

# 2022-2023 CATALOG



**6856 INGRAM RD. SAN ANTONIO TEXAS 78238 (210) 816-3868**  
**[www.tonsore.com](http://www.tonsore.com)**

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**TONSORE MASTER ACADEMY, INC**  
**6856 INGRAM RD. SAN ANTONIO, TX 78238**

**STATE APPROVAL / DISCLOSURE STATEMENT**

**Tonsore Master Academy application for approval to operate has been  
Reviewed and approved by the Texas Dept Licensing & Regulations.  
Tonsore Master Academy IS A PRIVATE INSTITUTION.**

<b>Class A Barber</b>	<b>1000 Hours</b>
<b>Barber Instructor</b>	<b>750 Hours</b>
<b>Barber Instructor</b>	<b>500 with 1 Year Exp.</b>
<b>Cosmo to Class A Barber</b>	<b>300 Hours</b>

Instruction is in residence with facility occupancy level accommodating 10 students and no more than 25 students at any one time. A student who successfully completes a course receives a Tonsore Professional Education Program certificate verifying the fact. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Texas Department of Licensing and Regulation sets minimum standards for the 1000 Hour Class A Barber and 300 Hour Operator to Class A Barber programs. The minimum number of class hours and the total clock hours for each course, as outlined in the Texas Barbers Laws and Rules Book, must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the

Texas Department of Licensing and Regulation  
P.O. Box 12157, Austin TX  
For more Information  
[www.tdlr.texas.gov](http://www.tdlr.texas.gov)  
1-800-803-9202

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for any further action may be made in writing to Robert Diaz, CEO; however if a complaint cannot be resolved, then a student or any member of the public may file a complaint about this institution with the Texas Department of Licensing and Regulation by calling (800) 803-9202 or by completing a complaint form, which can be obtained on the TDLR's Internet web site [www.tdlr.texas.gov/Complaints](http://www.tdlr.texas.gov/Complaints).

All information in the content of this school catalog is current and correct and is so certified as true by Robert Diaz, CEO.

Signature

## **WELCOME**

TONSORE MASTER ACADEMY welcomes you to your new career. The TONSORE PROFESSIONAL CULTURE delivers a hands on experience and cutting edge education. We are honored that you Have chosen to start your barber career here, and we look forward to helping you reach your Goals as a barber professional.

Sincerely,

Robert Diaz, CEO

Tonsore Master Academy, INC

## **VISION**

Teaching the Art of Barbering and its traditions to the next generation. We offer a hands on educational barber experience in a supportive coaching environment.

## **MISSION**

To teach traditional classic barbering education in a professional environment that encourages Learning, instills confidence and builds success.

## **OBJECTIVES**

The objectives of TONSORE MASTER ACADEMY is

- To provide traditional classic barbering.
- To pass the state board written and practical exam required.
- To obtain a barber license for entry level employment.
- To develop professional work ethics.

## **TONSORE PROFESSIONAL CULTURE**

Provides Traditional Classic Barbering Experience for students who want to pursue the Art of Barbering. Our goal is to train you in the technical skills that will help you reach your professional goals. The methods of Tonsore Professional Education offer a solid foundation in classic barbering, on the job training and a "hands on" learning experience.

You will notice differences in:

- Classroom Barber Instruction
- Online School Calendar

- Customer Online Booking
- Focus on Five Haircutting Systems and Chemical Services
- Professional Development
- Tonsore Philosophy, methodology and terminology
- Hands On Demonstrations
- Tonsore Professional Barber Kit
- Computer Testing Center for State Board Preparation
- Client services for on the job training

## **OWNERSHIP**

TONSORE MASTER ACADEMY, INC & TONSORE PROFESSIONAL EDUCATION, founded by Robert Diaz

## **BIO / HISTORY**



Perfecting his craft since 1980, Robert Diaz, Master Educator and Creative Energy for Tonsore Professional Education, has achieved levels of Barber, Stylist, Hair Designer, Salon Owner, former National Educator, Senior Associate, and National Color Educator for John Paul Mitchell Systems.

TONSORE PROFESSIONAL EDUCATION is based on five haircutting systems & concepts: focusing on Principles of Bone Structure, Planes of the head, reference points, elevation, texture & formation, to create: Seamless Fades, Natural Styles, Free Form Hair Cutting, using scissors, clippers and razor cutting techniques.

**Tonsore - Because every man deserves a good barber.**

## **FACILITY**

TONSORE MASTER ACADEMY located at 6856 Ingram Rd., San Antonio Texas 78238. In the Ingram Square Plaza II, with easy access from the 410 West, it is located one block south of Ingram Park Mall and various eating establishments. TONSORE MASTER ACADEMY is located east from The VIA Ingram Transit Bus Center.

