

School Catalog 2022



CTC Barber Academy
137 Lynn Ave #208
Ames, IA 50014

Owner/CEO: Joseph Evans & Vivian Evans
Phone: 515-766-9852

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Disclosure

******All policies are subject to change at the owner's discretion.**

Catalog updates will be posted on our website and information board in student lounge for a minimum of 30 days.

**All fees for licensure and examination are the responsibility of the student and are not covered in students' tuition fees. For more information refer to The Iowa Board of Barbering
<https://idph.iowa.gov/licensure>**

****Students are required to pay for tuition in full. If they cannot afford to pay his/her balance in full at the time of registration, he/she will be directed to the administration office to discuss payment options. If the students have obtained a loan of any type or from a lender, the student will have the obligation and responsibility to repay that loan in full plus any interest. Outstanding balances block students from future enrollment and puts a hold on their account which prevents the issuance of official transcripts.**

Acceptable payment options include cash, money order, cashier's check, credit cards, or bank transfer.

Ownership, Licensure, and Accreditation

CTC Barber Academy is 100% owned by Joseph Evans and Vivian Evans. The school is located at 137 Welch Ave # 208 Ames, Iowa 50014. The schools phone number is (515)708-3149

CTC Barber Academy will be authorized through the State of Iowa Board of Barbering, located at Iowa Department of Public Health, Lucas State Office Building | Des Moines, Iowa 503190075 and by the Iowa College Aid located at 475 SW Fifth Street, Suite D | Des Moines, IA 50309-4608.

****Disclosure****

CTC Barber Academy will be seeking, but is not currently accredited by USDE (recognized accreditor. Credits earned as an unaccredited school may not transfer to an accredited school.

Current licenses and certifications may be reviewed at the school during regular business hours. Please contact the school director during normal business hours to schedule an appointment to review certification documents and/or to obtain consumer information regarding the institution.

History

CTC Barber Academy is Anticipated to open in the fall of 2022. When barber Joseph Evans couldn't find skilled barbers from his community, he did what any savvy entrepreneur would do, he decided to open a barber college where he can train potential barbers and share his unique "New Style" of barbering techniques and assist them in obtaining gainful employment.

Facility & Equipment

CTC Barber Academy is a state of the art, 2800 square foot facility consisting of reception area and clinic floor with barber stations, a shampoo station, a classroom, break/lunchroom, administrative office and laundry area.

Mission Statement

The mission of CTC Barber Academy is to train our students to be professional, responsible and morally conscious Barbers/stylists, pass their licensing examination, and find gainful employment. Our goal is to equip our students with an infinite level of training that evokes the creativity that each student possesses individually. CTC Barber Academy will be dedicated and committed to exceed out students' expectations as we prepare them to embark upon a prosperous journey into the world of barbering.

General Objectives

The school's mission will be accomplished through the following performance objectives:

- To introduce and teach the techniques involved in the latest hair styling trends.
- Create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods, and relevant equipment of “hands-on” education.
- To develop professional qualities within each student by teaching them the importance of good public relation and customer services.
- To teach our students the current sanitation and sterilization procedures, and the Iowa State Barber Board Licensing Laws.
- To teach those subject areas which are most needed for the course through hands on instructional programs on the clinic floor.
- Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities, and equipment.
- Improvement of institutional effectiveness through assessment of student achievement and performance.
- Employing a faculty qualified by preparation, education or experience to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examination and employment using both theoretical knowledge and skill development.
- Providing equipment, instructional space and other facilities to meet instructional needs and professional standards of safety and hygiene.
- Using systematic student evaluation to assist students learning and satisfactory student achievement.

Admissions and Enrollment Requirements

CTC Barber Academy does not discriminate in its employment, admission, instruction, or graduation policies based on gender, age, race, color, religion, or ethnic origin.

CTC Barber Academy requires each student enrolling in Barber and Barber Crossover program must meet the following admissions requirements.

