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**BROWN BEAUTY BARBER SCHOOL CATALOG
2025-2026**



Owned by Salon Lisa Brown, LLC

1724 1st Avenue North, Suite 120. Bessemer, AL 35020
(205) 424-4247 (HAIR)
www.Brownbeautybarberschool.edu

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Brown Beauty Barber School is Approved and Licensed by:

Alabama Board of Cosmetology and Barbering

RSA Union Building
100 North Union Street Suite 324
Montgomery, AL 36130
(334) 242-1918

Jefferson County Barber Commission

716 Richard Arrington Jr. Blvd. North Suite 230
Birmingham, AL 35203
(205)325-5393

Brown Beauty Barber School is Accredited By:

The National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street, Alexandria, VA 22314
(703) 600-7600

Certification Statement: This publication is true and correct in content and policy.

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Welcome to Brown Beauty Barber School

Dear Student,

We are excited that you have chosen Brown Beauty Barber School to prepare you for a career that is personally and financially rewarding. A Brown Beauty Barber School education is *demanding*. At Brown Beauty Barber School we expect quality work from each of our students and instill discipline to develop you into a ***Career Beauty Professional***. In addition, we guarantee excellence and professionalism from both our experienced and knowledgeable instructors and staff. Here at Brown, our students will find that we deliver an innovative environment for learning, and we hope that you will take advantage of all that we have to offer.

We look forward to counting you amongst our successful alumni. Remember, where students go depends on where students begin. Choosy Students #ChooseBrown! If you have any questions after reviewing this material, please don't hesitate to contact us by phone at 205-424-4247(HAIR) or email enroll@brownbeautybarberschool.edu

Sincerely,

Lisa Brown

School Owner, Director, Master Cosmetologist, Barber & Cosmetology Instructor

*Creativity - Inspiration - Passion***Mission Statement**

Brown Beauty Barber School's (BBBS) mission is to provide a conscientious educational program of academic studies in the tradition of Cosmetology, Barbering, Instructor Training, Make Up arts and sciences. We install in our students a challenge for intellectual excellence, professionalism, self-improvement, and dedication to public service. The school environment encourages and prepares students to become better leaders and a credit to their profession by development of self-worth, intellectual curiosity and mastery of skills and techniques.

Our Objective is to prepare graduates for employment. We provide the skills necessary to be a successful, competent Cosmetologist, Barber, Instructor and Make -Up Artist in the Beauty Barber Industry. Instruction takes place through a combination of theory class, practical work, clinic experience, group and individual activities. At the completion of our program, the student is prepared to enter the beauty profession and continue to grow and develop and make a contribution to the profession.

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Statement of Non-Discrimination

Brown Beauty Barber School does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion.

Drug Free Workplace

Brown Beauty Barber School is a Drug Free Workplace with a Zero Tolerance and Alcohol Policy.

English Language Instruction

All classes conducted at Brown Beauty Barber School are conducted in English. The school does not offer English as a second language instruction. This institution does not provide any one-on-one tutoring/special training, special accommodations/interpreter for students.

Academic Calendar 2023-2024

Brown Beauty Barber School offers a “Lifestyle Friendly” Schedule. Class is in session for each program **Monday-Wednesday from 8:30am-4:30pm**. BBBS enrolls a new class every fall and winter starting on a Monday.

Observed Holidays

Brown Beauty Barber School observes the following holidays:

New Years Day, Martin Luther King Day, Spring Break, Easter Monday, Memorial Day, Juneteenth, Independence Day (Summer Break), Labor Day(Fall Break optional), Veteran’s Day, Wednesday Before Thanksgiving , Christmas Eve & Christmas Day (Winter Break). Please note we do not observe President’s Day or Columbus Day

Unexpected School Closings

In case of school closure for reasons beyond the control of Brown Beauty Barber School (weather conditions, instructor absence etc) the school will notify students by way of Pivot Point LAB. Students may be notified through Group Me and email as well.

Administrative Staff

Lisa Brown - Director & Owner (Lisa@brownbeautybarberschool.edu)

Chyna Brown - Bursar (Chyna.bbbs@gmail.com)

Devante Richardson – Financial Aid/Admissions (Enroll@brownbeautybarberschool.edu)

Delshunda Burns- Student Services (Delshunda.bbbs@gmail.com)

Instructor Staff

Lisa Brown - Lead Cosmetology/Barber Instructor (Lisa@brownbeautybarberschool.edu)

Pyper Brown - Cosmetology Instructor (Pyper@brownbeautybarberschool.edu)

Chyna Brown-MUA Instructor (Chyna.bbbs@gmail.com)

Tracy Crawford - Cosmetology Instructor (Tracy@brownbeautybarberschool.edu)

Jamal Jones - Cosmetology Instructor (Jamalj.bbbs@gmail.com)

Raina Ball - Cosmetology Instructor (Raina.bbbs@gmail.com)

Tiffini Crenshaw - Barber Instructor (Tmichae.bbbs@gmail.com)

Tyler Ellis - Barber Teacher’s Aide (Tyler.bbbs@gmail.com)

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Student/Teacher Ratio

The student/teacher ratio must not exceed 20 students in attendance per instructor.

General Description of Facilities and Equipment

The 7,000 square foot Brown Beauty Barber School is an air-conditioned facility with an occupancy level accommodation for 100 students at any one time. The facility which is located at 1724 1st Avenue North, Suite 120, Bessemer, AL 35020 has a reception area, resource area, dispensary, lockers, a restroom, manicure & pedicure areas, (2) fully functional student salons equipped with styling stations, hairdryers, sinks, and facial beds. Teaching is enhanced with the use of electronic equipment such as PowerPoint presentations, DVDs, and videos. Learning resources include reference books, technical manuals, professional periodicals, supplements to text materials, and an inventory of supplies to enhance the educational programs. Prospective students are encouraged to visit the facility and discuss their plans with school personnel before enrolling.

Transportation

Public bus transportation is available from Birmingham to Bessemer as well as throughout the city with stops located close to the school. The BJCTAC MAX #45 bus stops in front of the school.

Program Cost (Tuition, Books, Kit & Fees)

All programs require a minimum \$500 down payment, to be credited towards the books & kit cost. The down payment must be paid out of pocket. If the student fails to start or drops, down payments are refundable, less any kit materials disbursed to the student. Registration fees are non-refundable.

