



Harris Hand Barber College

CATALOG

HARRIS HAND BARBER COLLEGE & COSMETOLOGY

5, 9 & 11 LAGRANGE STREET

GRANTVILLE, GA 30220

**PROVIDING HIGH QUALITY SERVICES AT AFFORDABLE
PRICES**

Volume VI

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Mission Statement:

Harris Hand Barber College & Cosmetology 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 Barber, Master Cosmetology, and Master Instructor. Harris Hand Barber College & Cosmetology 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 College & Cosmetology does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

Accreditations

Harris Hand Barber College & Cosmetology is licensed by Georgia State Board of Cosmetology and Barbers located at 237 Coliseum Drive, Macon, Georgia 31217, (912)207-1436, and is authorized to offer Postsecondary Instruction by Nonpublic Post-Secondary Education Commission (NPEC). We are in Candidate Status with NACCAS (National Accrediting Commission of Career Arts and Sciences) located at 3015 Colvin Street, Alexandria, Virginia 22314, (703) 600-7600.

***Harris Hand Barber College & Cosmetology is in Candidate Status and is not yet approved to offer Title IV funding ***

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) 805-1506 (Office) 678-416-9908 (Cell)** to request an interview and tour the facility.
2. Complete an application for admission. Please note the Application fee is **\$100.00**. The application and fee may be mailed to:
Harris Hand Barber College & Cosmetology
P.O. Box 101, Grantville, Georgia 30220

Or hand delivered to:

9 or 11 LaGrange Street, Grantville, Georgia 30220

Applicant can receive other resource material and facts about his/her decision to enroll at www.harrishandbarbercollege.com.

**Applications for admissions may be obtained from the Institution during normal business hours
Monday – Friday 8am-5pm.**

CLASS START DATES & PROJECTED END DATES

January 1, 2026- 12/02/2026	February 2, 2026- 01/04/2027	March 2, 2026- 01/28/2027	April 1, 2026- 03/01/2027	May 1, 2026- 03/31/2027	June 1, 2026- 04/28/2027
July 1, 2026- 05/27/2027	August 3, 2026- 06/28/2027	September 1, 2026- 07/27/2027	October 1, 2026- 08/25/2027	November 2, 2026- 09/23/2027	December 1, 2026- 10/20/2027
January 4, 2027-	February 1, 2027-	March 1, 2027-	April 5, 2027-	May 3, 2027-	June 7, 2027-
July 6, 2027	August 2, 2027	September 7, 2027-	October 4, 2027-	November 1, 2027-	December 6, 2027-
January 4, 2028-	February 7, 2028-	March 6, 2028-	April 3, 2028-	May 1, 2028-	June 5, 2028-
July 3, 2028	August 7, 2028	September 5, 2028-	October 2, 2028-	November 6, 2028-	December 4, 2028-

ADMISSION REQUIREMENTS

All applicants are provided with an institutional catalog prior to enrollment and new student orientation occurs the first day of class after they clock in by the school administrator/instructor.

Prior to starting class, the school requires that each student enrollee must meet the applicable program requirements and provide the following:

1. Provide a copy of a current government issued photo ID
2. Provide a copy of a current social security card
3. Provide proof of education such as a high school diploma or HS transcript, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
4. Pay application fee of \$100.00. (non-refundable)
5. If applicable, DD-214 (Veterans)
6. Current Master Barber/Master Cosmetology License (Instructor Program only)
7. Transcript from Barber or Cosmetology School (Transfer Students only)
8. Students can re-enter the program.

INSTRUCTOR APPLICANTS

Instructor applicants must meet all of the above requirements and hold a current license as a practitioner in the field they wish to teach.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

TRANSFER STUDENTS

Students wishing to transfer to Harris Hand Barber College & Cosmetology 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 an application fee, any equipment, and books necessary to complete the training. Transfer students will not receive a kit or book, they must use the ones from their previous school.

INTERRUPTIONS, COURSE INCOMPLETIONS, WITHDRAWALS

Students on Leave of Absence-Students returning from a Leave of Absence within 30 days will not incur additional institutional charges. Also, students will be informed that they will return in the same satisfactory academic progress standing as before leaving. Students who withdraw or are terminated may re-enroll (if determined eligible) within 30 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 30 days will pay a \$100.00 application fee and will be charged \$175.00 registration fee and 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 at the discretion of the Director.