- Complete an enrollment agreement.
- Proof of at least 16 years of age (one of the following):
Submit a copy of a Birth Certificate, valid Driver’s License or State ID:
- Submit a copy of a valid Social Security Card.

- Submit evidence of having graduated from High School or successful completion of the equivalent of twelfth grade by providing one of the following:
- ❖ Copy of a high school diploma ☐ Copy of high school transcript
- ☐ Copy of GED ❖ Copy of state issued credential for secondary school completion if homeschooled.
- ❖ Copy of an academic transcript showing completion of at least a two-year program that is acceptable towards a bachelors' degree.
 - Students who wish to re-enter after withdrawing must meet all the above requirements; pay all prior debt owed to the school; pay a \$100 re-entry fee. Students who re-enroll after the 180 days from date of withdrawal must sign a new enrollment agreement at the current rate of tuition at time of re-enrollment; students may be charged for an additional kit of equipment on a case-by-case basis dependent upon the condition of the original kit purchased.
 - Students who withdraw voluntarily from the school will be allowed to re-enroll one time.
 - Students who are terminated from the program for disciplinary reasons will not be allowed to re-enroll in the school.
 - Students who are terminated for excess absence or 14 days of consecutive absence will be allowed to re-enroll one time in the school after 180 days from the students last day of attendance.
 - Students enrolling in the 750 Clock hour Barber-crossover program must meet all the above requirements as well as submit a copy of a current Iowa Cosmetology license.
 - Students seeking to transfer hours from another institution will be reviewed and accepted in the following manner: Up to 50% of transfer hours will be accepted from intuitions who are accredited by an organization that is recognized by the department of Education. Hours obtained at a non-accredited institution may not be accepted.
 - CTC Barber Academy welcomes all qualified students with disabilities. In accordance with Section 504 of the Rehabilitation Act, The Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, the institution in committed to providing equal access to all programs and facilities.

CTC Academy does not off a specialized program for students with disabilities. All students, including those with disabilities, are responsible to meet the requirements as outlined in the institutions program curriculum. Students with disabilities seeking admission should be aware that all programs require a high level of dexterity and coordination.

This School will not:

- Prevent nor delay the student's enrollment.
- Assess a late penalty fee to the student.
- Require the students to secure alternative or additional funding.
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, clinic floor, or other institutional facilities.

Class Schedule & Attendance

The School Schedules are as follows: 8:00am-9:00am (Class) 9:00am-5:00pm Monday -Friday. 9:00am-5:00pm Saturdays. The school is closed Sundays and Mondays.

2022 Class Start Dates

CTC Barber Academy has open enrollment all year round. Classes generally start every two weeks.

Time Accounting Policy

The students' hours are documented via finger scanner and are reported to the Iowa State Board of Barber Examiners on a quarterly basis. Students shall comply with the following procedure:

1. All students must sign in using finger scanner upon entering building each day and again upon leaving for the day, in order to receive appropriate daily hours. If a student's fails to punch in or out, they will lose all hours for that day unless they provide a time correction form to student services.
2. If a student wishes to make up lost time, they may provide a time correction form to student's services by approved and recorded in logbook by front desk.
3. Students are expected to arrive on time. Ten (10) minutes late is considered tardy.
4. Lunch is thirty (30) minutes.

Absence, Early Out, & Tardiness Policy

- Students should call the school at (515)708-3149 at the beginning of the scheduled day to inform the director if they will be late or absent and/or expected to return.