Cosmetology Education -

1500 Hour

Program Tuition \$16,000

Books/Kit \$4,300

Registration Fee \$150

Cost of Barber Education - 1000

Hour Program

Tuition 12,500

Books/Kit \$4,000

Registration Fee \$150

Natural Hair Education -

210 Hour

Program Tuition \$2,800

Books/Kit \$1,500

Registration Fee \$150

Barber Jefferson County Education - 1500 Hour Program

Tuition \$16,000

Books/Kit \$4,000

Registration Fee \$150

Instructor Training

Education - 650 Hour

Program Tuition \$8,500

Books/Kit \$3,900

Registration Fee \$150

Instructor Training Education - 1500 Hour

Program Tuition \$16,000

Books/Kit \$3,950

Registration Fee \$150

Refresher Education – 375 Hour

Program Tuition \$4,800

Books/Kit \$1,500

Registration Fee \$150

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Method and Terms of Payment

Payments may be made by cash, credit card, money order, through non-federal agencies or loan programs. Full payment of Registration Fee, Kit Down Payment, and approved payment plan are due at the time of signing the Enrollment Agreement. Students who have a monthly payment due, are required to put a credit or debit card on file & complete a Credit Card Authorization. Students may opt to use cash monthly, but will still need to keep an active card on file. Students will select a once or twice per month billing plan if there is a balance due. Account billing is processed on the 1st and 15th of the month. Students are responsible for their total contracted tuition, books and kit cost, and repaying any applicable loans plus interest.

Miscellaneous Costs & Fees

A \$50 charge will be assessed on all payments that are more than 14 days past due. Students may request to waive (1) late fee per semester. Students who have an account 3 months behind will be subject to the fees, not to exceed \$200, and may be placed on Financial Suspension. Students on Financial Suspension are prohibited from returning to class & participating in school events including graduation until the payment is received.

Students who withdraw or terminate prior to the course completion are charged a cancellation fee of \$100. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. Brown Beauty Barber School will assess overtime charges (\$20/hr) for hours remaining, outside of the allotted 10% absence hours, after the contracted end date. Overtime charges. There is a \$25 Transcript Fee for students who withdraw, are dropped prior to course completion, transferring or graduated requesting a second copy. Student's account balance and all exit requirements must be satisfied for the school to release a transcript.

VA NOTE: Miscellaneous costs and fees are not eligible for VA funding. No penalty or late fees for VA students is unable to meet financial obligation due to delayed disbursement by the VA (PLL 115-407 Sec. 10)

The Admissions Requirements for Each Course

Cosmetology Program (Cosmetology 1500 Clock Hours)

The Cosmetology Program is open to all individuals that are 18 years of age or older, have a valid social security card, Driver's License and Official High School Transcript/General Equivalency

All Barber Programs (Barber 1000 Clock Hour & Jefferson County Barber 1500 Clock Hour)

The Barber Program is open to all individuals that are 18 years of age or older, have a valid social security card, Driver's License and Official High School Transcript/General Equivalency

All Instructor Programs (Instructor 650 Clock Hour & Instructor 1500 Clock Hour)

The Instructor Training Program is open to all individuals that are 18 years of age or older, have a valid social security card, Driver's License and Official High School Transcript/General Equivalency, and have successfully completed Licensure Requirements for Cosmetology, Barbering, Esthiology or Nail Technology.

Refresher Program (Refresher 375 Clock Hour)

The Refresher Program is open to all individuals that are 18 years of age or older, have a valid social

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security card, Driver's License and Official High School Transcript/General Equivalency, and have previously completed Cosmetology, Barbering, Esthiology or Nail Technology School but did not pass their examinations in the selected timeframe and/or failed the examination more than 3 times.

Natural Hair Stylist Program (Natural Hair Stylist 210 Clock Hour)

The Natural Hair Stylist Program is open to all individuals that are 18 years of age or older, have a valid social security card, Driver's License and Official High School Transcript/General Equivalency

All prospective students are required to:

- Complete an Online Application and Entrance Essay
- Complete tour of our campus with Admissions Representative
- Complete Pre-Enrollment Conference & interview with Admissions Representative
- Complete Financial Planning meeting with Admissions Representative
- Submit required documentation to Admissions Representative: *Valid State ID, Social Security Card or Birth Certificate, Valid Official Transcript from College, High School or GED Equivalency, Letter of Recommendation*
- The School will review the application for admissions as a regular student once the following criteria has been met.

Our policy is to confirm that every diploma or transcript is valid by checking the NCES listing at www.nces.ed.gov for the validity of the high school. If the high school diploma is from a foreign school (any institution outside of the U.S.), the student will need to obtain the verification from an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Your enrollment date will be determined after we receive all required documents and registration fees.

Brown Beauty Barber School Does not Admit Ability To Benefit Students.

Transfer Hours

Brown Beauty Barber School will review a transcript from a School within the Cosmetology/Barbering Network, but cannot guarantee that the hours will be granted based upon that school's curriculum. In most cases, the Director will require completion of a written and practical test, and then make recommendations to the State Board for the final granting of the hours. The enrolling student must provide written proof that they have completed the withdrawal process from the previous school. Brown Beauty Barber School will accept up to 40% of program hours, including highschool credit. **1 clock hour=140 clock hours.** Class must have been passed with a C (70/100%) or better. With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the Brown Beauty Barber School. Students can transfer up to 40% of the program hours from another institution max:

Barber: 400 hours

Cosmetology: 600 hours

Instructor 650: 260 Hours

Instructor 1500: 600 Hours

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Acceptance of transfer credits to another School is at the discretion of the receiving school. Students in good financial standing may request their transcript for hours to be transferred to another Cosmetology/Barbering School for a fee. An Official copy of the student's Brown Beauty Barber School transcript will be released to the student once all financial & exit survey requirements are current and the return of all applicable equipment, books, kits etc. are met.

Student Re-Entrance Policy

The school recognizes that a student may have to drop out of the program due to circumstances beyond his/her control. The School will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Brown Beauty Barber School. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The school uses a 900 hour (38 week) academic year.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on Qualitative and Quantitative elements as follows:

Cosmetology 1500 Hours 63 Weeks	450 (19 weeks) clocked actual hours	900 (38 weeks) clocked actual hours	1200 (50 weeks) clocked actual hours
Barber-Jefferson County 1500 Hours 42 Weeks	450 (19 weeks) clocked actual hours	900 (38 weeks) clocked actual hours	1200 (50 weeks) clocked actual hours
Instructor Training Program 1500 Hours 63 Weeks	450 (19 weeks) clocked actual hours	900 (38 weeks) clocked actual hours	1200 (50 weeks) clocked actual hours
Barber 1000 Hours 42 Weeks	450 (19 weeks) clocked actual hours	900 (38 weeks) clocked actual hours	
Instructor Training Program 650 Hours 28 Weeks	325 (14 weeks) clocked actual hours	600 (25 weeks) clocked actual hours	
Refresher 375 Hours 16 Weeks	150 (7 weeks) clocked actual hours	300 (13 weeks) clocked actual hours	

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Natural Hair Stylist 210
Hours
9 Weeks

105 (4 weeks)
 clocked actual hours

192 (8 weeks)
 clocked actual hours

*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Quantitative & Qualitative Factors for Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

VA NOTE: Students receiving VA education benefits, the minimum attendance rate is 80%. When the student's attendance falls below 80%, they will be terminated from the program as of that date and the benefits will be terminated.

