



Student Catalog

Year of

2023-2024

Policy IV.04 Item 2

Reading Barber Institute
810 Oley Street Space E
Reading, PA 19604

Serge Vilaire- President Owner
Gilberto A. Santana- Owner

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INTRODUCTION

Policy IV.04 Item 3 CATALOG PUBLICATION DATE: May 1, 2022

This catalog is current as of the time of printing. Reading Barber Institute (also referred to as "RBI") reserves the right to make changes in course content, equipment, materials, organization, policy, tuition, and curriculum as circumstances dictate, subsequent to publication and they will become effective and binding upon implementation. Reading Barber Institute expects its students to have knowledge of the information presented in this catalog and other school publications. Reading Barber Institute is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), and The Age Discrimination Act.

STATEMENT OF PHILOSOPHY

Reading Barber Institute was founded in 2016 with the primary purpose of providing the citizenry of Berks County and the counties surrounding Berks County with a quality post-secondary career training facility that offers the most up-to-date education programs qualifying students for rewarding careers.

Interested in the total development of the individual, Reading Barber Institute, in addition to teaching technical occupation specific skills, stresses the fostering of such inter-personal skills as behavior, professional attire, proper communication, punctuality and other soft skills expected in the workplace.

Policy IV.04 Item 4 MISSION STATEMENT

The mission of the Reading Barber Institute is to provide a useful education that matches the career goals of the student with the needs of the employers in the barbering industry.

GENERAL OBJECTIVES

Reading Barber Institute is committed to the advancement of career education and dedicated to individuals who desire to improve themselves and the opportunities for career success.

Teaching skills to the unskilled, refining the skills of the semi-skilled and assisting graduates to find gainful employment in the barbering industry for which they have trained for is the overall objective of Reading Barber Institute.

Training programs are designed to provide the students with the skills that are saleable today and with knowledge that will allow them to grow and realize their maximum career potential in the future.

INSTITUTION WITH A PURPOSE

Reading Barber Institute is an institution with a purpose. It is neither subsidized nor endowed but is entirely dependent for its continuance and success upon the quality of its training as evidenced by the achievement of its graduates. It is coeducational and nonsectarian.

Furthermore, RBI focuses on the men, women, and youth (at least 16 years old) of our community that are at risk or have faced adverse life challenges and a career in barbering will improve them and their families' lives.

INSTITUTION HISTORY

Reading Barber Institute was first established on July 15 2015. On October 3rd 2016 the Pennsylvania Bureau of Professional Occupational Affairs, Pennsylvania Barber Board approved the Reading Barber Institute for a license to operate in public. Offer Barbering Training, and Barber Teacher programs to the public. On January 17th 2017 RBI started its first class of barber students at their training facility located in the City of Reading PA. The school offers a program for licensed Barber Managers to prepare themselves for licensure as a Barber Teacher and licensed Cosmetologists to prepare for their barbering licenses in a 695-hour program. On May 1, 2020, the ownership decided to cease offering the Barber Manager program.

Policy IV.04 Item 10 DESCRIPTION OF FACILITIES

810 Oley Street

Space E

Reading, PA 19604

Reading Barber Institute is in city of Reading and is located in the Reading Outlet Center (ROC) with ample free parking. This 3,800 square foot facility provides a large open area for a 16 barbering stations and private shampoo room as well as a waiting area for the patrons of the student clinic. Just beyond the student clinic floor there is a private office and traditional classroom that will accommodate 16 students for their didactic training. The facility also offers an onsite laundry room and two spacious restrooms. The facility is designated as a non-smoking tobacco free, including vaping facility with a designated area outside at the rear of the building for smoking, vaping, and tobacco use. There is plenty of free parking and designated outdoor smoking areas.

The Institution is served with public transportation from BARTA with stops within blocks of the school on 8th and 9th streets.

Traditional Classrooms

Students utilize our classroom for traditional learning, and it is equipped with projector, high-speed internet access, whiteboard and classroom tables and chairs.