The Facility occupies 2300 Square feet of educational space to enhance students learning objectives with a fully functional theory room, clinic floor, video library and professional products to enhance your Men's grooming skills.

### **Theory Room:**

- Consists of TV screen, white boards, work tables, barber stations and chairs.

### **Clinic Floor:**

- Offers hands on classic barber services to a variety of clientele.
- Each student is provided with their own station and a reclining chair with headrest.
- Hand washing sinks between every two stations and accommodating shampoo bowls.

### **Library:**

- A video library located in the office Various DVD's & VHS: Cutting, Color, Relaxer, Styling & Business Development. DVD's & Videos are not permitted to leave Tonsore Master Academy Or be copied.

### **Break Area**

- Coffee
- Refrigerator
- Microwave
- Water fountain

### **Parking**

- There is ample parking on the west side of the building with front door parking reserved for clients and visitors.

## **School Hours - Reduced Hours due to COVID -19**

- Open Mon - Fri
- Full Time 9:00 AM - 5:30 PM
- Less than Full Time 9:00 AM - 3:00 PM
- Part Time Day 9:00 AM - 1:00 PM
- No Full Time Night
- No Part Time Night

## **Theory**

- Monday - Thursday 9:00 AM - 10:00 AM
- 300 Hr. Cross Over 9:00 AM - 10:00 AM
- 1000 Hr. Barber 9:00 AM - 10:00 AM

## **Client Services**

- Monday - Friday 10:00 AM - 4:30 PM
- No Evening Classes
- Saturday and Sunday CLOSED

## **Office Hours:**

- Tuesday - Friday 1:00 PM - 3:00 PM
- Interviews
- School Tours
- Student/Teacher Conference

## TONSORE MASTER ACADEMY

### 2022 Holiday Schedule

	FROM	TO
New Years	Jan 1	Jan 01 2022
Martin Luther King Jr	Jan 17	
Presidents Day	Feb 17	Feb 15 2022
Spring Break	Mar 7	Mar 12 2022
Memorial Day	May 30	May 31 2022
Independence Day	Jul 4	Jul 8 2022
Labor Day	Sep 5	Sep 6 2022
Columbus Day	Oct 10	Oct 11 2022
Thanksgiving Day	Nov 24	Nov 25 2022
Christmas Break	Dec 19	Dec 31 2022

### 2023 Holiday Schedule

	FROM	TO
New Years	Jan 2	Jan 02 2023
Martin Luther King Jr	Jan 16	Jan 16 2023
Presidents Day	Feb 20	Feb 20 2023
Spring Break	Mar 13	Mar 17 2023
Memorial Day	May 29	May 29 2023
Independence Day	Jul 3	Jul 07 2023
Labor Day	Sep 4	Sep 4 2023
Columbus Day	Oct 9	Oct 9 2023
Thanksgiving Day	Nov 23	Nov 24 2023
Christmas Break	Dec 21	Dec 29 2023
New Years Day 2024	Jan 1 2024	Jan 5 2024



## **ADMINISTRATION -**

CEO	Robert Diaz
Educational Director	Robert Diaz
HR Advisor	Priscilla Cardenas
Admissions Advisor	
Financial Advisor	

### **PANDEMIC NOTICE**

**TONSORE MASTER ACADEMY follows City, State & CDC guidelines for school safety and reserves the right to review and modify its curriculum, calendar, course structure, school hours, class schedules. Tuition, fees, student catalog, and student enrollment agreements are reviewed each year with updated changes.**

### **NONDISCRIMINATION DISCLOSURE**

In compliance with federal, state, and local government requirements, TONSORE MASTER ACADEMY does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, School-administered programs and publications, or employment practices. TONSORE MASTER ACADEMY follows the requirements established by the Americans with Disabilities Act. TONSORE MASTER ACADEMY does not discriminate Against qualified individuals with disabilities. TONSORE MASTER ACADEMY does provide Reasonable accommodations for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the School, fellow employees or fellow students.

## **ADMISSION POLICY**

TONSORE MASTER ACADEMY program prerequisites:

### **CLASS A BARBER CERTIFICATE**

- Be at least 16 years of age (Requires Parent/Guardian Signature).

### **OPERATOR TO CLASS A BARBER**

- Be at least 18 years old
- Have a high school diploma or high school equivalency certificate
- Hold a current Cosmetology License

## **ENROLLMENT AGREEMENT**

Prior to signing an Enrollment Agreement all prospective students must:

- Complete a personal interview.
- Tour TONSORE MASTER ACADEMY.
- Read the School Catalog -This process allows you to understand our expectations of our students and helps you Better understand our program.
- Complete the Student Enrollment Agreement Form in full.

