

Harris Hand Barber College

## CATALOG

# **HARRIS HAND BARBER & COSMETOLOGY SCHOOL**

9 & 11 LAGRANGE STREET

GRANTVILLE, GA 30220

**PROVIDING HIGH QUALITY SERVICES AT AFFORDABLE  
PRICES**

**VOLUME 3**

**2021-2022**

# TABLE OF CONTENTS

	<b>Page</b>
Mission Statement	3
Objective	3
Nondiscrimination Policy	3
Accreditation	3
Application Procedures	4
Admission Requirements	4
ATB Policy	5
Program 1 – Master Barber-Styling	5
Program 2 –Instructor	6
Program 3- Cosmetology	7
Program 4- Nails	8
Teaching Methodology	10
Graduation Requirements	10
Hours of Instruction	11
Grading System	11
Satisfactory Academic Progress Policy	12
Transfer Students	12 & 18
Rules and Regulations	15
Leave of Absence Policy (LOA)	16
Termination Procedures	18
Grievance Procedures	19
School Holidays/Closings	20
Privacy Policy	20
Student Services	21
Licensing Information	21
Financial -Tuition, Fees, and Supplies	22
Refund Policy	22
GI Bill Education benefits	23
Appendices	
A. Barber Sanitary Rules and Regulations	26

**Mission Statement:**

**Harris Hand Barber & Cosmetology School mission is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the fields of Master Barbering, Cosmetology, Instructor, and Nails.**

**Objective:**

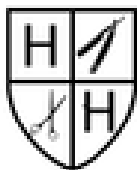
**Harris Hand Barber & Cosmetology School objective is to educate and equip individuals to Successfully pass theoretical and practical examinations required by the Georgia State Board of Cosmetology and Barbers and become licensed practitioners.**

**Non-Discrimination Policy:**

**Harris Hand Barber & Cosmetology School does not discriminate based on race, age, color, Religion, national and ethnic origin or sex in its admission policies, administration of educational policies, employment and other school administered programs. The school offers equal opportunity in its employment and vocational activities.**

**Accreditations**

**Harris Hand Barber & Cosmetology School is held to high standards. We are licensed by the State of Georgia, and we are in Candidate Status with NACCAS (National Accrediting Commission of Career Arts and Sciences).**



Harris Hand Barber College

## **APPLICATION PROCEDURES**

1. Schedule an appointment by writing or telephoning the Admission's Office at **P.O. Box 101-Grantville, Georgia 30220** or by calling **(678) 561-8250** to request an Interview and tour the facility.
2. Complete an application for admission. Please note the Application/registration fee is **\$125.00**. The application may be hand Delivered or mailed to:  
Harris Hand Barber & Cosmetology School  
P.O. Box 101-Grantville, Georgia 30220
3. Applicants may be required to submit to a drug-screening test from a selected medical facility at the School's expense.
4. Applicant can receive other resource material and facts about his/her Decision to enroll at [www.harrishandbarbercollege.com](http://www.harrishandbarbercollege.com).

**Applications for admissions may be obtained from the Institution during normal business hours Monday – Friday 9am-6pm. Applicants are accepted anytime the school is open.**

## **ADMISSION REQUIREMENTS**

All applicants are provided with an institutional catalog prior to enrollment. The school will send the applicant written notification of acceptance or non-acceptance within seven (7) business days following interviews with school officials.

Prior to starting class, enrollees must meet the applicable program Requirements and provide the following:

1. High School Diploma or General Education Development (GED), or Official transcript of any college or technical courses completed.
2. Proof of Age (Birth certificate, Driver's License, or official State ID.
3. Proof of Citizenship or immigration status (Social Security Card, I-9, Green card, etc.)
4. Registration fee (\$125)
5. If applicable, DD-214 (Veterans)
6. Current Master Barber License (Instructor Program only)
7. Transcript from Barber School (Instructor Program and Transfer Students only)
8. Students can re-enter the program.
9. Veteran's must provide transcripts.

## **ABILITY -TO- BENEFIT POLICY**

Applicants not possessing a high school diploma or high school equivalency (GED) must take and pass and ability to benefit test with a minimum score of 129 with scaled scores of 43 in Language, 44 in Reading skills and 42 in numerical skills in each subtest area prior to enrollment to demonstrate his/her ability to benefit from the program.

## **FACILITIES**

Harris Hand Barber & Cosmetology School and Cosmetology is 3100+ square foot, well lite College, with classrooms, restrooms, shop areas, as well as breakrooms that service students, staff, and clients.

## **PROGRAMS**

**All Courses are only taught in the English language.**

### **PROGRAM 1: MASTER BARBER-STYLING (1500 HOURS)**

**Goal:** To train students to become licensed practitioners in the field of Barber-Styling.

Students are required to complete fifteen hundred (1500) clock hours of instruction and training as outlined by the Georgia State Board of Cosmetology and Barbers. Each student must complete a course of at least eleven (11) months and fifteen hundred (1500) clock hours as follows:

1. 300 total hours of training is required before the student is allowed to render clinical services on live models.
2. When a student has completed the first 300 hours (as written under #1 above), the school shall complete and submit a signed and notarized statement to the Georgia State Board of Cosmetology and Barbers stating the student is prepared to progress to the clinic floor and perform clinical services on clients.
3. After a student has been certified as detailed under #2 above, student shall receive instruction totaling 1220 clock hours, including the appropriate theoretical clock hours required.