SECONDARY STUDENTS ADMISSIONS POLICY

- For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:
- Meet the state requirements for admission (complete 10th grade and be 16 years of age) proof of completion of 10th grade can be shown through high school transcripts
- Proof of age can be shown through a driver's license, birth certificate, etc.
- Provide permission in writing from the secondary school in which they are enrolled
- Successfully complete the pre-enrollment evaluation

Note: No more than 10% of the number of students enrolled can be secondary students.

FACILITIES

Harris Hand Barber College & Cosmetology is a 3100 total square foot college, with three separate suites with three classrooms and separate clinical areas, a breakroom that services students, staff, and clients, three reception areas, office space, 20 salon chairs, 20 student work stations, 5 shampoo bowls, 7 dryer units, 1 facial steamer, one portable hooded dryer, 6 entrance and exit doors, front parking, towel storage cabinet on each clinical floor, Barber and Cosmetology Dispensary, one microwave, one water dispenser, 8 sterilizers, 5 nail stations, 5 pedicure stations, 5 ventilation systems, 3 dry erase boards, 3 computers, 3 laptops, 1 projector, 4 file cabinets, 4 restrooms, 2 locker stations.

School does not provide housing assistance.

PROGRAMS

All Courses are taught in the English Language.

PROGRAM 1: MASTER BARBER PROGRAM (1500 HOURS)

DESCRIPTION: The Master Barber Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of shaving, hair styling and hair shaping techniques, facials and hair design, hair coloring, texture services, scalp and hair conditioning.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.
8. Stand for long periods of time and hold certain positions and stances while performing services.
9. Be exposed to chemicals used in performing services.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips related to; Community Outreach, Georgia State Board, Career Readiness Fairs, and business related to Tools and Implements , projects, and activities.

GRADING PROCEDURES: 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 program 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 the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

The curriculum for students in a school of barbering for a complete course of at least nine (9) Months totaling fifteen hundred (1500) hours of training shall be as follows:

HOURS SUBJECT-UNIT (T)=THEORY (C)=CLINICAL SERVICE APPLICATION

300(T) THEORY

Orientation, The History of Barbering, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity

When a student has completed 300 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 300 hours of training, the curriculum shall be as follows:

180(C) THEORY LABORATORY

Practical Training in Preparing Germicidal Solutions, Shampoos, Tint and Bleaches, Practical Training in Washing and Sanitizing all Equipment in the Salon

25(C) SHAVING

Proper handling of Instruments, Proper disposal of razor blades in sharps container, improper handling of instruments.

500(C) HAIRSTYLING TECHNIQUES AND CUTTING

Shampooing, Rinsing, and Conditioning, Principles and Techniques of Wet Styling, Blow Drying, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, Use and Safety, Proper Handling of Instruments Razor, Scissors, Clippers, Shears

270(C) PERMANENT WAVING, HAIR RELAXING AND CHEMICAL APPLICATIONS

Principles and Techniques of Sectioning Wrapping, Processing, Curling, Principles and Techniques of Sectioning, Virgin Application, Chemical Retouch, Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems

10(C) FACIAL HAIR DESIGN AND WAXING

Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Removal of Unwanted Hair,

10(C) SCALP AND HAIR TREATMENT, SHAMPOOING AND CONDITIONING

Hair Analysis, Brushing and Manipulations, Corrective Treatment, Reconditioning Treatment

5(C) SHAMPOOING

Shampooing, Rinsing, and Conditioning, Proper Procedure of Shampooing, Product Knowledge, Water temperature

200(C) ADDITIONAL INSTRUCTIONS AT THE DISCRETION OF THE INSTRUCTOR RELATED TO CURRENT UNIT THEORY

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

1500 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Goal: To train students to become licensed practitioners in the field of Master Barber. 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 fifteen (15) months and fifteen hundred (1500) clock hours as follows:

1. 300 total hours of theory is required before the student is allowed to render clinical services on clients.
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 1200 clock hours, including the appropriate theoretical clock hours required.

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:

- ✓ Master Barber—Practitioner
- ✓ Texture Service Specialist
- ✓ Barbershop Owner

- ✓ Master Barber Product Salesperson/Specialist
- ✓ Master Barber Instructor
- ✓ Hair Color Specialist
- ✓ Barbershop Manager

PROGRAM 2: MASTER COSMETOLOGY PROGRAM (1500 HOURS)

DESCRIPTION: The Master Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.
8. Stand for long periods of time and hold certain positions and stances while performing services.
9. Be exposed to chemicals used in performing services.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips related to; Community Outreach, Georgia State Board, Career Readiness Fairs, and business related to Tools and Implements , projects, and activities.