- To prevent disruption of class, students arriving late to class will not be permitted attendance for the duration of that period (students arriving 10 minutes or later after class start are considered late). Students arriving 10 minutes late will not be able to participate in class, therefore must clock in after their assigned theory class is complete. Further latencies, during the same month, will result in the following unless approved by campus administration:
- ❖ **1st unexcused tardy/early out will result in a verbal warning.** ❖ **2nd tardy/early out will result in a written warning.**
- ❖ **3rd tardy/early out will result in a one-day suspension.**
 - Request for days off are to be given to the director in writing and must be approved.
 - Each student will be allowed 10 personal/sick days (60 hours) for the scheduled duration of their program.
 - Students in violation of the personal/sick day policy are subject to overtime charges if hours not made up by the students contracted graduation date.
 - Absences or tardiness that exceed the personal/sick time must be made up to ensure compliance with school policies.
 - A student is determined to be excessively absent once a student reaches 120 hours behind schedule. Attendance is monitored every 1st and 15th of the month. Students who are determined to be excessively absent are put on an action plan. Violations of the action plan will result in dismissal of the program
 - Personal days are not to be used on consecutive Fridays.
 - Any time missed, including suspensions, personal days off, early punch outs and late arrivals will count towards the students' absent hours.
 - Any exception to this policy is at the discretion of the Administration.

Leave of Absence Policy

A Leave of Absence Policy may be granted for the following reasons: death of a relative, an injury or illness of the student (medical), incarceration or any other allowable special or mitigating circumstance determined by the director. **All leave of Absences must be requested in advance in writing and must specify the reason for the Leave of Absence and include the student's signature. The Leave of Absence must be approved by the school in order of it to be official.**

- A student must apply in advance for a 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 to the institution, the student would not have been able to request the LOA in advance.
- An emergency Leave of Absence, without prior written request, may be granted provided the student completes the leave of absence form and returns it to the school via mail, email, or in person with reasonable resolution of the emergency.

- The Leave of Absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- There must be a reasonable expectation that the student will return from the LOA.
- A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- A Leave of Absence extends the student's contract end date and maximum time frame by the same number of days taken in the leave. Changes to the contract period enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. All kit and personal items must be removed from the premises. If the student does not return on the specified date, and has not notified the institution, the student's enrollment will be terminated.

The institution will not assess additional institutional charges as a result of the Leave of Absence. Monthly tuition payments must still be satisfied during a Leave of Absence. If a student does not return to the institution at the expiration of an approved Leave of Absence (or student takes an unapproved Leave of Absence) the student's withdrawal date is the date the student began the Leave of Absence, the withdrawal date for the purpose of calculation a refund is always the student's last day of attendance.

Make-up Work Policy

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return in order to make arrangements to complete the assignments that were missed.

2022 Scheduled Closings for Holidays 01/01/2023 New Years

02/21/2022 Presidents Day
04/18/2022 Easter Monday
05/30/2022 Memorial Day
07/4/2022 In Service Day
09/5/2022 Labor Day
10/10/2022 Columbus Day
11/24/2022 Thanksgiving
11/25/2022 Thanksgiving
12/22/2022 Christmas Break
12/23/2022 Christmas Break
12/24/2022 Christmas Break

12/26/2022 Christmas Break

12/31/2022 New Year's Eve

School Closing announcements due to inclement weather

In the event of inclement weather, students are advised to check out Facebook Newsfeed for the most up to date announcements. (Facebook.com/CTCBarberAcademy or Instagram@CTCBarberAcademy)

Students may also email the owners at headinstructor@ctcbarberacademy.com or vivianeans@ctcbarberacademy.com You may also contact them directly via text or call. Phone number 515-766-9852

Career Considerations

The school wants to ensure that students interested in pursuing a career in barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest barber techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Safety and Physical Requirements:

- The work can be arduous and physically demanding because of long hours standing over a stylist chair.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.

Graduation Requirements

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma:

- Successful completion of all phases of study, required tests, practical assignments.