CLASS SIZE

The class size for theory/didactic lecture of skills demonstration activities is 10-12 students with a maximum of 20. During the time students are on the clinic floor the school will not exceed a maximum student instructor of 20:1.

Policy IV.04 Item 17 NON-DISCRIMINATION POLICY

Reading Barber Institute is an equal opportunity educational institution and admits students to all its programs and facilities without regard to race, color, religion, sex, ethnic or national origin or age and does not discriminate on the basis of race, color, religion, sex, ethnic or national origin or age in administration of its educational policies, admission policies, loan programs, placement service and other school-administered programs. The facility can accommodate the handicapped with utilizing the ramp access in the front of the building.

FACULTY

Faculty members are selected for their professional background, academic experience, and professional certifications. Faculty members must also be experienced in their fields and intent on imparting their knowledge to students. For a complete faculty list, please see the Employee Directory in this catalog.

LEGAL STATUS

Reading Barber Institute is a co-educational proprietary school a business corporation registered in the Commonwealth of Pennsylvania.

Policy IV.04 Item 18 CORPORATE OWNERSHIP and MEMBERS/OFFICERS

Reading Barber Institute, LLC

- Serge Vilaire, Member
- G Alex Santana, Member

Policy IV.04 Item 23 LICENSED BY

Pennsylvania Department of State

Bureau of Professional Occupational Affairs

State Board of Barber Examiners

P.O. Box 2649

Harrisburg, PA 17105-2649

Phone - (717) 783-3402

Fax (717) 705-5540

Email - RA-BARBER@pa.gov

ACCREDITATION STATUS

Reading Barber Institute - Applied for Initial Accreditation
National Accrediting Commission of Career Arts & Sciences
(NACCAS) 3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600
www.naccas.org

Reading Barber Institute is a candidate school for accreditation through the National Accrediting Commission of Career Arts and Sciences (NACCAS) and our number is C20013-00.

OFFICE SCHEDULE

The Business Office is open
Monday through Thursday, 9:00 a.m. to 4:00 p.m.
Friday 9:00 a.m. to 3:00 p.m.

*Hours are subject to change without notice and are posted outside the identified department.

SCHOOL PREROGATIVES

Reading Barber Institute reserves the right to make changes in class schedule, course sequence, academic calendar, or programs of study. Such changes will not affect the integrity or continuity of programs offered. The school also reserves the right to make changes without prior notice in administrative or teaching personnel, or any other school activity or policy.

The policies and practices of Reading Barber Institute are non-discriminatory against applicants and students and are compliant with the RBI Non-Discriminatory policy outlined in this catalog.

Reading Barber Institute reserves the right to:

- Reject any applicant for admission based on admission requirements.
- Cancel the start of any program(s) prior to the start date for reason of insufficient enrollment or other reasons deemed sufficient by Reading Barber Institute. In such cases all monies paid to the school will be refunded without any deduction for services.
- Terminate for cause any student whose conduct does not conform to the policies of the school as outlined in the school catalog, or other school publication or correspondence including but not limited to attendance, academic progress, and student conduct.
- Require a student to repeat a failed course(s) and pay additional tuition per the current catalog tuition policy at the time of the course repeat.
- Reserve the right to change tuition and fees by providing 60 days written notice and such increases will be applied to your program providing your start date is beyond the 60-day written notification date.
- May turn over to a professional collection bureau all unpaid tuition/charge(s) payment(s). All costs associated with the collection process, including but not limited to attorney fees, court costs, collection agency fees will be paid by the debtor.
- At the sole discretion of the school, Reading Barber Institute may change or eliminate program or a program cohort (collectively known as "Effectuated Cohort") after the start date when the number of students scheduled in the "Effectuated Cohort" is too small to justify continuation of the program. Student(s) currently active in the eliminated "Effective Cohort" will have two options: 1) be added to the next start date of the program with no additional costs to the student or 2) request a full refund of the entire enrollment agreement charges and be able to reapply at a later date at the prevailing charges and policies at the time of reapplication.
- Change class schedule(s), revise course(s)/program(s) or make any change in training-related matters at any time, with or without notice prior to the start of the course(s) or program(s).
- Cancel classes or suspend training resulting from inclement weather, natural disaster, declared state of emergency or any other reason beyond the control of Reading Barber Institute.
- Reading Barber Institute does not imply, promise, or guarantee transferability of earned credit hours to any other institution.
- Use student photographs, comments, educational materials and relevant data in its business documents and advertising including its social media posts.

