



Barbering Institute

CATALOG/HANDBOOK

2021/2022

Catalog is written in English
Course is taught in English

Beyond Measure Barbering Institute, LLC

524 West Center St.

Mebane, NC 27302

919-415-1437

WWW.BEYONDMEASUREBARBERING.COM

BEYOND MEASURE BARBERING INSTITUTE, LLC

SCHOOL CATALOG/HANDBOOK

FEBRUARY 17, 2021 (Revised)

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STATEMENT OF OWNERSHIP

The Beyond Measure Barbering Institute is a private co-educational institution owned and operated by Beyond Measure Barbering Institute, LLC.

MISSION STATEMENT

Our school's mission is to provide quality "hands-on" training to our students so they can become confident in the field of barbering, prepare for licensure, and employment. We are committed to providing a solid foundation of educational excellence.

CORE VALUES

Through its policies, procedures, and daily operations in the fulfillment of its mission, Beyond Measure Barbering Institute exemplifies the following values:

The worth and dignity of all people
Honesty, integrity and excellence
Exemplary teaching and effective learning
Access and opportunity while maintaining quality
Skill preparation to work and live in a global economy
Diversity in every aspect of its culture
Community partnerships and continuous growth

APPROVALS

North Carolina State Board of Barber Examiners
National Accrediting Commission of Career Arts & Sciences
United States Department of Education

LICENSING AGENCY

The North Carolina State Board of Barber Examiners
5809-102 Departure Dr.
Raleigh, N.C. 27616
(919) 981-5210

ACCREDITING COMMISSION

NACCAS

National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street | Alexandria, VA 22314
(703) 600-7600

OWNERS

Curtis J. Bass
Shannon L. Long

FACULTY

Chief Executive Officer: Shannon Long
Chief Financial Officer: Curtis J. Bass
Student Services Coordinator/Administrator: La'Var Eubanks
Admissions Coordinator/Instructor: Maurice Bass
Director of Education/Instructor: Jerry Carter

HISTORY

Beyond Measure Barbering Institute was formed August 2009 in Mebane, North Carolina. On December 1, 2009, the Articles of the limited liability corporation were filed with the State of North Carolina in Raleigh, NC. The Mebane, NC location was chosen after carefully considering several other locations in Orange County (Chapel Hill and Hillsborough) and plans were developed for the building's renovation and the installation of new equipment. The Institution officially opened its doors on March 22, 2010. The Barbering Institute is located in the Center Street Plaza west of Hwy 70 in Mebane, NC. This area has a great business climate, which helps to attract clients for students' practical training. The location is easily accessible to major highways in the area.

FACILITY

The instructional facilities at Beyond Measure Barbering Institute are state of the art. It is equipped to accommodate full and part time students. As a total barbering facility, the barbering institute floor plan is an open floor of 5000sq. ft, equipped with 10 barber chairs, 10 barber stations, 20 drawers, 10 cabinets and 5 sinks for clinical barber training. The practical training area is covered from the floor to the top of the countertops with 18x18 inch ceramic tiles. There is a lounge area for students, a classroom for theory and practical examination, 5 bathrooms, and offices for administration.

SCHOOL PHILOSOPHY AND EDUCATIONAL OBJECTIVES

Our programs are committed to cultivating complete barbers that think critically; perform in the professional barbering industry; and creatively enrich a wide spectrum of artistic and educational environments. We will strive to help students comprehend barbering and styling techniques in today's society. We also seek to promote greater understanding of the history and traditions of the American styles and the rich diversity of cultures around the world. Beyond Measure Barbering Institute will enhance the mindset of individuals as they prepare to excel as leaders in the field of barbering through the innovative teaching methods, individual attention, and excellent facilities. Beyond Measure Barbering will develop students holistically and provide them with tools that will help them be successful as a barber and as human beings. In that endeavor, we stress principles of business management, personal management, ethics, and community responsibility. We will encourage students to learn individually and collaboratively, to be resources to their peers, to see each other as resources, and to be ever cognizant of the needs of the people that they serve in their communities. We will offer students the opportunity to enhance themselves professionally, financially, and spiritually and teach students the importance of strong service and work ethic."

STATEMENT OF NON-DISCRIMINATION

The Beyond Measure Barbering Institute enrolls all applicants meeting admission requirements without discriminating on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation.

SEXUAL HARRASMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- A.** Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the Institution, an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member.

FINANCIAL AID

Federal student aid is available to qualified students. Those that qualify may be awarded a Pell grant, Direct Subsidized and/or Unsubsidized Stafford Loans, and/or Direct Parent Plus loan. In order to be considered for aid, a student must complete a **2020-2021 FAFSA** (Free Application for Federal Student Aid), which is available at www.fafsa.ed.gov. The amount of financial aid that a student may be awarded is based on a student's EFC (Expected Family Contribution), which is determined by his or her FAFSA application. Our school FAFSA code: **042284**.

PROGRESS TRAINING REPORTS

Students are graded monthly on permanent record forms. These forms are in student folders. At the end of each month every student will receive a monthly progress report. This report is used to monitor progress in all areas and to notify the student of his/her current rate of progress. If there are any problem areas, we will make every effort to assist his/her in improving their performance.