GRADING PROCEDURES: 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 program 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 the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

The curriculum for students enrolled in a school of cosmetology for a complete course of a minimum of nine (9) months and totaling fifteen hundred (1,500) hours of training 300 theory + 1200 service application hours) shall be as follows:

<u>HOURS</u>	<u>SUBJECT-UNIT (T)=THEORY (C)=CLINICAL SERVICE APPLICATION</u>
250(T)	THEORY/THEORY LEVEL II Chemistry, Cleansing and Disinfection, Theory of Permanent Waving- Theory of Hair Coloring, Theory of Hair and Scalp Treatments and Conditioning, Theory of Hair Cutting, Theory of Shampooing, Theory of Hairdressing/Hairstyling, Theory of Nail Care and Skin Care Chemistry, Cleansing and Disinfecting, Physiology, Electricity, Safety Precautions, Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety
50(T)	THEORY/SOCIAL SKILLS, RECEPTION OR DESK WORK, ART AND ETHICS, STATE BOARD OF BARBERS AND COSMETOLOGY LAWS AND RULES Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Etiquette, Advertising, Sales, Communications, Public/human Relations, Insurance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics, State Laws and Rules
When a student has completed 300 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 300 hours of training, the curriculum shall be as follows:	
50(C)	LABRATORY Practical Training in Preparing Germicidal Solutions, Shampoos, Tint and Bleaches, Practical Training in Washing and Sanitizing all Equipment in the Salon.
255(C)	HAIRDESSING/HAIRSTYLING, SHAMPOOING AND COMBOUT Shampooing, Rinsing, and Conditioning, Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, Use and Safety
124.5(C)	HAIRCUTTING AND SHAPING Principles and Techniques of Sectioning, Removing length or bulk with Razor, Scissors, Clippers, Shears
150(C)	PERMANENT WAVING (TEXTURE SERVICES) Principles and Techniques of Sectioning Wrapping, Processing, Curling
139(C)	CHEMICAL HAIR RELAXING (TEXTURE SERVICE) Principles and Techniques of Sectioning, Virgin Application, Chemical Retouch
155(C)	HAIR COLORING AND HAIR LIGHTERNING Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects, Problems
90(C)	MANICURING, PEDICURING, NAIL EXTENSIONS Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and Advanced Nail Techniques
52.5(C)	FACIAL TREATMENT, MAKE-UP, AND HAIR REMOVAL Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy
49(C)	SCALP AND HAIR TREATMENT Brushing and Manipulations, Corrective Treatment, Reconditioning Treatment
30(C)	HAIR REMOVAL Tweezing, Waxing, threading
5(C)	SANITIZING AND DISINFECTION OF TOOLS, IMPLEMENTS, AND EQUIPMENT
100(C)	ADDITIONAL INSTRUCTIONS AT THE DISCRETION OF THE INSTRUCTOR RELATED TO CURRENT UNIT THEORY To be applied by the Instructor to strengthen student performance; supervised field trips; or other relating training
1500	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the Student desires to specialize in a specific area.

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 fifteen (15) months and fifteen hundred (1500) clock hours as follows:

1. 300 total hours of theory is required before the student is allowed to render clinical services on clients.
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 1200 clock hours, including the appropriate theoretical clock hours required.

CAREER OPPORTUNITIES FOR MASTER COSMETOLOGY

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:

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

PROGRAM 3:MASTER INSTRUCTOR (750 HOURS)

DESCRIPTION The Instructor Program is designed to equip licensed Barbers/Cosmetologist with the necessary tools and skills to teach in a licensed public or private school. Persons receiving instructor training shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor. Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. Persons receiving instructor training shall be furnished an instructor training manual.

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

Candidate must have completed Master Barber/Master Cosmetology Training and possess a current Georgia Master Barber or Master Cosmetology License, a high school diploma or GED diploma. All candidates for the Instructor's License must be proficient in basic barber and cosmetology 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. All candidates for the Master Instructor's License must be proficient in basic barber/cosmetology skills,

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, students and clients.
4. Perform the basic manipulative skills in the areas of curriculum development, lesson plans and presentations, classroom management and discipline, demonstrations and lectures, various methods of evaluation.
5. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills, clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips related to; Community Outreach, Georgia State Board, Career Readiness Fairs, and business related to Tools and Implements , projects, and activities.