- In the event of a medical emergency, a staff member will notify emergency medical services by contacting 911. Students requiring non-emergency medical care will be given information about medical services or agencies that they may contact. Any costs incurred for medical services will be the student's responsibility.
- The school reserves the right to hold graduation paperwork until all financial agreements between the student and the school have been fulfilled. Including but not limited to transcripts, report card, certificate of completion, certificate /notarized statement of completion for the purposes of taking the Barber Board licensure exam.

ADMISSIONS

PRE-ENROLLMENT INFORMATION

Policy IV.04 Item 1 CATALOG STATEMENT AND ENGLISH LANGUAGE

The Reading Barber Institute has adopted the following catalog, effective the publication date on the cover of the catalog, to aid prospective and current students in making an informed decision about their education. This Catalog is true and correct in content and policy. This catalog is written in English (the same language in which the Barber, Barber Crossover and, Barber Teacher programs are taught. It is the Applicant's responsibility to read the catalog in its entirety.

ATTENDANCE DURING FIRST EIGHT (8) WEEKS

The first 8-weeks are comprised of two 4-week courses that are designed to provide an overview and introduction to the barbering industry, clinic floor, health and safety procedures and some additional basics to prepare you to enter the rotation through the next set of courses. These 8 weeks are a prerequisite to moving on to the next series of courses. You must attend 90% of the hours and they must be attended sequentially or the manikin you have will not be in the condition required to carry out the clinical portion of these eight weeks. **Attendance during your first eight weeks is the most critical. Each student is expected to attend 90% of the scheduled hours during this 8-week period. Missing time during this period may cause you to repeat the entire 8 weeks or at minimum 4 weeks.**

PRIMARY MEANS OF COMMUNICATION - Email

Our main method of communication is email. It is the prospective students' and enrolled students' responsibility to develop, maintain and regularly check a valid email address for correspondence with the school. Failure to do so may result in missed communication. The school will not accept responsibility for emails not received by a student or prospective student.

PENNSYLVANIA BARBER LICENSING REQUIREMENTS

(RBI Entrance requirements may differ from licensing requirements)

- At least 16 years of age
- Have completed the eighth (8th) grade or its equivalent
- Successfully complete a barbering student and training period of at least 1250 clock hours and not less than nine months at either a licensed barber school or in a licensed barber shop under the instruction of a licensed teacher
- Submit a notarized application for a license as a barber to the PA Barber Board accompanied with a notarized statement that the applicant successfully completed the study and training required in the Barber's License Law Act of Jun. 19, 1931, P.L. 589, No. 202.
- Pay the Examination fee to the Department.
- Take and successfully pass the written and practical exam as administered by the PA Barbering Board.
 - Retesting of the failed portion must be taken and passed within one year. If the failed portion is not passed within one-year period, the applicant must retake the entire examination.

PENNSYLVANIA BARBER TEACHER LICENSING REQUIREMENTS

(RBI Entrance requirements may differ from licensing requirements)

- Must be 23 years of age at the time of applying to take the State Board of Barber exam
- Must either have had a minimum of 5 years of experience as a licensed barber in a licensed shop or must be a barber manager who has trained for 1250 hours under a licensed barber teacher in a licensed barber school as a teacher trainee.
- Licensed shop owner/manager must provide a notarized statement as to the time work.
- Must be a high school graduate or equivalent
- Pay the application and achieve a passing score on the State board examination which consists of theory and practical
- A barber teacher is qualified, without the need for additional licensure, to perform the functions of a barber teacher, barber manager or barber.

