Student Catalog

Life-Changing Beauty Careers Start at Beauty & Barber College

Beauty and Barber College
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Chattanooga, TN 37415

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706.278.0065

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We are honored that you are considering making Beauty and Barber College a part of your education and career as an Aesthetician, Cosmetology, Manicurist, Barber or Instructor!

We understand that your choice of school is extremely important to your education, and we hope you will find the following information helpful as you navigate the decision-making process.

Please let us know if we can help to answer any further questions that you might have.

Licensing:
Beauty and Barber College a cosmetology school in the state of Tennessee.

Financial Aid Information:
You may be eligible for financial aid. To determine your eligibility, fill out an online application for financial aid at https://fafsa.ed.gov/ using our school code (042423). Once completed, please contact us so we can review your application and give you an estimated financial award.

Accreditation Information (pending):
The National Accrediting Commission of Career Arts & Sciences (NACCAS).
National accreditation allows us to participate in US Department of Education Financial Aid programs for those students who qualify.

Tennessee Board of Cosmetology and Barber Examiners
https://www.tn.gov/commerce/regboards/cosmo/license/individual/cosmetologist.html

The National Accrediting Commission of Career Arts & Sciences may be contacted at:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

Owner: Dalton Institute LLC
BRIAN G REYNOLDS

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Beauty & Barber College and Beauty and Barber College are used interchangeably throughout this document. In addition Cosmetology and Cosmetologist or Barber and Barbering is used interchangeably within this document as well as within our advertisement.

WELCOME

Congratulations!

You have taken the first step toward a very exciting and rewarding career. The Beauty and Barber College team believes in providing each student with the support needed to assist them in achieving their career goals. Our team of industry experienced persons strive to challenge, excite, and engage students by providing them with an experience that will be the foundation of their career. The beauty industry is in constant need of qualified, creative, well-trained professionals. Beauty and Barber College is a complete educational environment with multiple ways of learning, including the lecture/theory, practical/laboratory areas, and the hands-on experience within our client areas of the school. It is our objective to assist students to successfully pass the State Licensure Examination with the skills needed for employment in the current workplace. This catalog will provide you with an understanding of program expectations while enrolled in the program. The catalog contains all the necessary information relating to the school and the programs offered.

We reserve the right to alter, change, or modify any and/or all parts of the catalog during the year with reasonable notice to the student, and, annually to maintain current with any regulatory changes that impact the students or the programs.

After reviewing the catalog, meeting with an admissions advisor, reviewing the school programs, it will be up to you to make the decision that can shape your future career. If you decide to enroll and journey through the beauty arts as part of the Beauty & Barber College community, you will be asked to sign an enrollment agreement and acknowledge that you understand the catalog contents.

If you have any comments or questions about the catalog or your beauty career you are welcome to schedule a conference with the campus advisor and meet with one of our fantastic staff. We wish you well on your journey.

Brian Reynolds

Owner, Beauty and Barber College

Contents

Our Mission 7
Admission Policy 7
Re-Entry 7
Transfer Student Policy 7
Course Curriculum 8
Programs 8
Crossover Program 8
Aesthetics 10
Barber, Cosmetology, Aesthetics Instructor Program 11
Barber 13
Cosmetology 14
Manicurist 15
Student Dress Code 16
Industry Information 17
Hours of Operation 18
Registration & Interviews 19
Program Start 19
Orientation 19
Teaching Methods 19
Student Kits 19
Tuition and Other Costs 20
In-House Payment Terms 20
Satisfactory Academic Progress Policy (SAP) 21
Academic Progress Evaluations 22
Attendance Requirements 22
Probation 23
Appeal Process 23
Re-Establishment of Satisfactory Academic Progress 24
Additional Attendance Policies 24
Maximum Time Frame 25
Leave of Absence (LOA) 25
Withdrawal/Re-entry 25
Incompletes, Repetitions, and Non-Credit Remedial Courses 25
Additional Rules and Regulations 25
Grounds for Termination 26
Refund and Settlement Policy 27

Institutional Outcomes 28
Licensing 28
Graduation Requirements 28
Our Facilities 29
Student Support Services 29
Safety & Crime Handbook 29
Students Right To Know Policy 33
Student Privacy Policy 34
Internal Complaint Policy 35
Disabilities 36
Anti-harassment Policy: including Bullying and Sexual Harassment 36
Appendix II - Program Length Details 37
Appendix III - Daily Class Schedule 38
Appendix IV – School Holidays 39
Acknowledgement of Receipt of Student Catalog 40
Acknowledgement of Documents in File 41

Our Mission

Beauty and Barber College strives to provide our students with complete educational experience in the fields of Aesthetics, Cosmetology, Barber, and Manicurist. We are dedicated to providing students with an opportunity to pursue a career in the beauty arts. We believe the curriculum should lay a foundation in both theory and practice that will prepare our students for an exciting beauty career journey.

Our Vision

Beauty and Barber College's vision reflects our values: integrity, service, excellence, and teamwork so that we can provide students with a comprehensive education so they can provide outstanding beauty services to the community.

Admission Policy

A student wishing to enter any program of study must complete an application for admission and must be at least seventeen (17) years of age, a US citizen or in the process of obtaining permanent residency to be completed by exam date, and provide one of the following forms as proof of High School Diploma or its equivalency:

- A high school diploma, or its equivalent, a transcript showing high school completion and graduation date, or evidence that verification of a foreign obtained high school diploma completed by and provided by an outside agency qualified to translate documents into English and confirms the equivalence to a U.S. high school diploma.
- A GED certificate;
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (Hiset) the academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- Secondary school credential for homeschoolers in a program that the state law treats as a home or private school. * An ability to benefit exam does not qualify you to enter any program.

*Foreign documents must be translated into English and evaluated for equivalency of high school diploma by an English Translating Agency before admission into the school.

Prospective students are required to submit one of the following forms of identification as proof of age:

- State-issued photo ID.
- Government-issued ID
- US Passport

Prospective students are required to submit one of the following forms of identification as proof of citizenship or permanent residence status:

- US Passport
- Birth Certificate
- Social Security Card
- US Permanent Resident Card
- Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph

*Beauty and Barber College has no vaccination requirements to enroll in any program.
*All documents will be evaluated for authenticity before admission.
*High school diplomas will be verified by contacting the high school directly.
Non-Discrimination Statement: Beauty and Barber College does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.
*A student who enrolls but does not show up for the first day of class will be considered a No Start. The student must then re-enroll and start on the next available start date.

Re-Entry

If a student discontinued his or her studies at one time or was terminated by the school for lack of progress or violation of school rules, he or she will be allowed to re-enroll at the discretion of the owner and/or Director. This student will return at the exact same status he or she departed. Tuition will be based on a pro-rated schedule.

Transfer Student Policy

Transfer students are accepted into Beauty and Barber College. The number of hours of prior education accepted would be deducted from the contracted hours to finish the program following verification of actual earned hours attended. The maximum number of transferable hours will be determined by the Director but cannot exceed 60% of the required hours of the program.

Tuition for transfer students is based on a per clock hour rate as determined by the required number of hours necessary to complete the program at Beauty and Barber College.

Transfer students are also responsible for the other associated costs of the program, such as textbooks, student kit, and uniforms, as well as a $125 Transfer Registration Fee. Students wishing to transfer educational hours evaluated from another licensed aesthetics or cosmetology school may apply for hours transfer by completing and submitting a completed Application for Enrollment. A request for transfer hours must be completed prior to the execution of an enrollment agreement. Educational hours from any state in which Tennessee State Board of Cosmetology does not accept reciprocity will not be accepted and will not be applied to reduce the required hours of the program the student intends to enroll in. The Director will review the transfer of hours and make final selections based on the criteria outlined in the Admissions Policy as well as regulations set by the Tennessee State Board of Cosmetology. Educational hours of any kind accrued outside of licensed Barber or Cosmetology Schools are not certified and are therefore not eligible for transfer to Beauty and Barber College. Educational hours that are more than two years old are not eligible for transfer to Beauty and Barber College. The school does not recruit students already attending or admitted to another school offering a similar program of study.

Course Curriculum

All courses taught at Beauty and Barber College will be offered in the English language.
There are:

- 750 total hours of coursework required for Aesthetics students,
- 1,500 total hours of coursework required for Cosmetology students,
- 1,500 total hours of coursework required for Barber students,
- 600 total hours of coursework required for Manicurist students,
- 300 total hours of coursework required for Crossover Program students, and
- 300 total hours of coursework required for Instructor Program students.

When coursework has been successfully completed and all fees have been paid, students will then be eligible to take the TN State Board Exam. The Tennessee State Board evaluates practical work, theory comprehension, and state board rules and laws.

Beauty and Barber College utilizes the Milady curriculum for each course.
The books are as follows:

1. Milady Standard Cosmetology, 14th Edition- ISBN-14: 9780357871492
2. Milady Standard Esthetics Fundamentals, 12th Edition- ISBN-14:9780357263792
3. Milady Standard Nail Technology, 7th Edition- ISBN-13:9781285080475
4. Master Educator, 3rd Edition- ISBN-13: 9781133693697
5. Milady Standard Barbering, 6th Edition - ISBN-9781305100558

Teaching Methods: Our School provides many teaching methods to provide you with a comprehensive education no matter what type of learner you are. The academic programs are designed to provide theoretical training and practical applications designed to instill good work habits, ethics, and professionalism. These methods include Interactive Lecture, Demonstration, Individualized Instruction, Group Discussion, Question and Answer, Role Playing, Field Trips, Guest Speakers, Problem Solving, Assignments, and Stories/Testimonials. Beauty and Barber College believes that for our students to succeed they will experience a three-step approach to our education model.
Students will

1.) LEARN IT with lectures and visual aids,
2.) WATCH IT with live demonstrations by instructors and guest presenters, and
3.) DO IT by performing services on mannequins and real clients.

Programs

Crossover Program

Educational Objectives: The education system at Beauty and Barber College includes a learning facility, experienced and competent instructors, and a comprehensive curriculum. The two (2) course options (Crossover from Barber to Cosmetology or Crossover from Cosmetology to Barber) are full-time programs for a minimum of 300 clock hours. Upon completion of the course, the student will have acquired the technical abilities and academic theories that enables them to meet the requirements of the Tennessee State Board of Cosmetology and Barbering for licensure, get an entry level job, and perform barbering or cosmetology services offered in a full-service salon, and be able to earn a living. Other opportunities: salon owner, sales, marketing, platform work, and instructor, and barber/cosmetology specialties. The units of study and the completion requirements satisfy the requirements of the Tennessee State Board of Cosmetology and Barbering.

Our educational objectives for the Crossover Program are:

- To educate students to be professional, knowledgeable, and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of barbering.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas of: (Barbering) men's haircutting and tapering, shaving, mustache, and beard trimming, hair coloring, permanent waving and relaxing, facial treatments, shampooing and conditioning and blow-dry styling; (Cosmetology) hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student to successfully pass the State Licensing Exam for entry level employment.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two (2) comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and include: (Barbering) men's haircutting and tapering, shaving, mustache, and beard trimming, hair coloring, permanent waving and relaxing, facial treatments, shampooing and conditioning and blow-dry styling; (Cosmetology) hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

- Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation.
- Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation.
- Students must make up any failed or missed exams.

Numerical grades are considered according to the following scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

The curriculum for students enrolled in the Crossover Program will satisfy the required minimums set by the state of Tennessee and will include 300 clock hours of theory, practical training, and technical instruction covering all aspects of the industry. Instruction shall be provided by a licensed barber instructor for students crossing over from Cosmetology to Barber and provided by a licensed cosmetologist for students crossing over from Barber to Cosmetology. The licensed instructor shall require each student to obtain three hundred (300) clock hours of training before the student may test for certification. At the conclusion of the 300 clock hours, students must be able to demonstrate the correct procedures of the practical tasks learned and pass all given written and practical tests with a minimum of 75%. Instructors are present during the clinic procedures to further demonstrate, supervise and inspect students' work. The school offers a minimum of four (4) clock hours of theory training per week for the entire enrollment time of each student. See the Hours Requirement Break-down for a specific program for a more detailed description of the remaining hours of coursework. Your education will be complete with instruction from a Tennessee Licensed Barber or Cosmetology Instructor, teaching classes on the latest trends in men's haircutting and tapering, shaving, mustache, and beard trimming, hair coloring, permanent waving and relaxing, facial treatments, shampooing and conditioning and blow-dry styling for students pursuing certification in barbering or hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care for students pursuing certification in cosmetology.

