

STUDENT CATALOG

JULY 1, 2022-JUNE 30, 2023



**BUCKNER
BARBER
SCHOOL**

1515 S. Buckner Blvd Suite 147-148
Dallas, TX 75217

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bucknerbarberschool.com

Website: bucknerbarberschool.com

Mission Statement: The mission of Buckner Barber School Inc is to educate and train students for careers in the barbering and cosmetology trades through classroom instruction and daily practical floor training as we prepare them to work confidently and competently as barber or cosmetology professionals in the industry.

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Dear Student,

Welcome to Buckner Barber School and thank you for selecting us to assist you in obtaining your desired Barber or Cosmetology Training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At Buckner Barber School, our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Texas State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully function as barber or cosmetology entrepreneurs and teachers of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as Barber, Cosmetologist, Hair Stylist, Hair Colorist, or as a Barber Shop or Salon Owner, Instructor, Supervisor, Director, or School Owner.

The teaching and training at Buckner Barber School represent the spectrum of Barber/Cosmetology Stylist knowledge and experience. Our instructors present a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields---The Beauty Industry.

It is a pleasure to have you join us at Buckner Barber School. Our goal is to help you discover your ability to transform your life and other lives through your training. The degree of success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

James J Richardson
Director/President/Owner

Mission Statement:

The mission of Buckner Barber School Inc is to educate and train students for careers in the barbering and cosmetology trades through classroom instruction and daily practical floor training as we prepare them to work confidently and competently as barber or cosmetology professionals in the industry.

Our Objectives:

- To educate students on the history and classic techniques of barbering and cosmetology trades.
- To introduce and teach the latest techniques involved in the modern hair styling trends.
- To introduce students to the professional standards and overall business management principles of the barber and cosmetology trades.
- To develop professional qualities within each student by teaching them the importance of good public relations and customer services.
- To teach our students the current Texas Barber and Cosmetology Laws, Sanitation and Sterilization procedures, and the Texas Licensing Laws.
- To teach those subject areas which are most needed for the course through hands-on instructional programs on the clinic floors.
- To assist our students in finding employment at the conclusion of their training or course.

Faculty and Administrative Staff:

Mr. James J. Richardson
President

Ms. Tonya Newman
Lead Educator

Tatyana Mighty
Financial Aid Advisor/Associate Director

Approving Agencies:

Buckner Barber School is licensed by The Texas Department of Licensing and Regulation located at P.O. Box 12884, Austin, TX 78711 Phone: (512) 463-6599 Fax: (512) 475-2871.

Buckner Barber School is accredited by Council on Occupational Education
7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 1-800-917-2081
Fax 770-396-3790

U.S Department of Education, Customer Service Team
1-800-421-3481 or 202-205-5413

New Student Welcome:

(Welcome New Warrior!)

New students are given a tour of the campus, introduced to staff and instructors, and walked through our orientation checklist on the day of orientation. This is also the time when any questions regarding the campus policies and procedures are answered while providing an overview of the rules and regulations of the institution and governing laws of Barbering and Cosmetology in the State of Texas.

Business Hours:

Tuesday – Friday: 9:30 AM- 10:00 PM

Saturday: 8:30 AM 9:00 PM

Full-Time Student (Morning Schedule 7 hours per day - includes 6.5 clock hours, 30-minute lunch off the clock, and two 15-minute breaks on the clock if on school premises.) (Evening Schedule 5.5 hours per day - includes 5 clock hours, 30-minute lunch off the clock, and two 15-minute breaks on the clock if on school premises.)

School Calendar and Holidays:

Buckner Barber School Inc has implemented an open enrollment policy and offers classes during the entire year. Enrollment is on Tuesday – Friday of each week. New classes start every 7 weeks for new students or returning students.

*Constitution Day: Students are expected to attend Constitution Day annually on the scheduled day.

Buckner Barber School Observes the following Federal Holidays:

January 1 st -----	New Year’s Day
July 4 th -----	Independence Day
September 5 th -----	Labor Day
November 24 th -----	Thanksgiving Day
December 25 th -----	Christmas Day

Buckner Barber School will be closed from December 25, 2022 - January 2nd, 2023.

Facilities and Equipment:

Buckner Barber School, Inc. is located at a shopping center in the southwest part of Dallas. Public transportation is available, and parking is unlimited. The school is a modern facility designed to afford the maximum support to the teaching and learning environment.

The school has several administration offices, several theory rooms consisting of several types of audio-visual training aids, charts of anatomy and physiology, desks, barber chairs for the classrooms, whiteboards, and mannequins for practical work. Our facility provides a library and media room for student learning, laboratories, and two spacious clinic floor areas for hair cutting and styling consisting of workstations, sterilizer, dispensary for supplies, shampoo bowls, manicure tables, and hair dryers for the shampoo area. The school offers two private testing rooms for state board examinations for graduating students. The school also has two large reception and waiting areas for customers’ relaxation while waiting to be serviced.

Prior to Admission:

- Students may contact admissions personnel by telephone, email, or visit the facility.
- If the prospective student is a dependent minor, they must be accompanied by a parent and or legal guardian at the time of enrollment
- The prospective student interviews with a school official and is given an enrollment questionnaire packet, which they are required to read, understand, and sign. An applicant may ask for clarification of questions etc.
- The interview covers in detail, the course description, career opportunities, physical demands of the job, as well as the school and State Board requirements.
- An explanation of attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements and continued Title IV eligibility.
- The prospective student will be informed that accrued hours will not be released until all funds owed BBS are paid in full.
- A staff member or instructor will give the prospective student a tour of the school facilities.
- Any questions from the prospective student will be answered truthfully, promptly, and in sufficient detail to eliminate confusion.
- If the potential student expresses a desire to become a student with **BBS** a follow-up appointment is scheduled. The second appointment focuses on answering questions where applied cable, an enrollment agreement between a prospective student and BBS will be fully executed (student receives a copy for their record.) A student is made aware of class schedule, dress code, consumer information including but not limited to outcome rates, campus crime report, and all other pertinent information.

Admissions Procedures:

Students seeking admission into **Buckner Barber School** may contact admissions personnel by telephone, email, or visit the facility to discuss available programs and financial aid information.

The prospect completes an admissions application and reviews our Pre-Enrollment Information with the admissions coordinator. Instructions on how students may apply for federal funds are discussed and reviewed. Students are encouraged to complete the FAFSA on the web at (www.studentaid.gov/) using the school's identification code **041779** when they file the application. Students are encouraged to also complete our partnering private financing agency's application (Climb Credit) for additional funding if needed.

Admission Requirements:

To be admitted and enrolled as a regular student in **Buckner Barber School**, one must provide the following:

- A. Identification – current Texas driver’s license or state-issued photo identification.
- B. Have a High School diploma or transcripts showing graduation date
- C. Have a recognized equivalent of a High School Diploma such as a home-schooled certificate by the state where the student resided during home school or a General Education Diploma (GED)
- D. Home-schooled, and obtained a secondary school completion credential for home school (this is based on the TDLR policies)
- E. Are at least 17 years of age, (beyond the age of compulsory education in the State in which the institution is physically located) 18 years of age for the instructor course.
- F. Are not currently enrolled at a primary or secondary institution
- G. Programs are based on 32.5 clock hours per week.
- H. Must provide a valid social security card
- I. If the individual seeking enrollment is a dependent minor, a parent or legal guardian must accompany them on the visit and will be required to sign the enrollment contract/agreement.
- J. Student must have a state permit fee of \$25.00 money order/cash/credit card.
- K. Students enrolling in an instructor course must have a valid Class "A" Barber's license issued by the state of Texas.