Quantitative & Qualitative Factors for 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 70% or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least one comprehensive Mock State Board Written Exam and one Stateboard Mock Practical skills evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written & practical grade average of 70%. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90% to 100% - "A" Excellent
 80% to 89% - "B" Good
 70% to 79% - "C" Average
 60% to 69% - "D" Below Average
 Below 60% - "F"

In the Instructor Training Program, students are encouraged to retest on any examination or practical earning less than an 80 to prepare for State Licensure Requirements.

Late Testing, Late Submissions, Retesting

Students who missed a required exam/due date without an excused absence will lose up to -10 points (or 10%) on their exam/assignment grade if completed by retest/resubmission date.

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Students who fail to retest/resubmit by the designated date will lose up to -20 points (or 20%) on their exam/assignment grade. If a student requests to retest simply to earn a higher score that may be allowed with no deductions at the discretion of their instructor.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis and may be subject to Overtime Charges

Maximum Time Frame for All Full Time Programs (Full Time = 24 hrs/wk)

- Cosmetology 1500 Hours: 93.75 Weeks, 2250 Hours
- Barber 1000 Hours: 62.4 Weeks, 1500 Hours
- Barber Jefferson County 1500 Hours: 93.75 Weeks, 2250 Hours
- Instructor Training 650 Hours: 40.63 Weeks, 975 Hours
- Instructor Training 1500 Hours: 93.75 Weeks, 2250 Hours
- Natural Hair Stylist 210 Hours: 13.13 Weeks, 315 Hours
- Refresher: 375 Hours: 23.46 Weeks, 563 Hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

VA NOTE: Students receiving VA education benefits may not be certified for hours beyond their contracted end date.

Determination of Progress Status

Students meeting the minimum requirements for academics at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Report at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress(SAP) may have their Title IV/HEA Funding interrupted, unless the student is on warning or filed an appeal resulting in a correction of status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Warnings are sent via email and still valid if a student refuses to sign without appealing.

Probation & Suspension

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probation period, unless the student successfully appeals the probation decision. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students who do not demonstrate the ability to

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improve attendance and or academic progress may be dropped. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probation period, the student has still not met both the attendance and academic requirements required satisfactory academic progress or by the academic plan, he/she will be determined as not making satisfactory academic progress and, if applicable, students may be deemed ineligible to receive Title IV funds and subject to be suspended and/or dropped. Students that are suspended will not be allowed back on campus or to complete assignments until suspension is complete. Students who fail to return from suspension will be considered a drop and terminated from the program.

Re-Establishment of Satisfactory Academic Progress(SAP)

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

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to the school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the students contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation. Students must be maintaining SAP and current account for a LOA to be granted. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students who fail to return from LOA will be considered a drop and terminated from the program.

VA NOTE: VA students will be terminated from the program if it becomes impossible for them to meet satisfactory academic and attendance progress requirements.

Appeal Procedure

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

Non Credit, Remedial Courses, Repetitions

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the schools satisfactory academic progress standards.

Graduation Requirements

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Brown Beauty Barber School has set minimum standards for completion of the program. In order to graduate the Students must meet the following requirements:

- Agrees to make payment arrangements acceptable to Brown Beauty Barber School for all outstanding debts.
- Agrees to pay applicable state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the assigned schedule for the applicable program of study, which may be modified at the schools discretion.
- Understands that if he/she is a Title IV financial aid recipient,* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understand that he/she is responsible for the state licensing exam fees and other examination or licensing related expenses.

VA NOTE: VA Students agree to complete required hours of the program with an average grade of 70% or better.

Documents Awarded Upon Graduation

Upon satisfactory completion of the above criteria, Brown Beauty Barber School will issue a diploma to the graduate. The school will report the students' graduation to the Alabama Board of Cosmetology and Barbering at which time the student can request an exam date. The school will provide 1 Official Transcript and Account Ledger to the student.

Job Placement & Assistance

Graduates from our programs are often recruited by many area employers. However, the School is primarily an institution of learning and therefore does not guarantee employment or job placement to individuals who successfully complete the course of study. Students should notify school upon successful employment.

Scholarships

Brown Beauty Barber School accepts outside scholarships that are payable by check electronic transfer, cash, or money order. Once the scholarship is received, the student's account payment plan will be updated. School Scholarships may be offered periodically. Scholarships offered are for tuition allowances and for specific time periods. All students that enroll during that time period are eligible for the Scholarship if application is completed. If the student withdraws from the school prior to completion of the course of study, the student will not receive the scholarship credit and will be obligated to pay the full amount of unpaid tuition under the contract.

Privacy Policy, Access to Student & Other Institution Records

Students and parent/guardians of dependent minors are guaranteed the right to access and review the students educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request.

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Any third party request for information will require written authorization from the student and parent/guardian of a dependent minor. This can be done via email. Brown Beauty Barber School requires a release form to be completed for each third party request of information. Brown Beauty Barber School provides access to the students' records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

Authorization Form & Release of Information

I understand that I have the right to gain access to my records according to the schools Access to Files Policy by making an appointment with the appropriate school official. I also understand that I have the right to authorize certain individuals, organizations, or classes of parties (such as potential employers) to gain access to certain information in my student file.

Refund Policy, Notice of Cancellation

For applicants who cancel enrollment of students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancelation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. ● For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**Percent of Scheduled Time Enrolled to
Total Course/Program**

**Total Tuition School Shall
Retain/Receive**

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0.01% to 4.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If the school closes permanently and ceases to offer instruction after a student has enrolled, and instruction has begun, the school will provide a prorated refund of tuition OR participate in a teach-out-agreement. If the course/program is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide full refund of all monies paid or completion of the course program at a later time. If the course/program is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course/program at a later time. If the course/program is canceled after students have enrolled and instruction has begun, the school shall provide a prorated refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course/program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course/program completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG; extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the withdrawal. All fees are identified in the catalog in this enrollment agreement.