LEAVE OF ABSENCE *Throughout the section **Leave of Absence** will be referred to as **LOA**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

In the event a student of Beyond Measure Barbering Institute finds it necessary to leave the institution for an extended period of time, the student should request an official Leave of Absence. In order for an LOA to qualify as an approved LOA from the institution:

1. All requests for LOA must be submitted in advance in writing, and must include the reason for the student's request, and must include the student's signature.
 - a. The student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning from the institution, the student would not have been able to request the LOA in advance.
 - b. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The institution, in this case, will document the reason for its decision and collect the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.
2. The student must follow the institution's policy in requesting an LOA. The student must submit written request to the institution for LOA, and must submit reason for request. This request must also be signed and dated. Request will be approved by the Director of Education.
3. There must be a reasonable expectation that the student will return from the LOA.
4. Approval of the student's request for an LOA is in accordance with the institution's policy.
5. The institution may not assess the student any additional institutional charges as a result of the LOA.
6. Scheduled LOA, together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period.
7. A student granted an LOA that meets this criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The institution will extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. An addendum to the enrollment agreement must be signed and dated by all parties.
9. The withdrawal date if a refund must be calculated will be the student's last day of attendance (if applicable).
10. For a student who is a student loan borrower and does not return from an LOA their loan grace period may be reduced by the days taken in an LOA. See your financial aid administrator for more details.

STUDENT DISMISSAL

Students will be dismissed from the school for non-payment of tuition, insufficient progress, loud and rude behavior to patrons, fellow students or school staff. Excessive absences and lateness, and failure to meet the rules and regulations of conduct as published herewith may also cause dismissal.

STUDENT FILE ACCESS

Students and Parents or Guardians of dependent minors are allowed to view their records by requesting an appointment with a written notice to the Director of Student Services.

PRIVACY ACT INFORMATION RELEASE

Student records are only readily available to agencies covered under Family Education Rights and Policy Act (FERPA). Examples of these agencies are the Department of Education, NC State Barber Board of Examiners, and NACCAS, and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without the written consent of students or guardians each time before the releasing of any student information. Beyond Measure Barbering Institute does not publish a directory for its students.

GRIEVANCE/COMPLAINT PROCEDURE

The party filing a grievance must submit the grievance in writing. Beyond Measure Barbering Institute will acknowledge all written grievances and they will be thoroughly investigated. Students will be notified of the results of the investigation in a timely manner to the Director of Student Services. Students also have a right to submit written complaints regarding actions taken by Beyond Measure Barbering Institute and/or policies which they feel are in violation of state and/or federal laws.

STUDENT SERVICES

Beyond Measure Barbering Institute does not provide housing, transportation or childcare for students. Beyond Measure Barbering Institute provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Beyond Measure Barbering Institute also provides students with counseling services. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits.

SERVICES FOR STUDENTS WITH DISABILITIES

Student Services addresses the specialized needs of students with disabilities by integrating them into the life of the Institution and to help them participate in and benefit from the activities enjoyed by all students. Services for students with disabilities include comprehensive academic support, accessibility services, and parking. These reasonable accommodations are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Institution does not discriminate against students, employees, or applicants on the basis of race, color, religion, age, gender, national origin, or disability. This policy of non-discrimination covers participation in all programs, services, and activities. Complete confidentiality is assured to students. Services are provided in accordance with the specific needs of the students based on documentation of disability. Anyone with questions regarding the services for students with disabilities should contact the main office: (919) 415-1437.

OCCUPATIONS

The following U.S. Department of Labor Standard Occupational Classification (SOC) Codes and occupational titles are disclosed pursuant to U.S. Department of Education (www.onetonline.org)

Occupation Title	SOC Code
Barber	39-5011.00
Barber Instructor	25-1194.00

JOB PLACEMENT (2018 Outcomes)

The Job Placement Rate at the Beyond Measure Barbering Institute is 92.31%. Beyond Measure Barbering Institute does not guarantee employment. Furthermore, the Barbering Institute provides business planning and career Services by assisting students with future planning, interviews and updating their resumes.

GRADUATION RATE - 52.00 %

LICENSURE RATE - 85.71 %

JOB PLACEMENT RATE - 92.31 %

2019 OUTCOME RATES

GRADUATION RATE – 52.00 %

LICENSURE RATE – 85.71 %

JOB PLACEMENT RATE – 92.31%

EMPLOYMENT ASSISTANCE

Beyond Measure Barbering Institute does not make any guarantees of employment or salary. The decision made regarding jobs accepting or rejecting – is between the student and the employer.

BEYOND MEASURE BARBERING INSTITUTE (WORLD WIDE WEB)

BEYOND MEASURE BARBERING INSTITUTE on the World Wide Web, visit BEYOND MEASURE BARBERING INSTITUTE home page at www.beyondmeasurebarbering.com

CHANGE OF NAME OR ADDRESS

It is the obligation of every student to notify the Office of Admissions of any change in name or address. Failure to do so can cause a serious delay in the processing of student records. Students must provide proper documentation, including presenting a picture ID, to make name and address changes.