GRADING PROCEDURES: 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 program 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 the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

The curriculum in a school of barbering/cosmetology for an instructor training course shall be completed within one (1) year and a total of 750 hours of training as stated below.

<u>HOURS</u>	<u>SUBJECT – UNIT MASTER INSTRUCTOR</u>
250	General Education (All practice teaching must be supervised by a licensed instructor.) 1. Principle of teaching Barbering 225 2. Cosmetology and Barber Laws, rules and regulations 25
250	Teaching techniques and audio-visual aids
250	Practice teaching

CAREER OPPORTUNITIES FOR MASTER EDUCATOR

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

Career opportunities for licensed Master Instructors include:

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

CAREER/EMPLOYMENT OPPORTUNITIES

Harris Hand Barber College & Cosmetology does not guarantee employment. It does post job opportunities as they become available.

TEACHING METHODOLOGY

Trained certified instructors will teach students. 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
MASTER BARBER AND MASTER COSMETOLOGY PROGRAMS

1. **MASTER BARBER AND MASTER COSMETOLOGY PROGRAMS** agrees to 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. Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.

When all requirements, fees and tuition payments have been paid, the school will present student with a Certificate of Completion and certify the student to the Georgia State Board of Cosmetology and Barbers for his/her Master Barber or Master Cosmetology Examinations.

MASTER INSTRUCTOR PROGRAM

1. **MASTER INSTRUCTOR PROGRAM** agrees to satisfactory completion of 750 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. Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.

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

HOURS OF INSTRUCTION FOR ALL PROGRAMS

School is in session Monday through Friday for Master Barber and Master Cosmetology. School is in session Monday through Thursday for Instructor. The following are the hours of instruction:

AM SESSION (PART)		AM SESSION (FULL)		PM SESSION (PART)	
Monday	10:00am-3:00pm	Monday	8:00am-3:00pm	Monday	4:00pm-9:00pm
Tuesday	10:00am-3:00pm	Tuesday	8:00am-3:00pm	Tuesday	4:00pm-9:00pm
Wednesday	10:00am-3:00pm	Wednesday	8:00am-3:00pm	Wednesday	4:00pm-9:00pm
Thursday	10:00am-3:00pm	Thursday	8:00am-3:00pm	Thursday	4:00pm-9:00pm
Friday	10:00am-3:00pm	Friday	8:00am-3:00pm	Friday	4:00pm-9:00pm

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

MASTER BARBER AND MASTER COSMETOLOGY

Schedule	Hours Per Week	Number of Weeks	Number of Months
AM Session	32.5	46.5	12
PM Session	25	60	15

INSTRUCTOR

Schedule	Hours Per Week	Number of Weeks	Number of Months
Full Session	26	29	7.25
Part Session	20	37.5	9.5

GRADING SYSTEM

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

It also establishes passing grades that document students achieve for course competencies at levels acceptable for job entry. Harris Hand Barber College & Cosmetology requires a minimum of 75% (2.0) to progress from one course segment to another. Students are required to maintain a 2.0 average. The school maintains records of grades and transcripts for a minimum of six years.

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Percentage	Grade	GPA
93-100%	A	4.0
85-92%	B	3.0
75-84%	C	2.0
74 and Below	D	1.0

SATISFACTORY ACADEMIC PROGRESS POLICY

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. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Master Barber/Master Cosmetology	450 actual hours and 14 weeks 900 actual hours and 28 weeks 1200 actual hours and 37 weeks
Master Instructor	375 actual hours and 11.5 weeks

*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Quantitative 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 80% 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 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	HOURS	100% WEEKS	SCHEDULED HOURS	MAX WEEKS
Master Barber (Full time, 32.5 hrs/wk)	1500	46.5	1875	58
Master Barber (Part time, 25 hrs/wk)	1500	60	1875	75
Master Cosmetology (Full time, 32.5 hrs/wk)	1500	46.5	1875	58
Master Cosmetology (Part time, 25 hrs/wk) -	1500	60	1875	75
Master Instructor (Full time, 26 hrs/wk)	750	29	937.5	36
Master Instructor (Part time, 20 hrs/wk)	750	37.5	937.5	47

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 28 academic 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 80% of the contracted hours.

