- Unofficial withdrawals are determined by the school by monitoring attendance at least every 30 days. **Withdrawal are based on the last date of attendance.**
- In addition to other applicable fees, the student **may** be charged a withdrawal fee of \$150.
- The percentage of clock hours that have elapsed is calculated by dividing the enrollment time by the program length, then by multiplying the result by one hundred.
- The cancellation date shall be the postmarked date if mailed, or the delivery date, if delivered in person. The termination date shall be the date of formal termination by the school, the **14th day of consecutive (calendar) days** of absence, or the scheduled return date for a student who does not return from an official leave of absence.
- If International Barber College ceases to offer instruction after the student begins training, the student is entitled to a pro-rata refund of tuition based upon enrollment time. If the course is canceled before beginning training, the student shall be entitled, at the option of International Barber College to either a full refund of all money paid to the school, or completion of the course at another location.
- Books, kits, the \$100 application fee and the \$50.00 registration fee are non-refundable items., as per the enrollment agreement.

Collection Policy

International Barber College collection Procedures reflect ethical business practices, the name of its accreditor will not be used in any collection efforts. All correspondence regarding cancelation and settlement statement by or on behalf of the school will clearly acknowledge the existence of the withdraw and settlement policy. If promissory notes, or contracts are sold or discounted to a third party, that third party must comply with the Institutional Refund policy and the Collection Policy of the school.

Federal Financial Aid

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

- Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

Who qualifies for Federal Financial Aid

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen.
- Be a “regular student” – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program.
- Not be enrolled simultaneously in elementary or secondary school.
- Have a valid Social Security number.
- Be registered with Selective Service, if required.
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs.
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder.
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable.
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.
- Not be liable for an overpayment of a Title IV grant.

Return of Title IV (for Federal Student Aid)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student’s behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

If any student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Licensing and Approvals

International Barber College is approved and licensed to operate by:

Arizona Barbering & Cosmetology Board

1740 W Adams St

Suite #4400

Phoenix, AZ 85007

Phone: (602) 542-4498

Fax: (602) 542-3096

International Barber College is currently Accredited by:

(NACCAS) National Accrediting Commission of Career Arts & Sciences 3015 Colvin St. , Alexandria, VA 22302-1432 USA

Phone: 703-600-7600

Ownership

International Barber College is owned by International Barber College, LLC dba International Barber College, an Arizona Corporation.

Bankruptcy History

International Barber College, LLC – dba International Barber College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

Administrative and Instructional Staff

General Manager(s) and Instructors

Mr. Artur Matatov & Mrs. Zina Yagudayeva

General Manager(s) and Instructors

Co-Owners of International Barber College, in Chandler Arizona, Est in 2006. International Barber College is a successful accredited institution leading aspiring barbers to achieve state licensure and entry- level employment as Barbers.

Mr. Lev Matatov

Director of Financial Aid, Instructor, Office Manager

Lev is an Arizona state licensed Barber, Licensed Instructor, Title IV Administrator, and NACCAS accreditation lead for the school.

Darlene Mason

Licensed Instructor

Ms. Mason is a Licensed Instructor in the state of Arizona and re-joined the school's instructional team in 2021.

International Barber College
Pre-Enrollment Disclosures and Acknowledgements

_____ I have received a **school catalog** (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:

_____ **State Licensing Requirements:** I understand the state of Arizona Licensing requirements as put forth in the school's catalog.

_____ **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

_____ **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.

_____ Most current program **Outcomes and Performance data for NACCAS** and on International Barber College's web page.

_____ **Clery Act** disclosures and **Drug and Alcohol Policy** disclosures are on the school's web site.

_____ A Return to title IV policy (R2T4) in catalog.

_____ **Course Outline:** I understand my courses (**Barber, Barbering Instructor** or **Barber/Cosmetologist Crossover Course**) Outline set forth in the catalog.

Student Name (Print):

Date:

Student Name (Sign):