- Pass a final comprehensive written and practical exam.
 - Complete the program of study according to the State requirements
 - Complete all required exit paperwork
 - Make satisfactory payment arrangements for all debts owed to the school
- Upon completion of the course of study and all graduation requirements, a Diploma for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and complete an application for the state licensing exam. The application will be forwarded to the State by the school. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

****All fees for licensure and testing are the responsibility of the student and are not covered in students' tuition fees.**

Career Opportunities and Occupations

Job placement or employment is not guaranteed. However, CTC Barber Academy offers reasonable assistance in job placement. A bulletin board is available for job postings, shop owners/managers are invited into the school to inform students of available positions; a file is kept in the office of shops in the area; advice is given upon request of the student for potential employment. The school provides training professional image, resume' writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self-esteem, communication skills, continuing education, and building a clientele. A barber license provides many employment opportunities. Possibilities include hairstylist, barber stylist, texture specialist, educator, platform artis, shop manager or shop owner. Compensation will vary based on the type of shop, the location and the number of hours worked.

State Licensing Requirements

In order to begin training in the Barber course, and individual must be at least 16 years of age. In order to work as a Barber in the State of Iowa, an individual must possess a Barber License. As per Iowa State Board of Barbering Section 21.2 (158) To obtain a barber license:

1. Be of age
2. Have completed the twelfth grade or its equivalent
3. Have completed a barber study training period of at least 2100 hours in not less than 10 months under the supervision of a licensed instructor.
4. Pass an examination given under the direction of the board
5. Pay the prescribed fees.

A licensed cosmetologist who wishes to become a licensed barber shall:

1. Have successfully completed a 2100 clock hour cosmetology training course or shall possess a current cosmetology license.
2. Have completed a barber study and training program of at least 750 clock hours
3. Pass an examination given under the direction of the board
4. Pay the prescribed fees.

Disclosure: Please see the Iowa State Board of Barber Examiners, Barber Acts. For information that may prevent an individual from obtaining or maintaining licensure and therefore employment as a licensed professional in this State.

Criminal Background Disclosure: I understand that all Licensing Boards within the Bureau have the authority under the Criminal History Record Information Act, to deny a license or discipline a license based on a felony conviction. The Board may also deny a license based on misdemeanor conviction, if that misdemeanor relates to the profession. Just because there exist grounds for provisional denial, does NOT mean applicant will be denied.

Curriculum—Course Outlines

Barber Program 2100 Clock Hours

Education Objective: Iowa Barber License

Course Description

This course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Iowa State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading

Theoretical and practical evaluation and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90% - 100% = A

80% - 89% = B 70%

70%- 79% = C

60% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 – 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

<i>Subject</i>	<i>Approximate Hours</i>
Honing and stropping	25
Shaving and various uses of the straight razor	240
Haircutting, hairstyling and hairpieces	535
Shampoo and scalp massage	25
Hair coloring	25
Massaging (facials)	25
Hair waving or curling (perms), Straightening	25
Scalp and skin disease	50
State barber law and rules and regulations	50
Physiology	50
Sterilization and sanitation	50
Hygiene	25
Bacteriology	25
Electricity (Ultraviolet, High frequency, infrared, curling irons)	25
Professional ethics and barbershop demeanor	25
Manager-barber instructions, instruments, shop management, examination orientation and preparation for related	50
Total minimum hours of credit required	2100

Barber Crossover Program – 750 Clock Hours (Licensed Cosmetologists

Education Objective: Iowa Barber License

Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training daily. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Iowa State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lectures, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading

Theoretical and practical evaluations and the tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90% - 100% = A

80% - 89% = B

70% - 79% = C

0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 – 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

<i>Subject</i>	<i>Approximate Hours</i>
State barber laws, rules and regulations	50
Haircutting, hairstyling and hairpieces	330
Shaving and various uses of the straight razor	300
Honing and stropping	50
Manager-barber instructions, instruments, shop management, orientation and preparation for related examination	25
Total Hours of Credit	755

Additional Course Information

Upon Completing The courses, the student should be able to:

- Understand the importance of a professional image and how these skills relate to success
- Understand the importance of and comply with the rules for infection control
- Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.
- Name and describe the structures associated with the hair.
- List the factors that should be considered in a hair analysis.
- Discuss the different types of hair loss, their causes and options for treatment
- Recognize hair and scalp disorders
- Demonstrate proper shampooing and conditioning procedures.
- Recognize disorders or diseases of the scalp and hair.
- Understand product knowledge use and safety
- Demonstrate basic haircuts and be able to choose which techniques and tools are required
- Apply the basic haircutting techniques to accomplish more advanced styles.
- Demonstrate shaving with a straight razor
- Demonstrate the ability to handle tools and implements properly
- Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures
- Define terms relating to skin disorders and discuss which disorders may be handled in the schools/shop and which should be referred to a physician.
- Identify and apply business and marketing strategies to be successful in the shop
- Describe the various types of shop ownership and operation procedures
- Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.
- Understand the laws and regulations set forth by the Iowa State Board of Barber Examiners.

Classroom Reading Material

Milady's Standard Professional Barbering Textbook and student Workbook

Lectures/Discussions

In addition to providing information, lectures/discussions are designed to:

- Help organize the reading materials
- Highlight important facts
- Discuss interpretations and experiences and to provide viewpoints on the materials being studied

Demonstrations

Instructors will demonstrate techniques and procedures for performing tasks.

Exams, Tests, and Quizzes

Chapter tests and a final exam will be given. Students must achieve a grade of 70% or higher. Quizzes and other short assignments may be given.

Grading System

Methods of evaluation include practical and written exams, workbooks, quizzes and assignments.

Dress Code

CTC Barber Academy has established a standard dress code for all students to maintain a professional atmosphere. Students not in dress code may be asked to leave school to change, which will also result in a loss of hours. The dress code is as follows:

- School smocks must be always worn.
- Black or khaki dress pants must be always worn.
- Black shirts (short or long sleeve) must be always worn, specifically polo style, dress or black t-shirt is acceptable.
- Black shoes must be always worn. Open toed shoes are not allowed.
- No caps, hats, head nets, or bandanas
- No excessive jewelry
- No shorts
- All clothing worn must be worn in a professional manner • Jeans are not allowed.

Telephone and Cell Phone Policy

- Personal phone calls will not be taken by the school unless in cases of emergency (i.e., accident, sick child, etc.)
- All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.
- During class and clinic time, cell phones need to be turned off or set to “silent” mode and stored away.

Equipment and Personal Items

CTC Barber Academy and/or staff are not responsible for loss or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available; however, the students must provide their own lock. Students are expected to have books and equipment ready for class and/or clinic every day.

Parking

Students are permitted to park in the parking lot behind the building. Students may also park in streets (which require a parking meter).

Smoking- Drug Free

This is a non-smoking facility. All smoking/vaping shall be done outside the building on the left side or behind the building in a designated area away from the entrance of the building. Discarded cigarettes must be disposed of in a designated container. Smoking/Vaping is ONLY allowed during approved break periods. Initial violations of this policy will result in immediate dismissal for the day. Repetitive violation will be subject to suspension and/or termination at the discretion of the school.

Emergency Evacuation Plan

There are two main exits from the building: one at the reception area entry (leading outside the front of the building) and the other through the breakroom.

- In case of emergency/fire, calmly leave the building through the closest exit.
- A fire extinguisher is located near the theory room exist of the school.

Student Kit Policy

Kits and supplies purchased by the students are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. Student kit will be disbursed to students at 900 actual hours for in the Barber Program. Barber Crossover students will receive their kit at 350. The Kit items may be changed at the discretion of the school.

Rules and Regulations

1. Students must attend school regularly and arrive on time.
2. Students must clock only themselves in and out every day.