The 300 clocked hours of instruction required for the Crossover Program license shall be apportioned as follows:
Crossover Program for Barber to Cosmetology Total Hours: 300

1. HAIRSTYLING – 25
    a. Marcel Iron and Comb-out - (10 credit hours required - 1/2 credit hours for 20 applications);
    b. Fingerwaves - (10 credit hours required - 1/2 credit hour for 20 applications);
    c. Pin Curls - (5 credit hours required - 1/2 credit hour for 10 application);
    d. Hair Designing (47.5 credit hours) – braiding, extension, twists
2. NAIL CARE – 180
    a. Manicures, Pedicures, and Nail Sculpting = (90) - (90 service application hours);
    b. Manicures with Hand and Forearm Massage - (25 service credit hours/25 applications);
    c. Pedicures with Foot and Leg Massage - (20 service application hours/20 applications);
    d. Nail Sculpting - (45 service application hours/15 applications)
3. SKIN CARE – 42.5
    a. Make-up Applications - (10 service application hours/10 applications);

b. Brow and Lash Tint - (2.5 service application hours/5 applications);
c. Color Accent - (5 service application hours/10 applications);
d. Camouflage Make-up - (5 service application hours/5 applications);
e. Eye Lash Tabbing and Strips - (4 service application hours/8 applications).
f. Individual Eye Lash Extensions (medical grade adhesive) - (11 service application hours/22 applications)
g. Hair Removal, Waxing, Threading and Tweezing - (5 service application hour/10 applications);

4. HEALTH, SAFETY, AND SANITATION — 5
    a. Implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);
    b. Pedicure Spa Bowls, Portable or Fixed Plumbing - (1 service application hour/2 applications);
    c. Waxing and Hair Removal Stations (1 service application/4 applications)
    d. Manicure Stations - (1 service application hour/2 applications)
    e. State Laws and Board Rules - (1 service application hour/2 applications)

Full Time Crossover Program (Barber to Cosmetology) Syllabus

Week	Subject
1	The History of and Opportunities in Professional Beauty Communicating for Success State Board Rules and Laws
2	Life Skills & Your Professional Image
3	Principles of Hair Design, Shampooing, Rinsing, and Conditioning, Hairstyling
4-5	Shaving and Facial Hair Design
6-7	Infection Control: Principles & Practices
8	No Theory-Salon Floor only
12, 16, 17, 19	Hair Styling: Braiding, Weave, Wigs, Hairdressing, Shampoo, and Comb-out
28-33	Nail Care
23-25	Skin Care
5	Health, Safety, and Sanitation: Infection Control

Crossover Program for Cosmetology to Barber Total Hours: 300

1. THEORY – 60: (clock hours)
2. HAIR STYLING TECHNIQUES AND CLIPPER CUTTING – 115: (clock hours)
3. SHAVING AND TRIMMING BEARDS – 50: (clock hours)
4. ADDITIONAL INSTRUCTION PER LICENSED INSTRUCTOR – 75: (clock hours)

Full Time Crossover Program (Cosmetology to Barber) Syllabus

Week	Subject
1	The History of and Opportunities in Professional Barber, Communicating for Success, State Board Rules and Laws
2	Life Skills & Your Professional Image
3-4	Men's Facial Massage and Treatments, Men's Haircutting and Styling, Hair Replacement Services
5	Infection Control Principles and Practices
6	No Theory-Salon Floor only
1-3	Theory: History, Communicating Success, Rules and Laws
14-15, 18-19	Men's Facial Massage and Treatments, Men's Haircutting and Styling, Hair Replacement Services
16-17	Shaving and Facial Hair Design
5	Health, Safety, and Sanitation: Infection Control

Aesthetics

Educational Objectives: The education system at Beauty and Barber College includes a comfortable learning facility, experienced and competent instructors, and a comprehensive curriculum. It is intended to provide guidance to students through education, competency, and quality of instruction for students to become competent in the aesthetics field.
Our educational objectives for the Aesthetics Program are:

- To educate students to be professional, knowledgeable, and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of aesthetics.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas of facials, body treatments, makeup application, massage techniques, skin analysis, and full body waxing services.
- To teach courtesy and professionalism as the foundation of a successful career.

- To prepare the student to successfully pass the State Licensing Exam for entry level employment.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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 include Facials (with mask and massage), Makeup Application, and Hair removal (tweezing, soft waxing, and hard waxing).

- Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation.
- Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation.
- Students must make up any failed or missed exams.

Numerical grades are considered according to the following scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

The curriculum for students enrolled in the aesthetics program will satisfy the required minimums set by the state of Tennessee and will include 750 clock hours consisting of theory, practical training and technical instruction covering all aspects of the industry, including advanced treatments. Theory classes are taught every day during the academic week. Each student is required to complete (obtain) 250 total clock hours of theory to complete Level I. During this time students are in group theory classes designed to provide them with the information needed to pass the written portion of the State Board Exam and begin practical training. Each student must complete 150 clock hours defined as Professional Practices, complete 20 clock hours of Professional Ethics, and complete 80 clock hours of Business Practices. An outline of the requirements of the 250 clock hours in Level 1 is provided to the student and tracked by the instructor.
At the conclusion of Level 1 and the documentation of the completed 250 clock hours, students must be able to demonstrate the correct procedures of the practical tasks learned in Level I and pass all given written and practical tests with a minimum of 75%. Upon completion, students are moved to the clinic floor. Students now enter Level 2 of the program and may now work with clients and perform learned tasks on customers. The school offers a minimum of four (4) hours of theory training per week for the remaining enrollment time at Level 2 for each student. Instructors are constantly present to further demonstrate, supervise and inspect students' work.
Students will also participate in field trips to The International Dermal Institute in Atlanta for undergraduate classes on the latest trends in treatments, equipment, and career development. Our aesthetics program includes advanced certifications in Chemical Peels, Spray Tanning, and Microdermabrasion.

The 750 clock hours of continuous instruction shall be distributed as follows:

1. General 150 clock hours/4.5 credit hours – sterilization, sanitation and bacteriology, professional ethics, personality, salesmanship, anatomy and physiology, and state law
2. Chemical 150 clock hours/4.5 credit hours – skin conditions and disorders, nutrition, aging factors, product ingredients and usage, waxing, lash and brow tinting, OSHA and EPA requirements.
3. Physical 450 clock hours/13.5 credit hours – massage movements and manipulations, masks and packs, facial treatments with and without the use of machines, skin analysis and consultation, application of all products and machines, color psychology, make-up and corrective make-up arching.

Barber, Cosmetology, Aesthetics Instructor Program

Educational Objectives: The primary objective is to train the student instructor in becoming competent in their role as a teaching educator in the field of barbering, cosmetology, aesthetics, or manicurist.

- To perform the basic skills necessary for teaching within the industry.
- To create lesson plans, perform lectures and demonstrations, direct student projects, conduct theory classroom instruction, and, to measure student achievement so future students will have comprehensive knowledge to be employed in the field of cosmetology.
- To practice proper grooming, effective communication skills, and project a positive attitude with a sense of self confidence while teaching.
- To apply theory, technical and related information to students to assist them in developing sound judgments, decisions, and procedures.
- To prepare the student instructor to successfully pass the State Licensing Exam for entry level employment.

Pre-requisites: Prospective student must hold a High School diploma or GED equivalent, a U.S. citizen or permanent resident, have completed a barbering, cosmetology, aesthetics, or manicuring program from an accredited school, pass a state licensure exam for barbering, cosmetology, aesthetics, or manicurist, and have completed a minimum of 3 years of work experience as licensed barber, cosmetologist, aesthetician, or manicurist.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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 include Theory Lesson Plan and Lecture and Practical Lesson Plan and Demonstration. Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up all failed or missed exams.

Numerical grades are considered according to the following scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

Each Instructor Training Program consists of 300 hours and is designed for licensed professionals in barbering, cosmetology, aesthetics, or manicuring, who have at least three years of experience. The course is completed over a period of up to six months and prepares candidates to become licensed instructors by focusing on both teaching theory and hands-on practice. An instructor may only enroll in the instructor program to teach the discipline in which he or she is licensed.

Hours of instruction required for the instructor license shall be apportioned as follows:

1. Foundation of teaching – 100 clock hours
    a. Psychology, methodology & learning styles: adult education theory, student engagement, motivation, accommodating diverse learners
    b. Lesson planning & curriculum design: writing objectives, developing course outlines, educational aids, tests/grading systems
    c. Classroom & clinic management: student records, attendance, behavior management, tech integration, state law awareness
2. General teaching skills – 100 clock hours
    a. Instructional techniques: lecture, demos, visual aids, testing and evaluation, professional standards, ethics, state regulations
3. Practice Teaching & Clinic Supervision - 100 clock hours
    a. Hands-on Student Teaching: Plan and conduct classroom or clinic sessions under supervision, including cosmetology/esthetic/manicure demos
    b. Practical Training: Assist in real student clinics, refine sanitation oversight, mock practical's, lesson delivery assessments

Week	Subject
1	The Career Education Instructor
2	The Teaching Plan and Learning Environment
3	Basic Learning Styles and Principles
4	Effective Classroom Management and Supervision
5	Basic Methods of Teaching and Learning
6-7	Program Review, Development and Lesson Planning
8	Educational Aids and Technology in the Classroom
9	Effective Presentations
10	Assessing Progress and Advising Students
11	Making the Student Salon an Adventure
12	Career and Employment Preparation
13	Educator Relationships
14	Achieving Learner Results
15	Learning is a Laughing Matter
16	Teaching Study and Testing Skills
17	Teaching Success Strategies for a Winning Career
18	Teams at Work
19	Communicating Confidently
20	The Art of Retaining Students
21	Evaluating Professional Performance
22-24	Review and State Board Preparation

Barber

Educational Objectives: The education system at Beauty and Barber College includes a learning facility, experienced and competent instructors, and a comprehensive curriculum. The course is a full-time program for a minimum of 1500 clock hours. Upon completion of the course, the student will have acquired the technical abilities and academic theories that enables them to meet the requirements of the Tennessee State Board of Barbering for licensure, get an entry level job, perform barbering services offered in a full-service salon, and be able to earn a living. Other opportunities: salon owner, sales, marketing, platform work, and instructor, and barber specialties. The units of study and the completion requirements satisfy the requirements of the Tennessee State Board of Barbering.

Our educational objectives for the Barber Program are:

- To educate students to be professional, knowledgeable, and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of barbering.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas men's haircutting and tapering, shaving, mustache, and beard trimming, hair coloring, permanent waving and relaxing, facial treatments, shampooing and conditioning and blow-dry styling
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student to successfully pass the State Licensing Exam for entry level employment.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two (2) comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and include men's haircutting and tapering, shaving, mustache, and beard trimming, hair coloring, permanent waving and relaxing, facial treatments, shampooing and conditioning and blow-dry styling

- Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation.
- Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation.
- Students must make up any failed or missed exams.