Physical Demands:

Prospective students that might be adversely affected by extended periods of standing or sitting, or by being exposed to chemicals used in the Beauty Industry, should obtain a doctor’s release before entering the school or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odor s from certain chemicals used in the profession. The lifting of heavy equipment may be required.

Persons at risk with health, nervous or emotional conditions should consult a physician before considering enrolling.

Programs Offered: Class A Barber, Barber Instructor, Cosmetology Operator.

Class "A" Barber

Program Description:

The practice of barbering means performing, offering, or attempting to perform for compensation for any of the following services:

1. Treating a person's mustache or beard by arranging/beautifying, coloring, processing, shaving, styling, or trimming.
2. Treating a person's hair by arranging, beautifying, bleaching, cleansing, coloring, curling, dressing, dyeing, processing, shampooing, shaping, straightening, styling, tinting, or waving. Providing a necessary service that is preparatory or ancillary to service including bobbing, clipping, cutting, or trimming or cutting the person's hair as a separate and independent service for which a charge is directly or indirectly made separately from a charge for any other service.
3. Cleansing, stimulating, or massaging a person's scalp, face, neck, arms, or shoulders: by hand, or by using a device or an appliance
4. Advertising or representing to the public in any manner that a person is a barber or is authorized to practice barbering.

Class A Barber 1000-Hour Curriculum:

The curriculum standards for the class A barber certificate in a private or public post-secondary barber school consists of 1,000 hours, to be completed in a course of not less than six months, as follows:

Basics: anatomy and physiology; disorders of the skin, scalp, hair, and nails; chemistry hair coloring chemical waving, and relaxing); bacteriology, sterilization, and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment, and related theory; and history of barbering	150
Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hair weaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry hair coloring chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.	750
Business: Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices, and theory; and hygiene and good grooming.	100
TOTAL	1,000

Program Cost and Fees:

Course: Class “A” Barber 1000 Hour

Hours Required 1000 (8 months/31 Weeks)

Tuition:	\$15,000.00
Kit	\$ 2,650.00
State Fees:	\$ 25.00
<u>Registration Fee:</u>	<u>\$ 150.00</u>
Total Cost	\$17,825.00

The overall cost of tuition for the barber program is \$17,825.00

*Buckner Barber School Inc. also offers payment plans for students who wish to pay out of pocket for the program.

A down payment is required at the time of registration. The balance is to be paid in monthly or weekly payments throughout the course until the balance is paid in full.

Barber Kit

- ANDIS MASTER CLIPPERS (1pc)
- OUTLINERS CLIPPERS (1pc)
- OSTER 76ERS (1pc)
- WAHL BALDING CLIPPERS (1pc)
- WAHL 5 STAR SHAVER (1pc)
- BUTTERFLY STRAIGHT RAZOR (1pc)
- DORCO DOUBLE EDGE BLADES (10pks)
- CUTTING CAPE (1pc)
- SHEARS 7 ½ (1pc)
- NECK DUSTER (1pc)
- FEMALE MANNEQUIN HEAD (2pc)
- MALE MANNEQUIN HEAD WITH BEARD
- School Branded SMOCK (1pc)
- GUARDS DOUBLE MAGNET (1 set)
- TOOL BAG (BIG) (1pc)
- BRUSHES (3pcs)
- COMBS & PICKS (10pcs)
- OSTER ACCESS BLADE #0A
- OSTER ACCESS BLADE #1A
- OSTER ACCESS BLADE #11/2
- 2 Perm Wave Rod Sets-Box of Rollers
- 1 Mannequin Head Stand
- Milady Standard Barbering Textbook (1ea)
- CIMA Access (Online Learning Platform)
- LAPTOP

Graduation Requirements (Class A Barber):

Before a student can graduate from the Class “A” Barber program here at the Buckner Barber School, the student must:

1. The student must have accumulated hours required to complete the course of choice (1000 hours Class A Barber)
2. The student must have a cumulative GPA of 70% or greater.
3. The student must have completed all theory and practical requirements.
4. The student must have completed Graduate Counseling with their instructor and the Graduate Exit Package/Loan Exit Counseling with Administration.
5. All monies owed to BBS must be paid prior to receiving a certificate of Completion

* * * Please note that all monies owed to the school including but not limited to charges for outstanding miscellaneous fees, services, and time beyond contract must be paid in full. The student is also responsible for gathering all documents including fees for the examination and the postage if the application is mailed.

State Licensing Requirements (Class A Barber):

The Texas Department of Licensing & Regulations sets the following requirements for graduation:

1. Complete the required hours for course training for which the student is enrolled in a licensed barber school.
2. Provide a valid Texas identification (driver’s license, state identification card; or a govt. issued passport)
3. Pass both the written and practical examinations with a 70% or higher. (Must pass written portion with the department before you can schedule to take the practical portion with the department.)
4. Pay the applicable fee for the PSI written portion of the test and the applicable fee for the PSI practical portion of the test. (All fees are payable to PSI who administers the test)
5. Additionally, pay a licensing application fee to the Texas Department of Licensing & Regulations after you pass both tests for your license to be issued.
 - (a) To be eligible for a department examination, an applicant must:
 - (1) submit a completed license application on a department-approved form.
 - (2) pay the applicable license application fee under §82.80; and
 - (3) have completed the number of hours required by this chapter and the Act.
 - (b) A student enrolled in a 1,000-hour program is eligible to take the written examination when the department receives proof of completion of 900 hours.
 - (c) All department examinations consist of a written and practical part. A passing grade of 70 on each part is needed to satisfy the examination requirement.
 - (d) Examinees must pass the written examination before being eligible to take the practical examination.
 - (e) When appearing for an examination the examinee shall bring the instruments necessary to give a practical demonstration of the barbering services applicable to the license for which the examinee is applying.
 - (f) The examinee may provide a model, of 16 years of age or older, on whom to demonstrate the practical work. The department may require parental approval for models under 18 years of age.
 - (g) To be admitted to an examination, the examinee must present a current, valid government-issued photo identification, which includes the applicant's full name and date of birth.
 - (h) Examinees are required to wear a smock or professional attire for the practical examination.
 - (i) The department will notify an examinee if the examinee fails either the written or practical examination.
 - (j) Any student or applicant who has had a name change during his or her enrollment at a department-licensed barber school must notify the department in writing prior to the date on which the student or applicant is scheduled to take any examination, written or practical.

Barber Instructor 750-Hour Curriculum:

Requirement for enrollment. No person may enroll in an instructor’s course in an approved barber school before receiving the appropriate license.

*Please note that an instructor license is no longer required in the state of TX to become an instructor. Please see our Instructor Program disclaimer.