VA NOTE: Students who fail to enter the program or withdraw on the first day of class are entitled to a 100% refund within 40 days and the school may retain up to \$0.00 of the registration fee.

Appendix A: Policies

Punch In Policy

Students must punch in and out daily, including lunch breaks. Failure to do so may result in loss of hours for that day. Students are responsible for confirming the accuracy of attendance. Any conflicts with their

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monthly attendance sheets should be discussed with the School Director immediately. The school will not make any adjustments to a student's attendance which dates back over (2) weeks. Students can not punch in or out for another student.

Excuse Policy

Students must furnish a valid excuse within (2) school days of returning from an absence or before, for it to be considered excused. Excused absences still count toward the allowed absent hours in a program.

Tardiness Policy

Class begins at 8:30 AM. Students are considered tardy at 9:05am and/or if a student clocks out prior to dismissal. Doors lock at 9:05am. Prior to class start, a student must notify the school if he/she is ill or unable to attend regularly scheduled class. Late arrivals and/or early departures will be marked as tardy. Excessive tardiness will accrue unexcused absences. The Director will review excessive tardiness and/or absences with the student to determine possible corrective action. Students must furnish a valid excuse within (2) school days of returning from an absence or before, for it to be considered excused.

Absence Policy

Students may occasionally encounter situations that mandate missed hours such as illnesses, religious holidays, emergencies, etc. Each field of study has a 10% emergency pool of hours that are to be used for class or clinic time missed for which the student will not accrue overtime charges. After a student has used that pool of hours, he/she will be subject to overtime charges and suspension. Hours missed may extend the contract end date. Students who transfer hours in, allowed absence pool is based on 10% of their contracted hours with the institution.

Allowed Absent Hours:

Barber=100 hours

Cosmetology=150 hours

Instructor=65 Hours

Refresher=35 Hours

Makeup Hour Policy

Make-up hours may be offered to students at the discretion of Brown Beauty Barber School. Students may not make up hours in advance of attendance or "bank" hours for the purpose of graduating before their contracted end date. Make-up hours may be canceled or changed at the discretion of Brown Beauty Barber School at any time, however we will attempt to provide as much advance notice as possible when canceling make-up hours. Once a student has missed hours, those hours are always considered missed and are subject to overtime charges once the student has exceeded the emergency pool of hours that allowed for his/her course of study. Make-up hours are held on Thursdays from 9:30am-12:30pm. Students must arrive no earlier than 9:30 and clock out by 12:30pm.

VA NOTE: VA students receiving VA Education Benefits cannot exceed their graduation past the date on their enrollment agreement and must make up missed hours during regularly scheduled dates with an instructor present.

Termination Policy

Students can be terminated for, but not limited to: failing to maintain SAP in attendance and/or grades, theft, drugs on campus and/or drug use, violent/abusive/disruptive behavior, insubordination, failure to

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maintain a current account, failure to return from a Leave of Absence of Suspension, and/or weapons on campus.

Students who are terminated from the school will have a notice placed on their student record as to their progress at the last day of attendance. If a student is not in attendance for fourteen (14) consecutive scheduled days, the student is subject to termination from his/her course of study. Unscheduled days that the school is closed to inclement weather, holidays, teacher services etc. do not count as missed days. The Director will compute a Cancellation Settlement for each student terminated. The Cancellation is performed in accordance with the school's contract and the Department of Education guidelines. If the student owes money to the school, he/she has 90 days to settle his/her account. After 90 days, the student's account will be forwarded to Collections. If the school owes money to the student, the school will refund the money to the student within (45) days of his/her formal date of termination as determined by the school. Students who are receiving federal aid must complete an exit interview.

Overtime Fees

Each course has been scheduled for completion within an allotted time frame. A grace period of ten percent will be added to the calculated completion dates before extra instructional charges, billed at \$20 per hour, are assessed. Charges must be paid out of pocket, Title IV funds cannot be applied towards additional instructional charges. **VA NOTE: This fee is not eligible for VA funding.**

Standards of Conduct

To help students achieve excellence, Brown Beauty Barber has established guidelines to ensure fairness, understanding, and positive work habits amongst our students. To help prepare students for the workplace, Brown Beauty Barber School operates much like a professional salon environment. Late arrivals, absences, and other interruptions in students training have a significant effect on student achievement- just as they would if students were an employee in a salon, day spa, or other professional organization. By law, we must keep track of students' training hours for licensure or certification.

- Students are expected to conduct themselves in a professional and appropriate manner at all times when on school property. Unprofessional/unsatisfactory conduct can lead to progressive discipline, including termination.
- To maintain the proper learning environment, all students are expected to show respect and courtesy to instructors, staff and peers.
- Food, candy, snacks are allowed in the breakroom only. Beverages may be consumed in the classroom during theory only, at the instructor's discretion. Food/Drink is not permitted during clinic or practical work.
- Brown Beauty Barber School is a smoke free facility. Smoking is allowed outside the building way from campus doorways and seating. Public areas should be kept litter free. Students should dispose of litter accordingly. No smoking allowed in front of the main entrance, where students, staff and guests must enter and exit. Students that choose to smoke should deodorize before returning to class or perform services.
- Cell Phone use is permitted during breaks or in class, at the instructor's discretion for educational purposes. Students should notify their instructor if they are expecting an important

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phone call and will need to be dismissed. Students should refrain from holding conversations, texting, engaging on other apps, using headphones etc. during class time.

- Students must enter and exit the building through the student entrance/exit.
- To benefit from the training and technical experience, students need to be mentally alert and have a sober state of mind. If a student is found using drugs, and/or if the school has reasonable suspicion the student is using controlled substances, the student is subject to termination.
- All services or work done by students must be assigned by instructors. Students must perform the service under the instructor's supervision. Students will be evaluated on all services provided. Students who refuse an assigned service will be dismissed for the remainder of the day.
- In order to perform professional services, students need to be prepared for class at all times. Only authorized products, merchandise and services are permitted in the school. Students are not permitted to solicit non-menu items, products or services on the premises.
- Students are responsible for their own property, the school lockers and/or lockable stations. Personal property must be secured and locked in these areas. The school is not responsible for missing, stolen, or damaged items

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COSMETOLOGY 1500 HR COURSE DESCRIPTION

STATE REGULATORY AGENCY: Alabama Board of Cosmetology and Barbering

COURSE TITLE: Cosmetology

CLASS DATES: Monday-Wednesday

INSTRUCTIONAL MATERIALS: Pivot Point

LENGTH OF COURSE: 1500 Hours

COURSE DESCRIPTION: Students that successfully complete this program will receive the Education and Training to prepare them for the State Board Exam. Class time will be spent learning the Technical Skills And Theory of Hairdressing, Haircutting, Permanent Waving, Hair Coloring, Manicuring, Curling Iron and Salon Business. To assist the student to better understand the chemicals they work with, they will study hair structure and hair chemistry. After receiving a Professional Cosmetology License, it will enable them to perform any standard cosmetology service required in a beauty salon. The course is taught in English.