Numerical grades are considered according to the following scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

The 1,500 clocked hours of instruction required for barbering license shall be apportioned as follows:

a. General 240 clock hours – history and fundamentals of barbering, elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene, barber implements, shaving, skin, scalp and hair, haircutting, hairstyling and hair setting, hairpieces - (sales and service), chemical theory (permanent waving, hair coloring, bleaching and straightening), manicure and nail care, anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves, makeup and skin care, theory of massage and facial treatment, disorders of the skin, scalp, and hair, barber law, rules and regulations, business management and salesmanship, preparation for seeking employment
b. Chemical 360 clock hours – permanent waving, hair relaxer, hair coloring, bleaching and toning, manicures
c. Physical 900 clock hours – shampooing and rinses, hair care and scalp care, haircutting (male and female), shaving (beards and mustaches), hairpiece-fitting, hairstyling, facials and makeup, manicures

Full Time Barber Syllabus
Total Hours = 1,500

Week	Subject
1	Orientation & History and Opportunities
2	Life Skills & Your Professional Image
3	Communicating for Success & State Board Rules and Laws
4	Bacteriology
5	Infection Control Principles and Practices
6-7	Anatomy and Physiology

8-9	Chemistry
10	Electricity and Light Therapy
11	Properties and Disorders of the Skin
12	Properties and Disorders of the Skin and Scalp
13	Treatment of the Hair and Scalp
14-15	Men's Facial Massage and Treatments
16-17	Shaving and Facial Hair Design
18-19	Men's Haircutting and Styling
20	Hair Replacement Services
18	Women's Haircutting and Styling
19	Chemical Services
21	Hair coloring and Lightening
22	Nails and Manicuring
23	Barbershop Management, The Job Search
24	State Board Preparation and Licensing Laws

Cosmetology

Educational Objectives: The education system at Beauty and Barber College includes a learning facility, experienced and competent instructors, and a comprehensive curriculum. The course is a full-time program for a minimum of 1500 clock hours. Upon completion of the course, the student will have acquired the technical abilities and academic theories that enables them to meet the requirements of the Tennessee State Board of Cosmetology for licensure, get an entry level job, perform cosmetology services offered in a full-service salon, and be able to earn a living. Other opportunities: salon owner, sales, marketing, platform work, instructor, and manicurist and stylist specialties.
The units of study and the completion requirements satisfy the requirements of the Tennessee State Board of Cosmetology.

Our educational objectives for the Cosmetology Program are:

- To educate students to be professional, knowledgeable, and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of cosmetology.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student to successfully pass the State Licensing Exam for entry level employment.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two (2) comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and include Thermal Curling, Blow drying, Chemical Waving, Roller Placement, Haircutting, Virgin Hair Lightening and Retouch, Basic Facial, Manicuring, and Hair removal (tweezing, soft waxing, and hard waxing).

- Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation.
- Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation.
- Students must make up any failed or missed exams.

Numerical grades are considered according to the following scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

The 1,500 clocked hours of instruction required for cosmetology license shall be apportioned as follows:

1. General 300 clock hours/9 credit hours – sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law
2. Chemical 600 clock hours/18 credit hours – Permanent waves, hair relaxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry

3. Physical 600 clock hours/18 credit hours – shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures.

Full Time Cosmetology Syllabus
Total Hours = 1,500

Week	Subject
1	Orientation & History and Opportunities
2	Life Skills & Your Professional Image
3	Communicating for Success & State Board Rules and Laws
4	Infection Control Principles and Practices
5	Anatomy and Physiology
6	Skin Structure, Growth, & Nutrition
7	Skin Disorders and Diseases
8	Nail Structure and Growth
9	Nail Diseases and Disorders
10	Properties of the Hair and Scalp
11-12	Basics of Chemistry
13	Basics of Electricity
14	Principles of Design
15-16	Scalp Care, Shampooing & Conditioning
17	Hairstyling
18	Haircutting
19	Braiding and Braid Extensions & Wigs and Hair Extensions
20	Chemical Texture Services
21	Hair Coloring
22	Hair Removal
23-24	Facials
25	Facial Makeup
26	Manicuring
27	Pedicuring
28	Nail Tips and Wraps
29-30	Monomer Liquid and Polymer Powder Nail Enhancement
31	UV Gels
32 - 33	Acrylic (Methacrylate) Nail Enhancements
34	Seeking Employment & On the Job
35	The Salon Business
36-40	No Theory-Salon Floor only
41 - 46	Review and State Board Preparation

Manicurist

Educational Objectives: The education system at Beauty and Barber College includes a hands-on learning facility, experienced and competent instructors, and a comprehensive curriculum. The program prepares students on the foundational concepts and practices to learn techniques for achieving unique and appealing nail art and nail designs. Our educational objectives for the Manicurist Program are:

- To educate students to be professional, knowledgeable, and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of manicurist.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas of manicuring and pedicuring.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student to successfully pass the State Licensing Exam for entry level.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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 include Manicuring with polish, Nail Wraps, Sculptured Nails, and Nail Tips.

- Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation.
- Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation.
- Students must make up any failed or missed exams.

Numerical grades are considered according to the following scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

The curriculum for students enrolled in the manicurist program will exceed minimums set by the state of Tennessee and will include 600 hours of practical training and technical instruction covering all aspects of the industry. Level 1 Instruction shall be provided by a licensed cosmetology instructor or licensed manicurist instructor. The first 140 clock hours are termed Level I. During this time students are in group theory classes designed to provide them with the information needed to pass the written portion of the State Board Exam. At the conclusion of 140 clock hours, students must be able to demonstrate the correct procedures of the practical tasks learned in Level I and pass all given written tests with a minimum of 75%. Upon completion, students are moved to the clinic floor.
Students may now work with clients and perform learned tasks on paying customers. The school offers a minimum of four hours of theory training per week for the entire enrollment time of each student. Instructors are constantly present to further demonstrate, supervise and inspect students' work. See the Hours Requirement Break-down for a specific program for a more detailed description of the remaining hours of coursework. Students attend day class until the completion of 600 hours.

The 600 clocked hours of instruction required for manicurist license shall be apportioned as follows:

1. General 150 clock hours/4.5 credit hours – sterilization, sanitation and bacteriology, anatomy and physiology, state law, salon management, and ethics
2. Chemical 100 clock hours/ 3 credit hours – product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements
3. Physical 350 clock hours/ 10.5 credit hours – massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, and nail safety

Full Time Manicurist Syllabus

Week	Subject
1	Orientation & Life Skills.
2	Your Professional Image & State Board Rules & Laws
3	Communicating for Success & Seeking Employment
4	On the Job & The Salon Business.
5	Infection Control: Principles and Practices.
6	Anatomy and Physiology.
7	Skin Structure and Growth & Nail Structure and Growth.
8	Nail Diseases and Disorders.
9	Chemistry & Nail Product Chemistry.
10	Manicuring & Pedicuring.
11	Electric Filing & Nail Tips and Wraps.
12	Monomer Liquid and Polymer Powder Nail Enhancements.
13	UV Gels.
14	The Creative Touch.
15 - 16	Review and State Board Preparation

Student Dress Code

Maintaining a positive and professional image includes adhering to the following mandatory student dress code:

Black solid scrub top & pants
Closed-toed shoes
Solid white, grey, or black shirt & pants
Caps, beanies or hats are NOT acceptable.

Beauty and Barber College students should always present a neat and well-groomed appearance, especially given the nature of our industry. Hair, nails, and make-up should always be well manicured, conservative and in good taste. Long nails and polished nails are inappropriate for aesthetics students. Instructors may ask a student to trim nails deemed too long for aesthetics or massage techniques. Students not receiving practical treatment for any reason will not receive daily participation points as all students are required to receive and perform services on another student while working toward 250 hours. It is expected that students will bathe regularly and that all clothing worn will be laundered on a regular basis. All clothing and shoes worn while at Beauty and Barber College should be both modest and moderate in nature and must be in good repair. Closed toe shoes are required. It is the responsibility of the student to adhere to these guidelines. Dress code will be observed any time the student is accruing educational hours unless specified by a member of the administrative staff. It is expected that students will adhere to these guidelines and maintain a positive outlook regarding this and all policies of Beauty and Barber College. The Campus Director reserves the right to determine what is considered improper or inappropriate attire or grooming, and to require any student improperly dressed or with an unkempt appearance to leave the school. Dress code violations by students will not be tolerated.

Industry Information

Job Outlook

Employment trends as reported by the U.S. Bureau of Labor Statistics for Barbers, Hairstylists, Estheticians, Cosmetologists, and other services related to personal appearance are expected to vary among the different occupational specialties. Overall employment of hairdressers, and cosmetologists are expected to grow approximately 8% between 2022 and 2032, about as fast as the average for all occupations. Growth rates will vary depending on specialty people who enjoy talking with others throughout the day, letting you interact with clients and have diverse conversations allows graduates to get to know their customers and develop a professional relationship. An aging population interested in better lifestyles does contribute to this growth. Qualifying for jobs within high-end establishments may be easier when a graduate becomes licensed and experienced.

Job Prospects

Job opportunities generally should be good, particularly for licensed personal appearance workers seeking entry-level positions. Many job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. However, graduates can expect keen competition for jobs and clients at higher paying salons and spas, as these positions are relatively few and require applicants to compete with a large pool of licensed and experienced cosmetologists and estheticians. Opportunities will generally be best for those who like to help people improve their self-esteem with previous experience and for those licensed to provide a broad range of services. The skin care industry is a fast-growing and exciting industry to be a part of. As the industry matures, the need for highly trained and knowledgeable professionals is at an all-time high. The modern medical practice has also found the skills and abilities of highly trained professional estheticians to be extremely helpful, making the medical practices of dermatologists and plastic surgeons exciting arenas for a skin care specialist to put his or her talents and abilities to work. Beauty and Barber College graduates will be trained in the state requirements, giving you a step ahead of competition as you will meet and exceed employee requirements in work performance and professionalism. In 2022 the beauty market – defined as skincare, fragrance makeup and hair care generated approximately $430 billion in revenue as reported by McKinsey.

Work Environment

Cosmetology is the art of beautifying hair, nails, and skin. Becoming a cosmetologist teaches you how to work with these human body areas through beauty treatments and therapeutic processes. Cosmetologists help people attain their beauty goals through standard and innovative beauty treatments. Skincare specialists usually work in salons, health, and beauty spas, and in medical offices. The job may involve a lot of standing. Skincare specialists must evaluate the skin’s condition, so good lighting and clean surroundings are important. Protective clothing and good ventilation also may be necessary because skincare specialists often use chemicals on the face and body. Cosmetologists work mostly in a salon, although some work in a spa, hotel, or resort. Some lease booth space in other people's salons. Some manage salons or open their own after several years of experience. Cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause irritation, so they might wear protective clothing, such as disposable gloves or aprons. Manicurists and pedicurists usually work in a spa or nail salon. The job involves a lot of sitting. Manicurists and pedicurists sometimes use chemicals when working on fingernails and toenails, so they often wear gloves, masks, and protective clothing.

Work Schedule

All personal care professionals can choose to work full-time or part-time, often depending on the work environment and the way a graduate organizes their schedule. For example, a full-service salon/spa or a medical spa may require you to work an eight-hour day. A boutique salon or spa, however, may require shorter work hours on a part-time basis. Nights and weekends are often worked to accommodate clients. Those who are self-employed usually determine their own schedules. But let’s say you decide to rent a booth

in an upscale salon. In most cases, you can probably make your own hours (although some salon owners require their stylists to be there for a certain amount of time). Even if you chose to be there the whole day, high-end boutiques are generally open from 8 a.m. to 6 p.m.