## **ATTENDANCE POLICY**

- Students must be on time and maintain a minimum of **80%** of their scheduled hours Monday through Friday, in order to complete their course in a timely manner to take the written exam at 900 hours and practical exam at 1000 hour completion of program.
- Students must adhere to their schedule and avoid conflict of interests.
- All time off requests must give one week notice and blocked off on their appointment book.
- Mondays and Fridays are mandatory.

## **MAKE UP HOURS**

- Make up Hours are allowed with approval of schedule arrangement.
- To Make up hours on another shift (day or night) must be approved.
- All Absence Requests and Make Up Hours Requests must be approved by the Director.

## **LEAVE OF ABSENCE POLICY**

TONSORE MASTER ACADEMY does allow **ONE** Leave of Absence (LOA) in case of an emergency for one week. All LOA's must be pre-approved by the School Director, and students must submit Their requests to the School Director in writing and tuition payments current.

- The written request for an LOA must include the start and end dates.
- The **Leave of Absence is allowed** during their enrollment at TONSORE MASTER ACADEMY and may not be longer than week.
- If **LOA** longer than one week the student will have to drop and re-enroll under a new contract dates and fulfill all financial obligations prior to LOA.
- The student enrollment contract may be extended for the days taken for the LOA.
- Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same status they held prior to their LOA.

## **ADMISSION REQUIREMENTS**

TONSORE MASTER ACADEMY accepts applicants for admissions as barber students once the following criteria have been met:

1. **Complete an The Student Enrollment Agreement Form**
2. **Submit Registration Fees:** Please submit the fee in the form of a money order, payable to TONSORE MASTER ACADEMY, INC.
3. **Submit Two (2") Photos:** The photos should be a recent head and shoulder shot of the applicant.
4. **Provide Verification Documents:**
  - A valid state drivers license or Government Issued ID
  - Social Security Card.

**SPONSORSHIP** - TONSORE MASTER ACADEMY does not sponsor any Visa services for students

And will not vouch for a student's legal status in the United States.

## **VERIFICATION DOCUMENTS FOR NON CITIZENS or LEGAL STATUS**

Please provide these documents:

- I-20 form
- a copy of their visa
- Non-citizen applicants cannot qualify for any type of financial aid

## **ENROLLMENT DATE**

Your enrollment date will be determined after we receive all required documents and registration fees.

## **HOUSING**

TONSORE MASTER ACADEMY does not have housing facilities under its control and offers no Financial assistance for housing.

## **JOB PLACEMENT**

- Job placement assistance is provided to graduates and students at no additional charge.
- Post job openings and opportunities on Networking Bulletin Board.
- Will endeavor to identify employment opportunities and place students in employment positions.
- TONSORE MASTER ACADEMY does not guarantee JOB placement to any student.

## **ADMISSIONS TEST**

An admissions test is not given or required for enrollment to TMA.

## **ENGLISH READ & WRITE PROFICIENCY**

TONSORE MASTER ACADEMY courses are taught in English only; this academy does not offer ESL instruction. The student must have the ability to read and write English at the level of a High School diploma or GED.

## **TRANSFER STUDENTS**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

- The transferability of hours you earn at TONSORE MASTER ACADEMY is at the complete discretion of an institution to which you may seek to transfer.
- Acceptance of the certificate you earn in TONSORE MASTER ACADEMY is at the complete discretion of the institution to which you may seek to transfer.
- If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

- For this reason you should make certain that your attendance at this institution will meet your educational goals.
- This may include contacting an institution to which you may seek to transfer after attending TONSORE MASTER ACADEMY to determine if your hours or certificate will transfer.

### **TRANSFER POLICY (Barber Rules 82.74 c,1.2.)**

- TONSORE MASTER ACADEMY may accept transfer hours from other barbering institutions on a case by case basis with the approval of the Director.
- The tuition cost for transfer barbering students does not include the cost of a complete and current Tonsore Tool kit. A student kit will be inventoried for items needed.
- Students will be evaluated in all State Board Procedures to determine the amount of transfer hours accepted.
- TONSORE MASTER ACADEMY **may or may not accept ALL transfer hours** from other schools based on an evaluation of the student's evaluation comprehension of the course material and procedures.
- Upon signing the Student Enrollment Agreement, TONSORE MASTER ACADEMY shall notify the TDLR of the transfer on the TDLR website & issues a new student permit for the transfer.
- **Tuition for Transfer Hours must be paid in full and is NON REFUNDABLE.**
- Transfer rate is **\$15** an hour.
- Consideration is given on a case by case basis by the School Director.
- All barber transfer students must attend a minimum of 250 hours to obtain - Tonsore Professional Educational Program certificate of completion.
- Students who have had training outside the state of Texas must provide proof of training & hours to the Texas Dept of Licensing and Regulation and Ingram Barber College prior to Enrollment.
- TONSORE MASTER ACADEMY does not accept transfer hours for the cosmetology to barber crossover program.
- TONSORE MASTER ACADEMY does not accept credits through challenge examinations or achievement tests.
- Please note the number of transferable hours depends on the policy of the receiving school.