ADMISSIONS

GENERAL

Beyond Measure Barbering Institute operates an “open-door” admissions policy that accommodates all persons who have a High School Diploma/GED or its equivalent.

Beyond Measure Barbering Institute does not and will not recruit a student that’s attending or who is currently enrolled in another school offering a barbering program.

WHEN TO APPLY

Applicants are encouraged to apply once the decision to enroll has been made. Applicants may enter the barber program at the beginning of each month.

APPLICATIONS

Applications may be submitted in person or electronically at admissions@beyondmeasurebarbering.com, or by mail to the following address:

Director of Admissions
Beyond Measure Barbering Institute
524 W. Center St.
Mebane, NC 27302

PROCESS

Beyond Measure Barbering Institute will admit students on a monthly basis. Every student will undergo a thorough interview process. The following process will be followed by applicants seeking admission:

I. Applicants should bring the following items to the interview:

- Completed enrollment application
- Copy of drivers license or state identification
- Copy of high school diploma or GED

Applicants must have the above information at time of interview

ADMISSION REQUIREMENTS

Beyond Measure Barbering Program

- Valid photo I.D. (Drivers License or State I.D.)
- High School/GED, or equivalent
- Completed enrollment application
- Transfer Credit for Hours (if applicable)
- The institution does not admit Ability-To-Benefit students
- Non-refundable application fee of \$100

RE-ADMISSION POLICY

Transfer Credit/Re-entry Students

Note: Credit for prior training can be granted if in compliance with NC Board of Barber Examiners guidelines. Beyond Measure Barbering Institute makes no guarantee that a student's hours will be applied to the barbering program requirements for graduation.

Applicants for transfer into the Beyond Measure Barbering Institute are considered on an individual basis. The Institute may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. The Institute may accept transfer hours. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter.

The Beyond Measure Barbering Institute does not recruit students that are currently attending or admitted to another school offering a similar program study.

Re-entry within 180 days

A student who re-enters the same program in the Institute within 180 days is treated as if he/she did not cease attendance for purposes of determining the student's aid awards for the period. If the student re-enters the same program, the student is considered to be in the same payment period he/she was in at the time of the withdrawal. The student retains his/her original eligibility for that payment period and is treated as though he/she did not cease attendance. The student is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

Transfer From another School/Re-entry after 180 days

If a student withdraws from a program and re-enters the same program more than 180 days after a withdrawal, the Institute will treat the hours remaining in the program as if they are the student's entire program and the student will be treated as a transfer student. Transfer hours from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Students are charged the hourly rate of tuition for any remaining hours they complete at Beyond Measure Institute. Students that wish to re-enter must purchase book(s), uniform(s) and equipment that are missing from their student kit or not in fair working condition.

PROBATIONARY POLICY

All students will observe a 60 day (32wk-full time schedule), 90 day (21wk-part time schedule), 120 day (16wk-part time schedule), 75 day (27wk-3/4 time schedule) probationary period which equals approximately 254 clock hours before student kits will be ordered and distributed. Students must maintain during the probationary period at least a 90% cumulative attendance and academic average. If a student is found not to be in compliance during this probationary period they may be terminated. Once the probationary period has been exhausted students are expected to maintain at least a 70% cumulative academic and 80% attendance average which is in accordance to the institution's policy. However, students are encouraged to attend at a greater rate of attendance in order to complete by their contracted end date and not incur overtime charges. All students must have current uniform(s), book(s), and equipment (barber kit) to maintain compliance after probation ends.

CAMPUS SECURITY AND SAFETY POLICY

Beyond Measure Barbering Institute is committed to assisting all members of the community in providing for their safety and security. The 2020 Beyond Measure Barbering Institute community consists of approximately 40 students plus 8 staff members. Being situated within the city of Mebane, Beyond Measure Barbering Institute shares many of the same interests and concerns as the city, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, your actions and behaviors can significantly reduce your risk of personal harm.

At the Barbering Institute, we understand the concern everyone has about campus safety. Our desire is for students, faculty and staff to enjoy their academic experience free from threats to their safety or well-being. The purpose of this publication is to share with you information relating to the safety and security of campus facilities, the office involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants a detailed report of crime statistics for the prior three years. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

Geography: Location

The campus of Beyond Measure Barbering Institute occupies approximately 5000 square feet building located at 524 W. Center St. Mebane, North Carolina. The Institute occupies all five structures of the Center Street Plaza. For purposes of Clery Act data collection and reporting, the following definitions apply:

Campus: Areas of buildings which are leased by Beyond Measure Barbering Institute, including any classrooms, administrative offices, faculty offices, along with lavatories, storage areas, Parking Lot or other areas used exclusively by Beyond Measure Barbering Institute staff, faculty or students.

Non-Campus Property: All other areas of campus buildings that are not otherwise included in the definition of "campus" (above), including any outdoor areas owned or controlled by the building/development and routinely used by Beyond Measure Barbering Institute students. These areas are considered part of the "campus" for the purposes of the statistics above.