Career Opportunities

Aesthetician

Educational Instructor	Make-up Artist	Medical Esthetician
Platform Artist	Product Trainer	Product/Equipment Sales
Resort/Destination Esthetician	Salon Management	Spa Director

Barber

Barber	Color Stylist	Make-up Artist
Hair Stylist	Platform Artist	Salon Consultant
Spa Director	Retail Specialist	Salon Management

Cosmetologist

Color Stylist	Product/Equipment Sales	Make-up Artist
Hair Stylist	Platform Artist	Salon Consultant
Spa Director	Retail Specialist	Salon Management

Manicurist

Manicurist	Product/Equipment Sales	Make-up Artist
Pedicurist	Platform Artist	Salon Consultant
Spa Director	Retail Specialist	Salon Management

Instructor

Color Stylist	Educational Instructor	Make-up Artist
Hair Stylist	Platform Artist	Salon Consultant
Spa Director	Retail Specialist	Salon Management

Earnings

In 2022, the median hourly wage for hairdressers and cosmetologists was $14.94. The lowest 10 percent earned less than $10.50, and the top 10 percent earned more than $30.00. The median hourly wage for skincare specialists was $18.00. The lowest 10 percent of skincare specialists earned less than $10.00 per hour, and the top 10 percent earned more than $26.00 per hour. The median hourly wage for manicurists and pedicurists was $15.00. The lowest 10 percent earned less than $9.47 per hour, and the top 10 percent earned more than $16.10 per hour. While earnings for entry-level workers usually are low, earnings can be considerably higher for those with experience. Several factors, such as the size and location of the salon/spa, determine the total income of personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. For many personal appearance workers, the ability to attract and hold regular clients is a key factor in determining earnings. Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits. Some personal appearance workers receive free trial products from manufacturers in hopes that they will recommend the products to clients.

***Employment is not guaranteed upon graduation and estimated salaries earned are not guaranteed upon employment.**

Hours of Operation

Beauty and Barber College operates during the following business hours:
Monday – Friday 9:00am – 4:30pm
Tuesday – Thursday 9:30am – 8:00pm client services
Friday 9:30am – 2:30pm client services

Beauty and Barber College is closed on Saturdays and Sundays.

INCLEMENT WEATHER UPDATES

In the event of inclement weather, Beauty and Barber College will announce any delays or closures. Announcements can be found at: https://www.facebook.com/p/Beauty-and-Barber-College-61579316103451/

Registration & Interviews

Students can complete an application for enrollment and register for classes by completing an Enrollment Application and conducting an interview with the Director of Admissions between the hours of 9:30am and 3:30pm, Monday - Friday. Interviews will be scheduled by appointment only and are required before enrolling in any program.

Program Start

Classes for each program begin on the 1st Monday of each month, depending on class availability.

Orientation

Orientation and classes will be held on 1st Monday of each month on the date prior to the scheduled start of a program. Please let the Admissions Director know if you require a special orientation time. Orientation is part of the admissions process and attendance is mandatory. All applicants and enrollees are provided access to the online pdf version of the current catalog prior to signing the enrollment contract. Students will complete and sign the student enrollment contract prior to orientation, and will receive their student ID number, and uniforms at orientation. Student Kits will be given when the student reaches the appropriate hours. Beauty and Barber College policies and procedures will be explained in full during orientation.

Teaching Methods

Beauty and Barber College provides many teaching methods to give you the best education, no matter which type of learner you are, they may include the following methods: Lecture, Demonstration, Individualized Instruction, Group Discussion, Role Playing, Field Trips, Guest Speakers, Assignments, Stories/Testimonials, and outside instruction from The International Dermal Institute, Paul Mitchell, Aesthetic Solutions, OFRA Cosmetics and Skincare.

Student Kits

You will receive your student kit that is specific to the program you have enrolled into. Each kit is included in the price of tuition and the supplies in this kit are the tools for your success during your time here at Beauty and Barber College. It is extremely important that you take care of your kit and the supplies, as you should be using them every day for the duration of your education. The student kit must be kept at the school. We provide you with a student kit so that you may practice your new skills in school. If for any reason, your student kit needs to be replaced, this will be the financial responsibility and obligation of you, the student. Students are to use supplies from their kits for practice during all course instruction. Additional scrubs, t-shirts or other Beauty and Barber College apparel may be available for purchase. Check with your Instructor for a current list of items.

ALL KITS ARE SUBJECT TO CHANGE

Instructor Kit (Barber, Cosmetology, Aesthetics)

1. A current copy of the laws and rules of the Tennessee State Board of Cosmetology.
2. All teaching demonstration materials will be provided by the school as needed throughout the course.

Aesthetics Kit

1. Welcome Pack
2. Tweezers
3. Special Cleansing Gel
4. Oil Free Massage
5. Comedone Extractor
6. Pre-cleanse
7. Multivitamin Power Recovery® Masque
8. Daily Micro exfoliant
9. Concealing Spot Treatment
10. Professional Pencil Sharpener
11. Ultra-Calming™ Cleanser
12. Scaling Fluid
13. Make-Up Kit
14. Active Moist
15. Post Extraction Solution
16. Multi-Active Toner
17. Colloidal Masque Base
18. Speed Mapping Pad
19. Massage Cream
20. Facial Sponges (2-pk)
21. Calming Botanical Mixer
22. Fan Masque Brush
23. Solar Defense Booster SPF30
24. Product Wheel

Barber and Cosmetology Crossover to Barber Kit

1. Mannequin (2)
2. Manikin Holder
3. Smock
4. Wide Neck Duster
5. DZ Towels
6. DZ Rods-Purple Short & Long
7. Spray Bottle
8. Tent Bowl
11. Shampoo Cape
12. Barber Cloth
13. Scalpmaster Collar Clips
14. Soft N Style Duckbill Clips
15. Plastic Combs
16. Barber Combs
17. Round Neck Brush 7
18. Round Styling Brush 1.75
21. Bristle Wave Brush
22. Ceramic Thermal Brush
23. Bristle Club Brush
24. Tourmaline Dryer
25. Marcel Curling Iron
26. Shears
27. Thinning Shear w/ Finger Rest
28. Paddle Razor

9. Dye Brush
10. Andis Shaver
19. Clipper Comb Flat Top
20. Andis Clipper & Amp
29. Dobble Edge Razors
30. Shaper Case/Blade

Cosmetology and Barber Crossover to Cosmetology Kit

11. Mannequin
12. Hair Shaper
13. Stainless Steel Shaper Blade
14. 1250-watt Hair Dryer
15. Ice Tempered Shear
16. Single Blade Thinning Shear
17. Marcel Chrome Curl/Iron
18. Vent Brush
19. Styling Brush
10. Shampoo Cape
11. Spray Bottle
12. Spout Bottle
13. Steel Clips
14. Curl Clips
15. Magnetic Roller Flat-Pak
16. Manicure Kit
17. Shoulder Bag
18. Disposable Neck Strips
19. Make-Up Pallet
20. Fine Tooth Rat-tail Comb
21. Nylon Bristle Brush
22. Flat Iron
23. Consumable Supplies for Esthetics
24. Haircutting Comb
25. Perm Rods & End Papers

Manicurist Kit

1. Metal Cuticle Pusher
2. Orangewood Sticks
3. Nail Buffers
4. Metal Nail File
5. Cotton Balls
6. Manicure Scissors
7. Q-Tips
8. Cuticle Nippers
9. Sponges
10. Nail Implements
11. Applicators
12. Fingernail Clipper
13. Wooden Spatula
14. Toenail Clipper
15. Foot File
16. Tweezers & Metal Tongs
17. Pedicure Slippers
18. Emery Boards
19. Toe Separators

SUPPLIES: All other supplies are furnished by the school. Students are not allowed to bring in supplies from outside the school without the approval of an instructor. At no time shall outside products be used on any school clients without prior approval.

Tuition and Other Costs

Program Costs:

Cosmetology –	$8,475	Aesthetics –	$6,825
Manicurist –	$4,675	Instructor Program –	$4,025
Barber –	$8,375	Crossover Program –	$4,475

Administrative Fee for all students:	Application Fee $20.00 (Non-Refundable)
Administrative Fee for all TRANSFER students:	Registration Fee $125.00 (Non-Refundable)
WITHDRAWAL FEE FOR ALL PROGRAMS:	Withdrawal Fee $100.00 (Non-Refundable)

COSMETOLOGY:
Books & Kits/Tuition Included
TOTAL $8,475

AESTHETICS:
Books & Kits/Tuition Included
TOTAL $6,825

MANICURIST:
Books & Kits/Tuition Included
TOTAL $4,675

INSTRUCTOR PROGRAM:
Books & Kits/Tuition Included
TOTAL $4,025

BARBER:
Books & Kits/Tuition Included
TOTAL $8,375

CROSSOVER PROGRAM:
Books & Kits/Tuition Included
TOTAL $4,475

In-House Payment Terms

Students are able to make payment in full for tuition at the time of enrollment. We also offer monthly payment options that are specified in your school Enrollment Agreement contract. Monthly tuition payments are due on the first school day of each month. Hand payments to the Admissions Director or Campus Director, and a receipt will be issued immediately. Payments may be made by check, cash, money order, credit card, or through non-federal agency or loan programs.

STUDENTS WILL NOT BE ABLE TO ATTEND OR RETURN TO CLASS IF MONTHLY CONTRACTED PAYMENT IS NOT MADE. Tuition balance must reflect $0.00 at the end of your CONTRACT END DATE or YOUR GRADUATION DATE. We will not release student hours until then.

Beauty and Barber College is currently pursuing TFC Tuition services to provide enrolled students the option of an extended payment plan. Qualifications are determined by TFC Credit Corporation.

Satisfactory Academic Progress Policy (SAP)

**Please read carefully before signing an enrollment agreement. **
Satisfactory academic progress in attendance and academic performance applies consistently to all students enrolled at Beauty and Barber College, no matter the program or individual schedule. Evaluations will determine if the student achieves and maintains SAP within each payment period identified. A student must maintain these minimum cumulative requirements (on the Grading Scale below) in theory, attendance, and practical exams combined; and

- 75% or greater (A, B, C)
- 67% attendance

Students receive academic performance grades by theory exams and practical exams. There is one theory exam for each chapter in the textbook, a final theory exam, and a TN State Board Laws exam. Practical exams are a graduation requirement.
There are practical sheets with services that each student must complete before graduation. The only practical grades that are weighed into the overall GPA are on the practical skills evaluations listed in each course's grading procedures. Theory exams and practical exams will be graded according to the following percentage scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

GPA is calculated with every payment period. GPA is determined by the theory and overall attendance for the payment period. Theory and attendance are added to create one total which is divided into two. Students must maintain a minimum attendance rate of 67% to continue in the program.

The attendance percentages are determined by dividing the total number of hours completed by the total scheduled hours as of the date the determination is made. Example being if a student earned 450 clock hours and the program scheduled hours were 545 at the date the determination was made, the overall attendance rate would be 450/545 = 82.6% attendance rate for the completed period.

Students are tested on theory on the day after the last class taught for any given subject. Practical exams will be periodically scheduled throughout the program and consist of several specific criteria that the student is graded on. Tests must be completed in class on the day set forth by the instructor. Any absences on theory test days should be pre-arranged with your instructor. Practical tests and Final Exams cannot be re-taken, and attendance is mandatory. The student's SAP standing will be evaluated at the actual hours at the following checkpoints which coincide with our payment periods: 900 academic Year = 28 weeks

- Crossover 300 Hour Program = 300 hours (9 weeks)
  0 – 150hrs PP01
  300hrs to confirm graduation requirements achieved

- Aesthetics 750 Hour Program = 375 hours (12 weeks), 750 hours (23 weeks)
  0 – 37hrs PP01
  750hrs to confirm graduation requirements achieved

- Barber 1500 Hour Program = 450 hours (14 weeks), 900 hours (28 weeks), 1200 hours (37 weeks) 1500 hours (46 weeks) is as follow:
  0 – 450hrs PP01
  451 – 900hrs PP02
  901 – 1200hrs PP03
  1500hrs to confirm graduation requirements achieved

- Cosmetology 1500 Hour Program = 450 hours (14 weeks), 900 hours (28 weeks), 1200 hours (37 weeks) 1500 hours (46 weeks) is as follow:
  0 – 450hrs PP01
  451 – 900hrs PP02
  901 – 1200hrs PP03
  1500hrs to confirm graduation requirements achieved.

- Manicurist 600 Hour Program = 300 hours (9 weeks)
  0 – 300hrs PP01
  600hrs to confirm graduation requirements achieved.