The curriculum for the 750-hour barber instructor license must be completed in a course of not less than 20 weeks as follows:

Barber Instructor - 750-hour curriculum standards		
(1)	instruction in theory, consisting of:	175 hours
(A)	lesson planning	15 hours
(B)	personality and professional conduct	15 hours
(C)	development of a barber course	15 hours
(D)	student learning principles	10 hours
(E)	principles of teaching	35 hours
(F)	basic teaching methods	35 hours
(G)	teaching aids	10 hours
(H)	Testing	10 hours
(I)	Self-evaluation	10 hours
(J)	teaching adults	10 hours
(K)	classroom problems	5 hours

	(L)	classroom management	5 hours
(2)	instruction in practical work, consisting of:		575 hours
	(A)	assisting with students	350 hours
	(B)	theory class (assisting teacher, observing, teaching)	150 hours
	(C)	learning office procedures and state laws	50 hours
	(D)	grading test papers (assisting teacher, observing, grading)	25 hours

Program Cost and Fees:

Course: Instructor 750-Hour

Hours Required 750 (6 months/23 Weeks)

Tuition:	\$11,250.00
State Fees:	\$ 25.00
Instructor Kit:	\$800.00
<u>Registration Fee:</u>	<u>\$150.00</u>
Total Cost	\$12,225.00

The overall cost of tuition for the Barber Instructor 750-hour program is \$12,225.00. Buckner Barber School also offers a payment plan for students who wish to pay out of pocket for the program.

A complete barbering kit is optional and can be added for an additional \$1,850.

A down payment is required at the time of registration. The balance is to be paid in monthly or weekly payments throughout the course until the balance is paid in full.

Barber Instructor 500-Hour Curriculum:

*Please note that an instructor license is no longer required in the state of TX to become an instructor. Please see our Instructor Program disclaimer.

The curriculum standards for the barber instructor license with one year of experience consist of 500 hours to be completed in a course of not less than 13 weeks as follows:

BARBER INSTRUCTOR - 500 HOURS WITH 1 YEAR OF EXPERIENCE		
(1)	instruction in theory, consisting of:	125 hours
	(A) lesson planning	15 hours
	(B) personality and professional conduct	15 hours
	(C) development of a barber course	15 hours
	(D) student learning principles	10 hours
	(E) principles of teaching	10 hours
	(F) basic teaching methods	10 hours
	(G) teaching aids	10 hours
	(H) testing	10 hours
	(I) self-evaluation	10 hours
	(J) teaching adults	10 hours
	(K) classroom problems	5 hours
	(L) classroom management	5 hours
(2)	instruction in practical work, consisting of:	375 hours

(A)	assisting with students	250 hours
(B)	theory class (assisting teacher, observing, teaching)	50 hours
(C)	learning office procedures and state laws	50 hours
(D)	grading test papers (assisting teacher, observing, grading)	25 hours

Program Cost and Fees:

Course: Instructor 500-Hour

Hours Required 500 (4 months/16 Weeks)

Tuition:	\$7,500.00
State Fees:	\$ 25.00
Instructor Kit:	\$800.00
Registration Fee:	\$150.00
Total Cost	\$8,475.00

The overall cost of tuition for the Barber Instructor 500-hour program is \$8,475.00. Buckner Barber School Inc. also offers a payment plan for students who wish to pay out of pocket for the program.

A complete barbering kit is optional and can be added for an additional \$1,850.

A down payment is required at the time of registration. The balance is to be paid in monthly or weekly payments through the course until balance is paid in full.

Graduation Requirements (Barber Instructor 750/500):

Before a student can graduate from the 750-Hour or 500-Hour Barber Instructor program at Buckner Barber School, the student must:

1. The student must have accumulated hours required to complete course of choice (750/500 hours Barber Instructor)
2. The student must have a cumulative GPA of 70% or greater.
3. The student must have completed all theory and practical requirements.
4. The student must have completed Graduate Counseling with their instructor and the Graduate Exit Package/Loan Exit Counseling with Administration.
5. All monies owed to **BBS** must be paid prior to receiving a certificate of Completion.

* * * Please note that all monies owed to the school including but not limited to charges for outstanding miscellaneous fees, services and time beyond contract must be paid in full.

Barber Instructor Licensing Disclaimer:

Important Information Regarding Barber Instructor Licensing from TDLR:

Teacher Training and Professional Development at Licensed Schools

SEPTEMBER 29, 2021

Individuals are no longer required to have instructor licenses to teach courses in licensed barber or cosmetology schools in Texas. Individuals teaching courses at a licensed barber or cosmetology school in Texas must have a TDLR barbering or cosmetology license in the specialty area they will be teaching. Individuals with a Class A Barber license or Cosmetology Operator license may teach all methods of barbering or cosmetology.

TDLR will no longer recognize the completion of an instructor course or award any credit for instructor courses. Students who were enrolled in an instructor course prior to September 1, 2021, can decide whether they want to complete the course.

Schools cannot offer credit for completing any professional development teacher training programs for teachers who teach barber or cosmetology courses and TDLR will not award any credit for completing these courses.

Will TDLR provide a certificate of approval for instructor courses?

No. Beginning September 1, 2021, TDLR certificates of approval will only reflect courses that lead to a state license to offer services. Because TDLR will no longer approve instructor courses, those courses will no longer be reflected on certificates of approval.

Can licensed schools continue to offer barber and cosmetology instructor courses?

Yes, however, if schools offer professional development teacher training programs, TDLR will not award any credit for completing the training.

What are the requirements or qualifications for a person to teach barber or cosmetology in a licensed school?

HB1560 eliminated the barber and cosmetology instructor license, allowing licensed schools more flexibility in hiring teachers for barbering and cosmetology courses.

After September 1, 2021, a licensed school may employ a person to teach if the person holds a TDLR license to perform the acts of barbering or cosmetology that the person will be teaching. An instructor license is no longer required to teach barbering or cosmetology.

Licensed schools will be responsible for verifying that teachers hold the appropriate barbering or cosmetology license for the courses they will be teaching. Schools may also determine what other qualifications they want to require for those teachers being hired to teach at their school.

TDLR will not award any credit for completing a professional development teacher training program offered by licensed barber or cosmetology schools.

New Provisions for Teaching Barbering & Cosmetology in Licensed Schools

AUGUST 30, 2021

ATTENTION Schools and Students:

After September 1, 2021, you are not required to hold an instructor license to teach barbering or cosmetology in a licensed school.

HB1560 eliminated the barber and cosmetology instructor licenses which allows licensed schools more flexibility in hiring teachers for barbering and cosmetology courses.

A licensed school may only employ a person to teach if the person holds a TDLR license to perform the acts of barbering or cosmetology that the person will teach.

For example:

A person who holds a Class A Barber license, may teach all methods of barbering.

A person who holds a Cosmetology Operator license, may teach all methods of cosmetology.

However, a person who holds a Manicure license, may teach only the services a licensed manicurist may perform.

TDLR will discontinue issuing Barber and Cosmetology instructor licenses no later than September 1, 2023.

Please sign up for email updates to receive the latest information about upcoming barber and cosmetology program changes, rule proposals, and public meetings.

If you have any questions about this notice, contact the Education and Examination division of TDLR.