### **UNITS OF INSTRUCTION**

<b>Subject</b>	<b>Hours</b>	<b>Applications</b>
Theory	480	N/A
Hair Styling Techniques and Cutting	500	515
Shaving	25	50
Shampooing	5	30
Facials-Hair Design and Massage (waxing)	10	15
Scalp Treatment Techniques	10	10
Permanent Waving, Relaxing & Chemical Application	270	66
Additional	200	N/A
Total	1500	--

## **CAREER OPPORTUNITIES**

The school will post job opportunities that it becomes aware of on the student bulletin board.

The school will post all job opportunities on the bulletin board immediately after receiving them.

Career opportunities for a licensed barber include:

- ✓ Barber-Stylist—Practitioner
- ✓ Texture Service Specialist
- ✓ Barbershop Owner
- ✓ Barber-Stylist Product Salesperson/Specialist
- ✓ Barber-Stylist Instructor
- ✓ Hair Color Specialist
- ✓ Barbershop Manager

## **PROGRAM 2: INSTRUCTOR (750 HOURS)**

**Goal:** This course is designed to equip licensed Barber with the necessary tools and skills to teach in a licensed public or private school.

1. Instructor trainees are required to complete seven hundred and fifty (750) hours of training.
2. Instructor trainees must spend all their training time under the direct supervision of a licensed teacher and shall not be left in charge of students or the school at any time without the direct supervision of a licensed teacher.
3. Instructor trainees are not permitted to perform clinical services on a client for compensation, either by appointment or otherwise.
4. Instructor trainees shall be furnished a teacher training Manual and other material required by the school.

## **PREREQUISITE FOR THE INSTRUCTOR TRAINING INCLUDE THE FOLLOWING KNOWLEDGE AND SKILLS:**

Candidate must have completed master Barber Training and possess a current Georgia Master Barber License, a high school diploma or GED diploma. All candidates for the Barber Instructor's License must be proficient in the basic barber-styling skills which include clipper cutting, shear-over fingers and shear-over comb cutting techniques. Candidates must also be proficient in shaving procedures and techniques, facial massage and treatment and must possess basic skills in hair rolling with cold-wave rods.

## **UNITS OF INSTRUCTION**

Subject	Hours	
<b>General Education (Vocabulary Development)</b> -Georgia State Board of Barber laws and Rules and Recordkeeping -School Management	200	

-Principles of Barbering and hairstyling -Human Relations/Motivation		
<b>Teaching Techniques</b> --Lesson Plans and Presentations (50 hours) --Classroom Supervision Techniques (50 hours) --Discipline Styles (50 hours) --Demonstration and Lecturing (50 hours) --Test Development (50 hours)	250	
<b>Practice Teaching/Instructions in Classroom Demonstration Techniques</b>	300	# Applications
--Haircutting and hair styles (50 hours)		50
--Shampooing (25 hours)		100
--Shaves (100 hours)		50
--Facials (50 hours)		50
--Color (15 hours)		30
--Permanent Waves and Chemicals (50 hours)		10
--Hairpieces (10 hours)		10
Total Hours	750	

## **CAREER OPPORTUNITIES**

The school will post all job opportunities on the bulletin board immediately after receiving them. Career opportunities for licensed Barber-Stylist Instructors include:

- ✓ School or Shop Owner
- ✓ School Director
- ✓ Educator
- ✓ Product Marketing

## **PROGRAM 3: COSMETOLOGY PROGRAM (1500 HOURS)**

**Goal:** To train students to become licensed practitioners in the field of Cosmetology.

Students are required to complete fifteen hundred (1500) clock hours of instruction and training as outlined by the Georgia State Board of Cosmetology and Barbers. Each student must complete a course of at least eleven (11) months and fifteen hundred (1500) clock hours as follows:

1. 280 total hours of training is required before the student is allowed to render clinical services on live models.
2. When a student has completed the first 300 hours (as written under #1 above), the school shall complete and submit a signed and notarized statement to the Georgia State Board of Cosmetology and Barbers stating the student is prepared to progress to the clinic floor and perform clinical services on clients.
3. After a student has been certified as detailed under # 2above, student shall receive instruction.

totaling 1220 clock hours, including the appropriate theoretical clock hours required.

## **UNITS OF INSTRUCTION**

<b>Subject</b>	<b>Hours</b>	<b>Applications</b>
Theory	480	N/A
Hair Styling Techniques and Cutting	500	515
Shaving	25	50
Shampooing	5	30
Facials-Hair Design and Massage (waxing)	10	15
Scalp Treatment Techniques	10	10
Permanent Waving, Relaxing & Chemical Application	270	66
Additional	200	N/A
Total	1500	--

## **CAREER OPPORTUNITIES**

The school will post job opportunities that it becomes aware of on the student bulletin board.