- Instructor (Barber, Cosmetology, Aesthetics) 300 Hour Program = 300 hours (9 weeks)
  0 – 150hrs PP01
  300hrs to confirm graduation requirements achieved

*Transfer students will be evaluated at the mid-point of the contracted hours or the established evaluation periods, whichever comes first as defined by the total number of clocks required on the Enrollment Agreement. Transfer students are required to pass all practical exams before receiving a diploma. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

A progress report will be placed in the student's file and an instructor will tell the student verbally if their progress falls below the school's guideline in any of the three areas evaluated. SAP evaluation periods are based on actual contracted hours completed while in attendance at the institution. A student receives the results from an SAP evaluation at the completion of the hours required within a payment period as defined and the instructor will provide a copy of the SAP evaluation to the student within two school days of the determination. Students are given a satisfactory progress report which is signed and dated by the student and the Financial Aid Director or appropriate school representative. Once the report has been signed and dated, it is placed in the student's file. A student who meets the minimum requirements for attendance and academic performance is considered to make satisfactory academic progress until the next scheduled evaluation. School-scheduled holidays or bad weather will not count in this calculation. **See Attendance Policies*

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better on the grading scale below. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Refer to the specific grading procedure for each program, beginning on page 6 of this catalog, for a list of the practical skills evaluations that will be conducted for your course of study. Practical skills are evaluated according to text procedures and state board examination requirements. Students must maintain a grade average of 75% prior to graduation. Students must make up failed or missed tests and incomplete assignments and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered the qualitative measure of academic progress and are determined according to the following scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

Attendance Requirements

Attendance will be tracked by a time sheet. Students must sign in and out. You are responsible for signing in and out each day. All students must clock out if you leave the campus for any reason, no matter the length of time. **Getting caught not on campus but signed in can result in a suspension.** No student may clock another student in or out. Each student has the responsibility to clock in and out each day and during their lunch period. An instructor must be informed if you need to leave earlier than scheduled. Students will receive credit for all hours earned, and hours will not be deducted for any reason. The school reserves the right to hold hours until the student has maintained satisfactory progress. Students must maintain a 67% attendance rate (cumulative) to make satisfactory academic progress. This is known as the completion (quantitative) measure of a students' performance. To avoid exceeding the maximum time frame required to complete a program of study using financial aid, students are expected to maintain a specific completion rate that is known as the "pace of progress." A student may apply for and, if eligible, receive financial aid for attempted hours that do not exceed 150% of the required minimum number of hours to complete the student's program of study. **All hours attempted toward the completion of a program of study will be counted regardless of whether financial aid was received or not.**

Satisfactory Academic Progress (SAP) standards ensure that each student is successfully completing their coursework and may continue to receive SFA Title IV financial aid. Students who meet the minimum requirements for attendance and academic performance are considered to make satisfactory academic progress until the next scheduled evaluation. All students must complete his/her program before the 150% of the scheduled clock hours expires. If a student is not on track to graduate within

150% of the normal timeframe, the student will lose eligibility for federal student aid as soon as it becomes impossible for the student to graduate within 150% of the normal timeframe. **Example: 750 clock hour aesthetics program must be completed within 1125 total scheduled clock hours.**

Warning
Students who fail to meet the minimum satisfactory academic progress requirements for attendance or grade point average are placed on financial aid SAP warning which lasts for the next payment period term. Students are considered eligible for financial aid awards during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the end of the next payment period evaluation point. Students who fail to meet the required minimum GPA or attendance rate percentage at the end of the warning period will no longer be eligible for financial aid for subsequent periods. Students may appeal such a determination.

Probation

Students that fail to make satisfactory academic progress will be ineligible for graduation and Title IV Funding. Students who do not achieve the minimum standards for satisfactory academic progress will no longer be eligible for Title IV, HEA program funds, if applicable, unless the appeal of the determination resulted in the status of probation. Students will be notified of any evaluation that impacts their eligibility for financial aid. To prevent this from occurring, the student may appeal the negative SAP determination. If the appeal is approved, the student will be placed on probation for the next payment period and will receive Title IV Funding for that payment period. If a student is successful in their appeal of status after failing to return to Satisfactory Academic Standing following a period of warning, the student may be placed on the status of Financial Aid Probation. This status is for one payment period only. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 10 days of the student appeal. At the end of the probationary period, the student's progress will be reevaluated. The student can re-establish SAP if the student is meeting the minimum requirements for SAP in both attendance and academics. If the student fails to meet minimum requirements he or she will be terminated from the program. Beauty and Barber College is required to notify any student of an evaluation that impacts the student's eligibility for financial aid. Students are only permitted one probationary period during their course of study.

Prior to being approved for a status of probation the student's appeal will be evaluated and if accepted the student will continue to be failing to meet minimum standards for satisfactory academic progress but eligible for probation if:

1. The school evaluates the student's progress and determines that the student can make satisfactory academic progress during the probation period; and
2. The student prevailed upon appeal of a negative progress determination allowing them to be placed on probation; and
3. The school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
4. The school must develop an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

A student must meet each of the elements listed above prior to being placed on the status of probation. When a student appeals a satisfactory academic progress determination by meeting with the Director of Education to develop a plan as to how they are going to make improvements for reestablishing satisfactory academic progress, this plan will be documented on the Academic Plan of Improvement form. The form is signed and dated by the student and the Director of Education then placed in the student's file.

Appeal Process

A student's appeals must contain an explanation of why they failed SAP and what has changed in their situation which will allow them to meet SAP at the next evaluation. A student who had been determined ineligible due to a second (2nd) failed SAP evaluation can file an appeal if they disagree with the determination or have extenuating circumstances such as a death of a relative, an injury to the student, etc. Students must be mathematically able to meet the minimum Satisfactory Academic Progress policy standards by the end of the requested period of enrollment.
Students must submit the following documentation within 5 school days of notification to appeal the decision:

- A letter stating the suggested discrepancy and a request to re-evaluated SAP; or
- A letter of explanation and what has changed in the student's situation that will allow the achievement of SAP at the next schedule evaluation.

The Director of Education will review the documentation and students will receive written notification of the result of their appeal within 5 days from submission of their documentation. The results of the appeal will also be kept in the student's file. If the appeal is granted, the student will re-establish SAP. All results are FINAL.

Suspension students will submit a separate document addressing each of the items below along with any supporting documentation for their appeal application:

- The circumstance that impacted performance.
- What steps have been taken to remove the barriers?
- Describe student educational goals.
- How does the student plan to achieve success for this semester?
- Other items of importance

Re-Establishment of Satisfactory Academic Progress

As described in the policy above, a student who exceeds the maximum time frame and who fails to maintain the minimum standards for pace of progress, cumulative GPA or both a second time will be placed on Financial Aid Suspension. 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 if an appeal was approved during the probationary period. A student who exceeds the maximum time frame for their program will be automatically placed on Financial Aid Suspension and will not be eligible for additional financial aid without an appeal approval.

*ALL STUDENTS WHO RECEIVE FINANCIAL AID MUST MEET THE MINIMUM ATTENDANCE REQUIREMENTS OF 67%.
*Students who 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.

Additional Attendance Policies

Excused/Unexcused Absences

Regular attendance is expected. Absent from class without permission is not permitted. The students shall be required to **report by the school phone or email by 8:30am** and give the reason why they are going to be absent. Otherwise, the absence will automatically be considered unexcused or unauthorized. Excused or Authorized absences occur when a student is prevented from being in attendance because of reasons beyond the student's control, such as personal sickness in the student's immediate family, death, accident, etc. Proper documentation must be submitted for dates missed. Absence due to sickness must be proven by a doctor's statement, otherwise it is unexcused. All students are responsible for making up any work missed while absent. The student is responsible for attaining any information they have missed. Absent days that are not counted against cumulative hours missed, due to Dr. Note or other evidence provided to the school will be removed from the cumulative hours missed, however, all actual coursework and hours required must be completed prior to graduation.

In the event a student has missed 14 consecutive calendar days without notification, that student will be automatically withdrawn and must re-enroll. It is at the discretion of the Campus Director and/or Owner if the student can re-enroll.

Tardiness

If a student is going to arrive later than 9:00, the student must notify the school by email or phone. Theory will begin at 9:30 every morning. You are expected to be in your seat ready to begin class at that time. Tardiness is as follows: three (3) tardy = 1 unexcused absence, three (3) unexcused absences = one (1) whole day suspension, three (3) suspensions = withdrawal from the program. If a student is terminated for excessive unexcused absences, they must make a statement in writing to the director reaffirming a commitment to the school.

Makeup Work

Students who are absent from school must make up assignments, at the discretion of the instructor without penalty, but within a reasonable time following their return to school. It is the student's responsibility to ask for the make-up work upon returning to school. The general rule is that a student is allowed one day to make up assignments per day missed. Students who return to school and receive make up work and then are absent again are expected to submit all previous work upon return to school. Students missing a theory or practical exam must be prepared to complete the exam at the start of the next class they attend.

Re-Entry

If a student who discontinued his or her studies at one time or was terminated by the school for lack of progress or violation of school rules, he or she will be allowed to re-enroll at the discretion of the school Owner. This student will return to the exact same status he or she departed. Tuition will be based on a pro-rated schedule. Re-Entry students may have a different payment period schedule based on the required number of clock hours to be completed in the program. A student suspended for unsatisfactory attendance must receive individual counseling before re-entry.

Maximum Time Frame

The maximum time frame a student must complete the course is within 150% of the contracted end date. Scheduled holidays or bad weather will not count in this calculation. Periods of illness excused or unexcused absences are counted in this calculation. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP periods are based on scheduled contracted hours at this institution.
The 150% maximum timeframe for a 1500 clock hour, 47-week program is 71 weeks (47 weeks x 150%= 70.5 weeks = 71 weeks). This means that a student has a maximum of 71 weeks to complete the 1500 clock hour program.
The chart below gives an example of the maximum time allowed for regular full-time and part-time scheduled students:

- Crossover Program – Full time 31 hours per week: 300 hours ÷ 31 hours/week = 10 weeks. 10 weeks x 150% = 15 weeks max
- Aesthetics – Full Time 29 hours per week: 750 hours ÷ 29 hours/week = 26 weeks. 26 weeks x 150% = 39 weeks max
- Barber – Full time 31 hours per week: 1500 hours ÷ 31 hours/week = 48 weeks. 47 weeks x 150% = 72 weeks max
- Cosmetology – Full time 31 hours per week: 1500 hours ÷ 31 hours/week = 48 weeks. 47 weeks x 150% = 72 weeks max
- Manicurist – Full time 31 hours per week: 600 hours ÷ 31 hours/week= 20 weeks. 20 weeks x 150%= 30 weeks max
- Barber Instructor, Cosmetology Instructor, or Aesthetics Instructor – Full time 31 hours per week: 300 hours ÷ 31 hours/weeks = 10 weeks. 10 weeks x 150% = 15 weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on their scheduled hours.
Any student exceeding the maximum time frame will be considered as passing if academic and theory grades are satisfactory. Any student who exceeds the maximum timeframe will be terminated from the program and would thereafter be permitted to reenroll into the same program on a prorated cash-pay basis.

Leave of Absence (LOA)

Beauty and Barber College does not offer Leave of Absence. Students who may require extended time away from school should follow the steps to officially withdraw and re-enroll when they are ready to proceed with their program.

Withdrawal/Re-entry

If a student is allowed re-entry into a program, the student will return to the same SAP status at which he or she departed. Tuition owed will be based on a pro-rated schedule and the return policy will be based on the last date of attendance, as Beauty and Barber College is an attendance-taking school and is required to report the last date of attendance. Students withdrawing will be charged a withdrawal fee of $100.00. The procedure for an official withdrawal is to fill out a Withdrawal Request Form located in the Office and turn into a member of the administrative staff. The administrative staff will complete and give you a Withdrawal Record and Settlement Calculation Worksheet within 3 days of turning in the form. Unofficial withdrawals are determined by the school through monitoring clock hours reported weekly and will be determined after 14 consecutive calendar days a student was recorded in the attendance file as absent days.