Public Property: Any public thoroughfares, streets, sidewalks and/or public parking facilities that is immediately adjacent to, and accessible from, the campus.

Annual Campus Security Report

Beyond Measure Barbering Institute is committed to assisting all members of the community in providing for their safety and security. The annual security compliance document is available on the Beyond Measure Barbering Institute website at www.beyondmeasurebarbering.com. The website and this catalog contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or properties owned or controlled by Beyond Measure Barbering Institute; and on public properties within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Beyond Measure Barbering Institute administration office. If you would like to receive the Annual Campus Security Report that contains this information, you can stop by the Beyond Measure Barbering Institute Administration Office at 524 W. Center St. Mebane, NC 27302 or you can request that a copy be mailed to you by calling (919) 415-1437.

Campus Crime Statistics

The detailed statistics in this policy reflect the number of crimes reported and referrals made at Beyond Measure Barbering Institute for the past three calendar years (2014-2016). Please see our website for detailed statistics.

Alcohol and Drug Policy

The possession, sale, use, and/or consumption of alcoholic beverages are not allowed during any situation sponsored or endorsed by the Beyond Measure Barbering Institute, or at any event an observer would associate with the student organization. The student organization must be in compliance with any and all applicable laws of the state, county, city, and policies of the Barbering Institute.

The possession, sale, and/or use of any illegal drugs controlled substances at any sponsored event or any event that an observer would associate with the Barbering Institute student organization, are strictly prohibited. Smoking also is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff and/or administrator. Smoking is only allowed at locations outside the main building in the designated smoking areas. See website for more details.



ACADEMIC POLICIES

GRADUATION REQUIREMENTS

When all the following requirements have been fulfilled, the student will be presented with a certificate, showing he/she has successfully completed the course.

1. Complete all chapters of theory training while maintaining the minimum satisfactory progress (70%) requirements.
2. Complete all practical assignments.
3. Complete two Mock Board Exams given by the school. A minimum passing score of 70% on the written exam and the completion of a tapered haircut along with a full demonstration of a 14 step shave. The passing of these exams will be required before graduating from the Beyond Measure Barbering Institute.

Required Books

- **Milady's Standard Professional Barbering Textbook:** \$150
ISBN-13: 978-1-14354-9715-3
- **Milady's Standard Professional Barbering Workbook:** \$50
ISBN-13: 978-1-14354-9713-9

COMPLETION AWARD

Upon successfully completing of all graduation requirements of the Barbering Program, the student will receive a certificate.

When all these requirements have been met, the student will be eligible to graduate and apply for the North Carolina Barber Examination.

ATTENDANCE POLICY

Beyond Measure Barbering Institute encourages each student to maintain an attendance rate of at least 80% out of 100%. Each student will be monitored on a daily basis. A Biometric time clock is the institutions official method of verification of time accumulated in the Barbering Program at the Barbering Institute. Attendance is critical, as being punctual will determine the success of a barber's profession. The Institute is a clock hour institution, therefore clocking in and out is extremely important. It is solely the student's responsibility to clock in upon arrival, out for lunch, and out at the end of the day. Students must clock out each time they leave the building, and clock back in when they return.

Tardiness: A student is considered tardy if he/she enters school after the 15 min. grace period prior to scheduled session time. Students entering class after a session is more than half over, will not receive subject credit for that session. Students that miss days without providing the proper documentation for the days missed will be subject to our (SAP) Satisfactory Academic Policy stated below.

EXCUSE ABSENCES: *Absences can be excused when a student misses school for religious, medical or emergency reasons. The reasons may include but are not limited to: death of family member, jury duty, illnesses, leave of absences, etc. Excused absences will not count against the quantitative factors of their satisfactory attendance progress. Documentation must be provided to validate the absence.*

MAKE-UP POLICY

Students will be required to make up all assignments, exams or other work missed as the result of any excused or unexcused absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the instructor. All arrangements are subject to approval by the instructor.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all (part-time/full-time) students enrolled at the School whether participating in Title IV programs or not. It is printed in the catalog, which is available on the school's website, 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 U.S Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows: Barbering: 450, 900, 1214 (**scheduled**) hours

All evaluations shall be completed within seven (7) business days following the established evaluation points.

Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

***Transfer Students** – Students with transfer hours from other institutions are accepted and added toward the student's educational program while being counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the scheduled hours in order to be considered to have met the quantitative factor of satisfactory attendance progress. Evaluations are conducted at the end of each

ATTENDANCE PROGRESS EVALUATIONS (cont.)

evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours completed 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 frame a student has to complete the Barbering Program is 125% of the program length.

*The institution will extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Students that exceed the maximum time frame may continue as a student on a cash pay basis.