The school will post all job opportunities on the bulletin board immediately after receiving them.

Career opportunities for a licensed barber include:

- ✓ Cosmetology—Practitioner
- ✓ Texture Service Specialist
- ✓ Salon Owner
- ✓ Cosmetology Product Salesperson/Specialist
- ✓ Cosmetology Instructor
- ✓ Hair Color Specialist
- ✓ Cosmetology Manager

### **PROGRAM 4: NAIL CARE PROGRAM (600 HOURS)**

**Goal:** to prepare students to meet the Georgia State Board of Cosmetology requirements and to become a professional licensed Nail Technician.

1. Harris Hand Barber & Cosmetology School offers an exciting 600-hour nail care program for licensure where you can become a licensed esthetician technician. The program is divided into 2 levels to equal the 600-hours total.
2. The student must complete Level one of the nail program and pass an exam with 75% or higher before they can proceed to the second level.
3. After a student completes 600, services, exams and fulfills all financial obligations to the school, a certificate will be awarded.
4. Completion time depends on the schedule the student chooses and attends regularly. Based on a 27.5 hour per week schedule, the normal time frame of completion would be 6.5 months or 22 weeks. The other schedule is a 19.5 hour per week schedule so the normal time frame of completion would be 7 months or 31 weeks.



## **UNITS OF INSTRUCTIONS**

<b>Subject</b>	<b>Hours</b>	<b>Applications</b>
<b>LEVEL ONE:</b>		
Personal Hygiene, Ethics and Customer Care	10	N/A
Sanitation and Sterilization	50	
Physiology and Anatomy of the hands, arms, and legs	5	
Skin Structure, Nail Structure and Growth	10	
Chemistry	10	
Implements usage, Procedures and Safety	5	
Salon Business and Operations	5	
Client Care and Consultation	5	
Business development, Marketing, Advertising and Retailing Career Planning, Resume Writing	30	
TOTAL	140	
<b>LEVEL 2:</b>		
Basic of Manicure, Spa Manicures	100	
Basic Pedicures and Deluxe Pedicure	75	
Nail Sculpting	115	
Nail Tips and Wraps	100	
Nail Art Techniques & Airbrush Nail Art	30	
Advanced Techniques	20	
TOTAL	460	
<b>Total</b>	<b>600</b>	<b>--</b>

## **CAREER OPPORTUNTIES**

The school will post job opportunities that it becomes aware of on the student bulletin board.

The school will post all job opportunities on the bulletin board immediately after receiving them.

Career opportunities for a licensed nail technician include:

- ✓ Nail Salon Owner
- ✓ Nail Care Technician
- ✓ Skin Care Technician
- ✓ Nail Artist

## **TEACHING METHODOLOGY**

**Students will be taught by trained certified instructors. In teaching both theoretical and practical training various teaching methods are used: interactive lectures, classroom presentations, questions and answers, demonstrations, problem-solving, one-on-one sessions, laboratory, student shop activities and evaluations.**

## **GRADUATION REQUIREMENTS**

### **BARBER-STYLING AND COSMETOLOGY PROGRAMS**

1. Satisfactory completion of 1500 hours
2. Completion of required clinical performances as required by the Georgia State Board of Cosmetology and Barbers.
3. Satisfactory completion of all examinations, both theory and practical, with a score of 75% or greater.
4. Have a cumulative grade point average GPA of 2.0 or greater.
5. Pay financial obligations to the school.

When all requirements, fees and tuition payments have been paid, the school will certify the student to the Georgia State Board of Cosmetology and Barbers for his/her Barber-Stylist Examinations.

### **INSTRUCTOR PROGRAM**

1. Satisfactory completion of 750 hours.
2. Completion of required theory/classroom and practical demonstrations as required by the Georgia State Board of Cosmetology and Barbers.
3. Satisfactory completion of all examinations, both theory and practical, with a score of 75% or greater.
4. Have a cumulative grade point average GPA of 2.0 or greater.
5. Pay financial obligations to the school.

When all requirements, fees and tuition payments have been paid, the school will certify the student to the Georgia State Board of Cosmetology and Barbers for his/her Instructor Examinations.

### **NAIL CARE PROGRAM**

1. Satisfactory completion of 600 hours.
2. Completion of required theory/classroom and practical demonstrations as required by the Georgia State Board of Cosmetology and Barbers.
3. Satisfactory completion of all examinations, both theory and practical, with a score of 75% or greater.
4. Have a cumulative grade point average GPA of 2.0 or greater.

5. Pay financial obligations to the school.

When all requirements, fees and tuition payments have been paid, the school will certify the student to the Georgia State Board of Cosmetology and Barbers for his/her Instructor Examinations.