Students who have not completed the course within the maximum timeframe may remain in school and will be placed 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 the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% 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:

93 - 100
85 - 92
75 - 84
74 and BELOW

EXCELLENT
VERY GOOD
SATISFACTORY
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 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 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. (This institution is not approved for Title IV funding at this time.)

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 during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who could 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 the 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 to 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 students' 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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.

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a LOA in advance unless unforeseen circumstances prevent the student from doing so, and that:

LEAVE OF ABSENCE POLICY (LOA)

- The request must be in writing
- The request must include the students' reason for the LOA; and
- The request must include the student signature

The reasons for which a LOA may be approved include:

- Personal and/or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official LOA will extend the contract period by the same number of days designated in the leave document or used by the student, and such changes to the contract period will be documented in one of the following ways; changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties. No additional charges will be assessed because of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The LOA and any additional approved LOA may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

VA students must discontinue VA educational benefits while they are on leave of absence.

RULES AND REGULATIONS

SCHOOL SCHEDULE

- Schedule #1 is from 10:00am to 3:00pm-Monday through Friday.
- Schedule #2 is from 8:00am to 3:00pm-Monday through Friday.
- Schedule #3 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 10:10 am cannot clock in until 11:00 am and are considered tardy.
- Schedule #2 Day students who do not clock in by 8:10 am cannot clock in until 9:00 am and are considered tardy.
- Schedule #3 Night students who do not clock in by 4:10 pm cannot clock in until 5:00 pm and are considered tardy.
- All students, including VA students receiving Veteran Education Benefits are required to maintain a minimum attendance rate of 80% of total requirement for certification eligibility.
- Habitual tardiness may result in termination.

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 sent home for that day.
- Students must make up exams within one week of absence with the approval of instructor.
- Students who fail an exam can only be credited with 75% grade when retesting.

LUNCH/BREAKS

- Students are required to take a 30-minute lunch break if full-time and all students 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 where the outside ash receptacle is located.
- Students must not take a break while providing service to a client.

ABSENTEEISM

- 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 termination from the program.
- Excused absence includes 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.
- 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 will be sent home for the day.

CLASSROOM/LAB CONDUCT

- Any student that uses profanity or exhibits any other type of disruptive behavior may be terminated after advisement.
- Students are not permitted to read materials in the lab and/or classroom that do not pertain to the program.
- All cell phones must be set to silence 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.

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.

SERVICING 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.

SERVICING OTHER STUDENTS

- Students must obtain permission from the instructor on duty prior to providing service to another student.
- When a student receives services that use 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 termination.
- Firearms are prohibited on school property.
- Alcoholic beverages are prohibited on school property. Any indication of intoxication may result in termination.

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.) without **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 & Cosmetology.
- 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 80%.

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 feel that he/she has 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.
2. If a complainant does not wish to use the designated counselor, he/she may request, in writing, the appointment of another student counselor.
3. The Counselor will attempt to resolve the matter on an Informal basis within ten (10) calendar days from the time of the initial contact.
4. If unsuccessful, the counselor will inform the aggrieved party in writing of his/her subsequent rights.
5. If a 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.
2. 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.
3. The complainant has the right to have a representative of his/her own choosing at all stages of the process.
4. 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.
5. The Committee's decision must be issued to the Complainant within fifteen (15) calendar days from the hearing.
6. 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

If the Institution closes permanently and ceases to offer instruction after student have been enrolled, or if a Program is cancelled after students have enrolled, and instruction has begun, a Teach Out Plan will comply with the requirements after the pro-rata refund calculation has been made for all student involved.

PRIVACY POLICY

Harris Hand Barber College & Cosmetology 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 (NACCAS), 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. The school maintains records of grades and transcripts for a minimum of six years.

Harris Hand Barber College allows students or parent/guardians to access student records upon appointment with the school administrator.

FERPA and GLB POLICY

In accordance with The Family Educational Rights and Privacy Act (FERPA), it is the Policy of Harris Hand Barber College & Cosmetology to maintain confidentiality of information entrusted to it by eligible Students, prospective students, or parent/guardians(s) of a dependent minor child. This a federal law enacted in 1974 that requires all educational institutions to safeguard the confidentiality of all student records and information, other certain basic enrollment information known as "directory information" for which the student has given consent for disclosure, and to not make disclosure of student records and information other than in response to governmental agencies, court subpoenas and orders and written authorizations by students or their parents.