## **TRANSFER AGREEMENT**

- TONSORE MASTER ACADEMY DOES NOT HAVE A TRANSFER AGREEMENT WITH ANY OTHER BARBER OR COSMETOLOGY INSTITUTION.

## **LONG DISTANCE EDUCATION**

- TONSORE MASTER ACADEMY DOES NOT OFFER LONG DISTANCE EDUCATION.

## **TRANSCRIPTS**

- TONSORE MASTER ACADEMY RETAINS STUDENT RECORDS FOR FIVE YEARS.

## **RESPONSIBILITY, CANCELLATION, REFUND POLICY & WITHDRAWAL**

### **STUDENT TUITION RESPONSIBILITY:**

- Tuition and fees are the responsibility of the student.
- Tuition payments are due on the first day of the month or first day of each week with the exception of the down payment, which is made TWO weeks before the first day of school. According to the signed TONSORE MASTER ACADEMY STUDENT ENROLLMENT AGREEMENT.
- Tuition payment is late after the third day. Late payment is \$45.
- **All payments shall be received by money order only -**
- **No personal checks, no credit cards.**
- TONSORE MASTER ACADEMY reserves the right to change tuition and fees for each course as needed each new calendar year.
- A non-refundable Registration Fee of \$100.00 is required to be paid by every student for each course or program of study, upon enrollment or re-entry into the program or course.

### **STUDENT CANCELLATION POLICY - Section 1601.562**

1. The student (OR in the case of a student under legal age, her/his parent or guardian) has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session or the THIRD day after enrollment, whichever is later excluding Saturdays, Sundays, and legal holidays; or
2. Entered into the enrollment agreement because of a misrepresentation made in the schools advertising or promotional materials or by an owner or representative of the school.

### **STUDENT REFUND POLICY - 1601.563**

A Barber School permit holder shall maintain a refund policy to provide for the refund of the unused part of Tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period established under (continued next page)

## Section 1601.562:

- Fails to begin the course of training
- Withdraws from the course of training or
- Is terminated from the course of training before completion of the course.

### **A Barber School's refund policy must provide that:**

1. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in the scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the Department.
2. The effective date of the termination for refund purposes is the earliest of:
  - The last date of attendance, if the student is terminated by the school.
  - The date the permit holder receives the student's written notice of withdrawal; or
  - 10 school days after the last date of attendance; and
3. The school may retain not more than \$100 if:
  - Tuition is collected before the course of training begins; and
  - The student does not begin the course of training before the date the cancellation period under Section 1601.562 expires.

A barber school permit holder shall publish in the catalog and enrollment agreement of the school a description of the refund policy.

### **STUDENT WITHDRAWAL OR TERMINATION - Section 1601.564**

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

- May retain \$100 in tuition and fees paid by the student; and
- **Is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50% of the course.**
- If the student withdraws or is terminated before the last 50% of the course begins, the school shall refund:
- 90% of any outstanding tuition for a withdrawal or termination that occurs **during** the first week or first one-tenth Of Course, whichever period is shorter;
- 80% of any outstanding tuition for a withdrawal or termination that occurs **after** the first week or first one-tenth of the course, whichever period is shorter;
- 75% of any outstanding tuition for a withdrawal or termination that occurs **after** the first three weeks of the course But not later than the completion of the first 25% of the course; and
- 50% of any outstanding tuition for a withdrawal or termination that occurs **not later than** the completion of the First 50% of the course.

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

### **PAYMENT OF REFUND - Section 1601.566**

1. TONSORE MASTER ACADEMY shall refund any amount paid by the student **within 30 days** after the date the student becomes eligible for the refund.
2. Notice of cancellation may be given by mail, hand delivery, or email.



**Professional Code Ethics:**

1. Be on time and End on time.
2. Keep personal life personal, professional life professional.
3. Always serve clients first.
4. Have good manners. No vulgar or abusive Language, Music/Videos/Games. No Blue Tooth Speakers!
5. Be tidy and clean. Always clean up your after yourself.
6. **No Vaping, smoking or drinking or be under the influence of any narcotics while in school.**
7. No concealed weapons on campus.
8. Get along with others - no coarse jesting.
9. No talking or criticizing of others when observing others. Shadows don't talk.
10. Be respectful - No harassment or discrimination of others.