### **HOURS OF INSTRUCTION**

School is in session Monday through Friday. Following are the hours of instruction:

AM Session		PM Session	
Monday	9:00am-4:00pm	Monday	4:00pm--9:00pm
Tuesday	9:00am-4:00pm	Tuesday	4:00pm—9:00pm
Wednesday	9:00am-4:00pm	Wednesday	4:00pm—9:00pm
Thursday	9:00am-4:00pm	Thursday	4:00pm—9:00pm
Friday	9:00am-4:00pm	Friday	4:00pm—9:00pm

Students are expected to complete his/her course within the following timeframes:

### **BARBER-STYLING AND COSMETOLOGY**

Schedule	Hours Per Week	Number of Weeks	Number of Months
AM Session	32.5	48	12
PM Session	25	60	14

### **INSTRUCTOR**

Schedule	Hours Per Week	Number of Weeks	Number of Months
AM Session	26	29	7
PM Session	26	29	7

### **NAIL CARE PROGRAM**

Schedule	Hours Per Week	Number of Weeks	Number of Months
AM Session	19.5	31	7
PM Session	19.5	31	7

### **GRADING SYSTEM**

The grading system is designed to promote student awareness of the learning process.

It also establishes passing grades that document student achieves for course competencies

at levels acceptable for job entry. Harris Hand Barber & Cosmetology School requires a minimum of 75% (2.0) to progress from one course segment to another. Students are required to maintain a 2.0 average.

<b>Percentage</b>	<b>Grade</b>	<b>GPA</b>
90-100%	A	4.0
89-80%	B	3.0
79-70%	C	2.0
Below 7%	F	1.0

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress (SAP) policy applies to all students in an approved Program, including students receiving Federal Title IV funds, partial funding assistance, and/or self-pay. It is written in the catalog to ensure that all students receive a copy prior to enrollment. The policy is consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). Our SAP policy complies with the guidelines established by federal regulations established by the United States Department of Education. SAP in attendance and academic work is a requirement and students must maintain SAP to continue eligibility for funding.

To determine SAP, the school reviews the student's cumulative performance from their start date. Students are advised of their academic and attendance status via a Monthly Progress Report which includes evaluation periods. Reports are signed by the student and placed in the Student's Academic File. Students have access to his/her Academic file by appointment.

## **EVALUATION PERIODS—SATISFACTORY ACADEMIC PROGRESS**

Evaluation 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.

Master Barber and Cosmetology	450, 900, 1200 (actual hours)
Barber Instructor	375 (actual hours)
*Transfer Students	Midpoint of the contracted hours

## **\*TRANSFER STUDENTS**

The transfer hours from another institution that are accepted towards the student educational Program are counted as attended and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. To determine SAP, all students are evaluated with both Quantitative (attendance) and Qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study.

## **ATTENDANCE-SATISFACTORY ACADEMIC PROGRESS**

Students must attend a minimum of 67% (80% for VA students) of the cumulative scheduled hours to maintain Satisfactory Academic Progress. Students are advised of their academic and attendance status via a Monthly Progress Report, which includes the 450, 900, 1200 evaluation periods. Reports are signed by the student and placed in Student's Academic File. Students have access to his/her Academic file by appointment. The attendance percentage is determined by dividing total actual 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 students will graduate within the maximum time frame allowed.

### **MAXIMUM TIME FRAME**

The maximum time frame is equal to 1.50 times the published Length of the course and cannot exceed 150% that is allowed for a student to complete each course at satisfactory academic progress is as stated below:

<b><u>Course</u></b>	<b><u>Maximum Time Allowed</u></b>
Master Barber (Full time Day, 32.5 hrs/wk)-1500	2250 scheduled hours
Cosmetology (Full Time Day, 32.5 hrs/wk)-1500	2250 scheduled hours
Barber Instructor (Full Time.26 hrs/wk)-750	787.5 scheduled hours
VA students (Full Time, 32.5 hrs/wk)-1500	2250 scheduled hours
Nail Care Program (Full Time, 27.5 hrs/wk)-600	900 scheduled hours

The maximum time allowed for transfer students who needs less than the full course requirements will be determined based on 67%of the scheduled contracted hours. VA students are required to maintain 80% attendance. Authorized leaves of absence (LOA) will not be considered in the maximum time frame evaluation; LOA's will extend the student's contract period and maximum time Frame by the same number of days taken in the LOA.

## **ACADEMIC SATISFACTORY ACADEMIC PROGRESS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. The student's academic achievement is evaluated by written exams given after each unit of study. The student's practical and theoretical skills are evaluated throughout the course of study, and a final grade for each practical application is included in the student's grade point average (GPA). Students must maintain a GPA of 75% or higher. Students are required to maintain a cumulative GPA of 2.0 or higher. Students must make up failed or missed tests and in-complete assignments. Numerical grades are considered according to the school's grading system.

Percentage	Grade	GPA
------------	-------	-----

93-100%	A	4.0
85-92%	B	3.0
75-84%	C	2.0
Below 75	D	1.0

### **DETERMINATION OF SAP**

Students meeting requirements at the end of each month and/or financial aid payment period will be considered making Satisfactory Academic Progress. All students are evaluated on actual clock hours completed at the end of each month. In addition, Title IV recipients will be reviewed for Satisfactory Academic Progress before requesting funds. The first occurring no later than the midpoint of the academic year which is 450 hours. Additional evaluation periods are at 900 and 1200 hours. Students deemed not making 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.