Cosmetology Crossover 300 Hours Curriculum:

The curriculum standards for the class A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of not less than 9 weeks, as follows:

Cosmetology Operator to Class A Barber curriculum standards		
(1)	Instruction in theory, consisting of:	25 Hours
	(A) History of Barbering	1
	(B) Barber Laws and Rules Review	1
	(C) Implements, Honing, and Stropping	5
	(D) Shaving	5
	(E) Men's Haircutting and tapering	5
	(F) Beard and Mustache Trimming and Design	1
	(G) Hair color Review	1
	(H) Permanent Waving and Relaxing Review	1
	(I) Manicuring and Nail Care Review	1
	(J) Facial Treatments and Skin Care Review	1
	(K) Anatomy and Physiology Review	1
	(L) Blow-dry Styling Review	1
	(M) Shampooing and Conditioning Review	1
(2)	Instruction in practical work, consisting of:	275 Hours
	(A) Men's Haircutting and tapering	165

	(B)	Shaving, Mustache, and Beard Trimming	85
	(C)	Hair coloring	5
	(D)	Permanent Waving and Relaxing	5
	(E)	Facial Treatments	5
	(F)	Shampooing and Conditioning and Blow-dry Styling	5
	(G)	Manicuring	5

Program Cost and Fees:

Course: Crossover 300-Hour

Hours Required 300 (2.5 months/9 Weeks)

Tuition:	\$4,500.00
Kit:	\$2,650.00
State Fees:	\$25.00
<u>Registration Fee:</u>	<u>\$150.00</u>
Total Cost	\$7,325.00

The overall cost of tuition for the Cosmetology Operator to Class A Barber program is \$7,325.00 Buckner Barber School Inc. also offers a payment plan for students who wish to pay out of pocket for the program.

A down payment is needed at the time of registration. The balance is to be paid in monthly or weekly payments throughout the course until the balance is paid in full.

Graduation Requirements (Crossover 300):

Before a student can graduate from the Cosmetology to Class "A" Barber program here at the Buckner Barber School, the student must:

1. The student must have accumulated hours needed to complete the course of choice (300 hours Class A Barber)
2. The student must have a cumulative GPA of 70% or greater.
3. The student must have completed all theory and practical requirements.
4. The student must have completed Graduate Counseling with their instructor and the Graduate Exit Package/Loan Exit Counseling with Administration.
5. All monies owed to BBS must be paid prior to receiving a certificate of Completion

* * * Please note that all monies owed to the school including but not limited to charges for outstanding miscellaneous fees, services, and time beyond contract must be paid in full. The student is also responsible for gathering all documents including fees for the examination and the postage if the application is mailed.

State Licensing Requirements (Crossover 300-Hour):

The Texas Department of Licensing & Regulations sets the following requirements for graduation:

1. Complete the required hours for course training for which the student is enrolled in a licensed barber school.
2. Provide a valid Texas identification (driver's license, state identification card; or a govt. issued passport)
3. Pass both the written and practical examinations with a 70% or higher. (Must pass written part with the department before you can schedule to take the practical portion with the department.)
4. Pay the applicable fee for the PSI written part of the test and the applicable fee for the PSI practical portion of the test. (All fees are payable to PSI who administers the test)
5. Additionally, pay a licensing application fee to the Texas Department of Licensing & Regulations after you pass both tests for your license to be issued.
 - (a) To be eligible for a department examination, an applicant must:
 - (1) submit a completed license application on a department-approved form.
 - (2) pay the applicable license application fee under §82.80; and
 - (3) have completed the number of hours required by this chapter and the Act.
 - (b) A student enrolled in a 1,000-hour program is eligible to take the written examination when the department receives proof of completion of 900 hours.
 - (c) All department examinations consist of a written and practical part. A passing grade of 70 on each part is needed to satisfy the examination requirement.
 - (d) Examinees must pass the written examination before being eligible to take the practical examination.
 - (e) When appearing for an examination the examinee shall bring the instruments necessary to give a practical demonstration of the barbering services applicable to the license for which the examinee is applying.
 - (f) The examinee may provide a model, of 16 years of age or older, on whom to demonstrate the practical work. The department may require parental approval for models under 18 years of age.
 - (g) To be admitted to an examination, the examinee must present a current, valid government-issued photo identification, which includes the applicant's full name and date of birth.
 - (h) Examinees are required to wear a smock or professional attire for the practical examination.
 - (i) The department will notify an examinee if the examinee fails either the written or practical examination.
 - (j) Any student or applicant who has had a name change during his or her enrollment at a department-licensed barber school must notify the department in writing prior to the date on which the student or applicant is scheduled to take any examination, written or practical.

Cosmetology Operator Curriculum:

PRIVATE AND PUBLIC POST-SECONDARY COSMETOLOGY SCHOOLS AND PUBLIC SECONDARY PROGRAMS FOR HIGH SCHOOL STUDENTS (1000 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)		
Hair care	Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws	800 hours
Nail care	Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws	100 hours
Skin care	Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws	100 hours

Program Cost and Fees:

Course: Cosmetology Operator

Hours Required 1000 (8 months/31 Weeks)

Tuition:	\$15,000.00
Kit	\$ 2,850.00
State Fees:	\$25.00
<u>Registration Fee:</u>	<u>\$150.00</u>
Total Cost	\$18,025.00

The overall cost of tuition for the Cosmetology Operator program is \$20,025.00 Buckner Barber School Inc. also offers a payment plan for students who wish to pay out of pocket for the program.

A down payment is required at the time of registration. The balance is to be paid in monthly or weekly payments throughout the course until the balance is paid in full.

Graduation Requirements (Cosmetology Operator 1000 Hour):

Before a student can graduate from the Cosmetology Operator program here at the Buckner Barber School, the student must:

1. The student must have accumulated hours required to complete the course of choice (1000 hours Cosmetology Operator)
2. The student must have a cumulative GPA of 70% or greater.
3. The student must have completed all theory and practical requirements.
4. The student must have completed Graduate Counseling with their instructor and the Graduate Exit Package/Loan Exit Counseling with Administration.
5. All monies owed to BBS must be paid prior to receiving a certificate of Completion

* * * Please note that all monies owed to the school including but not limited to charges for outstanding miscellaneous fees, services, and time beyond contract must be paid in full. The student is also responsible for gathering all documents including fees for the examination and the postage if the application is mailed.

State Licensing Requirements (Cosmetology Operator 1000 Hour):

The Texas Department of Licensing & Regulations sets the following requirements for graduation:

1. Complete the required hours for course training for which the student is enrolled in a licensed barber school.
2. Provide a valid Texas identification (driver's license, state identification card; or a govt. issued passport)
3. Pass both the written and practical examinations with a 70% or higher. (Must pass written portion with the department before you can schedule to take the practical portion with the department.)
4. Pay the applicable fee for the PSI written portion of the test and the applicable fee for the PSI practical portion of the test. (All fees are payable to PSI who administers the test)
5. Additionally, pay a licensing application fee to the Texas Department of Licensing & Regulations after you pass both tests for your license to be issued.
 - (a) To be eligible for a department examination, an applicant must:
 - (1) submit a completed license application on a department-approved form.
 - (2) pay the applicable license application fee under §82.80; and
 - (3) have completed the number of hours required by this chapter and the Act.
 - (b) A student enrolled in a 1,000-hour program is eligible to take the written examination when the department receives proof of completion of 900 hours.
 - (c) All department examinations consist of a written and practical part. A passing grade of 70 on each part is needed to satisfy the examination requirement.
 - (d) Examinees must pass the written examination before being eligible to take the practical examination.
 - (e) When appearing for an examination the examinee shall bring the instruments necessary to give a practical demonstration of the barbering services applicable to the license for which the examinee is applying.
 - (f) The examinee may provide a model, of 16 years of age or older, on whom to demonstrate the practical work. The department may require parental approval for models under 18 years of age.
 - (g) To be admitted to an examination, the examinee must present a current, valid government-issued photo identification, which includes the applicant's full name and date of birth.
 - (h) Examinees are required to wear a smock or professional attire for the practical examination.
 - (i) The department will notify an examinee if the examinee fails either the written or practical examination.
 - (j) Any student or applicant who has had a name change during his or her enrollment at a department-licensed barber school must notify the department in writing prior to the date on which the student or applicant is scheduled to take any examination, written or practical.