**Student Dress Code:**

11. Barber Smock
12. Pants/Shorts above the waist & Dresses to finger tip length.
13. No vulgar logos or profanity.
14. No hats, tank tops, spaghetti straps, or sweats. No mini-skirts, mid-riff's or short-shorts.
15. Closed toe shoes, **no house slippers, no flip flops, no crocs.**
16. Be well groomed.

**Classroom Expectations:**

17. Sanitize & Set up station daily from the start.
18. At the end of the day - Store your items away - you are responsible for your all items.
19. Barber Chairs are to be locked and "at attention" at all times, Barber Chairs are only for clients in service.
20. No sitting, spinning, or sleeping in barber chairs! I do not, you may not.
21. Do not borrow or take students equipment without their permission.
22. Only use school authorized toolkit and chemical/hair color products.
23. Perform all State Board procedures in a safe & timely manner.
24. White towels are for shaving, black towels for facials & color, rags for cleaning.
25. Stay busy - Practice daily what you learn on a students, clients, or mannequins. Practice like I show you.
26. **Personal Services allowed for on time theory attendance & participation.**
27. **Personal Services allowed after completing your daily assignments.**
28. Student leaders are students who display an excellent attitude and on time performance.

**Theory Expectations**

29. Stay on Task - Perform daily operations first.
30. Maintain Practical worksheet/assignments are due Mondays.
31. Review Google Classroom and stay connected with posts, operation assignments, reviews & due dates.
32. Complete tests weekly on Computer Testing Center.
33. Keep theory tables clean & sanitized - Clean up after yourself - be a pro clean as you go.

**ATTENDANCE NON-NOTICE POLICY & MAKE UP HOURS**

34. Students must adhere to their schedule in order to take the written exam at 900 hours and the practical exam at 1000 hours.
  - "NO SHOW" & "NO CALL" is unacceptable - Attendance is needed to service school patrons.
  - Tardiness is unacceptable - that exceeds 30 minutes of scheduled hours will be:
  - First offense: Suspended for one day.
  - Second offense: Suspended for two days.
  - Third offense: Suspended for three days.
35. Arriving Late and Leaving early is a **conflict of interest**. Only for family emergencies.
36. Mondays & Fridays are mandatory.
37. Sick students are sent home.
38. A Doctors notice will be needed to return to school for calling out sick.
39. Make up Hours are allowed beyond their shift if available, and must be approved.
40. **Students with no tool kits will be given assignments or sent home.**

## CONDUCT & COUNSELING POLICY

### Verbal Counseling

1. Student receives verbal direction for performance issues (e.g. not setting up or loitering).
2. Student will be redirected to review their daily objectives based tasks.
3. After three verbal counseling notices a written counseling notice will be given.

### Written Counseling

4. Performance issues - e.g. consistently late, not completing worksheets, drug use.
5. Attendance needs improvement for the concerns addressed in the Verbal direction.

### Suspension

After three notices: verbal and written, a student may be suspended for one month. All tuition paid up to the suspension is not credited toward reinstatement. No hours are lost or given during the Suspension. **The Contract end date will be adjusted for suspension.**

## TERMINATION POLICY

TONSORE MASTER ACADEMY may terminate a student's enrollment at will for:

Insubordination, unwillingness to carry out a directive by refusing verbally or non-verbally, unreasonable delay in completing work, immoral or improper conduct, sexual harassment, drugs, theft, property destruction, poor behavior, disrespectful behavior, profanity, intimidation verbally or physically, outbursts towards clients, students or teachers; and/or failure to comply with educational requirements, theory, attendance and agenda operations, Student Catalog, general policies, or this Contract.

### Complaint and Safety Procedure

If you believe there has been a violation of the EEO or harassment policy based on a protected class, including sexual harassment, please use the following complaint procedure:

1. Tonsore expects students to make a timely complaint to investigate and correct any behavior that may be in violation of this policy.
2. Non-Retaliation: Tonsore prohibits retaliation against students for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated. If Tonsore Master Academy determines that classmates or faculty's behavior is in violation of this policy, disciplinary action will be taken, up to and including dismissal.
3. Report the incident to your Instructor, so they can investigate the matter and take corrective action.

## **Safety Procedures**

4. In cases of emergency evacuations, all students will discuss with staff what to do and where to go. Evacuation procedures will be reviewed quarterly by entire store team.
5. All work-related injuries, whether medical treatment is needed or not, must be reported to the School Director immediately - NO EXCEPTIONS.
6. All required paperwork must be completed and signed by the student, employee or guest at the time of the incident/injury whether treatment is needed or not.

## **NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE**

### **Section 53.152, Occupations Code**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Texas Department of Licensing and Regulation to deny licensure.

The Texas Department of Licensing and Regulation denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such License may not be eligible to apply to take the state licensure examination. TONSORE MASTER ACADEMY is not responsible for students denied licensure.