Incompletes, Repetitions, and Non-Credit Remedial Courses

Course incomplete, repetition, and non-credit remedial courses have no effect upon the institution's SAP standards, as this institution has no such items. Beauty and Barber College does not have an incomplete grading policy.

Additional Rules and Regulations

Conduct

Professional conduct is expected from all students enrolled in Beauty and Barber College. Students should familiarize themselves with these rules before enrolling. Rules and regulations will be reviewed on orientation day. All students must adhere to the following rules and regulations:

- Smoking or vaping is not permitted anywhere in the school. There are no exceptions.
- During special demonstration class, no student will be dismissed from that class. Rudeness during a demonstration will not be tolerated.
- Students must have permission from an instructor BEFORE helping another student who is working on a client. Students will not visit another student while they are working on a client.
- Clients are to be greeted and handled in a cheerful, professional manner. Refusal to take a client will result in their being sent home.
- No borrowing another student items without permission.

- Students are responsible for their own equipment and personal property.
- Silence is to be observed in the classroom. Unnecessary noise or conversation will not be allowed.
- Students are not permitted to cause conflict/bullying. Students will not slander, use foul language, fight, or gossip about other students, faculty, curriculum, facilities or be involved in any criminal activities.
- This also includes ANY off-campus school functions.
- A student that refuses the direction of any instructor/staff or showing disrespect to an instructor/staff may be sent home for the remainder of the day and is subject to termination.
- No phone use during instruction.
- Drug and Alcohol Abuse:
    - The use, possession, or distribution of illicit drugs and alcohol are strictly prohibited on the campus of Beauty and Barber College. Use of any illegal drugs or possession of open containers of alcohol on our campus will be reported to the local police and all legal action will be taken as well as possible grounds for termination of enrollment. The medical effects and health risks of Drug and Alcohol abuse include but are not limited to: Cardiovascular disease, Stroke, Cancer, HIV/AIDS, Hepatitis B and C, Lung disease, and mental disorders; as well as effects on unborn children and others around us due to secondhand smoke.

Treatment Scheduling
All treatments are by appointment only and scheduled through a school representative. The appointment will be for a specific bed and should be brought to the attention of the Receptionist if desiring to alter the bed choice.

Laundry and Cleanup
Daily cleanup and laundry duties are assigned to students, and students are responsible in helping maintain clean and sanitary conditions in the school. All students are expected to do laundry daily or as needed. The cleanup must be completed and checked by an instructor before leaving each day. Students are also responsible for keeping their own station area clean, sanitary and clutter free always. Students must clean their station, including the floor, after each service.
Workstations must be cleaned at the end of the day.

Grounds for Termination

A student may be terminated for violation of any rule or regulation of the institution, non-payment of tuition, failure to maintain satisfactory academic progress, or any of the following:

- DISRESPECT and USE OF PROFANITY: Any student that refuses direction from instructors, shows disrespect towards any instructor or school representative, or is vulgar and/or uses profanity on school premises towards instructors, staff, or other students may be subjected to disciplinary actions, sent home, or terminated from their program.
- CHEATING: Any student caught cheating on course work and/or tests will be terminated from their program.
- DRUG ABUSE: The use of, possession of, or selling drugs and/or alcoholic beverages or stealing will be grounds for immediate termination and/or prosecution. We have the right to periodic drug checks. This may involve the use of police if the school feels it is necessary. The medical effects and health risks of Drug and Alcohol abuse include but are not limited to: Cardiovascular disease, Stroke, Cancer, HIV/AIDS, Hepatitis B and C, Lung disease, and Mental disorders.
- VIOLENCE: Students involved in any form of violence or threatening the use of physical violence with another student, staff member or a client will be suspended and may be terminated from the school. Weapons of any kind are not permitted on school premises.
- CRIMINAL ACTIVITY AND VANDALISM: Any criminal activity will not be tolerated and will result in immediate termination. Any vandalism can result in termination if the property cannot be repaired etc. Pursuant to Section 16-11-127.1(a)(3)(B) & (b) of the State Laws and Published Ordinances of Tennessee, it shall be unlawful for any person to carry or to possess or have under such a person's control while within a school safety zone. Beauty and Barber College is defined as a private vocational/technical school and weapons of any kind are not permitted on school premises.
- If a student fails to adhere to the school policies, the student will be counseled on the 1st incident with written documentation. Upon a 2nd offense, the student will be suspended for 3 days with written documentation. Upon a 3rd offense, that student will be terminated from the program, without refund.

***Notwithstanding the above**, the school Owner has the authority to dismiss and terminate any student who does not obey the rules and regulations set forth in this catalog without refund.*

Course and/or Program Cancellation Policy

1. If a course and/or program is canceled after a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
    a. Provide a full refund of all monies paid; or
    b. Provide completion of the course and/or program.

2. 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 Participate in a Teach-Out Agreement; or
    c. Provide a full refund of all monies paid.
3. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make alternative arrangements for students. The school has at its option:
    a. Provide a pro rata refund; or
    b. Participate in a Teach-Out Agreement.

Refund and Settlement Policy

Refund policies and rules apply to all withdrawals and terminations for any reason, by either party, including student decision, program cancellation, or school closure. Refund calculations are based on the number of scheduled hours through the last date of attendance at the time or withdrawal or termination. Any monies due to the applicant or student shall be calculated and refunded within 45 days of cancellation or withdrawal, whether officially or unofficially. The official cancellation or withdrawal date is the earlier of the dates:

A. An applicant not accepted by the School is entitled to a refund of all monies paid.
B. A student cancels the contract and demands his or her money back in writing, within three business days of signing the enrollment agreement, regardless of whether the student has started training. All monies collected by the school are refunded.
C. A student cancels the contract after 3 business days of signing, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school, less the $20.00 application fee and a $125 transfer registration fee for all transfer students.
D. A student notifies the institution of his/her withdrawal.
E. A student is expelled by the school.
F. Terminations by the school for unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Fourteen (14) consecutive days of absences will result in termination.
G. In all cases of withdrawal, expulsion and/or termination of student status, refunds will be calculated based on the student's last date of attendance at the school.
H. The school will refund all monies due the Student per this agreement within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
I. When situations of mitigating circumstances occur, the School may adopt a policy that exceeds the minimum requirements of this refund policy.
J. In the event of a cancellation after attendance has begun, but prior to fifty (50%) of the term being completed based on actual program clock hours, the school shall abide by the following refund schedule.
K. For students who terminate prior to completion, a termination fee in the amount of $100.00 will be assessed.

The official cancellation or withdrawal date will be determined by the postmark on a written notification, or the date said information is delivered to the Director of Education in person. Unofficial withdrawals are determined by the school through monitoring clock hours weekly and will be determined after 14 consecutive calendar days a student is marked absent. The refund is based on the scheduled hours as recorded based on the students' last date of reported attendance.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be owed to the school:

Percentage Length Completed To	**Amount of the Tuition**
Total Length of Course	**Owed to the School**
(Calculated in scheduled clock hours)	
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%

All required materials, such as books, uniforms, student kits, and supplies received by a student are included in tuition costs for each program and are non-refundable at the amount listed in the cost breakdown of this catalog. In case of mitigating circumstances, the school will make a settlement, which is reasonable and fair to both parties and may exceed the Tuition Adjustment chart above. Students receiving VA Education Benefits will be refunded any unused portion of the pre-paid tuition and fees on a pro-rata basis.

Extra Instructional Charges
Each program has been scheduled for completion within an allotted time frame. A grace period of approximately ten (10%) percent of the total scheduled hours required has been added to the calculated completion date for each program. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of $20 per hour before the student can graduate. All monies received by the school for extra-instructional charges prior to completion of the student's contract will be refunded if the student terminates. Title IV funding cannot be used to pay for extra-institutional charges.

Financial Assistance Policy
We offer students payment options that work best for your specific situation. During registration we can talk in detail about different options and help decide what works best for you and your family. We may also communicate with local banks and finance companies to help students who qualify with financing.

Program Cancellation Policy
If a program is cancelled subsequent to a student's enrollment, and before instruction in the program has begun, Beauty and Barber College will refund all monies paid. If the school cancels a course or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a refund of all monies paid.

Collection Policy
Collection attempts will reflect ethical business practices. Collection correspondences regarding outstanding balance and settlement from withdrawal or graduation from a program provides a student their responsibilities for any remaining charges assessed to their account or any other third parties representing the institution will clearly acknowledge the existence of the school's Refund Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party will comply with the school's refund policy.

School Closure Policy
If Beauty and Barber College closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school will refund tuition to each student enrolled at a pro-rated amount and initiate a teach-out agreement with a local school in the area.

Institutional Outcomes

As stated in our mission, we are dedicated to the success of our students. Below are the outcome rates of completion, licensing, and placement for all programs in 2024.

Completion/Graduation Rate –	61.54%
Licensing Rate –	100.0%
Placement Rate –	90.32%

State Laws and Regulations
You will receive a Tennessee State Board Laws and Rules book at orientation. Study it, as there will be more than one class on topics from this book as well as an exam at the end of the course on the rules and laws of the board. These documents can also be found online at https://www.tn.gov/commerce/regboards/cosmo/license/individual/cosmetologist.html

Licensing

To become licensed in Tennessee as a cosmetologist, esthetician, manicurist, barber, or instructor, students must first complete the required training hours at a state-approved school (1,500 for cosmetology or barbering, 750 for aesthetics, 600 for manicuring, and 300 for instructors with 3 years' experience). After completing their program, students must take a 1-hour domestic violence awareness training and pass both the written and practical exams administered by PSI. Once both exams are passed, students apply for licensure through the state's CORE system and pay the required fee. Licenses must be renewed every two years, and instructors must complete 16 hours of continuing education for each renewal period.

Graduation Requirements

Once a student successfully completes the required number of clock hours for a specific program 1,500 for Barber, 1,500 for Cosmetology, 750 for Aesthetics, 600 for Manicurist, 300 for Crossover Program, 300 for Instructor Program, has taken and passed all written and practical examinations with a cumulative 75% average, and satisfies all financial obligations to the school (balance is paid in full), the student will be presented with a diploma for the course of study completed, and will be qualified to take the TN state Board Exams. Beauty and Barber College reserves the right to withhold an official diploma, certification or State Board educational hours verification until all charges owed to Beauty and Barber College are paid in full, and any/all Institute property,

(including but not limited to, books, implements, linens, product, and supplies), that the student may have checked-out during their course of study are returned to Beauty and Barber College. A statement of certified hours will be given to each graduate, but the school may charge a $10 Transcript fee for transcript requests.

Our Facilities

Beauty and Barber College is located at 248 Northgate Mall Dr. Chattanooga, TN 37415. It consists of 4,375 square feet, with 5 classrooms, 2 restrooms, a student break room with 18 lockers, a kitchen with laundry area, a dispensary for supplies and products, 3 administrative offices, reception area, a clinical aesthetics rooms each with three work stations, a clinic floor for aesthetics with four work stations and two sinks, one clinical nail room with a plumbed in pedicure spa and four manicure stations, two clinical cosmetology areas totaling twenty work stations, seven shampoo bowls, seven dryers, a lighted makeup area, and two classrooms each with a white board, TV, DVD player, VCR player and one shared computer and library collection.

Faculty

Brian Reynolds – Owner
Hannah Sy – Financial Director & SCO
Miriam Gembe – Aesthetics Instructor
Stephanie Hendrix – Campus Director /Cosmetology Instructor
Moni Whitaker – Admission Administrator
Dianna Johnson – Manicurist Instructor

Student Support Services

Employment Assistance and Job Placement

Jobs are available for anyone that desires work in the field of cosmetology. There is a list of salons and spas in need of employees posted on the bulletin board. Newspapers (local and out-of-town) have wanted ads available for career opportunities both here and in other cities. There will be networking opportunities such as job fairs, attending local events, and visiting local salons. Beauty and Barber College teaches all students' professional skills including professionalism, resume development, interview preparation, and job search skills, and will work to assist all students in identifying and securing employment opportunities as they become available. Beauty and Barber College does not guarantee employment for any student but assists with professional guidelines and job referral.