Cosmetology Kit

- Duffel Bag (1 pc)
- Rollers (2 Pack)
- Mirror
- 6 pk Perm Rods
- 1 Mannequin Julia
- 1 pk Butterfly Clips
- CUTTING/Styling CAPE (2pcs)
- SHEARS/Thinning Shears
- 2 pk Clips
- 1 Curling Iron
- 1 Flat Iron
- Shampoo Capes (2pcs)
- Straight Edge Razor with Blades
- 2 Cutting Combs
- 10 pc Comb Set
- COMBS & PICKS (10 pcs)
- 5 Brushes
- All-Star Combo Kit
- Hair Color Tint Kit
- Spray Bottle
- 1 Mannequin Head Stand
- 1 Applicator Bottle
- Eyebrow Kit
- Nail Kit
- Make-Up Kit
- Timer
- Acrylic Kit
- Blow Dryer
- Kim Mannequin
- Jane Mannequin
- School Branded Smock (1pc)
- Milady Standard Cosmetology Textbook (1)
- CIMA Access (Online Learning Platform)
- LAPTOP

Scholarship and Fee Waiver:

School Merit scholarships or fee waivers may be offered solely at the discretion of the school Director to a student based on merit or need.

SCHOLARSHIPS are provided by some companies, professional associations, and religious groups to individuals or their family members seeking assistance paying for their education. Searching the internet is a wonderful way to see what might be available to you.

Financial Aid:

Financial Aid is available to those who qualify:

FEDERAL PELL GRANTS awarded based on financial need.

DIRECT LOANS – loans issued by U.S Department of Education that must be repaid (with interest)

DIRECT SUBSIDIZED LOANS - awarded to student who show financial need.

DIRECT UNSUBSIDIZED LOANS are available to all student, regardless of financial need.

DIRECT PLUS LOANS are only available for parents of Dependent Student. Financial need is not a consideration, but a credit check is required.

PRIVATE/ALTERNATIVE LOANS can provide additional funding to assist student with their education. These are provided by banks and credit unions and other private lending institution. Information on these loans can be found on the web at a site like **or** you can apply with our partnering company Credit Climb.

STATE GRANTS are available through the Texas Department of Assistive & Rehabilitation Services (DARS) which assists people who have disabilities prepare for, find, and keep jobs. To locate an office in your area visit: www.dars.state.tx.us or call 1-800-628-5115.

Texas Work Force Commission also aids students who qualify. Texas Career Opportunity Grants are a program for students enrolled in eligible postsecondary career education and technical training programs of licensed career schools and colleges in Texas. More information is available in the resources listed below. Please visit <https://www.twc.texas.gov/partners/texas-career-opportunity-grants> for more information.

“All options above are not available for every student. Please contact the office of Financial Aid for further information.

Title IV Funds Eligibility Criteria:

For a student to be eligible to receive any Title IV funds, the student must:

- ❖ Comply with the school’s Satisfactory Academic Progress (SAP) Policy, included in the school’s catalog.
- ❖ Not be in default on a loan made under any Title IV, HEA Loan program.
- ❖ Must not have obtained PELL or loan amounts that exceed annual or aggregate PELL or loan limits under any Title IV or HEA PELL or Loan Program.
- ❖ Not liable for grant overpayment.
- ❖ Be enrolled at least halftime to receive assistance from the Direct Loan Program. (The Pell Grant Program does not require halftime enrollment, but the student’s enrollment status does affect the amount of Pell a student may receive.)
- ❖ Attendance for full time student is 30 hours per week. At Buckner Barber School our full-time schedule is 32.5 hours/week.
- ❖ Student must have a High School Diploma or a GED Certification
- ❖ Be a United States Citizen or an eligible non-Citizen
- ❖ Have a Social Security Number

- ❖ Sign a statement of updated information
- ❖ Sign a statement of educational purpose or certification statement on refunds and default.
- ❖ The students must be enrolled as regular student in an eligible program to participate in Title IV.

Federal Student Aid awards are based on financial need. Need is the cost of education including direct and indirect cost (expenses such as tuition, fees, room/board, kit/books, personal supplies, transportation, and other related expenses). Also, the amount you and your family are expected to contribute towards your education.

Title IV Financial Aid Program:

The school participates in the Federal Pell Grant and William D. Ford “Direct Loan Program” Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school’s COA and the Students EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsels each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those that qualify (qualifications is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of a pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student’s liability and as such may create a greater liability on the student in the terms of balance owed to the school.

The financial aid administrator works with students in determining loan amount need(s) and loans must be certified by school’s financial aid office. All student loans are binding agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by students to the U S Department of Education as scheduled on the promissory note will have adverse effects on the individual’s credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in pay periods hour increments. Disbursement of federal funds is contingent on students being in satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school’s satisfactory progress policy will cause a student’s federal funds to be withdrawn.

Apply for Financial Aid

Financial Aid is available for those who qualify. To apply for Federal Financial Aid, you must complete a Free Application for Financial Aid (FAFSA). This can be done by submitting a paper FAFSA by calling and requesting one at 1-800-4-FED-AID or on the web at www.studentaid.gov. Federal Financial Aid awards and amount are based on the information provided by the student on his/her FAFSA and are determined by the Department of Education. Buckner Barber School’s Code for the FAFSA application is **041779**.

Conviction for Possession or Sale of Illegal Drugs:

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible. Buckner Barber School is not required to confirm this unless there is evidence of conflicting information.

Selective Service Registration:

To be eligible to receive Title IV, HEA program funds, a male student who is subject to registration with Selective Services must register with Selective Service (a male student does not have to register with the Selective Service if the student is below the age

Citizenship and Residency Requirements:

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education to be eligible to receive Title IV, HEA program assistance, a student must:

- ❖ Be a citizen or national of the United States or
- ❖ Provide evidence from the US Immigration and Naturalizations Service that he or she is permanent resident of the US or
- ❖ Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
- ❖ Be a citizen of the Federated States of Micronesia, Republic of Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.)

Student Cancellation & Institutional Refund Policy:

Cancellation and Settlement Policy:

A barber school permit holder shall maintain a cancellation and settlement policy that provides a full refund of all money paid by a student if the student:

- (1) cancels the enrollment agreement not later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) entered into the enrollment agreement because of a misrepresentation made:
 - (A) in the school's advertising or promotional materials; or
 - (B) by an owner or representative of the school.

Refund Policy:

- (a) A barber school permit holder shall maintain a refund policy to provide for the refund of the unused part of tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period established under Section [1601.562](#):
 - (1) fails to begin the course of training.
 - (2) withdraws from the course of training; or
 - (3) is terminated from the course of training before completion of the course.
- (b) A barber school's refund policy must provide that:
 - (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or another document acceptable to the department.
 - (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance if the student is terminated by the school.
 - (B) the date the permit holder receives the student's written notice of withdrawal; or
 - (C) Ten school days after the last date of attendance; and
 - (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and
 - (B) the student does not begin the course of training before the date the cancellation period under Section [1601.562](#) expires.
- (c) A barber school permit holder shall publish in the catalogue and enrollment agreement of the school a description of the refund policy.