**TDLR's criminal history guidelines are available at [www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm)**

## **FINANCIAL AID**

TONSORE MASTER ACADEMY ACCEPTS GI Bill ®, and DARS.

## **STUDENT LOANS / RESPONSIBILITY**

We do not offer student loans or alternative loans to help you meet educational costs. Please contact your financial institution for your educational needs. If a student obtains a personal educational loan to pay for the TONSORE MASTER ACADEMY program, the student is fully responsible to repay the full amount of the loan plus any interest, less the amount of any refund in the case of a student's withdrawal.

## **FINANCIAL STATUS DISCLAIMER**

TONSORE MASTER ACADEMY DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY, NOR OPERATING AS A DEBTOR IN POSSESSION, NOR HAS FILED A PETITION WITHIN THE LAST FIVE YEARS, OR HAS HAD A PETITION IN BANKRUPTCY FILED AGAINST IT WITH THE PRECEDING FIVE YEARS THAT RESULTED IN THE REORGANIZATION UNDER CHAPTER 11 OF THE UNITED STATES BANKRUPTCY CODE (11 U.S.C. Sec. 1101 et seq).

## BARBER PROGRAMS OVERVIEW

COURSE	CIP CODE	HOURS	MONTHS	WEEKS	GRADUATION
Barber Instructor	12.0413	750	6	25	CERTIFICATE
Barber Instructor	12.0413	500	6	25	CERTIFICATE
Class A Barber	12.0402	1000	7	25	CERTIFICATE
Operator to Class					
Barber	12.0402	300	3	10	CERTIFICATE

### Barber Instructor - 750 Hours

#### SOC 25-1194 CIP Code 12-0413- DOT 075.127-010

The program consists of 750 clock hours of Theory and Practical Training including instruction on creating lesson plans, barber course development, presentation skills, classroom management, teaching and setting up a demonstration.

#### Prerequisite:

- Be at least 18 yrs of age
- Have a high school diploma or high school equivalency certificate
- Hold a current Class A Barber certificate.
- 750 hours completed not less than 25 weeks

### Barber Instructor - 750 Hour Curriculum

(1) instruction in theory, consisting of 175 hours

- Lesson planning 15 hours
- Personality and professional conduct 15 hours
- Development of a barber course 15 hours
- Student learning principles 10 hours
- Principles of teaching 35 hours
- Basic teaching methods 35 hours
- Teaching aids 10 hours
- Testing 10 hours
- Self evaluation 10 hours

• Classroom problems	5 hours
• Classroom management	5 hours
(2) instruction in practical work, consisting of 375 hours	
• Assisting with students	250 hours
• Theory class (assisting teacher, observing, teaching)	50 hours
• Learning office procedures and state laws	50 hours
• Grading test papers (assisting teacher, observing, grading)	25 hours
• Teaching adults	10 hours
• Classroom problems	5 hours
• Classroom management	5 hours
(2) instruction in practical work, consisting of 575 hours	
• Assisting with students	350 hours
• Theory class (assisting teacher, observing, teaching)	150 hours
• Learning office procedures and state laws	50 hours
• Grading test papers (assisting teacher, observing, grading)	25 hours

### **Barber Instructor - 500 Hour With 1 Year Experience Curriculum**

#### **SOC 25-1194 CIP Code 12-0413- DOT 075.127-010**

The program consists of 500 clock hours of Theory and Practical Training including instruction on creating lesson plans, barber course development, presentation skills, classroom management, teaching and setting up a demonstration.

#### **Prerequisite:**

- Be at least 18 yrs of age
- Have a high school diploma or high school equivalency certificate
- Hold a current Class A Barber certificate.
- 500 Hours to be completed not less than 25 weeks

### **Barber Instructor - 500 Hour With 1 Year Experience Curriculum**

(1) instruction in theory, consisting of 125 hours

- |  |          |
|--|----------|
| • Lesson planning                      | 15 hours |
| • Personality and professional conduct | 15 hours |

Development of a barber course	15 hours
• Student learning principles	10 hours
• Principles of teaching	35 hours
• Basic teaching methods	35 hours
• Teaching aids	10 hours
• Testing	10 hours
• Self evaluation	10 hours
Teaching adults	10 hours

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## **CLASS A BARBER COURSE**

### **SOC 39.5011.00, CIP Code 12.0402-DOT 330.371-101**

The program consists of 1000 hours of Theory and Practical Training including instruction on haircutting, hair coloring, perming, men's grooming, customer service, & professional development.

#### **Prerequisite:**

- Be at least 16 years of age with parent signature,
- 1000 Hours to be completed not less than six months.