3. Student must be in the stated dress code. Smock must be always worn while on the clinic floor.
4. Students must always behave in a professional manner.
5. Students must keep their work area clean and sanitary and clean up after themselves.
6. Students must be prepared to perform any service and have the necessary equipment.
7. Participate in the learning process.
8. Abide by all policies stated in the school catalog
9. Smock, cape, chair, station, and floor must be clean and organized before servicing any client.
10. Follow the school steps of service
11. If you are not engaged in a haircut, practice on mannequins; perform book work, observe, observe, observe! Do not be afraid to ask questions.
12. If you make a mistake on a haircut. Do not draw attention or speak of it openly. Continue with the haircut and your director will be over to fix or help with any issues.
13. Clients who come into the school will be directed into your chair
14. The client in your chair is to receive your undivided attention. Please do not engage in lengthy conversations with others while performing a service.
15. Cell phones are to be on silent and put away during service.
16. Gratuity is acceptable, but no to be expected or suggested in any way.
17. Before leaving for the day, stations must be cleaned, mirrors cleaned base and chair polished, combs taken out of barbicide.
18. Any client that is receiving a shave must sign a liability form release for located at the front desk.
19. Students are not allowed in the office
20. No eating in the clinic.
21. The clinic floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
22. Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
23. Professionalism is always a must. Remember a good and positive attitude married with your talents is the key to your success.
24. No personal services allowed on Fridays or when the school is busy.

Barbershop and school etiquette

1. **Professionalism is always a MUST.**
2. Be mindful and respectful of who is around you when engaging in certain types of conversation. Speak courteously and use proper grammar.
3. Four major topics that are not to be discussed on the clinic floor in the presence of a new client: Politics, religion, Race, Sex
4. We **DO NOT** talk about other clients in any way in front of other clients.

5. Do not talk about your tips in front of other clients.
6. Clients who are balding are often very sensitive to the fact. We want to make clients feel good about themselves so be conscious of your words.
7. Issues or conflicts that may arise with any clients will be handled by the director; do not take issues into your own hands.
8. Quality Customer service is our **number one** priority and key to our growth and continued success.
9. NO FOUL LANGUAGE
10. We are in the service industry; no student will be allowed to refuse a service to a client.

Children's Haircuts

1. Children under 5 years of age and or children that appear to be unruly must be accompanied by a parent or guardian. The parent or guardian must sign the release form located at the front counter. This is to protect our school against any claims that may come about if injury is caused by negligence due to your inexperience, or due to their child's unruly behavior.
2. Exhibit a **CALM** composure while dealing with an unruly child. Your energy may have a direct effect on the child's comfort and willingness to work with you.
3. ALWAYS keep one hand on the child's head with firm but comfortable pressure. This will allow you to know when to pull your clippers away and avoid any possible injury.
4. NEVER offer a child candy without quietly asking the parent if it is ok first.

Unlawful Discrimination or Harassment

No student shall engage in discrimination or harassment of another student, instructor, or staff member of this school. This shall include discrimination or harassment based on sex, gender, age, color, religion, disability, and ethnic origin. This includes verbal, physical, or another conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

Cheating

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, acquisition without permission of school test of other materials and/or destruction of these materials. Such behavior may result in the loss of a grade and/or suspension.

Theft/Vandalism

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

Conduct

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member.

Termination Policy

Students may be terminated from the program for non-compliance with the following: School policies, the enrollment contract, or state Laws and regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; non-payment of fees, and theft or any illegal act.

Withdrawal Requirements

Students who officially withdraw from enrollment prior to course completion must:

- Provide a written notice to the school
- Complete all required exist paperwork
- Satisfy all debt owed to the school

Upon payment of all debts owed to the school and a \$10 transcript fee, a certified final transcript of hours will be given to the student. If withdrawal requirements are not met, not transcript will be released.

Students who are not in attendance for 14 consecutive days are considered to the unofficially withdrawn from the Academy. The withdrawal determination date for students who do not officially withdraw will be the last date of attendance. When Financial aid becomes available any aid received by student will be adjusted according to the Federal Return formula and the schools institutional refund policy as it applies.

School Equipment

Cases of damage done to school equipment due to negligence or malicious intent will be reviewed by the directors. Students will be required to pay for all damages according to the assessment and discretion of the director.

Personal Services

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop personal service to accommodate the client.