Withdrawal or Termination of Student:

(a) If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:

- (1) may retain \$100 in tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.

Refund Calculation Percentages:

(b) If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:

- (1) Ninety percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter.
- (2) Eighty percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter.

(3) Seventy-five percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

(4) Fifty percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

The Following chart Illustrates TDLR Refund Policy refund percentages as they pertain to BBS courses

(REFUND POLICY BASED ON ALL TUITION & FEE PAID ON FIRST DAY OF CLASS)

Student Clock Hours	Refund to Agency or Student	Institutional Percentage
Enrollment Date to zero	100%	0%
.01 to 100	90%	10%
100.01 To 200.00	80%	20%
200.01 To 300.00	70%	30%
300.01 To 500.00	50%	50%
500.01 To 1000.00	0%	100%

Enrollment Time Enrollment is defined as the time elapsed between the actual starting date from which the student formally terminates enrollment. Termination shall occur no later than thirty days after the student's last day of physical attendance in the school, or date of which withdrawal letter received. Any monies due the applicant or the student shall be refunded within 30 days of formal cancellation by the student as defined in item 2 or 3 or formal termination by the school, which shall occur no more than 30 days from the last date of physical attendance, or in case of a leave of absence, the documented date of return.

The cost of extra items to the student such as instructional supplies or equipment, service charges, student activity fees, deposit, rentals, and other charges are itemized separately in the student's Enrollment Agreement, on the student's account ledger, or in other data furnished to the student before enrollment.

In cases of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair, to both.

A payment plan is available through the school. See the financial aid director for details.

If a credit balance is created by the disbursement of Title IV funds or any other funds and a refund is due to the student, it will be made within fourteen (14) days of the date it was created as required by the Department of Education if there is NO Credit Balance Authorization signed by student/parent or if the authorization has been rescinded. If a Credit Balance Authorization is signed by the student/parent and in place, the credit balance will be issued to the student within fourteen (14) days of the end of the loan period or last payment period in the award year.

The Calculation Formula:

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

Calculate the percentage of Title IV aid earned:

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

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

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

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

Percentage earned from (times) Total aid disbursed or could have been disbursed = **AMOUNT STUDENT EARNED.**

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

100% minus percent earned = **UNEARNED PERCENT**

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

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

If the percent unearned (times) institutional charges for the period is less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Withdrawal From Buckner Barber School:

Any student wishing to withdraw from the school must inform the school administration or the admissions director. Any such withdrawal must be made in writing using Buckner Barber School request to withdrawal or drop form. If the student is under legal age, the parent or guardian must submit the withdrawal notice in the office. A student is considered withdrawn after 10 consecutive school days of unexcused absence from the school (14 calendar days).

Also, if a student withdraws from the school and wishes to re-enroll in the same school, he/she must complete a re-enrollment application. A student will be charged a re-enrollment fee of \$150.00 to be paid to Buckner Barber School. The student must also pay any outstanding balance of tuition and other fees due from previous enrollment before returning to school.

COURSE INCOMPLETE, WITHDRAWALS, REPETITIONS AND REMEDIAL COURSES:

Course incomplete, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incomplete and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will received credit for all work successfully completed up to the point of withdrawal. Transfer credit received will not be included in the calculation of the student's GPA.

Satisfactory Academic Progress Policy (SAP):

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy is established and maintained for all students in attendance at the school enrolled in a Council on Occupational Education (COE) approved program and/or receiving Title IV funds. This policy complies with the guidelines established by The Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Barbering 1000 clocked (actual) hours

Teacher Training 750 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.

Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule 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.

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:

Barbering (Full time, 32.5 hrs/wk) - 1000 Hours

31 Weeks

Teacher Training (Full time, 32.5 hrs/wk) – 750 Hours

23 Weeks

Teacher Training (Full time, 32.5 hrs/wk) – 500 Hours

16 Weeks

Cosmetology (Full time, 32.5 hrs/wk) - 1000 Hours

31 Weeks

Cosmetology Crossover (Full time, 32.5 hrs/wk) - 300 Hours

9 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 67% of the scheduled contracted hours.

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

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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

69 and BELOW UNSATISFACTORY

Determination of Progress Status

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

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.

Probation

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

Re-Establishment of Satisfactory Academic Progress

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

Interruptions, Course Incompletes, Withdrawals

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

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 designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Non-Credit, Remedial Courses, Repetition

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

Transfer Hours

Regarding 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.

Re-Entry Students

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

Make-Up Policy:

All tests, quizzes, and assignments are eligible to be made up. Scheduling make-up assignments are to be coordinated and arranged with the instructor.

Hours can be made up to help students graduate on time, however, the make-up hours are not deducted from absent hours that have already been accumulated.

Transfer Policy:

Buckner Barber School accepts transfer students with previous credit hours from another Licensed Barber College or School with the following reservations:

- If a student transfers to Buckner Barber School, BBS shall notify the Texas Department of Licensing & Regulations, and a new student permit will be issued.
- A transfer student will be evaluated upon completing an application for transfer by the school administration and contracted based on hours needed to complete program under the state law.
 - a) Hours to be transferred may not be over 400 clock hours (barber/cosmetology course).
 - b) Students seeking to transfer must provide valid reason(s) as to why they want to transfer
 - c) Students must pay a registration fee not to exceed \$150 and an additional clock hour cost "identified before enrollment" for remaining program hours.
 - d) There are no program transfers within Buckner Barber School.
 - e) Student housing is not available
 - f) If the prospective student is a transfer or returning student, they must meet the following additional criteria:
 - If he/she is transferring hours from another school, he/she will be asked to provide a transcript clearly stating the number of accrued hours and verify that tuition is paid or unpaid at the school most recently attended.
 - If the prospective student is transferring instructional hours from a school in another state, acceptance of such hours is contingent on approval and acceptance by TDLR for the course offered by Buckner Barber School.

- Transfer students will not be allowed to enroll without valid documentation of having officially withdrawn from school previously attended.
- Tuition charges will be prorated based on hours needed to complete the course at BBS. Financial aid is available for transfer students that qualify.
- Students who have previously withdrawn from Buckner Barber School and are in good standing are eligible to apply for re-enrollment.
- Outstanding balances owed to the school must be tendered before being allowed to re-enroll and/or complete remainder of required hours.

Leave of Absence Policy (LOA):

- Students may receive a leave of absence for emergencies, extended unforeseen circumstances beyond their control, family emergencies, and health concerns. Leave of absence will be approved only after student completes the necessary LOA request forms. Students may receive a maximum of 180 days of leave during a twelve-month period.
- Students are allowed to request an LOA for the following time frames based on their actual hours.

1-270	2 weeks at a time, student MUST come in to complete extension form.
271 – 450	2+ weeks.
451- 721	2 weeks at a time, students MUST come in to complete extension form.
722 – 900	2+ weeks.
901 – 961	2 weeks at a time, students MUST come in to complete extension form.
962 – 1000	2+ weeks.