### **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses do not apply to this Institution. Therefore, these items have no effect on the School's Satisfactory Academic Progress standards.

### **INTERRUPTIONS, COURSE INCOMPLETIONS, WITHDRAWALS**

Students on Leave of Absence-Students returning from a Leave of Absence within 180 days will not incur additional institutional charges. Also, students will be informed that they will return in the same academic standing as before leaving. Students who withdraw or are terminated Students who withdraw or have been terminated may re-enroll (if determined eligible) within 180 days and will not incur additional charges. However, these students will be responsible for paying any remaining balances from the previous enrollment that cannot be covered with reinstated Federal funds, plus any increase in tuition rates, if applicable. Students who withdraw or have been terminated and re-enroll after more than 180 days will pay a \$125.00 registration fee and will be charged for contract hours at the current tuition rate. All re-enrolling students will be provided with the school's most current Satisfactory Academic Policy and will be evaluated by the School's Director for placement in the curriculum and kit needs (re-enrolling students may-be required to purchase the current school kit). Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent (prior) student loans to a current status. Re-enrollment is as the discretion of the Director.

## **RULES AND REGULATIONS**

### **SCHOOL SCHEDULE**

- Schedule #1 is from 9:00am to 4:00pm-Monday through Friday.
- Schedule #2 is from 4:00pm to 9:00pm-Monday through Friday.

### **ATTENDANCE AND TARDINESS**

- All students must clock in and out when leaving the training area (including lunch periods)
- Schedule #1 Day students who do not clock in by 9:10 am (Monday through Friday) are considered tardy. Schedule #2 students who do-not clock in by 4:10 pm (Monday through Friday) are considered tardy.
- Schedule #1 students cannot attend class if they arrive after 10:00 am and Schedule #2 students cannot attend class if they arrive after 5:00 pm, unless they have prior approval by the Director or Instructor.
- VA students receiving GI Bill benefits are required to maintain a minimum attendance rate of 80% of total requirement for certification eligibility.
- Any student who is absent more than seven (7) days in a calendar month is subject to suspension and/or may be dropped from enrollment.
- Habitual tardiness (7) seven class days in any calendar month, may result in an action plan created by the school and the student.
- The student will be place on weekly attendance monitoring/counseling by an instructor.

### **ASSIGNED INSTRUCTIONS AND MAKE UP WORK**

- Students are required to complete instructional tasks assigned by the instructor.
- Any student who refuses an instructional task will be subject to suspension.
- Make-Up work is accepted and will be accepted up to one week after absence.

### **LUNCH/BREAKS**

- Students are required to take a 30-minute lunch break and must clock-In and out.
- All students are granted two (2) fifteen (15) minute breaks.
- Students are not permitted to smoke inside the school or within twenty (20) feet of the front entrances of the building. Smoking is allowed on the side of the building were the outside ash receptacle is located.
- Students must not take a break while providing service to a client-to do so may result in suspension and loss of hours for the day.

### **ABSENTEEISM**

- Students may be dropped if absences fall below 67% in a calendar month and below 80% for VA students.
- Students are responsible for any make-up work within five (5) schooldays.
- No credit can be accrued during absences.
- Students should notify the school if they are anticipating being absent.

- Habitual absences and/or tardiness may result in suspension or expulsion from the program.
- Excused absence include: Jury duty and death of an immediate family members. Time will be granted. Immediate family members Include... (Mother, father, siblings, children, and grandparents.)

**All other absences will be considered unexcused.**

### **DRESS CODE**

- Students are required to always wear a barber jacket (smock) and name badge while in class/lab.
- Dress may be casual, but open-toe shoes and shorts, tank tops, stretch leggings and skirts above the knees are prohibited.
- Pants must be worn neatly on the waistline-seat (crouch) must be proper height above the knees and must not be shown below the barber jacket (smock).
- Clothing must fit in such a manner that it does not expose the abdomen, chest, cleavage, or buttocks areas.
- Tattoos must be free of sexually related reference, foul language, and references to drugs or weapons. No tattoos can be added while students are enrolled at Harris Hand Barber College.
- Body piercing may only be worn on the ears. No other body piercing should be visible to the public.
- Students are not permitted to wear head gear of any type during class and/or lab sessions.
- Upper garments (ex: t-shirts) must not show below the barber jacket (smock).
- Any student who does not comply with the dress code is subject to suspension and/or may be dropped from enrollment.

### **CLASSROOM/LAB ETIQUETTE**

- Any student that uses profanity or exhibits any other type of disruptive behavior is subject to suspension and loss of clock hours.
- Students are not permitted to read materials in the lab and/or classroom that do not pertain to barber-styling.
- All cell phones must be set to silent or vibrate during all class and lab sessions.
- Students wishing to talk on the phone must do so outside of the classroom and lab-such emergency calls must be made/taken in the breakroom or outside the building. This includes the use of blue tooth and other wireless headsets.