## **CLASS A Barber - 1000 Hour Curriculum**

### **A. BASICS 150 Hours**

- Anatomy & Physiology
- Disorders of the Skin, Hair & Scalp
- Chemistry (color,perm, relaxer & nails)
- Bacteriology (Sterilization, & Sanitation)
- Safety (First Aid & Sanitation)
- Barber Implements
- History of Barbering

### **B. PRACTICE 750 Hours**

- Shaving
- Mustaches & Beards
- Haircutting
- Hair Styling (Sculpted & Thermal)
- Hair & Scalp Treatments & Skin
- Scalp Massage
- Safety First Aid & Sanitation
- Hair Weaving Extensions & Wigs
- Face & Neck Massage & Treatments
- Facial Hair Removal
- Manicuring
- Chemistry (Hair Color, Chemical Waving & Relaxing)
- Razor Techniques

## C. BUSINESS 100 Hours

- Texas Barber Laws
- Customer Service
- Barbershop Management
- Professional Ethics & Image
- Safety Sanitation, Related Practices & Theory
- Hygiene & Good Grooming

**OPERATOR TO CLASS A BARBER 300 HOUR COURSE** The curriculum for the class A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of not less than 10 weeks, as follows: *Chapter 82, Barbers Page 78 January 1,2016*

### Operator to Class A Barber Curriculum

(1) Instruction in theory, consisting of	25 Hours
• History of Barbering	1 hour
• Barber Laws and Rules Review	1 hour
• Implements, Honing, and Stropping	5 hours
• Shaving	5 hours
• Men's Haircutting and tapering	5 hours
• Beard and Mustache Trimming and Design	1 hour
• Hair color Review	1 hour
• Permanent Waving and Relaxing Review	1 hour
• Manicuring and Nail Care Review	1 hour
• Facial Treatments and Skin Care Review	1 hour
• Anatomy and Physiology Review	1 hour
• Blow-dry Styling Review	1 hour
• Shampooing and Conditioning Review	1 hour
(2) Instruction in practical work, consisting of	275 Hours
• Men's Haircutting and tapering	165 hours
• Shaving, Mustache and Beard Trimming	85 hours
• Hair coloring	5 hours
• Permanent Waving and Relaxing	5 hours
• Facial Treatments	5 hours
• Shampooing and Conditioning and Blow-dry Styling	5 hours
• Manicuring	5 hours



## **EDUCATION GOALS:**

### **Performance Objective - Acquire knowledge**

- Texas Barber Laws and rules regulating barbering practices.
- Sanitation and sterilization as related to all phases of hair, skin, and nails.
- Theory relative to Barbering including anatomy, physiology, chemistry and health & safety.
- Barbering Techniques, Professional Ethics, Salesmanship, and Business skills.

## **DEVELOP SKILLS**

- Learn barber fundamentals, proper use of implements relative to all Barbering services
- Acquire knowledge analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Will learn the procedures and terminology used in performing all barbering services.
- Will learn the proper procedure of manicuring to include water and oil manicure.
- Develop good workmanship common to Barbering.

## **CUSTOMER SERVICE**

- Develop & possess a positive attitude towards the customer, students and teachers.
- Develop honesty and integrity.
- Have personality and engage in proper conversation in dealing with patrons.

## **ATTENDANCE POLICY**

- Students must attend a minimum of 80% of their scheduled hours in order to complete their course contract in a timely manner to take their state exams at 900 & 1000 Hours.
- **Theory is mandatory.**
- **Mondays & Fridays are mandatory.**
- **Emergency situations will be consider on an individual basis.**

## MAKE UP HOURS

- Make up Hours are allowed.
- Make up Hours Requests must be arranged with the teacher.
- All Absence Requests must be blocked out on the Appointment Book with approval.

## GRADING POLICY

Grading is given by the percentage method. Instruction is through demonstration, lecture, classroom participation and assessment.

**Theory Grades :** **A** 100 - 90 **B** 89 -80 **C** 79 - 70 **D** 69 - 60 **F** 59 and below

Test grades are accumulative .

Total Tests divided by number of Tests give Test Grade%.

Example:  $100 + 70 + 90 = 260 / 3 = 87\%$  Test Grade Average

**Attendance Grade:** Divide Actual Monthly Clock Hours by Monthly Goal Hours = Attendance %

Example: **97** (Monthly Clock hours attended) / **120** (Monthly Goal) = **80%**

**Practical Grade:** Divide Number of Operations by Operations Goal = Operations Grade %

Example: 35 boxes) / 40 Boxes = **88%** Operations Grade.

**TRAINING POLICY:** Students are to stay on task with Daily Assignments.

- Practical Assignments Worksheet
- State Board Practical Daily assignment
- Daily practical operations on a mannequin.
- Clinic floor services on a client or another student.
- Must be turned in weekly - checked, signed and dated by instructor and student.
- Teacher assigns daily tasks from Weekly Agenda Sheet.