Sanitation Duties

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked.

Advising and Professional Assistance Referral Policy

CTC Barber Academy provides academic advising to all students on a quarterly basis. Formal evaluations are conducted with students in accordance with the school satisfactory academic progress policy. Additionally, the faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

Student Records and Transcripts

Academic records are safely retained at the school under lock and key. The school will store paper records to provide back-up in case of loss or disaster. Electronic records are password protected and available to staff on "need to know" basis; subject to some routine back-up (copy) process in the event of system failure. Backed up electronic records are frequently stored at a location other than the school in the event of disaster (fire, storm damage) at the school location. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed to the school. Additional transcripts are available to students upon written request and notification of permission for a fee of \$10. Student records will be provided only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of (15) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately. To obtain student records and transcripts contact school administrator –

Vivian Evans

Vivianevas@ctcbarberacademy.com

515-766-9852

137 Lynn Ave #208

Ames, IA 50010

Student Information and Release Policy

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parent or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

Family Educational Rights and Privacy Act-----FERPA

CTC Barber Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment. Public Law 93-380 section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance of the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the students' records.

Grievance Procedure

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school director. All communications regarding the complaint must be in writing and all meetings and communication will be documented in the student files. Records of complaints and their resolution, as applicable, are retained according to the school's record keeping policy for review by the NACCAS on site-visits team.

The grievance policy is as follows:

1. Complaints against students or employee must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution.

Once received, solutions will be evaluated and returned within 10 business days. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:

Iowa College Student Aid Commission
877-272-4456

<https://iowacollegeaid.gov/StudentComplaintForm>

or

Bureau of Professional Licensure- Board of Barbering
321 E. 12th St. Des Moines, IA50319
515-281-0254

Drug Free Workplace and School

CTC Barber Academy has zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and or removal. Students will be required to take a drug test during enrollment period. Students may request counseling for substance abuse and will be referred to community resources.

Satisfactory academic progress Policy

The satisfactory academic progress policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for satisfactory academic's progress as follows:

Barber	450, 900 and 1075 actual clocked hours
Barber Crossover	348 actual clocked hours

- Transfer students-Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
- Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of

at least one evaluation by midpoint of the course or academic year, whichever occurs sooner.

Satisfactory Academic Progress

Students must maintain a minimum of 70% attendance and 70% academic program in order to achieve SAP. Any student who has not met these requirements at the time of SAP evaluation will

be notified by the school administrator and will receive a warning. If the satisfactory performance is not achieved by the next evaluation period, the student will lose eligibility of financial aid or scholarship and will be responsible for any costs incurred for tuition and/fees for the payment period in which eligibility is lost. Students can have eligibility reinstated if SAP is achieved by the next evaluation period. The school does not offer an SAP appeal process.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance. Students must maintain a written and practical grade average of 70% in order to meet satisfactory academic progress. Students must make up failed or missed tests and incomplete assignments.

Re-Establishment of satisfactory academic progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next scheduled evolution. Students wishing to return after termination for not meeting SAP requirements will be considered and decided at institutions discretion.

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 the 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 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.

Noncredit and Remedial course

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

Transfer Hours

With regards to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determine when the allowable maximum time frame has been exhausted.

Tuition and Fees 2022

Barber Program

Administration/Registration fee	\$100
Student kit	\$2,000.00
Tuition	\$18,000.00
Total	\$ \$20,100.00

Barber Crossover Program

Administration/Registration fee	\$100
Student kit	\$2,000.00
Tuition	\$12,800.00
Total	\$14,900.00

Payment Methods: We accept cash, money order, cashier's check, credit cards and bank transfers.

**** Student Kits are non-refundable, non-transferable. Due to sanitary reasons. ****

****Administration/Registration fee of \$100 is non-refundable****

Scholarships

From time to time, CTC Barber Academy will offer scholarships to potential students on a promotional basis. Details on when the scholarships are being available and how to apply can be found out webize, www.CTCBarberAcademy.com under Scholarships.