### **LEAVE OF ABSENCE POLICY (LOA)**

- To request a LOA, the student submits a signed and dated leave of Absence form to his/her instructor. After Instructor/student consultation, the instructor submits LOA form to the Director for approval. The LOA Is granted once approved by the Director. The school will not assess any Additional school charges to a student granted LOA.
- In order to receive approval for a LOA, the student must (1) provide a good reason, and (2) plan to return to school on the “Planned Return” date listed on the signed LOA request form. Good reasons include, but not limited to, death in the family, personal/family illness, maternity leave.
- If the student is a Title IV loan recipient, the school will explain to the student, prior to granting



the LOA, the effects that the student's failure to return from a LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

- A LOA extends the student's contract period and maximum time frame by the same number of days as the leave of absence.
- If a student is unable to return on the date specified in the signed Leave of Absence form, he/she must submit a new signed request to extend his/her Leave of Absence.
- Students who do not return from LOA will be withdrawn from the school. The effective date of the withdrawal will be the last day of attendance. A Student granted a LOA that meets the required criteria is not considered to have withdrawn from the school and no refund calculation is required at the time.
- Students may be granted up to 180 days of leave during his/her contracted enrollment period.
- VA students must discontinue VA educational benefits while they are on leave of absence.

### **LOCKERS**

- Each student will be assigned a locker.
- It is the student's responsibility to place a lock on his/her locker.
- Lockers are available so that students may store school-related materials and items that cannot be carried into class/lab sessions (ex: lunch, mannequins, etc.) Any illegal materials or substances are prohibited in lockers.

### **SERVING CLIENTS**

- Only students who have completed the first 300 hours in Theory and have been certified as ready are permitted to serve clients.
- After clocking in, students are required to set up his/her station to be ready to service clients. The instructor will visually inspect stations for proper implements and sanitation.
- Students will receive practical assignments on a rotational basis from the instructor in charge.
- Students are not permitted to receive "special" clients without prior approval from the instructor.
- All client services must be assigned to students by the instructor on duty.
- Students may not provide services to clients without an instructor present in the lab.
- Students must request a visual check of services from the instructor prior to dismissing a client-the instructor will initial the service ticket.
- Before and after serving each client, students are required to follow established sanitary procedures.
- Sterilize all tools and implements when setting up and prior to serving clients.
- Ensure that the station is set up with clean towels, cape(s), fumigant, clipper cleaning solution, ultra-violet sanitizer and antiseptic solution.
- Service the disinfectant tray before practice training begins.
- Students are not permitted to engage in conversation with other students while clients are being served.

### **SERVING OTHER STUDENTS**

- Students must obtain permission from the instructor on duty prior to providing service to another student.

- When a student receives services that uses chemicals (relaxer, cold-wave, re-structor, or permanent/semi-permanent hair colors), he/she must pay a \$4.00 fee for each service.

### **USE OF LEGAL/ILLEGAL DRUGS AND FIREARMS**

Students have the right to possess physician prescribed medication.

- Students are prohibited from the possession of, use of, and distribution of any illegal drugs while on school property. Such behavior will result in suspension.
- If a student is suspected of using drugs, he/she may be required to take a drug test as detailed in his/her enrollment contract.
- Firearms are prohibited on school property.
- Alcoholic beverages are prohibited on school property. Any indication of intoxication may result in suspension. Students may be subject to drug and alcohol testing at any time.

### **PHOTOS, VIDEOS AND/OR TEXT RELATED TO THE SCHOOL**

Students are not permitted to place any photos, videos and or/text related to the school on **any form of media** (examples: Face Book, YouTube, Twitter, personal websites, etc.) with-out **written permission** from the School's Director. To do so may result in immediate suspension.

### **TERMINATION PROCEDURES**

A student may be terminated from the school for any of the following reasons:

- Academic
- Failure to maintain satisfactory progress.
- Not adhering to school rules and regulations
- Failure to uphold contracted financial agreement.
- Unlawful manufacture, distribution, possession, dispensing, or use of controlled substances.
- Bringing weapons of any kind on the school premises
- Conviction of a felony while attending school at Harris Hand Barber College
- Unprofessional conduct or behavior that inhibits the educational process (ex: physical or verbal assaults, stealing, lack of cooperation, sexual harassment, fighting, or other poor conduct).
- Attendance rate drops below 67%.
- A student unable to satisfactory achieve required knowledge and skills will be terminated.

### **TRANSFER STUDENTS**

Students wishing to transfer to Harris Hand Barber & Cosmetology School must first meet all admission requirements.

Transfer students are required to provide an official transcript from their previous school. The student will then be interviewed and scheduled for an evaluation. They are evaluated by an Instructor/Director based on theoretical knowledge and practical skills, as well as length of time since applicant attended the program. Based On the results of the interview and the evaluation hours granted will be determined.

Students must enroll for a minimum of three hundred (300) clock hours. Additional hours may be necessary if all requirements for graduation are not met. Tuition will be charged on a pro-rata basis. Cost will include registration fees and any equipment and books necessary to complete the training.