The Gramm Leach Bliley Act (GLB) requires all institutions to develop and maintain an active plan for information security. While those Harris Hand Barber College & Cosmetology employees having direct involvement in information technology and systems will have greater responsibility for safeguarding student records and information, in an age of increasing "identity theft", it is imperative that all Harris Hand Barber College & Cosmetology employees exercise vigilance with respect to student records and information and report to their immediate supervisors or the Executive Director any facts or circumstances suggesting that confidential student information or records are being improperly disclosed or used.

It is important that all co-workers familiarize themselves with both FERPA and GLB Acts; and Co-workers must understand that any student information they obtain on the job must be handled with confidentiality and discretion. Co-Workers must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, co-workers may not acquire student records information that is not relevant to their jobs, FERPA and GLB violations may result in disciplinary action, including, but not limited to termination.

STUDENT SERVICES

Harris Hand Barber College & Cosmetology 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

The Georgia Board of Cosmetology and Barbering (referred to as the Board) has contracted with PSI Services LLC (PSI) to conduct the PSI National Barber/Cosmetology Testing Program. PSI works closely with the Board to make certain that these examinations meet the State's as well as nationally established technical and professional standards for test development and administration. PSI provides these tests through a network of computer and practical testing centers in Georgia. **TEST ELIGIBILITY** This Guide to Testing provides test takers with information about the PSI National Tests and application process to test for a Master Barber with the Georgia Board of Cosmetology & Barbers. The Georgia Board of Cosmetology & Barbers has contracted with PSI to conduct the National Cosmetology Program (NCP) testing in their state.

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)

Harris Hand Barber College & Cosmetology Faculty and Staff

Mark Bynum(BRI-000262).....Owner, Director, Licensed Instructor
Tasha Johnson.....Administrator
Mark Bynum(BRI-000262)..... Licensed Barber Instructor
Betty Franks(CO131654).....Licensed Cosmetology Instructor

Harris Hand Barber College & Cosmetology Advisory Board Members

Rickey Lumpkin -Shop Owner
Donald Geter- Shop Owner

Financial: Tuition, Fees, and Supplies Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$250.00 per week, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge an application fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$175.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, application fee, or registration fee (if re-entering) paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, cashier's check, money order, or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

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 College & Cosmetology and recorded on the student's ledger. Tuition will be paid directly to the College. Payment is accepted in Cash, cashier's check, or money order, or through facility payment plan. Students are responsible for paying the total tuition and fees.

Program	Tuition	Application	Kit/Supplies/Books
Master Barber	\$18,500.00	\$100.00	\$1500.00
Master Instructor	\$14,500.00	\$100.00	\$1200.00
Master Cosmetology	\$18,500.00	\$100.00	\$1500.00

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 and any monies due the applicant or students shall be refunded within 45 calendar 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, except a non-refundable application fee of \$100.
- 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 except a non-refundable application fee of \$100, 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 except a non-refundable application fee of \$100.
- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 6 A student is expelled by the school. Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
(For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
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 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will provide a full refund of all monies paid.
- If the school cancels a course/program and ceases to offer instruction 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 a full refund of all monies paid.
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.
- Students who withdraw or terminate prior to course completion are charged a termination 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.
- 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.

The school is not currently eligible to participate in federal Title IV Aid Programs

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply.
Harris Hand Barber College & Cosmetology is in Candidate Status and is not yet approved to offer Title IV funding

VETERAN EDUCATION BENEFITS:

The following policies pertain to individuals receiving Veteran Education Benefits.

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.

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 Veteran Education 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 Veteran 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 re-enter 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

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 -84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Leave of Absence Policy. Any student who begins a period of leave of absence will be terminated from Veteran 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 at which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for Veteran Education Benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the Veteran Education Benefits and Veteran 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.

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:

1. Theft of damage of property
2. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
3. Possession or consumption of alcohol or drugs on the premises.
4. Possession of dangerous weapons.
5. Obscene or disorderly conduct.
6. 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.

Policy for granting credit for previous education and training: Veteran 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.

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 application fee will also be pro-rated.

Harris Hand Barber College & Cosmetology 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:

The date on which payment from VA is made to the institution. Ninety (90) days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Harris Hand Barber College & Cosmetology 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, chapter 33, chapter 34, Veteran Education Benefits and Voc Rehab.

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.