EDUCATIONAL OBJECTIVES:

To prepare the students to take and pass the State Board Exam in order to be eligible for entry level employment in the field of Cosmetology. To assist students in communicating effectively in order to build a client base. To instill self-confidence in students so they are able to successfully make their own decisions

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent • 80% to 89% - "B" Good • 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average • Below 60% - "F" * *MAJOR ASSESSMENTS REQUIRE C TO PASS*

CAREER OPPORTUNITIES: Cosmetologist - Spa Manager- Spa Owner- Buyer/Assistant - Product Specialist Trainer- In-Salon Coach - Merchandiser

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

Creativity - Inspiration - Passion

COSMETOLOGY 1500 HR CURRICULUM BY REQUIRED HOURS

(UNASSIGNED PORTION) INTRODUCTORY THEORY - CLASSROOM INSTRUCTION

Orientation, the History of Cosmetology, Career Opportunities, Life Skills Management, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

107.5 SCIENCE, ELECTRICITY, BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety, Chemistry, Anatomy and Physiology, Electricity

80 SHAMPOOING, RINSES, SCALP/HAIR TREATMENTS , CONDITIONERS

Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry, Product Knowledge, use and safety

415 HAIRSTYLING

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, Wigs, Product Knowledge, use and safety

75 HAIRCUTTING

Principles and Techniques of Tapered and Styled Haircutting, Removing length or bulk with razor, scissors, clippers, shears

182.5 HAIR COLORING

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects

162.5 CHEMICAL REARRANGING (TEXTURE SERVICES)

Principles and Techniques of Sectioning, Permanent Waving, Relaxing, Virgin Retouch, Wrapping, Processing, Curling

26.5 MANICURING, PEDICURING, NAIL EXTENSIONS

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Pedicuring and Advanced Nail Techniques

103.5 FACIALS, SKIN , BROW & LASH CARE

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Removal of Unwanted Hair, Lash/Brow Tinting, Artificial Eyelashes

(UNASSIGNED PORTION) SALON BUSINESS, RETAIL SALES, CAREER AND

EMPLOYMENT INFORMATION Fundamentals of Business Management, Opening a Salon, Licensing Requirements and Regulations, Laws , Salon Operations, Advertising, Sales, Insurance, Salon Safety and Professional Ethics

347.5 INSTRUCTOR DISCRETION

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To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

1500 TOTAL HOURS

The above hour requirements meets/exceeds the requirements accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student decides to specialize in a specific area.

BARBER 1000 HR COURSE DESCRIPTION

STATE REGULATORY AGENCY: Alabama Board of Cosmetology and Barbering

COURSE TITLE: Barber

CLASS DATES: Monday-Wednesday

INSTRUCTIONAL MATERIALS: Pivot Point

LENGTH OF COURSE: 1000 Hours

COURSE DESCRIPTION: Students that successfully complete this program will receive the Education and Training to prepare them for the State Board Exam. Class time will be spent learning the Technical Skills And Theory of Hairdressing, Haircutting, Permanent Waving, Hair Coloring, Manicuring, Curling Iron and Salon Business. To assist the student to better understand the chemicals they work with, they will study hair structure and hair chemistry.

After receiving a Professional Cosmetology License, it will enable them to perform any standard cosmetology service required in a beauty salon. The course is taught in English.

EDUCATIONAL OBJECTIVES:

To prepare the students to take and pass the State Board Exam in order to be eligible for entry level employment in the field of Cosmetology. To assist students in communicating effectively in order to build a client base. To instill self-confidence in students so they are able to successfully make their own decisions

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent
- 80% to 89% - "B" Good
- 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average
- Below 60% - "F" * *MAJOR ASSESSMENTS REQUIRE C TO PASS*

CAREER OPPORTUNITIES: Barber Stylist - Manager- Owner- Buyer/Assistant - Product Specialist Trainer- In-Salon Coach - Merchandiser

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

Creativity - Inspiration - Passion

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

BARBER 1000 HR CURRICULUM BY REQUIRED HOURS

(UNASSIGNED PORTION) INTRODUCTORY THEORY - CLASSROOM INSTRUCTION

Orientation, the History of Barbering, Career Opportunities, Life Skills Management, State Laws and Regulations, Professional Image, First Aid

107.5 SCIENCE, ELECTRICITY, BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety, Chemistry, Anatomy and Physiology, Electricity

54 SHAMPOOING, RINSES, SCALP TREATMENTS

Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry, Product Knowledge, use and safety

285 HAIRSTYLING

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, Wigs, Product Knowledge, use and safety

50 HAIRCUTTING

Principles and Techniques of Tapered and Styled Haircutting, Removing length or bulk with razor, scissors, clippers, shears

125 HAIR COLORING

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects

111 CHEMICAL REARRANGING (TEXTURE SERVICES)

Principles and Techniques of Sectioning, Permanent Waving, Relaxing, Virgin Retouch, Wrapping, Processing, Curling

60 SKINCARE, SHAVING, MUSTACHES & BEARDS

Skin care, sanitation and safety precautions associated with shaving; perform standard shaving positions and strokes with a straight razor, identify the shaving areas of the face, perform outline, facial, and neck shaves, perform mustache and beard designs, honing and stropping

(UNASSIGNED PORTION) SALON BUSINESS, RETAIL SALES, CAREER AND

EMPLOYMENT INFORMATION Fundamentals of Business Management, Opening a Salon, Licensing Requirements and Regulations, Laws , Salon Operations, Advertising, Sales, Insurance, Salon Safety and Professional Ethics

Creativity - Inspiration - Passion

240 INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

1000 TOTAL HOURS

The above hour requirements meets/exceeds the requirements accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student decides to specialize in a specific area.

BARBER (AL STATE) 1500 HR COURSE DESCRIPTION

STATE REGULATORY AGENCY: Alabama Board of Cosmetology and Barbering

COURSE TITLE: Barber

CLASS DATES: Monday-Wednesday

INSTRUCTIONAL MATERIALS: Pivot Point

LENGTH OF COURSE: 1500 Hours

COURSE DESCRIPTION: Students that successfully complete this program will receive the Education and Training to prepare them for the State Board Exam. Class time will be spent learning the Technical Skills And Theory of Hairdressing, Haircutting, Permanent Waving, Hair Coloring, Manicuring, Curling Iron and Salon Business. To assist the student to better understand the chemicals they work with, they will study hair structure and hair chemistry.