### **GRIEVANCE PROCEDURES**

A student, teacher or staff member may file a complaint against the school or any school official. If a student, teacher, or staff members feels that he/she had been adversely affected by the school's Operational Procedures, Rules and Regulations, or any faculty or staff member, he/she had the right to the school's complaint process. The complaint process is established as a two-part system: a) the pre-complaint process, and (b) the formal complaint process.

### **PRE-COMPLAINT PROCESS**

1. If the affected student feels he/she has a valid complaint, the affected party must contact the designated student counselor within twenty-one (21) calendar days of the incident occurrence. If complainant does not wish to use the designated counselor, he/she may request, in writing, the appointment of another student counselor.
2. The Counselor will attempt to resolve the matter on an Informal basis within ten (10) calendar days from the time of the initial contact.
3. If unsuccessful, the counselor will inform the aggrieved party in writing of his/her subsequent rights.
4. If complainant is not satisfied or a resolution was not met, the complainant may pursue the matter.

### **FORMAL COMPLAINT PROCESS**

A formal complaint must be filed within fifteen (15) calendar days of the notice in writing from the counselor.

1. A formal complaint may be filed in person or by mail with the Director of the School. The Director will form a Hearing Committee consisting of one (1) faculty or staff member, one (1) hair care industry professional that is not associated with the school, and one (1) student.
2. The complainant has the right to have a representative of his/her own choosing at all stages of the process.
3. The hearing may be held on or off the school premises. If it is held off the school premises, approval must be granted by the Director.
4. The Committee's decision must be issued to the Complainant within fifteen (15) calendar days from the hearing.
5. A copy of the Committee's decision will be submitted to the Director for final adjudication.

## **SCHOOL HOLIDAYS AND CLOSINGS**

The school will be closed for the following holidays.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Memorial Day	Veterans Day
Independence Day	Thanksgiving Day
President's Day	Christmas Day
	Juneteenth

## **SCHOOL CLOSURE STATEMENT**

Harris Hand Barber & Cosmetology School is a registered member of the State of Georgia Nonpublic Postsecondary Education Commission NPEC). NPEC's purpose is to reimburse students or their Lenders in the event a school closes without completing the student's instructional programs without adequately reimbursing he affected students.

## **CAREER/EMPLOYMENT OPPORTUNITIES**

Harris Hand Barber & Cosmetology School does not guarantee employment. It does post job opportunities as they become available. Career opportunities for licensed barbers include Barber-Stylist. Texture Service Specialist, and Hair Color Specialist.

## **PRIVACY POLICY**

Student files are confidential. The Family Educational Rights and Privacy Act (FERPA) set limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. Information will be released only with student's written permission (parent/guardian's written permission if the student is a minor). A meeting with a staff person must be scheduled to examine the file. Upon receipt of the written request, the school will make requested information available within three (3) business days.

**Harris Hand Barber & Cosmetology School requires written consent from the student or (parent/guardian) for release of records in response to a third-party request, unless otherwise required by law.**

Before publishing "directory of information" (examples: address and telephone number of students, date, and place of birth, field of study, dates of attendance, awards received, date of graduation, previous school attended), The school must allow the student or parent/guardian to deny authority to publish one or more of these items.

Provide and permit access to student records and other related records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission without consent.

Provide and permit access to student and other related records as required by the Georgia State Board of Cosmetology and Barbers. Information may be sent in connection with a student application for receipt of financial aid with prior written consent by the student/applicant. Lawful court order or subpoena may have access to student records: however, the school will notify the student of the pending release of information.

## **STUDENT SERVICES**

Harris Hand Barber & Cosmetology School provides student counseling services on an individual basis to help students with personal financial, academic, or other areas of concern. Counseling is obtained by faculty referral or by student request. Information about students is released only with written permission of the student, or parent/guardian if the student is a minor. While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## **LICENSING INFORMATION**

Secretary of State  
Professional Licensing Boards of Division  
Georgia State Board of Cosmetology and Barbers  
237 Coliseum Drive  
Macon, Georgia 31217-3858  
(478)207-2440  
[www.sos.ga.gov](http://www.sos.ga.gov)

Examination fee for Master Barber license	\$147.00
Examination fee for Instructor License	\$147.00
License fee for Master Barber License	\$30.00
License fee for Instructor License	\$30.00
Georgia State Master Barber-license Renewal	\$50.00

### **Special Notice:**

It is mandatory according to the Georgia State Board of Cosmetology and Barbers, that graduates must meet the licensing requirements according to LAW O.C.G.A 43-10 Refer to 43-10-5(h)

*(h) On and after July 1, 2015, any applicant applying for a certificate of registration pursuant to this Code Section shall pass both a board approved written and the practical examination with a 24-month period after having obtained the required credit hours or shall be required to repeat all of such required credit hours before retaking the examination. Should an applicant fail to pass the written or the practical examination, the board's designee shall furnish the applicant a statement in writing, stating in what manner the applicant was deficient."*

## **Harris Hand Faculty and Staff**

Mark Bynum..... Owner, Director, Instructor  
Tareva Gates.....Administrator/ Financial Aid Director  
Mark Bynum..... Barber Instructor  
Dr. Betty Franks..... Cosmetology Instructor  
Dr. Betty Franks.....Nail Care Instructor

### **Financial: Tuition, Fees, and Supplies**

All students are responsible for the cost of tuition and fees. Students may pay tuition and fees in one installment or may pay monthly or on a schedule arrangement created by Harris Hand Barber & Cosmetology School and recorded on the student's ledger. Tuition will be paid directly to the College. Payment is accepted in Cash, check, cashier's check, or credit card.