Student Advising Policy

Beauty and Barber College maintains an open-door policy between students and instructional and administrative staff members. Students may sign up to meet with administrative staff or with instructional staff at any time. Beauty and Barber College is always available to the student to provide advice on progress and positive suggestions for continued improvement. The staff at Beauty and Barber College understands that personal problems and stresses have a direct, negative affect on the performance of the individual and are things that must be dealt with to promote success in the lives of the potential professionals we are training. We feel that it is critical that assistance is provided to those individuals in need whether the problems encountered are marital, financial, psychological, or drug-alcohol dependency related. If a problem arises that our faculty feels that they are unable to address, we will refer our students to a professional. Beauty and Barber College will not take financial responsibility for these services if they are so needed. Beauty and Barber College staff members have been instructed that if a student should require, either by request or instructor observation, professional assistance, the following resources are available:

National Sexual Assault Hotline	(800) 656- 4673
Suicide Prevention Hotline	(800) 273-8255
Substance Abuse Hotline	(866) 233-1681

Safety & Crime Handbook

INTRODUCTION: THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CAMPUS CRIME STATISTICS ACT, 20 U.S.C. § 1092(F), AS AMENDED (THE "CLERY ACT") is a federal law requiring all institutions of higher education receiving Federal financial assistance under the program authorized under the Title IV Higher Education Act of 1965 to disclose certain timely and annual information about campus crime and security policies. The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking. Beauty and Barber College, operating as an institution of higher education, must include four distinct categories of crime in their ASR crime data.

Criminal Offenses

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery

- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Hate Crimes (any of the above-mentioned offenses, and any incidents of)

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

VAWA Offenses

- Domestic violence
- Dating violence
- Stalking

Arrests and Referrals for Disciplinary Action

- Weapons law violations
- Drug abuse violations.
- Liquor law violations.

Clery Act crime reporting is not strictly limited to events that occur on campus or within campus buildings and residences. Institutions must include statistics for crime that occur in any of these geographic areas:

- On-campus (anywhere)
- On-campus student housing
- Public property within campus bounds
- Public property immediately adjacent to the campus
- Non-campus buildings and property owned or controlled by the organization that are used for educational purposes and frequently used by students but not a part of the core campus, or those owned or controlled by a student organization officially recognized by the institution.

Wherever crimes occur, campus police and public safety departments must maintain a daily crime log of all reported crimes that fall within their jurisdiction. This crime log must be made available to the public during daily business hours.
When a crime covered by the Clery Act occurs, campus officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students. In the event of an immediate, significant danger to the health or safety of the campus community (e.g. weather, disease outbreak), campus officials may issue an emergency notification. This notification can include the entire campus or be limited to a specific area deemed to be at risk.

Our intent is to inform all students and employees of Beauty and Barber College of its safety and security procedures and policies. Our local police department as well as the staff have compiled the statistics used in this report. Our information explains our policy regarding crime, accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Please feel free to ask questions. The safety of our students and employees is important to us. Please be advised that this is an annual disclosure that has been compiled each year. During orientation for new students or employees, and then again in January of each year. Each student and employee are informed of our security report, procedure, and safety practices. We explain the importance of student and employee knowledge of how to protect themselves against crime.

ACCIDENT & CRIME PREVENTION:
Beauty and Barber College does not assume liability for stolen property. Each student or employee should always keep their personal property locked in their lockers. We encourage you not to bring large amounts of money or valuable jewelry, this will reduce the opportunity of theft. All criminal activity and accidents that occur on school property must be reported to the Director of Operations. Circumstances surrounding the incident must be kept confidential.
The Director of Operations must make such information available, keeping information such as names confidential. The following information shall be made available:

1. During weekly announcements a general account of criminal activity will be announced.
2. All criminal and/or accidents will be posted, omitting any confidential information.
3. During the announcement, emphasis will be placed on PREVENTION.
4. A confidential file will be kept on all crimes and accidents in detail.
5. Statistics regarding all incidents of criminal activity or misconduct within the institution will be available upon request.
6. Statistics concerning the number of accidents or criminal activity during the calendar year are posted in this volume.

Beauty and Barber College reserves the right to prosecute anyone, case by case basis, to the full extent of state of Tennessee law, as well as the United States federal law for violation.

The following criminal violation may include but is not limited to:

- Burglary
- Dating Violence
- Domestic Violence
- Forcible and non-forcible sex offences
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism.
- Larceny
- Murder
- Rape
- Robbery/theft
- Simple or aggravated assault
- Stalking
- Unlawful consumption or possession of alcohol or other controlled or illegal substance

PREVENTATIVE MEASURES INCLUDE:

1. During school hours at Beauty and Barber College students or employees shall NOT be permitted to have any illegal or dangerous weapons in their possession on school property. Any violation will result in confiscation of the weapon, possible prosecution as well as possible termination from enrollment or employment.
2. Students and/or employees must keep their property securely locked in their lockers to prevent theft.
3. Students and/or employees must park in their designated areas and should keep cars securely locked.
4. Employees and/or students must never remain alone in the facility after closing without approval from the administration. If approval is given, the outside doors must always remain LOCKED. Student/employee must not allow any unauthorized person entrance.
5. All employees should make certain all student file cabinets always remain locked. When leaving the office, employees should always check to ensure the student filing cabinets are locked.
6. Students and/or employees must report hazardous conditions; i.e., faulty or broken equipment, exposed electrical wires, chemical spills or water leaks to the Director immediately.
7. The Director shall handle such hazards with caution and expedience. Proper procedures may require the Director to notify the proper agencies; i.e. the power company, poison control center, the fire department, etc.
8. Students and/or employees should not attempt to repair damaged electrical equipment or exposed wires. Such problems should be reported to the Director immediately.
9. Damaged or dangerous structural conditions should be reported immediately to the Director.
10. Students and/or employees should handle all equipment according to the manufacturer's directions. The school will Not be responsible for accidents caused by the inappropriate handling or misuse of equipment.
11. Students and/or employees will not be permitted to use unauthorized equipment. The school will not be responsible for accidents involving unapproved equipment.
12. Students and/or employees with serious or unusual health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such information will remain confidential among school management.
13. The school does not have individual security. All crimes are reported to the local police department for further investigation and action. We encourage all students and employees to report all crimes in a timely manner to the Director, who will promptly contact the local authorities. Victims and witnesses are encouraged to report any crimes, but it is solely on a voluntary basis.

PROCEDURES FOR DEALING WITH CRIME:

1) In the event of a burglary or robbery:
    a. Remain calm and agreeable with the culprit(s).
    b. Do NOT attempt any heroic measures.
    c. Report to the local police all burglaries or robberies.
    d. How to report a burglary or robbery:
        i. Give the name of Beauty and Barber College
        ii. Provide your name.
        iii. Give the date and time of the incident.
        iv. List of any injuries if known.
        v. Provide the number of suspects involved.
        vi. Give any descriptive information. Be clear about the facts of the problem as you see them.
        vii. Ask individuals to describe their perception of the problem.

e. Report to Director of Operations or an Instructor on duty.
f. The School Representative on duty will do the following:
    i. Determine if help is needed, if so the person in charge will call 911.
    ii. Complete accident report and include the cause, name or names, time, circumstances, and explanation of any witnesses.
    iii. When necessary, contact parents or family of injured student.
    iv. When an emergency on the school premises occurs, notify the Director of Operations, and remain calm. All school personnel are trained in emergency and evacuation procedures. Director of Operations will determine if an emergency exists by evaluating the situation and consulting with local police.

2) In the event of larceny:
    a. Always remain calm and agreeable with those involved.
    b. Never attempt to determine if any person is innocent or guilty.
    c. Report to local police for investigation:
        i. Give the name of Beauty and Barber College
        ii. Give address: 248 Northgate Mall Dr, Chattanooga, TN 37415
        iii. Give the date and time of the incident.
        iv. List of any injuries if known.
        v. Provide the name(s) of those involved or any witnesses.
        vi. Give descriptive information.
    d. Report to Director of Operations or an Instructor on duty.
        i. The School Representative on duty will do the following:
        ii. Determine if help is needed, if so the person in charge will call 911.
        iii. Complete accident report and include the cause, name or names, time, circumstances, and explanation of any witnesses.
        iv. When necessary, contact parents or family of injured student.
        v. When an emergency on the school premises occurs, notify the Director of Operations, and remain calm. All school personnel are trained in emergency and evacuation procedures. Director of Operations will determine if an emergency exists by evaluating the situation and consulting with local police.
            1. If an actual emergency exists in which a student or staff is in danger, make an immediate announcement to the Director of Operations who will notify the student body and staff, and steps to follow. DO NOT exit the building unless you have been directed, sometimes it is safer to stay in the school in a lockdown mode. Listen and follow directions and remain calm. Staff will direct you of any changes as they are needed.
            2. Safety is the main concern of Beauty and Barber College once all is clear students and staff will be advised.
            3. The school always reviews its evacuation procedures during orientation and then again yearly with the entire student body. An announced emergency test will be conducted at least once a year for the students to clearly understand the procedures. All students and staff are expected to be present for each test. A documented record of the test will be recorded as to the date, time, and whether it was an unannounced test.

The Violence against Women Act (VAWA) is a landmark piece of legislation that sought to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States.

I. The passage of VAWA in 1994 and its reauthorization in 2000, 2005 and 2013, has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access services, and a new generation of families and justice system professionals has come to understand that domestic violence, dating violence, sexual assault and stalking are crimes that our society will not tolerate.

II. Due to this piece of legislation, any crime against a student that falls under the VAWA will be reported to the local authorities immediately upon our staff being made aware of the crime as well as the potential for violence being made known to our students within 48 hours with names being withheld for confidentiality. Our students and their safety are of utmost importance to the staff of Beauty and Barber College.

EMERGENCY PROCEDURES

Emergency, evacuation of the school, all should proceed as fast and safely as possible.

FIRE

1. Always evacuate the area of the fire.
2. Call 911.
3. Evaluate the situation.
4. When the fire department arrives, Director of Operations will be contacted.
5. Call role and make sure all are accounted for in designated area that has been assigned.

ILLNESS OR INJURY

1. MINOR
   a) Use medical supplies on hand to treat.
   b) Evaluate to make sure no further medical treatment is needed.
2. MAJOR
   a) Use first aid techniques as trained, if needed.
   b) Call 911.
   c) In the event an illness or injury requires a doctor's care and emergency services are not needed, transportation arrangements can be made to the emergency room, clinic, or hospital.

BOMB THREAT

1. Treat all threats as if it was real until proven otherwise.
2. Report unidentified or suspicious objects to the authorities.
3. Evacuate the building as safely as possible to the designated area.
4. When law enforcement authorities arrive, the Campus Director, or person designated will assist authorities.

UTILITIES AND MAINTENANCE EMERGENCIES GAS LEAK

1. If anyone smells an unusual odor, act quickly and open doors and windows.
2. Call 911.
3. DO NOT turn any electrical switches on or off.
4. Check gas taps and turn off.
5. If necessary, turn off the gas main.
6. If a gas odor remains strong, evacuate immediately.
7. No one is to remain in the building until the fire department announces it is safe.

TORNADO/SERVERE WEATHER WATCHES AND WARNING PROCEDURE

1. Go to the safe place that has been designated, ALL.
2. Make sure flashlights are in designated area and always keep voice contact.
3. Conduct a head count before moving and then after leaving and going to safe designated area.

Notify Director of Operations ASAP.

Students Right To Know Policy

According to the Student Right-to-Know Act (P.L. 101-542) of 1990, colleges and universities that administer federal Title IV funds must disclose certain information to prospective and enrolled students, parents, and employees. The Higher Education Opportunity Act of 2008 contains numerous federal reporting and disclosure requirements for information from various administrative areas of higher education institutions. This list provides references, reports, and additional relevant information as required and can also be found on the institution's website.