After receiving a Professional Cosmetology License, it will enable them to perform any standard cosmetology service required in a beauty salon. The course is taught in English.

EDUCATIONAL OBJECTIVES: To prepare the students to take and pass the State Board Exam in order to be eligible for entry level employment in the field of Cosmetology. To assist students in communicating effectively in order to build a client base. To instill self-confidence in students so they are able to successfully make their own decisions

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent • 80% to 89% - "B" Good • 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average • Below 60% - "F" * *MAJOR ASSESSMENTS REQUIRE C TO PASS*

CAREER OPPORTUNITIES: Barber Stylist - Manager- Owner- Buyer/Assistant - Product Specialist Trainer- In-Salon Coach - Merchandiser

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

Creativity - Inspiration - Passion

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

BARBER AL STATE 1500 HR CURRICULUM BY REQUIRED HOURS

(UNASSIGNED PORTION) INTRODUCTORY THEORY - CLASSROOM INSTRUCTION

Orientation, the History of Barbering, Career Opportunities, Life Skills Management, State Laws and Regulations, Professional Image, First Aid

200 SCIENCE, ELECTRICITY, BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use and safety, Chemistry, Anatomy and Physiology, Electricity

100 SHAMPOOING, RINSES, SCALP TREATMENTS

Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry, Product Knowledge, use and safety

285 HAIRSTYLING

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, Wigs, Product Knowledge, use and safety

100 HAIRCUTTING

Principles and Techniques of Tapered and Styled Haircutting, Removing length or bulk with razor, scissors, clippers, shears

250 HAIR COLORING

Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects

200 CHEMICAL REARRANGING (TEXTURE SERVICES)

Principles and Techniques of Sectioning, Permanent Waving, Relaxing, Virgin Retouch, Wrapping, Processing, Curling

120 SKINCARE, SHAVING, MUSTACHES & BEARDS

Skin care, sanitation and safety precautions associated with shaving; perform standard shaving positions and strokes with a straight razor, identify the shaving areas of the face, perform outline, facial, and neck shaves, perform mustache and beard designs, honing and stropping

(UNASSIGNED PORTION) SALON BUSINESS, RETAIL SALES, CAREER AND EMPLOYMENT INFORMATION Fundamentals of Business Management, Opening a Salon, Licensing Requirements and Regulations, Laws , Salon Operations, Advertising, Sales, Insurance,

Creativity - Inspiration - Passion

Salon Safety and Professional Ethics

160 INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

1500 TOTAL HOURS

The above hour requirements meets/exceeds the requirements accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student decides to specialize in a specific area. curriculum related areas or if the Student decides to specialize in a specific area.

INSTRUCTOR 650 HR COURSE DESCRIPTION

STATE REGULATORY AGENCY: Alabama Board of Cosmetology and Barbering

COURSE TITLE: Instructor Training

CLASS DATES: Monday-Wednesday

INSTRUCTIONAL MATERIALS: Pivot Point & Milady's

LENGTH OF COURSE: 650 Hours

COURSE DESCRIPTION: Prepare the students to take and pass State Board Exam in order to be eligible for entry-level employment for an Instructor position. Students that successfully complete this program will receive the education and training to prepare them for the State Board Exam. Class time will be spent as instructor, learning the various disciplines within the field of cosmetology, which will include lesson plans, organization skills, managing the classroom environment, learning styles of students, and lectures. This course is taught in English.

EDUCATIONAL OBJECTIVES: To prepare the students to take and pass Alabama Board Of Cosmetology and Barbering Instructor Exam in order to be eligible for entry level employment in the field of Cosmetology/Barbering Instruction. To instill self-confidence in students so they are able to successfully make their own decisions

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent
- 80% to 89% - "B" Good
- 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average
- Below 60% - "F" * *MAJOR ASSESSMENTS REQUIRE C TO PASS*

CAREER OPPORTUNITIES: Instructor, Proctor, Platform artist, Examiner, State Licensing Agency official, Director of Students/Education, Team Lead

INSTRUCTIONAL METHODS:

Creativity - Inspiration - Passion

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent ● 80% to 89% - "B" Good ● 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average ● Below 60% - "F" * *MAJOR ASSESSMENTS REQUIRE C TO PASS*

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

INSTRUCTOR 650 HR CURRICULUM BY REQUIRED HOURS

2 ORIENTATION

Professional ethics, human relations, compensation/payroll deductions, management

28 ALABAMA RULES & REGULATIONS

Reviewing laws that govern students, schools and instructors . Able to understand and explain Alabama State Laws of program

100 THEORY/BASIC PRINCIPLES OF STUDENT TEACHING

Knowledge of subject matter , Evidence of planning skills/lesson plans, Classroom management , Skill in questioning, testing and explaining , Presentation techniques Voice and speaking manner, Appropriate student evaluation / Academic advising Provision for individual student needs, Supportive, caring teacher/ student motivation , To identify student expectations of the teacher , Ability to be objective concerning student's classroom performance

100 PRACTICAL/ BASIC PRINCIPLES OF STUDENT TEACHING

Demonstrating and assessing practical work, Evidence of planning skills/lesson plans, Classroom management , Skill in questioning, testing and explaining , Presentation techniques Voice and speaking manner, Appropriate student evaluation / Academic advising

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290 CLINICAL FLOOR WORK, TEACHING SKILLS

Evidence of being able to demonstrate lesson planning, instruction, classroom management, assessments, demonstrations and grading.

30 PREPARING STUDENT RECORDS

The trainee will be able to maintain records of attendance, grading, and time cards , To be able to maintain supply inventories & dispensary management

100 INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

650 TOTAL HOURS

The above hour requirements meets/exceeds the requirements accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student decides to specialize in a specific area

INSTRUCTOR 1500 HR COURSE DESCRIPTION

STATE REGULATORY AGENCY: Alabama Board of Cosmetology and Barbering

COURSE TITLE: Instructor Training

CLASS DATES: Monday-Wednesday

INSTRUCTIONAL MATERIALS: Pivot Point & Milday's

LENGTH OF COURSE: 1500 Hours

COURSE DESCRIPTION: Prepare the students to take and pass State Board Exam in order to be eligible for entry-level employment for an Instructor position. Students that successfully complete this program will receive the education and training to prepare them for the State Board Exam. Class time will be spent as instructor, learning the various disciplines within the field of cosmetology, which will include lesson plans, organization skills, managing the classroom environment, learning styles of students, and lectures. This course is taught in English.