Program	Tuition	Registration	Kit/Supplies
Barber-Styling	\$18,500.00	\$125.00	\$500.00
Instructor	\$14,500.00	\$125.00	\$400.00
Cosmetology	\$18,500.00	\$125.00	\$500.00
Nails	\$6,500.00	\$125.00	\$500.00

### **REFUND POLICY**

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

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

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  - 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$125.
  - 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:

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

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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 permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course 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 at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

## **EXTRA FEES**

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$250 per week, or any part thereof, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

## **GI BILL EDUCATION BENEFITS:**

The following policies pertain to individuals receiving GI Bill Education benefits.

- I. **Standards of Progress:** Student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.
- II. **Students are expected to attend 100% of all classes.** Attendance will be taken at the beginning of each class and following any breaks. Three (3) late arrivals or 3 early departures will be considered an absence. To maintain eligibility for GI Bill benefits students must attend

80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Police Attached.

**Attendance and academic work will be monitored on a weekly basis.** If a student falls below either criterion listed above, they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have GI Bill education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

**Students do have a right to appeal.** Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

#### **Grading System**

90-100	A
80-89	B
75-79	C
70-74	D
69 and below	F

III. **Leave of Absence Policy.** Any student who begins a period of leave of absence will be terminated from GI Bill education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for GI Bill education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the GI Bill education benefits and GI Bill education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the school's Director.

IV. **Student Conduct Policy.** Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:

- a. Theft of damage of property



- b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
- c. Possession or consumption of alcohol or drugs on the premises.
- d. Possession of dangerous weapons.
- e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

- V. **Policy for granting credit for previous education and training:** GI Bill education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.
  - VI. **Refund Policy.** For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.
  - VII. Harris Hand Barber School permits any covered individual to attend or participate in a course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
    - 1. The date on which payment from VA is made to the institution.
    - 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Harris Hand ensures that we the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **APPENDIX A**

### **BARBER SANITARY RULES AND REGULATIONS GOVERNING BARBER SHOPS AND COLLEGES IN THE STATE OF GEORGIA**

The rules and regulations set forth below have been adopted by the Georgia State Board of Cosmetology and Barbers. Recommended disinfectants approved by the Georgia Department of Human Resources.

1. All licensed Barbers, barber students, apprentice barbers, and examinations permit holders shall use the utmost caution in waiting on or rendering service to any person having or suspected of having an infectious disease and shall have privilege of refusing service to a person. Barbers and barber students, apprentice permit holders and examination permit holders, after having rendered service to a person having or suspected of having any infectious disease, shall have all towels, clothes, implements, and utensils used in rendering such service thoroughly sterilized before re-using. Barbers and barber students, apprentice permit holders and examination permit holders shall thoroughly wash their hands with soap and water before rendering service to each person.
2. Current shop permit must be posted.
3. Sanitary regulations must be posted in conspicuous place in the general work area
4. Shop must be separated by tight ceiling high partitions from residence room
5. All floors must be cleaned daily.
6. Furniture, equipment, tools, appliances, utensils, walls, and ceilings shall be kept in clean and sanitary conditions always.
7. Razors, scissors, tweezers, combs, brushes, rubber discs and all other parts of vibrator, and all other utensils, appliances, or anything which comes in contact with the head, face, neck or hair must be thoroughly cleansed and sterilized in a manner approved by the state or local health department after final use on each customer.
8. Hot and cold running water of a source approved by the Georgia State Board of Cosmetology and Barbers and by the State and Local Health Departments shall be provided in each establishment.
9. Each barber and barber student, apprentice permit holder and examination permit holder shall keep his or her body clean and be in good health; his or her general appearance shall be neat, and his or her fingernails carefully cut and clean.
10. Sanitary receptacles for used cloths shall be provided.
11. All waste materials must be deposited in a non-absorbent washable container pending removal.
12. A towel which is used on one person shall not be used again on another patron until laundered.
13. The headrest on each chair must be provided with a clean towel after each patron.
14. Sanitary neck strips of paper or a sterile towel must be placed around the neck of the patron so that the cover does not come into contact with the skin.
15. Clean/sanitized towels must be used by students to dust hair from patron skin.
16. Traditional neck dusters are not allowed in lab area.
17. All bathrooms and toilets shall be maintained in a sanitary condition. All liquid waste shall be disposed of by connection to a municipal sewage system or a properly designed and constructed individual sewage system.
18. Adequate sterilizing methods, as listed above, must be provided for each station.
19. Compliance with rule prohibiting operator to work while under the influence of liquors or drugs.

**Section 42-7-23 of the Georgia State Board of Cosmetology and Barbers must be complied with at all times.**