REFUND POLICY - NOTICE OF CANCELLATION

The school shall refund all tuition charges to a student who withdraws within the first two calendar weeks of instruction.

CTC Barber Academy shall make a pro rata refund of tuition charges to a student who terminates from any of the school's postsecondary educational programs or course after the first two calendar weeks in an amount that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period. If a terminating student has completed sixty percent or more of a school period, CTC Barber Academy is not required to refund tuition charges to the student.

The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.

A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within the first two calendar weeks of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, (minus the administration/registration fee in the amount of \$100) regardless of whether the student has started classes.

A student notifies the institution of his/her withdrawal in writing.

A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

Official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. For students who enroll and begin classes but withdraw prior to course completion.

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.

If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student or provide course completion through a prearranged teach out agreement with another institution. If the course is canceled after a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course later.

If the 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:

- Provide a pre-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the course and/or program; or o Participate in a Teach-Out Agreement; to Provide a full refund of all monies paid.

Exceptional Policy

The exceptional refund policy applies when a student terminates a postsecondary educational program after the first two calendar weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city. The terminating-student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

Military Refund Policy

For students who are members of the Iowa National Guard or reserve forces of the United States (and the spouses of such members have dependent children when ordered into active duty); The school shall provide a full refund of tuition and fees to a student who withdraws and request that benefit for the payment period in which the student withdrew. If arrangements cannot be made for the student to complete the program later, the student shall be considered dropped and all tuition refunded.

Drugs and Alcohol-Free Campus

CTC Barber Academy maintains a drug-free campus. Students and employees must refrain from the use of alcohol and illegal drugs while on campus or at school-sponsored activities. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on CTC Barber Academy premises.

All Students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by CTC Barber Academy students and employees of a controlled substance that is not medically authorized is strictly prohibited. Students and employees who violate the drug-and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by CTC Barber Academy may be subject to, as applicable, discipline, suspension, expulsion, or employment termination. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotic or drugs, or possession of paraphernalia, may result in disciplinary sanction from CTC Barber Academy and/or referral to law enforcement officials.

Sexual Misconduct Policy

CTC Barber Academy is committed to providing and maintaining a positive learning and working environment, that is free of any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

CTC Barber Academy administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is violation of this policy for any member of the CTC Barber Academy community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the CTC Barber Academy community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the CTC Barber Academy community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

Drug, Alcohol, and Sexual Abuse Resources Iowa

Iowa Department of Public Health Your life Iowa

<https://yourlifeiowa.org/resources>

(855)581-8111

Iowa Coalition Against Sexual

Assault <http://www.iowacasa.org/>

Sexual Abuse Hotline: (800) 284-7821 Sexual

Violence Prevention

<https://www.iowacasa.org/resources>

National

Alcoholics Anonymous <http://www.aa.org/>

National Institute on Alcohol Abuse and
Alcoholism

Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health> Public
education materials

[https://niaaa.nih.gov/publications/brochures-
and-fact-sheets](https://niaaa.nih.gov/publications/brochures-and-fact-sheets)

Federal Substance Abuse and Mental Health Services
Administration

Behavioral Health Treatment Services Locator

<https://www.samhsa.gov/find-treatment>

DEA-United States Drug Enforcement Administration

<https://www.dea.gov/druginfo/factsheets.shtml>

Rape, Abuse & Incest National Network (RAINN)
(800) 656 HOPE (4673) Safety
and Prevention

<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture Victim
Services/Advocates

<http://changingourcampus.org/category/victim-services/>

Foundation For a Drug-Free World

<https://www.drugfreeworld.org/>

National Institute on Drug Abuse <https://www.drugabuse.gov/>

Child Abuse Reporting

Pursuant to Iowa Code Section 261.9(1)(h), any CTC Barber Academy employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the administrators and the employee shall immediately make a report to the local law enforcement.