•Unless a student is in the military and called for active duty or deployed. The student must return from a leave of absence on the day following a leave of absence end date. If the student does not return, the student will be dropped without notice. Proper papers must explain the student’s need for the LOA, the duration for the LOA, and will require the student’s signature. LOA time frame does not involve any additional charges from Buckner Barber School.

•Students on approved LOA will remain enrolled for loan repayment purposes but need to be aware that the LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, the Financial Aid Advisor will meet with the student and provide information regarding the following: loan obligations possible revisions in his/her aid package, deferment options, notifications to lending institutions, effects on veteran-benefits, grace periods, and consequences of not returning to Buckner Barber School at the expiration of the LOA. Students who have been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the student will be informed that the last date of physical attendance is used for the purpose of calculating the Return of Title IV funds and NSLDS reporting. Should withdrawal result, a student's grace period for a Title IV loan programs might be exhausted based on the student’s last day of attendance.

- A LOA will be granted if the request meets the following: LOA forms submitted to the school in advance unless prevented by unforeseen circumstances and supporting documentation must be provided. Must be signed and dated with specific reasons for request explained in full. Request must be approved by school official. To request full one hundred eighty (180) day LOA, student must in eligible timeframe, complete documentation, and documentation will be needed to support said request, i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).
- When a student takes a LOA, the contract end date is amended. To calculate the new contract end date, the amount of the days of the LOA is added onto the contract end date.
- Students may not earn hours via Cengage while on LOA.

Job Placement:

Buckner Barber School cannot guarantee employment after graduation, but the institution will make every effort to establish contact between our graduates and prospective employers. The institution receives numerous calls from potential employers wishing to hire our graduates. These requests are kept on file or posted on the employment bulletin board and are available to the students upon request. The institution also believes that the graduates from Buckner Barber School are capable, well trained, and are ready to compete and succeed. Whether they desire to work as employees, or they may aspire to open their own barber shop.

Student Schedule/Attendance Policy:

Students must attend their selected schedule for full time attendance. (This does not include your (30) minute lunch. (Students are entitled to two 15-min breaks while on school premises.)

- All students are expected to attend their contracted schedule unless a special schedule has been worked out between the student and the school.
- Students are required to call the school and speak with an administrator at least 1 hour before start time when he/she will be absent.
- Attendance punch-in cut-off times: MORNING 10:30 AM Tues-Fri / 9:30 AM Saturday, EVENING 5:30 PM Tues-Fri / 4:30 PM Saturday. (Students will not be allowed to punch in for the day after these times.)

Day	Morning	Evening
Tuesday	9:30 AM – 4:30 PM	4:30 PM – 10:00 PM
Wednesday	9:30 AM – 4:30 PM	4:30 PM – 10:00 PM
Thursday	9:30 AM – 4:30 PM	4:30 PM – 10:00 PM
Friday	9:30 AM – 4:30 PM	4:30 PM – 10:00 PM
Saturday	8:30 AM – 3:30 PM	3:30 PM – 9:00 PM
Total Hours for Week	32.5	25

1. Attendance is tracked via Time Clock punches. Time clock punch change request must be submitted online and approved by administration before changes are made.
2. Saturdays are mandatory; unexcused absences on Saturdays may result in a 1-to-3-day suspension depending on frequency.
3. Students may earn attendance hours via distance education during school closures due to unforeseen circumstances. Distance Education is coordinated by the instructor and students must clock-in and clock-out using the Distance Education QR code to earn hours for those days.
4. Leave of Absences are available to students upon request and approval.

Mandatory Saturday Policy:

Saturdays are mandatory practical days and students are required to attend. Any student who is absent on any mandatory Saturday without prior notice and approval will be subject to disciplinary action. Please strive to attend school regularly to avoid any disciplinary consequences.

Suspension:

- 1-3 Days Suspension (not allowed to attend school).
- Charged for absent hours.

Uniform Policy:

All students at Buckner Barber School are expected to present a professional image. The image you project to others reflects you as an individual. Your personality, attitude, abilities, appearance, and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life. All students are to wear their school Smocks, Black Pants or Black Jeans, and Closed-Toe Shoes.

*Smocks are always to be worn closed and zipped-up while the student is on the clinic floor.

*If hats are to be worn, they must be solid-black.

*During June-September shorts that are knee length of the appropriate material may be allowed.

- NO Du-Rags
- NO Bandanas
- NO Ripped Jeans
- NO Shorts/ Basketball Shorts
- NO Sweatpants/ Sweatpants Short
- NO Tank-Tops
- NO Flip-Flops/ Slides/ Crocs
- NO Skirts/Leggings of any kind

Violation of these policies may result in early dismissal for the day; continued violations may result in a Student Advising and Counseling Session and/or Suspension.

Conduct Policy:

1. There will be no loud or boisterous talking, whistling, singing, cursing, foul language, use of racial slurs or talk of a suggestive nature on the clinic floor. Any actions unbecoming to a professional may result in suspension.
2. No disrespectful remarks are to be made regarding your patron, other clients, or students at any time.
3. No negative conversation about the school, staff, affiliates, students, or guest is allowed between students while working on clients.
4. No smoking or eating while working on clinic floor. Cigars, pipes, electronic cigars, electronic cigarettes, chewing tobacco or snuff are not allowed in school, only in designated areas.
5. Any physical fighting or violent fussing in the school will be cause for suspension, expulsion, or other disciplinary actions for both parties involved.
6. No Radio, TV, Cell Phones, are allowed on the clinic floor or classrooms and must always be kept on vibrate.
7. No whistles, balls, or play toys of any type are allowed in school.
8. No talking over a client's head while performing patron services.

General Rules and Regulations:

1. Smocks are always to be worn while the student is on the clinic floor.
2. The school may deny admission, readmission, or continued enrollment to persons whose behavior is considered by the staff to be disruptive, dangerous, or abusive.
3. Any student who is absent on any Saturday without prior approval will be subject to disciplinary action including suspension.
4. Students are to remain behind or near their own chair and should not congregate in groups anywhere in the building
5. Students must always remain inside the school building when clocked in and **MUST** clock out before leaving the school premises.
6. There should be NO selling or buying of any drugs or alcohol on or around the school premises. Food, notes, or any other item should not be sold on or around the school premises.
7. Sanitize, and Disinfect workstation and Re-Place and Replenish Supplies.
8. BBS supplies are for school use, demonstrations, and are shared amongst student body. Students are allowed to purchase their own personal supplies to add to their kit.
9. Hair is to be swept up after each client and workstations are to be sanitized before and after each client which includes sweeping the floors, cleaning the mirrors, and washing/drying towels.
10. All clients are to be welcomed with a warm and friendly greeting.
11. Students must always eat lunch in the break room while on campus. No food or drink is allowed in the cutting areas or on clinic floor by the students.
12. Any student refusing to service a client will result in a possible immediate suspension.