EDUCATIONAL OBJECTIVES: To prepare the students to take and pass Alabama Board Of Cosmetology and Barbering Instructor Exam in order to be eligible for entry level employment in the field of Cosmetology/Barbering Instruction. To instill self-confidence in students so they are able to successfully make their own decisions

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent • 80% to 89% - "B" Good • 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average • Below 60% - "F" * *MAJOR ASSESSMENTS REQUIRE C TO*

Creativity - Inspiration - Passion

PASS

CAREER OPPORTUNITIES: Instructor, Proctor, Platform artist, Examiner, State Licensing Agency official, Director of Students/Education, Team Lead

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent ● 80% to 89% - "B" Good ● 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average ● Below 60% - "F" * *MAJOR ASSESSMENTS REQUIRE C TO PASS*

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

INSTRUCTOR 650 HR CURRICULUM BY REQUIRED HOURS

25 ORIENTATION

Professional ethics, human relations, compensation/payroll deductions, management

50 ALABAMA RULES & REGULATIONS

Reviewing laws that govern students, schools and instructors . Able to understand and explain Alabama State Laws of program

200 THEORY/BASIC PRINCIPLES OF STUDENT TEACHING

Knowledge of subject matter , Evidence of planning skills/lesson plans, Classroom management , Skill in questioning, testing and explaining , Presentation techniques Voice and speaking manner, Appropriate student evaluation / Academic advising Provision for individual student needs, Supportive, caring teacher/ student motivation , To identify student expectations of the teacher , Ability to be objective concerning student's classroom performance

Creativity - Inspiration - Passion

200 PRACTICAL/ BASIC PRINCIPLES OF STUDENT TEACHING

Demonstrating and assessing practical work, Evidence of planning skills/lesson plans, Classroom management , Skill in questioning, testing and explaining , Presentation techniques Voice and speaking manner, Appropriate student evaluation / Academic advising

500 CLINICAL FLOOR WORK, TEACHING SKILLS

Evidence of being able to demonstrate lesson planning, instruction, classroom management, assessments, demonstrations and grading.

100 PREPARING STUDENT RECORDS

The trainee will be able to maintain records of attendance, grading, and time cards , To be able to maintain supply inventories & dispensary management

425 INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training.

1500 TOTAL HOURS

The above hour requirements meets/exceeds the requirements accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student decides to specialize in a specific area

NATURAL HAIR STYLING 210 HR COURSE DESCRIPTION

STATE REGULATORY AGENCY: Alabama Board of Cosmetology and Barbering

COURSE TITLE: Natural Hair Styling

CLASS DATES: Monday-Wednesday

INSTRUCTIONAL MATERIALS: Pivot Point

LENGTH OF COURSE: 210 Hours

COURSE DESCRIPTION: Students that successfully complete this program will receive the education and training to prepare them for the State Board Exam. Class time will be spent as instructor, learning the various disciplines within the field of cosmetology, which will include Shampooing, Braiding, Weaving, Extending, Locking, Science and Sanitation. After receiving a Professional Natural Hair Stylist License, it will enable them to perform any standard natural styling service required in a beauty salon. The course is taught in English. Class time will be spent learning the course is taught in English.

EDUCATIONAL OBJECTIVES:

To prepare students to take and pass the State board Exam in order to be eligible for entry level employment in the field of Natural Hair Styling. To assist students in communicating effectively in order to build a client base. To instill self-confidence in students so they are able to successfully make their own decisions

Creativity - Inspiration - Passion

GRADING PROCEDURES:

- Written exams & practical work, E-assessments
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - “A” Excellent • 80% to 89% - “B” Good • 70% to 79% - “C” Average
- 60% to 69% - “D” Below Average • Below 60% - “F” * *MAJOR ASSESSMENTS REQUIRE C TO PASS*

CAREER OPPORTUNITIES: Braider, Natural Hair specialist, extension specialist, product specialist, retailer

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady’s Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

NATURAL HAIR STYLING 210 HR CURRICULUM BY REQUIRED HOURS

10 SHAMPOO, RINSES, SCALP TREATMENTS

Shampooing, Rinsing, Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and related Chemistry, Product Knowledge, Use and Safety

135 BRAIDING, WEAVING, EXTENDING, LOCKING

Principles and Techniques of Blow Drying, Hair Dressing, Braiding, Hair Extensions, Enhancements, Wigs, Product Knowledge, Use and Safety

65 SCIENCE AND SANITATION

Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety., Seeking employment, Professionalism, Resume Writing, Interview/Job Search Skills

210 TOTAL HOURS

The above hour requirements meets/exceeds the requirements accepted by the applicable regulatory agency for examination.

REFRESHER PROGRAM 375 HR COURSE DESCRIPTION

STATE REGULATORY AGENCY: Alabama Board of Cosmetology and Barbering

COURSE TITLE: Refresher

CLASS DATES: Monday-Wednesday

Creativity - Inspiration - Passion

INSTRUCTIONAL MATERIALS: Pivot Point

LENGTH OF COURSE: 375 Hours

COURSE DESCRIPTION: Students that successfully complete this program will meet the requirements under Code of AL 1975 34-7B-15(f) and prepare them for the state board exam. Class time will be spent refreshing the Technical and Test taking skills. After receiving a Cosmetology License, it will enable them to perform any standard cosmetology service required in a beauty salon. This course is taught in English.

EDUCATIONAL OBJECTIVES:

To prepare the students to take and pass Alabama Board of Cosmetology and Barbering State Board Exam in order to be eligible for entry level employment in the field of Cosmetology/Barbering Instruction. To assist students in communicating effectively in order to build a client base. To instill self-confidence in students so they are able to successfully make their own decisions

GRADING PROCEDURES:

- Written exams & practical work
- Mock State Board Written and Practical Assessments

GRADING SCALE:

- 90% to 100% - "A" Excellent
- 80% to 89% - "B" Good
- 70% to 79% - "C" Average
- 60% to 69% - "D" Below Average
- Below 60% - "F"

CAREER OPPORTUNITIES: Braider, Natural Hair specialist, extension specialist

INSTRUCTIONAL METHODS:

- Workbook Assignments, Written Tests, Lectures, Hands on Demonstrations
- Videos , Demonstrations, Practical Skills on clients and mannequins

REFERENCE LIBRARY

- Pivot Point Text, Study guide and exam prep
- Milady's Standard Cosmetology Text , Study guide and exam prep
- Extensive collection of books and videos too numerous to mention

REFRESHER 375 HR CURRICULUM BY REQUIRED HOURS

95 THEORY- CLASSROOM INSTRUCTION

Orientation, State Laws and regulations, Chemistry, Anatomy, Bacterial Growth, Biology, Infections and Infection Control

50 HAIRCUTTING

Principles and Techniques Tapered and Styled Haircuts

50 HAIRCOLORING

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Principles of Temporary, Semi- Permanent, and Permanent Hair Color

20 MANICURING

Principles and Techniques of Manicuring

10 FACIALS

Principles and Techniques of Facial Treatments

150 INSTRUCTOR DISCRETION

To be applied by the Instructor to strengthen student performance, supervised field trips, or other related training. Seeking employment, professionalism, resume writing, Interview/Job search skills.