BARBERING COURSE – 1528 HRS (1910 HRS MAXIMUM TIME ALLOWED)

- Barbering (Full time, 32 hrs/wk)60 Weeks
- Barbering (3/4 time, 27hrs/wk)70 Weeks
- Barbering (Part time, 21hrs/wk)91 Weeks
- Barbering (Part time, 16hrs/wk)119 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 scheduled contracted hours. Students who have not completed the course within the maximum time frame may continue as a student at the Institute on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

Students must maintain a grade point average (GPA) of 70% at the end of each evaluation period.

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 70% or better and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Beyond Measure Barbering Institutes' grading is completed and based on overall performance in the Barbering Program. Grading is completed according to the following scales:

- | | |
|--------------------------------------|------------------------------|
| ❖ Theory and Practical Grading Scale | ❖ 50% Written Examinations |
| ❖ 90-100 A Excellent | ❖ 50% Practical Examinations |
| ❖ 80-89 B Good | |
| ❖ 70-79 C Satisfactory | |
| ❖ Below 70 D Unsatisfactory | |
| ❖ Incomplete 0 Unsatisfactory | |

*Grading for practical work may include Pass/Fail or Yes/No

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV* Funding interrupted, unless the student is on warning or as prevailed upon appeal resulting in a status of probation. All students will be notified of any evaluation that impacts the student's eligibility for financial aid.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may appeal the determination to be placed on probation.

(Students in warning status are still eligible for Title IV funds)

PROBATION

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

RE-ESTABLISHMENT OF TITLE IV ELIGIBILITY

Students may re-establish Title IV aid, as applicable, by meeting minimum attendance and academic requirements for satisfactory academic progress by the end of the next evaluation period. The student will return in the same status as they were in prior to the loss of eligibility.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Course incompletes are not applicable to this institution; they have no effect upon the institution's satisfactory academic progress standards.

APPEAL PROCEDURE

If a student is determined not to 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 with supporting documentation of the reasons why the determination should be considered. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

COURSE INCOMPLETES, NONCREDIT, AND REMEDIAL COURSES

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

STUDENT BARBER LICENSE

The North Carolina Board of Barber Examiners requires that all students obtain a student permit before starting classes.

SCHOOL CALENDAR (Subject to change)

New Classes will begin continuously throughout the year on the first Tuesday of each month. We will observe the following Holidays: New Year’s Day and the day after, Dr. Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday and Saturday after, the entire week of Christmas.

SCHOOL HOURS

Schedule: Full-time students are scheduled to attend 32 hours weekly from 8:00a.m. to 5:00p.m. or 11:00a.m. to 8:00p.m. Tuesday through Friday with one hour scheduled for lunch. *Part-time students are scheduled to attend 21 hours weekly from 8:00a.m. to 12:00p.m. or 4:00p.m. to 8:00p.m. Tuesday through Friday and Saturdays 8:00a.m. to 1:00p.m.

Contract Costs and Payment Terms

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment stated below. The school may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance and/or payments are satisfied. School will charge additional tuition for hours remaining after the contract end date at the rate of \$328.79 per week/\$10.274 per hr. full-time (\$215.77 (21); \$164.39 (16); \$123.29 (12) per week/\$10.274 per hr. part-time & \$277.42 per week/\$10.274 per hr. 3/4 time) or any part thereof, payable in advance until graduation. The school will charge an application fee for students enrolling or transferring to the school of \$100.00. 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 paid at the signing of the enrollment agreement with the balance paid prior to start date or through non-federal agency or loan stated herein. Payments may be made by cash, money order, credit card or through non-federal agency of loan programs. Students are responsible for paying the total tuition and fees. Students are also responsible for repaying the total tuition and fees for repaying applicable loans plus interest.

If a student goes beyond the contracted time of completion they will incur a \$10.274 per hour overtime charge. The overtime charge will have to be paid to continue beyond the original contract end date. If a student’s contract is extended by a leave of absence (LOA) then the overtime charge will not go in effect until after the revised date of completion has been exhausted.

Administration Fee	\$ 300.00
Books/Kit:	\$ 900.00
Tuition:	\$ 15,700.00
Student Permit:	\$ 50.00
Total	\$ 16,950.00

BEYOND MEASURE BARBERING REFUND POLICY

STUDENT’S VOLUNTARY/ INVOLUNTARY WITHDRAWAL, CANCELLATION, AND SETTLEMENT POLICY

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. This complies with the mandated refund policy by the institution. In the event a refund must be made, proper refund calculations will be performed and the refund will be made in a timely manner.

- 1. All refund calculations will be based on scheduled clock hours of student’s last day of attendance.
- 2. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 3. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee of \$100.
- 4. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee of \$100.
- 5. A student cancels the contract after three business days of signing, but prior to entering classes. In this case student is entitled to a refund to all monies paid except the application fee of \$100.
- 6. A student notifies the institution of his/her withdrawal.
- 7. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination 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. The date of withdrawal is the student’s last day of attendance.
- 8. A student is terminated by the school.
- 9. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 14 days after the last day of attendance or the expiration date of an approved Leave of Absence. If student is on an approved Leave of Absence and notifies the institution he or she is not returning before the expiration date of the Leave of Absence, the withdrawal date will be determined by the last date of attendance.