13. Only the clients are allowed in the barber chairs. All others should wait in the waiting areas provided including students.
14. Every student must have a service ticket before performing any type of service on a client.
15. Students must always remain on the school premises or in approved designated areas while on the clock.
16. The offices are off limit to all students unless you are called for school business or have an appointment.
17. No alcoholic beverages or drugs are allowed on/near the school premises. Using, buying, or selling of alcohol and/or drugs is prohibited and will result in immediate expulsion.
18. Students are not allowed to use their cellphone on the clinic floor or play music aloud while on the clinic floor.
19. Student must bring their smocks, books, and tools to school every day, or they will not be allowed to clock in.
20. No friends or relatives are allowed to hang out on the school premises.
21. Students are not allowed to bring their children to school, the student will be sent home with their child immediately.
22. Students are not allowed to talk on the cell phone while attending to a client.
23. Students are not allowed to wear shorts to school. No exceptions both male and female students. (During June-September shorts that are knee length of the appropriate material may be allowed.)
24. Closed shoes must be worn to school for example tennis shoes. No sandals, flip-flops, slippers, crocs are to be worn to school.
25. Black pants/ black jeans must be clean and without holes, rips, and with no part of the body showing. Pants must be fastened to the waist with a belt and absolutely NO Sagging.
26. All students are expected to attend their contracted schedule unless a special schedule has been worked out between the student and the school.
27. Students are required to call the school and speak with an administrator at least 1 hour before start time when he/she will be absent.
28. Attendance punch-in cut-off times are 10:30 AM Tues-Fri and 9:30 AM on Saturday. (Students will not be allowed to punch in for the day after these times.)
29. All chapter Final Exams (70% or higher) and Practical Requirements must be completed prior to graduation.
30. A student will be automatically sent home for refusal to obey any school rules and regulations.
31. No student is to clock in/out another student time clock. This action will call for immediate suspension.
32. No kind of cheating, swindling, or stealing either in the classroom or from another student or school property. Abuse of school property will not be permitted or tolerated. This action will call for immediate suspension or even termination from the school.

Drug and Alcohol Abuse Prevention Policy:

To ensure a DRUG-FREE school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be given a minimum of thirty (30) days suspension. Said student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator. A second violation can mean the immediate termination of said student/employee without recourse. This school is also a smoke free facility.

Note: *If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help.*

ANTI-DRUG ABUSE ACT CERTIFICATION

MARCH 18, 1989

The students understand that as a condition of eligibility to attend this school, and as a condition of eligibility to receive Financial Aid, he/she must remain drug free. The student also understands that if he/ she does engage in the unlawful manufacturing, distribution, dispensation, or possession of a controlled substance during their enrollment, he/she will be dismissed from school and not be allowed to return until they can show proof of being drug free, and until he/she has met the School's requirements by the following:

- A. Attended an approved drug rehabilitation center.
- B. Show proof of being drug free and/or alcohol free for thirty 30 days

The student has been informed of the penalties for the use of drugs. The students have received written information on the Federal penalties and sanction for illegal possession

of a controlled substance. The students have received information on the use and effects of a controlled substance.

The student understands that if he/she needs help while attending school for the abuse of a controlled substance, they may go to the owner or director for help without recourse. The school will assist the student in getting the counseling they need.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Effective July 1, 2000, students are ineligible for Title IV federal financial aid funds if convicted of an offense involving the possession of an illegal substance that occurred during a period of enrollment for which the students were receiving federal student aid (grants, loans and/or work-study). The ineligibility period is:

- First Offense = 1 year
- Second Offense = 2 years
- Third Offense = Indefinite

For convictions involving sale of an illegal substance, the ineligibility period is:

- First Offense = 2 years
- Second Offense = Indefinite The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243)

EFFECTS OF DRUG AND ALCOHOL ABUSE

Excessive alcohol consumption and the abuse of drugs are dangerous. Alcohol and drug abuse can affect your health and your ability function and think, and women are negatively affected even more than men. Heavy drinkers and drug abusers are not only a danger to themselves, but to others -- on the highways, at home and in the workplace.

Health Effects of Alcohol

Every system in the body can be negatively affected by excessive or chronic alcohol consumption. Alcohol can cause cancer, liver disease, heart attacks and brain damage, to name a few. Because many alcoholics also smoke, the health risks are further compounded.

Health Effects of Drugs

Abusing illegal, prescription and over-the-counter drugs can negatively affect your health in many ways. Even if it is considered "medicine," drugs can have dangerous side-effects if they are not taken as prescribed. Drug abuse can lead to gum disease, tooth loss, organ damage or failure, heart attack, stroke, over-dose, or even death.

Privacy Act/ Release of Information:

Privacy of Student Records (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, Buckner Barber School does not release information pertaining to student cumulative record nor publish or sell “directory information” without written consent from the student or parent/guardian if the student is a dependent minor. All records will be maintained in the Administrator’s offices. Only instructors and the Director may have access to these files. The school guarantees the rights of students and parents (if applicable) to have access to the cumulative records and have proper supervision and interpretation of those records when they are being reviewed. Access to records must be requested in writing, arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for five years or more after graduation or termination.

Student Information and Privacy Policy

Release of Student Information

The school has a written policy that all information concerning the student is private and will not be released. This information can only be released to the student, parent, or guardian to protect the rights of the students. Request to access student’s academic information may only be granted upon receiving written consent from the student or parent if the student is a minor. The exceptions to this rule pertain to the following: School employees who have a need-to-know, other schools to which a student is transferring, parents when a student over 18 is still dependent, certain government officials in order to carry out lawful functions, appropriate parties in connection with financial aid to a student, organizations doing certain studies for the school, accrediting organizations, individuals who have obtained court orders or subpoenas, persons who need to know in cases of health and safety emergencies, and state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Student Grievance Policy and Procedures:

The school has adopted and implemented the following procedures for filling a grievance with the school administrator. Buckner Barber School Inc. emphasizes an open-door policy with regards to the needs and or complaints associated with students. All students are informed of these procedures for filling a grievance during the orientation period. Any student who has a grievance concerning any of the school policies, grading system, and student code of conducts, dress code, and or termination procedures may file a written request for a review with first the lead instructor, secondly the school director, and lastly the school president. A written reply will be made within seven (7) business days by the school president or by his designated representative. If the matter cannot be resolved to the student’s satisfaction or expectations, the student may forward an identical copy of the grievance to the State Licensing Agency or to the Council on Occupational Education:

Texas Department of Licensing and Regulations
P.O. Box 12157
Austin, Texas 78711

1-800-803-9202 or 512-463-2906

Or

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
1-800-917-2081
Fax 770-396-3790

Statement of Non-Discrimination:

Buckner Barber School Inc does not discriminate based on race, color, religion, sex, sexual orientation handicap, financial status, age, ethnic of origin or residence in its admissions, instruction, or graduation policies.

Non-Discrimination/Handicapped Policy: (DISABILITY ACT)

Buckner Barber School complies with both the Rehabilitation Act of 1973 and the Disabilities Act of 1990 which prohibit schools or other businesses from discriminating against persons with disabilities. Buckner Barber School does not discriminate in its activities with students, employees, and clients. The school is against all forms of discrimination based on sex, religion, color, age, and any type of disability. Buckner Barber School continues to comply with this Act by providing access ramps in and around the school making it possible for persons with wheelchair mobility to attend school and get services here at the school.

Complaints alleging discrimination on any of the above bases may also be made to:

The Texas Department of Licensing and Regulation
P.O. Box 12157
Austin Texas 78711
1-800-803-9202

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
1-800-917-2081
Fax 770-396-3790

Or

The Office for Civil Rights
U.S Department of Education, Customer service Team
1-800-421-3481 or 202-205-5413
ocr@ed.gov

For Handicapped Students:

Buckner Barber School complies with all the provisions of section 504 of the rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a program or course of instruction. The school will work with any handicapped applicant to insure that needed support or special services are available. Access for handicapped students is also available throughout the school.