PENNSYLVANIA BARBER MANAGER LICENSING REQUIREMENTS

Information Only- RBI does not offer a program in Barber Manager

- *Must provide notarized statement from Licensed shop owner/manager(s) as to the time work as proof of currently actively practicing in the profession of barbering for 1 year or more.*
- *An 8th grade education or equivalent is required*
- *Pay the application and achieve a passing score on the State board examination (consisting of theory only)*
- *Any licensed barber engaged in the practice of barbering was licensed as a barber manager without examination if they filed an application for such prior to January 1, 1981.*

TEMPORARY STUDENT LICENSE (49 § 3.21 of the State Board of Barber Examiners)

- Upon payment of the required fee, a temporary license may be issued to an applicant who is eligible for admission to the barber examination. An applicant who is thus licensed shall practice only under the supervision of a licensed manager-barber until results are available from the next scheduled examination. Temporary licenses are granted for a 9-month period.
- The 9-month period will begin from the date of graduation or completion of training.
- The shop owner and manager shall verify the graduation or completion date before allowing the student to work in the shop.
- The student shall show proofs of the graduation or completion of training when requested by inspectors for the Commonwealth.
- CHAPTER 3. STATE BOARD OF BARBER EXAMINERS - Section 3.21 Student License
<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter3/s3.21.html&d=reduc>

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CHRIA -Criminal History Records Information Act

The Criminal History Records Information Act (CHRIA) provides the authority for a licensing board to deny a license based on a felony conviction. The CHRIA also provides for the authority to deny a license based on a misdemeanor conviction that relates to the profession. If the State Barber Board of Examiners determines that provisional denial is warranted, the applicant will receive a letter in the mail that details the reason for provisional denial and provides for the procedure to appeal the decision. Upon appealing the decision, the applicant will be provided a full hearing at which they may testify, have witnesses testify or provide any other relevant evidence. The entire record of the hearing is then reviewed by the Board for a final determination as to whether or not the provisional denial should become final.

APPLICATION CONSIDERATIONS

Before applying to our program, prospective students should take into consideration the personal demands and obligations of attending The Reading Barber Institute. Preparation, planning and having a thorough understanding of the school's attendance guidelines and satisfactory academic progress policy will allow students to be successful RBI students. Choosing the right time to start school is necessary for successful program completion. Students need positive motivation and a strong personal commitment to make the necessary preparations to attend all classes as scheduled and complete the barber or barber crossover program on-time. Prospective students must consider the class attendance schedule versus a work schedule, dependable childcare, back-up day care, transportation costs, physical stamina, and the overall demands of becoming a student. Additional planning involves knowing the expected amount of time to complete the program and developing a personal financial budget accordingly.

GENERAL PHYSICAL REQUIREMENTS TO CONSIDER FOR EMPLOYMENT AS A BARBER

The Barbering profession requires a person to stand on their feet 4-6 hours per day or more. Many barbers develop carpal tunnel, arthritis and respiratory problems due to constantly inhaling aerosol sprays. Serious consideration needs to be given for any potential applicant for this profession. Barbers, hairdressers, and cosmetologists most likely will work in a barber shop or salon. Refer to the following two charts for Abilities and Skills with an importance of 50 or greater per O*Net Online for your reference of what is expected of you as a Barber.

NACCAS OUTCOME REPORTING -ANNUAL REPORT 2019 Data reported in 2020.

DATE RANGE FOR REPORTING -January 1, 2019 to December 31, 2019 -pass licensure or placed on or before November 1, 2020

Program	Completion / Graduation	Licensure	Placement
Barbering	25%	100%	100%
Crossover Barber	NA	NA	NA
Barber Teacher	100%	100%	100%
Institution	50%	100%	100%

GENERAL PHYSICAL REQUIREMENTS TO CONSIDER FOR EMPLOYMENT AS A BARBER ABILITIES

Importance Above 50

Source O* Net Online 39-5011.00 - Barbers

<https://www.onetonline.org/link/summary/39-5011.00>

Importance	Ability	Ability Description
72	Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
66	Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
66	Near Vision	The ability to see details at close range (within a few feet of the observer).
60	Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
60	Finger Dexterity	The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
56	Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
56	Speech Recognition	The ability to identify and understand the speech of another person.
53	Selective Attention	The ability to concentrate on a task over a period of time without being distracted.
53	Speech Clarity	The ability to speak clearly so others can understand you.