Academic Programs and Policies
Accreditation, Approval, and Licensure of Institution and Programs
Campus Security Policies, Crime Reporting, and Statistics
Student Complaint Policies and Procedures
Consumer Information
Copyright Information
Cost of Attendance
Drug and Alcohol Abuse Prevention Information
Equal Opportunity - Equality and Diversity
Faculty
Federal Financial Aid Penalties for Drug Law Violations
Financial Aid Information
Fire Safety Policies, Fire Statistics, and Fire Log (On-Campus Housing Facilities)

General Institutional Information
Graduation Rates
Health and Safety
Instructional Facilities
Privacy of Student Records - Family and Educational Rights and Privacy Act (FERPA)
Services for Students with Disabilities
Student Financial Assistance
Voter Registration

RESOURCES AVAILABLE

Many resources are available for those having difficulty dealing with substance abuse or addiction. Treatment associated with local hospitals and health clinics are in most cities and counties. The state of Tennessee has treatment resources that may be found on the Internet at the following sites:

www.stopaddiction.com www.findtreament.samhsa.gov
www.soberrecovery.com www.midwayrehab.org
www.communityresources.net

Note: Beauty and Barber College does not endorse any treatment center or resource. For information on Federal Drug Trafficking Penalties, please follow the following link: Http://www.justice.gov/dea/agency/penalties/htm

CRIME STATISTICS

In compliance with Public Law 102-26, the following information on campus crime is reported for your view. The following criminal offenses were reported to campus security or local police as having occurred on campus.

Offense	2021	2022	2023	2024
Rape	0	0	0	0
Burglary	0	0	0	0
Assault	0	0	0	0
Robbery	0	0	0	0
MV Theft	0	0	0	0

In addition to the above crimes, no arrests were made for these violations.

Liquor Law Violations: 0 Drug Abuse Violations: 0 Weapons Possession: 0

This information is updated annually and made available to all students, employees, and applicants.

Student Privacy Policy

Student Records will include the following information: grades, transcripts, attendance, special honors, certificates, any disciplinary actions taken, and Beauty and Barber College diploma, (upon graduation). Currently enrolled students or eligible parents may request to view records at any time by submitting a written request to the school's Director and/or Owner or Director. The records will be reviewed with you within seven business days of the submitted request. If a student or parent requests a copy of the student's records, a $5 fee will be charged. Students or eligible parents have the right to request that a school correct any records which they believe to be inaccurate or misleading. All student records are kept in a locked filing cabinet for safekeeping. Upon graduation and receipt of all monies and properties owed, (including tuition & fees), Beauty and Barber College provides the graduating student with an official copy of hours verification from the Institute. Beauty and Barber College does not provide itemized copies of student hours or grades; however, the student may request these in writing. If requested, the itemized transcripts will be available for the student within seven business days.

Beauty and Barber College keeps permanent records safeguarded against loss or damage for all enrolled students for a minimum of five years. A student and parents of dependent minors have the right to gain access to their files upon written request. Beauty and Barber College maintains a strict privacy policy regarding personal information sharing with third parties. A student's address, social security number, phone number or email address are considered personal information and will not be given out unless specifically released the student in writing. Anyone other than an eligible parent or the student must have written permission from the parent or student to release any information from a student's education record each occurrence. The written consent must state the purpose of the disclosure, specify the records that may be disclosed, identify the party or class of parties to whom the disclosure may be made, and be signed and dated. These consent forms can be obtained through the Admissions Director.

Exceptions to this policy:

- 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.

Beauty and Barber College and its staff follow the rules and laws of FERPA, The Family Educational Rights and Privacy Act, when dealing with student privacy issues.

Internal Complaint Policy

Beauty and Barber College will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the steps of the complaint procedure:

1. The student should register the complaint in writing on the designated form that can be found in the file hanging next to the administrative office.
2. The complaint should be placed in the file hanging next to the administrative office within 60 days of the date that the act which is the subject of the grievance occurred. This file is checked weekly.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide the final resolution of the problem but will notify the student of further investigation and/or actions being taken regarding the complaint.
4. If the problem cannot be resolved through management, the complaint will be referred to an appropriate agency if applicable.
5. Depending on the nature and extent of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be employed by the school or owners, and another member who may not be related to any student of the school. The hearing will occur within 90 days of the committee appointment. The hearing committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. The complainant will be provided a copy of all records after a final resolution is reached, with a signed copy in the complainant's file.

The complainant is required to attempt to resolve the complaint through the school complaint process stated above prior to filing a complaint with the candidate school's accrediting agency. If the complainant wishes to pursue the matter further, a formal complaint may be sent to:

NACCAS (National Accrediting Commission of Career Arts and Sciences)
3015 Colvin Street Alexandria, VA 22314

Final resolution of all complaints will be retained in school files.

Voter Registration:
We at Beauty & Barber College encourage each of our students to exercise their right to vote. If you have yet to register to vote you can register online at https://sos.tn.gov/elections/guides/how-to-register-to-voteand we encourage you to do so. The voting requirements are as follows:

BEAUTY AND BARBER COLLEGE
248 Northgate Mall Dr
Chattanooga, TN 37415

http://www.beautyandbarbercollege.com/

Disabilities

Any condition that may prevent full participation must be disclosed fully prior to your enrollment in order to allow Beauty and Barber College to accommodate you in your education. Please attach a physician's certification describing the condition and how it would affect your ability to fully participate. Prospective students should be aware that full participation in clinical treatments, both giving and receiving, is a requirement for satisfactory progress and course completion at Beauty and Barber College. It is imperative that prospective students understand that without a physician's certification, failure to participate fully in required clinical treatments and experience will adversely affect their grades and may even affect your ability to complete the course and graduate from Beauty and Barber College.

Anti-harassment Policy: including Bullying and Sexual Harassment

Policy: An environment of mutual respect for the rights of others must prevail if Beauty and Barber College is to fulfill its educational purposes. Students are encouraged to form, hold, and express their own belief and opinions. However, a student's exercise of free expression must not interfere with the rights of other students, and all students must be able to learn and grow in an atmosphere which is free from any form of harassment.

Harassment for the purposes of this policy shall be defined as verbal, physical or written behavior which:
-intimidates individuals or groups on any basis including race, ethnic background, gender, sexual orientation, ethnic origin, or disability

OR

-involves an expressed or implied threat to personal safety

OR

-has the effect of interfering with an individual's participation in the curricular or extracurricular activities of this school.

Procedure: A student who feels he/she is being harassed by peers or by a staff member of Beauty and Barber College, or a staff member who feels he/she is being harassed by a student or other staff member, or is aware of the harassment of another student(s) or staff member(s), shall report such incident to a staff member who could be an instructor, the school director, financial aid director, admissions representative or school owner.

The staff member receiving this report, or observing an incident of alleged harassment, will examine the circumstances surrounding the alleged incident. If the receiving staff member determines that harassment has occurred, they will take steps to end the harassment. If the nature and magnitude of the incident(s) warrant follow-up measures, staff members will report charges of harassment to the campus director and school owner. One of these two people will initiate a further investigation of the harassment charges and implement follow-up measures which he/she believes are appropriate.
Follow-up measures may include some or all the following:

- counseling
- suspension (of at least one day, but no more than 10 days, with no change in student's contracted end date)
- termination

If the person suspected of the alleged harassment denies the charges of which s/he is accused, an informal meeting will be held with that person, the campus director or owner. The campus director or owner will explain the evidence that has been collected and provide the accused with the opportunity to present his/her version of the facts giving rise to the charge.

If the campus director or owner determines that no violation has occurred, records and documentation regarding the incident(s) shall not be placed in the file of the accused person. If the director or school owner determines that a violation has taken place, the accused will be placed on suspension from one to ten days. At the end of the suspension period, the accused may return to the school and resume normal activities.

Should a subsequent incident of harassment be witnessed and proven, the accused will be terminated immediately from his/her program.

If you have questions or need further guidance, please contact the Beauty and Barber College Campus Director.

Appendix II - Program Length Details

PROGRAM LENGTH							
Total Clock Hours		Cosmetology 1500	Aesthetician 750	Manicurist 600	Instructor Training 300	Barber 1500	Crossover* 300
FT Morning	Wks	48	26	20	10	48	10
	Mths	12	7	5	3	12	3
3 Days	Wks	55	28	23	12	55	12
	Mths	13	7	6	3	13	3
PT Morning	Wks	60	30	24	12	60	12
	Mths	15	8	6	3	15	3
Evening	Wks	75	38	30	15	75	15
	Mths	18	10	8	4	18	4

Appendix III - Daily Class Schedule

FULL TIME, PART TIME, 3 DAYS	
Monday	
9:00am – 2:00pm	Theory (mandatory)/Class Speakers
Tuesday - Friday	
9:00am – 4:15pm	Practical Demo Clinic floor service clients Lunch #1/ Students Practice Demo Lunch #2/ Students Practice Demo State Board Demo Student assistance One on one
4:15pm – 4:30 PM	**Sanitation to leave**

NIGHT SCHEDULE	
Monday	
5:00pm – 10:00pm	Theory (mandatory)/Class Speakers
Tuesday – Thursday	
5:00pm – 9:45pm	Demo Students Practice Service clients State Board Practical Student Assistance One on one
9:45pm - 10:00pm	**Sanitation to leave**

Appendix IV – School Holidays

Date Range	Holiday
January 01, 2026	New Year
May 25, 2026	Memorial Day
July 3, 2026	Independence Day
September 7, 2026	Labor Day
November 25 – 27, 2026	Thanksgiving Break
December 24 – 25, 2026	Christmas Break
December 31, 2026	New Year
Date Range	**Holiday**
January 01, 2027	New Year
May 31, 2027	Memorial Day
July 05, 2027	Independence Day
September 06, 2027	Labor Day
November 24 – 26, 2027	Thanksgiving Break
December 24, 2027	Christmas Break
December 31, 2027	New Year

Acknowledgement of Receipt of Student Catalog

This Student Catalog has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Beauty and Barber College. Please read it carefully and completely. Upon completion of your review of this catalog, sign the statement below, and return it to the Admissions Director.

I, _____, have received and read a copy of the Beauty and Barber College Student Catalog which outlines the policies, practices, and expectations of Beauty and Barber College, as well as my responsibilities as a student.

I understand that the Owner/Director of Education has the authority to dismiss and terminate any student who does not obey the rules and regulations set forth in this catalog.

I understand that Beauty and Barber College reserves the right at any time to alter class schedules, change instructors and the sequence of instruction, change class hours, change the grounds for termination, and change graduation requirements.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Student Catalog provided to me and I understand I will receive a copy of this signed agreement before signing an enrollment agreement.

_____ _____

Student Signature Date

Acknowledgement of Documents in File

A student wishing to enter any program of study must fill out an application for admission and must be at least seventeen years of age, a US citizen or in the process of obtaining permanent residency to be completed by exam date, and provide one of the following forms as proof High school diploma or its equivalency:

- A high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma, but it will be the financial responsibility of the student to obtain acceptable documentation);
- A GED certificate;
- A certificate or other official completion documentation demonstrating that the student has passed a state-Authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (Hiset)
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who enrolls before completing high school, a transcript indicates the student has excelled in high School. The student must no longer be enrolled in high school, must satisfy your school's written policy for admitting such students, and must be starting a program that leads at least to an associate degree or its equivalent.
- Secondary school credential for homeschoolers in a program that the state law treats as a home or private school.

*An "*ability to benefit exam*" does not qualify you to enter any program.

Prospective students are required to submit one of the following forms of identification as proof of age:

- State-issued photo ID.
- Government-issued identification
- US Passport

Prospective students are required to submit one of the following forms of identification as proof of US citizenship or permanent residence status:

- US Passport
- Birth Certificate
- Social Security Card
- US Permanent Resident Card
- Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph

I have familiarized myself with the contents of this Admission Policy. By my signature below, I acknowledge, understand, accept and agree to comply with this, and I understand that I will submit the 3 required documents before signing an enrollment agreement and beginning classes.

_____ _____

Student signature Date