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%

***Collection procedures will reflect good taste and sound, ethical business practices.**

- 10. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.
- 11. Refunds are calculated based on the student’s last day of attendance.
- 12. Any monies due a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.

REFUND POLICY (cont.)

13. 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.
14. 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 non-refundable items are identified in catalog and enrollment agreement.

(THERE IS A NON-REFUNDABLE APPLICATION FEE OF \$100)

Program Cancellation/School Closure Policy:

15. 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. 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.
16. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide completion of the course and/or programs; or
 - c. Provide a full refund of all monies paid.
17. In the event of a school closure, a list of all students who were enrolled at the time of school closure including the amount of each pro rata refund will be recorded.
18. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school can provide a pro rata refund.
19. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal PLUS loan, fourth to the Pell Grant Program; fourth fifth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

REFUNDS

Refunds, as determined, will be returned to the student within 45 days after the effective date of termination, expulsion, or withdrawal (officially/unofficially). Refunds are based on students last day of attendance (LDA). The last day of attendance will be used to calculate refunds. There will be **no refund** of state license fees, tools, or textbooks, as these become the student's personal property.

(THERE IS A NON-REFUNDABLE APPLICATION FEE OF \$100).

FEDERAL REFUND POLICY-RETURN TO TITLE IV (R2T4) POLICY

REFUND POLICY FOR STUDENTS RECEIVING FEDERAL TITLE IV AID (Financial Aid)

Title IV funds are awarded to students under the assumption that the student will attend school for the entire program for which the aid is awarded. When a student fails to complete the period of enrollment, the student may no longer be eligible for the full amount of Title IV funds he/she was scheduled to receive.

When does Beyond Measure Barbering Institute refund tuition and fees?

If you withdraw from Beyond Measure Barbering Institute prior to the end of the enrollment period, then a refund for tuition and fees will be automatically processed for the student according to the amount of time he/she was scheduled to attend.

How much will I have to repay when I withdraw from school?

If you withdraw from school prior to completing 60% of scheduled clock hours, you may be required to repay a portion of the federal financial aid that you received for that period of attendance. The amount of repayment depends upon the number of days you attended school, the type of financial aid you received, and whether or not Beyond Measure Barbering Institute refunds your tuition and fees.

Federal regulations require Beyond Measure Barbering Institution to determine the amount of aid “earned” by each student receiving Title IV aid and withdrawing from all of his/her classes prior to the end of the period. The portion of the course that you do not attend represents the portion of aid that is determined to be *unearned*. All students who withdraw prior to completing over 60% of a term may have to repay a portion of their federal financial aid.

When will I have earned 100% of my federal financial aid?

Students completing 60% of the term are considered to have “earned” 100% of the Title IV aid funds he or she was scheduled to receive during the term. Title IV Federal Aid covered by this policy includes the Federal Direct Stafford Loan, Federal Perkins Loan, Federal Direct PLUS Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

Calculations are based on the student’s official withdrawal date or for unofficial withdrawals will be determined at the last date of attendance.

Unofficial withdrawal dates are determined by the staff, while identifying the last date of attendance.

The withdrawal date must be determined within 14 days of the student last day of attendance.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination of the date of the student’s withdrawal. Beyond Measure Barbering Institute offers a barbering program consisting of clock hours. As a clock hour program, the following formula is used to compute the return:

Aid Disbursed – Aid Earned = Aid to be Returned

Order of Funds to Return:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal PLUS Loans
- Federal Pell Grant

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Remember that when Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution will owe the student a post-withdrawal disbursement, to be paid within 120 days of the student’s withdrawal.

GENERAL POLICIES (STUDENT RIGHTS, RESPONSIBILITIES, AND APPEALS)

DUE PROCESS

The Institution affords all persons involved in appeals due process. This includes the right to confront the person alleging the violation(s), the right to present evidence, and the right to be represented by counsel at their own expense.

STANDARDS OF CONDUCT

The Institution expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students are subject to civil authority on both on and off campus. The Institution files criminal charges in appropriate cases and cooperates with public officials in their prosecution. The following student standards of conduct prescribing unsatisfactory conduct were formulated by the administration. Students are expected to conduct themselves accordingly and to be legally accountable for conduct that is prohibited.

PROHIBITED CONDUCT

Prohibited conduct shall include but not be limited to the items listed below:

- A.** Academic dishonesty including cheating, taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the Institution staff or student body without permission; receiving or giving help during tests; submitting papers or reports prepared or written by others as one's own; i.e plagiarism; and failure to abide by any other academic regulation established by the instructor that appears on the individual course syllabus addendum. **Note:** *The syllabus serves as a contract between the instructor and the student.*
- B.** Theft, misuse, or damage to the Institution's property, the property of a member of the Institution or the property of a visitor on Institution premises or at Institution functions; unauthorized entry upon the property of the Institution or into a Institution facility or a portion which has been restricted in use and placed off limits; unauthorized presence in the Institution facility after closing hours.
- C.** Possession or the use of alcoholic beverages on property owned or controlled by the Institution or at Institution sponsored events is prohibited unless approved in writing by the President. Possession of alcohol in places prohibited by law is not allowed at any time. Possession or the use of a substance in an illegal manner is prohibited. Being in a state of intoxication on the institution campus or institution sponsored events is prohibited. Any influence that may be attributed to the use of alcohol or other substances does not limit in any way the responsibility of the individual for the consequences of his/her actions.
- D.** Lewd or indecent conduct, including public physical action, openly vulgar or profane language or the distribution of pornographic material.
- E.** Mental or physical abuse of any person on institution premises or at institution-sponsored activities, or at institution-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any persons or which promote hatred or prejudice.
- F.** Any act, comment, or behavior which is sexually suggestive or harassing nature and which in any way, interferes with a student and/or employee performance or creates an intimidating, hostile, or offensive environment.
- G.** Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or at other activities including public service functions, and other duly authorized activities on college premises.

- H.** Occupation or seizure in any manner of institution property, a institution facility or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use.
- I.** Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of institution facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the institution.
- J.** Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person. Possession of a firearm on campus is classified as a felony.
- K.** Tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L.** Gambling
- M.** The use of tobacco products is prohibited inside of the building.
- N.** Littering which includes disposing of paper, bottles, cans or any other form of litter on institution grounds or in any building
- O.** Violation of Institution regulations regarding the operation and parking of motor vehicles.
- P.** Forgery, alteration, or misuse of institution documents, records, or instruments of identification.
- Q.** Failure to comply with instructions of institution officials who are acting in performance of their duties.
- R.** Violation of the terms of disciplinary probation or any institution regulation during the period of probation.
- S.** Fiscal irresponsibility such as failure to pay institution-levied fines and foundation loans or the passing of worthless checks to institution officials.
- T.** Violation of a local, state, or federal criminal law on institution premises.
- U.** Furnishing false or incomplete information to the institution.
- V.** Beepers and/or cell phones must be turned off or placed on vibrate during classes.
- W.** Use of institution computers or networking resources to engage in any behavior that violates any federal, state, or local laws, on Institution regulations including downloading of copyrighted material or any unauthorized software.
- X.** Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to institution data.
- Y.** All students are required to wear casual business attire such as dress slacks and collar shirts, including polo shirts. Shirts must be tucked in. (No jeans or sneakers allowed)
- Students must be groomed on a day to day basis.
 - Students should not be wearing the following items:
Hats, Scarves, Open-toe-shoes, Visors, Sandals, Do rags, etc.

PROCEDURES FOR REPORTING VIOLATIONS

When a violation of the student standards of conduct is suspected, the observer should immediately report the individual and the circumstances to the nearest faculty member. The faculty member should notify the Director of Student Services for investigation and follow-up action.

DISCIPLINARY PROCEEDINGS AND APPEALS

The administration of student discipline is flexible and essentially consistent with the philosophy and educational objectives of Beyond Measure Barbering Institution. The Director of Student Services shall have primary responsibility for the administration of student discipline and may impose varying degrees of disciplinary action. A student who is alleged to have violated one or more of the standards of conduct may admit the violation and accept disciplinary action as prescribed by the Director of Student Services or may request a hearing before the school management team. The team shall conduct closed proceedings that guarantee procedural fairness.

When a notice of appeal by a student is received by the Director of Student Services, a written copy of the allegations shall be provided to the student. The team may recommend that the student be exonerated or disciplined. If discipline is recommended, the team may advocate an official written reprimand, probation, or one of the following penalties:

- A.** Suspension from the Institution for a specified time, not to exceed ninety (90) days, or until a condition is met.
- B.** Dismissal from the Institution for an unspecified period of time.
- C.** Permanent expulsion from the Institution.

The Student Services team shall present its findings and recommendations to the President of the Institution within five working days of conclusion of the hearing. The President, after a full and complete review, will notify the student of the results of the hearing. The President's decision shall be final.

INTERIM SUSPENSION

As a general rule, the status of a student accused of violating the standards of conduct will not be changed until appeals have been heard. The student may be permitted, at the discretion of the Director of Student Services, to continue classes and to participate in institution activities pending a review of the disciplinary committee's action by the President of the Institution. Prompt and decisive disciplinary action will be taken in extreme cases before there is an opportunity to conduct a hearing, as in cases in which the student's continued presence on campus constitutes an immediate threat to members of the Institution community, or to the property, or the orderly function of the Institution. When cases arise requiring disciplinary action, the Director of Student Services will provide the appropriate action to be taken. In all cases, the rights of the students and the Institution should be protected.

GRADE APPEAL PROCESS

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for barbering courses taken at the Institution. The following procedure will enable a student to exercise this right:

1. Any appeal of grades should be initiated prior to the next quarter
2. The student should confer with the instructor to determine that there has been no mistake and to present his or her case.
3. If the case is not resolved by the instructor, the student may make an appointment with the department head who will hear his or her appeal.
4. If the case cannot be resolved at the department level, the student may make an appointment with the director within whose area the protested grade was awarded.
5. Any case not resolved by the above steps may be appealed to the Director of Student Services who may convene the Student Services team. Appeals to the team must be in writing.
6. Recommendations of this team regarding the appeal will be made to the President of the Institution within five working days. The decision of the President will be final.