## **GRADUATION REQUIREMENTS**

**In order to graduate and receive a certificate of completion, each student must:**

- maintain a minimum grade average of 70% in Theory and Practical Training.
- Complete their program's required clock hours
- Pass all Theory exams
- Pass Practical Training assessments with satisfactory grades or higher.
- Complete the program on time.
- Pay All Financial obligations to TONSORE MASTER ACADEMY before graduation day.
- Make satisfactory arrangements for payment of all debts owed to the school.
- Final payment must be made in the form of a money order or cash.
- Personal checks must be approved.
- All must be met prior to the release of final Documents or transcripts or pre-application.
- When student meets these requirements, a CERTIFICATE of COMPLETION is given.

CATEGORY	ITEM	QTY	BARBER	CROSS OVER	
<b>Mannequin</b>	Male	1	X	X	
	Lady	1	0	0	
	Tripod	1	0	0	
<b>Razor Kit</b>	Straight Razor	2	X	X	
	Blades	1	X	X	
	Hair Shaper	1	X	X	
	Texture Blades	1	X	X	
<b>Hair Cut Kit</b>	Clippers	2	X	X	
	Trimmers	1	X	X	
	Scissors	2	X	X	
	Blending Shears	2	X	X	
<b>Thermal Kit</b>	Blow Dryer	1	X	X	
<b>Combs</b>	All Purpose	2	X	X	
	Pro Styling	1	X	X	
	Wide Tooth	1	X	X	
	Taper	1	X	X	
	Hair Pick	1	X	X	
	Carbon Comb	1	X	X	
<b>Brushes</b>	Sculpting	1	X	X	
	Vent	1	X	X	
	Round	1	X	X	
	Paddle	1	X	X	
<b>Capes</b>	Barber Smock	1	X	X	
	Shampoo	1	X	X	
	Nylon	1	X	X	
<b>Tool Kit General Supplies</b>	Spray Bottle	1	X	X	
	Neck Duster	1	X	X	
	Cape Clip	1	X	X	
	Hair Clips	1	X	X	
	Nick Relief	1	X	X	
	Clipper Oil	1	X	X	
	Tonics	1	X	X	
	Disinfectant	1	X	X	
	Neck Strips	1	X	X	
	Strip Holder	1	X	X	
	Carrying Case	1	X	X	
	Talcum Powder	1	X	X	

**COURSE TUITION (prices subject to change)**

Course	Class A Barber	Operator to Class A Barber	Instructor	Instructor	Refund
Hours	1000	300	750	500	*
Cost Per Hour	11	11	10	15	*
Tuition	\$11000	\$3000	\$7500	\$7500	Cancellation Policy
Registration Fee	\$100	\$100	\$100	\$100	NO
Books	\$410	\$410	\$379	\$379	NO
Tool Kit	\$1541	\$1541	\$375	\$375	NO
Deposit	\$1951	\$1951	\$854	\$854	Cancellation Policy

**TEXT BOOKS (prices subject to change)**

Standard Professional Barbering 6 <sup>th</sup> Ed.	ISBN: 978-130-510-0558
Milady's Standard Professional Barber Work Book	ISBN: 978-130-510-0664
Milady's Master Educator Text Book	ISBN: 978-1-133-69369-7
Milady's Master Educator Exam Review	ISBN: 978-1-133-77659-8

**TOOL KIT & TEXT BOOK POLICY**

- **TOOL KIT AND TEXT BOOKS ARE NON REFUNDABLE**
- **ALL ELECTRIC SHAVERS (ALL BRANDS) ARE NOT SCHOOL APPROVED OR ALLOWED.**
- **FOR PROFESSIONAL DEVELOPMENT AND EDUCATION USE ONLY**
- **THE TONSORE PROFESSIONAL BARBER KIT IS FOR TRAINING PURPOSES AND PROFESSIONAL DEVELOPMENT.**

## **STUDENT SERVICES**

### **Professional Development:**

- Industry and Alumni guest speakers.
- Customer service - People skills.
- Customer service and client satisfaction.
- School and career goals.
- State Board preparation
- Resume preparation
- Post job listings opportunities for graduates.

### **Career Fairs**

- High School Career Fairs
- Job Fairs
- Specialty groups that need grooming services for a Job Interview

### **Community Events**

- We give back to the community by letting our hands do the talking.
- Special Event
- Student Business Card Referral

## **FACULTY**

Robert Diaz - DIRECTOR

- Barber, Teacher, Educator
- Specialist in: Shaves, Clipper haircutting, men and women haircut & styling, color, permanent waves, texture, long hair, thermal styling.
- Former National Educator for John Paul Mitchell Systems & National Color Educator
- Business and Marketing Management.
- Texas Licensed Barber and Instructor.