375 TOTAL HOURS

The above hour requirements meets/exceeds the requirements accepted by the applicable regulatory agency for examination. The generous portion of Instructor Discretion hours will be applied as needed in curriculum related areas or if the student displays deficiencies in specific areas.

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Student Grievance Procedure

Student Grievance Form - can be obtained from the Director

In accordance with the institution's mission statement, Brown Beauty Barber School will make every attempt to resolve any student complaints that are not frivolous and/or without merit. Complaint procedures will be included in new student orientation, thereby ensuring that all students know of 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 the school's files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outline the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within (60) days of the date that the act which is the subject of the grievance occurred.
2. The complaint form should be submitted to the Director
3. The complaint will be reviewed by the Director and a response and resolution will be sent in writing to the student within (30) days of receiving that complaint. The initial response may not provide for final resolution of the problem but will notify the student of the continued investigation and/or actions taken regarding the complaint
4. If the complaint is such of nature that it cannot be resolved by management, it will be referred to the appropriate agency for resolution
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and students may be necessary to reach a final resolution.
6. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency is applicable.

VA NOTE: Any complaint against the school for students receiving VA benefits, should be routed through the VA GI Bill ® Feedback System. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily. **Link:**
<http://www.benefits.va.gov/GIBILL/Feedback.asp>

8. In case of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the Director will appoint a hearing committee consisting of one member selected by the school who had no involvement in the dispute, and who, may also be a corporate officer. Another member who may not be related to the student filing the complaint or another student in the school. Another member who may not be employed by the school or related to the school owners. The hearing will occur within (90) days of the committee appointment. The hearing will be informal with the student presenting his/her case and the schools' response. The hearing committee will be allowed to ask questions of all involved parties. Within (15) days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management should consider the report and either accept, reject or modify the recommendations of the committee

Students should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency, the state licensing agency or the U.S. Department of Education. Complaints regarding Federal Student Aid should be addressed to the U.S. Department of Education
<https://studentaid.ed.gov/sa/>.

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How to File a Complaint with ACCS:

The Private School Licensure Division has the authority to investigate student complaints against licensed private postsecondary institutions. Students are required to complete their institution's grievance/complaint procedure prior to submitting a complaint to the Division. If the institution's resolution is not satisfactory, a student may then submit a complaint to the Division.

<https://www.accs.edu/student-complaint-form/>.

Private School Licensing Division - Alabama Community College System

P.O. Box 302130 Montgomery, AL 36130-2130 (334) 293-4500

The Private School Licensure complaint procedures are designed to address issues of non-compliance with Alabama Private School License rules and regulations. The procedures are not intended to be used in disputes or matters pertaining to a student's admission to or graduation from an institution or academic issues including grades, academic sanctions, transferability of credits, and/or disciplinary/conduct matters unless the student can provide documentation that the institution did not follow its published policies and procedures.

The Private School Licensure Division will not accept a complaint which is anonymous or in which the student has retained legal counsel or began legal action. Students must submit a complaint to the Private School Licensure Division within one year of exhausting the grievance policy with the institution unless there are mitigating circumstances which prevent the student from doing so.

Procedures:

1. The student must submit the complaint in writing by clicking the following link <https://www.accs.edu/student-complaint-form/> or using the complaint form in the quick link's section
2. The student complaint must contain a detailed description of the claim, including dates, times, and full names of all involved, as well as a timeline of the actions taken by both the student and the school to resolve the matter.
3. The Division will contact the institution regarding the complaint within 30 days of receipt;
4. The institution will have 30 days to provide a written response that may or may not contain a resolution; A report or letter will be provided to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of private school licensure policies or procedures if no violations are determined;
5. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action; If the institution does not comply with the corrective action the institution's Private School License may be suspended or revoked.

How to File a Complaint with NACCAS:

To file a complaint with the school's accrediting agency, the National Accrediting Commission of Career Arts and Sciences, please follow the directions below:

1. Go to <https://naccas.org> for a copy of NACCAS' complaint form;
2. An individual must complete the form and submit it to: **NACCAS 3015 Colvin Street Alexandria, VA 22314**
3. A policy and procedure for handling student complaints and inform the students in writing of same. The notice must be included in the school's catalog, handbook, other published materials, and/or otherwise prominently displayed in the school. NACCAS shall not consider a student complaint until all procedures and remedies within the institution have been exhausted. A student complainant must show that the institution's complaint procedure has been followed and state why

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the matter is considered still unresolved when he/she submits a complaint to NACCAS.

Student Complaints: In accordance with NACCAS' Standards and Criteria, schools must have The NACCAS complaint process which is intended as a tool for NACCAS to monitor whether accredited schools are complying with NACCAS' accreditation standards. It is not designed or intended as a means for providing individual relief to the person filing the complaint. As detailed in NACCAS' Handbook, NACCAS' Board of Commissioners will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees, or similar points of issue. If you are seeking relief for personal grievances against the institution identified in your complaint, you are advised to exercise your rights under the institution's internal grievance policy. If you are not satisfied with the results of that process, you may wish to consult with the state regulatory board or agency that licenses the institution concerning your rights under state law and regulations."

4. Upon conclusion of the investigation into any allegations, NACCAS will send the individual a letter notifying them of their decision.

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Student Acknowledgement of Catalog

I acknowledge that I have received and reviewed BBBS Catalog. I understand and recognize that there may be changes to the information, policies, and benefits in the Catalog. I understand that Brown Beauty Barber School may add new policies to the Catalog as well as replace, change, or cancel existing policies.

I understand that I will be told about any changes and I understand that Catalog changes can only be authorized by Brown Beauty Barber School management. I understand that it is my responsibility to read and comply with all policies included within the catalog. I further understand that I should consult my Director regarding any questions I may have.

Student Signature

First/Last Name _____

Signature _____

Date _____