STUDENT GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to provide a system to channel student concerns about faculty and staff. The following procedure will enable a student to exercise this right:

1. The student should first present the grievance to the instructor or staff member involved. An attempt will be made to resolve the matter informally at this level. Generally the conference must take place within ten (10) working days of the incident which generated the complaint.
2. If the grievance is not resolved at the informal conference, the student may present the grievance to the Director of Student Services for academic concerns.
3. If the course or class involves clinical participation, the student will not be allowed to return to any clinical area during the grievance process.
4. If satisfactory resolution is not achieved after meeting with the Director of Student Services, concerns should be forwarded to the President of the Institution and the Student Services Team.
5. Any cases not resolved by the above steps may be appealed in writing to the appropriate appeals committee:
A. Academic concerns — Director of Student Services **B. Nonacademic concerns — Student Services Team**
6. Recommendations of these teams regarding an appeal will be made to the President of the Institution within five days. The decision of the President will be final.

STUDENTS' DISCLOSURE OF CRIMINAL RECORDS

Students entering or who wish to enter the barbering program are advised that prior criminal records may result in the inability to enroll/complete selected programs. The NC Board of Barber Examiners requires an FBI (Federal Bureau of Investigations) certified background check (**All applicants**) before students are allowed to enroll in the barbering program. If prior criminal records exist, students may not be allowed to participate in enrollment. Once institution officials are aware of criminal records, the information must be shared with the NC Board of Barber Examiners. If the agency will not accept the student because of the records, the student will be unable to fulfill the program requirements. Students are urged to disclose and discuss prior criminal records with program heads. State certification of licensing examination boards may not allow felons to sit for state examinations. A student convicted of a felony may not be eligible for enrollment until he/she has sat before the board of barber examiners and received approval.

NORTH CAROLINA BOARD OF BARBER EXAMINERS (STUDENT GRIEVANCE PROCEDURE)

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Beyond Measure Barbering Institute has an internal Student Grievance Procedure. In the event that the student's grievance is not resolved by the institution to the student's satisfaction, the student has the right to file a grievance to the North Carolina Board of Barber Examiner's office. The North Carolina Board of Barber Examiners is the agency that licenses students that graduate from the institution.

Complaints

Official complaints must be made in writing and can be submitted by fax, mail or email. Unfortunately complaints cannot be accepted over the phone. All complaints become public record after the Board issues a notice of hearing. Please provide as much information as possible to help the Board identify the issue.

You can submit the complaint in any of the following ways.

Mail

North Carolina Board of Barber Examiners
5809 Departure Dr Ste 102
Raleigh, NC 27616

Fax

(919) 981-5068

Email

info@ncbarbers.com

Barbering Curriculum
Course taught in English

Classroom Lecture and Study Periods

Hygiene and Good Grooming, Professional Ethic.....	25
Bacteriology, Sterilization, Sanitation.....	50
Implements, Honing, Stropping and Shaving.....	30
Men’s Haircutting.....	20
Cutting and Styling Curly Hair, Mustaches and Beards.....	10
Shampooing and Rinsing, Scalp and Hair Treatments.....	10
Theory of Massage and Facial Treatments.....	5
Men’s Razor Cutting, Women’s Razor and Shear Cutting.....	30
Finger Waving Men’s Hair, Air Waving and Curling Iron Techniques.....	5
Permanent Waving for Men, Chemical Hair Relaxing and Blow Dying.....	25
Hair Coloring.....	10
Men’s Hair Pieces.....	5
The Skin, Scalp, Hair and Nails.....	30
Disorders Therapy, Light Therapy and Chemistry.....	15
Anatomy and Physiology.....	10
Electricity Therapy, Light Therapy and Chemistry.....	10
Barber Styling, Shop Management, and Product Knowledge.....	70
Licensing Laws and Rules and History of Barbering.....	20

Supervised Practice in Barbering

Shampooing and Scientific Hair and Scalp Treatments.....	55
Shaving.....	50
Tapered Hair Cutting.....	250
Hair Styling of Men and Women.....	400
Facials, Massages and Packs.....	10
Bleaching, Frosting, Hair Coloring and Body Permanents.....	90
Cutting and Fitting Hair Pieces.....	5
Hair Straightening.....	5
The Analyzing and Treatment of Hair of Hair and Skin Treatments.....	10

Lectures and Demonstrations on Practical Work

Shampooing and Scientific Hair and Scalp Treatments.....	15
Shaving.....	20
Tapered Hair Cutting.....	70
Hair Styling of Men and Women.....	100
Facials, Massages and Packs.....	5
Bleaching, Frosting, Hair Coloring and Permanent Waving.....	30
Cutting and Fitting Hair Pieces.....	5
Hair Straightening.....	3
The Analyzing and Treating of Hair and Skin Disorders.....	10
Men’s and Women’s Razor Cutting.....	15

Total Clock Hours

1528