GENERAL PHYSICAL REQUIREMENTS TO CONSIDER FOR EMPLOYMENT AS A BARBER SKILLS

Importance Above 50

Source O* Net Online 39-5011.00 - Barbers

<https://www.onetonline.org/link/summary/39-5011.00>

Importance	Skill	Skill Description
60	Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
53	Speaking	Talking to others to convey information effectively.
53	Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
53	Service Orientation	Actively looking for ways to help people.
50	Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Policy IV.04 Item 5 REQUIREMENTS FOR ADMISSION

1. All Applicants
 - a. Applicant must be beyond the age of compulsory school attendance (17 years old in PA, with an exception for a full time working 16-year-old with school district executed working papers).
 - Current high school seniors may apply with parent or guardian signatures, provided they are 17 by the time training begins and have met the high school graduation or Ability to Benefit requirement or
 - RBI will also accept current high school seniors who will graduate from high school prior to RBI graduation and remain in attendance at high school. If a high school senior fails to continue their high school attendance while enrolled at RBI they will have to drop from the RBI until they have achieved their high school equivalent and refund policies will apply. **(RBI will enroll no more than 10% of the total RBI student body as high school seniors with permission from the high school.)** High school students must meet all state requirements, obtain written permission from their high school, and complete a pre-enrollment evaluation.
 - b. Provide a copy of a valid Social Security card.
 - c. Provide proof of age by presenting the original of one of the following for copying by RBI:
 - A copy of a valid State driver's license; or
 - State issued ID; or
 - Birth certificate; or
 - Passport; or
 - Other government issued ID
 - d. Acknowledge and self-attest to their ability to read and write in the English language at a level to enable them to learn from English speaking instructors and English printed textbooks and resource materials.
2. Ability-To- Benefit (For non-high school or equivalent graduates)
 - a. Meet Admissions Requires for "All Applicants" 1,2,3, above
3. Crossover Barber Applicants
 - a. Meet Admissions Requires for "All Applicants" above
 - b. Provide a copy of their current (non-expired) Pennsylvania Cosmetology License
4. Barber Teacher program
 - a. Meet Admissions Requires for "All Applicants" above **(Must have high school diploma or its equivalent)**
 - b. Ability to Benefit does not apply
 - c. Must provide a copy of a valid Pennsylvania State Barber license
 - d. Proof of Age 23 by the Contract Completion Date
 - e. Provide copy of valid PA Barber Manager license (Optional not required)
5. Re-Enter Applicants
 - a. Submit a written request for re-entry to the School Director for review and decision. *Refer to RE-ADMISSION (RE-ENTRY) POLICY* section in this catalog for the procedure and policies to submit a request.
 - b. If approved:
 - Pay a \$200 re-entry fee
 - Sign a new enrollment agreement and pay all the fees and tuition applicable at the time of re-entry
 - Follow all the enrollment processes as describe in the current catalog.
 - Meet Admissions Requires for "All Applicants" above
 - If Barber Crossover or Barber Teacher applicant must meet the Admissions requirements for the specific program as outlined above.

ADMISSIONS PROCEDURE

1. Complete a personal profile form and tour Reading Barber Institute.
2. The applicant must have a personal interview with a school official designated as an admission representative at Reading Barber Institute.
3. Receive the School Catalog
4. Complete an enrollment agreement (student contract) and pay the registration fee.
5. Timely submission of the documents as required in the Requirements for Admissions section of this catalog.
6. Submit other information as required to determine qualifications.
7. Submit any requests for:

- a. Advance Standing
 - b. Transfer request from another school
 - c. Credit for student Kit
9. Policy IV.04 Item 27g RBI officials reserve the right on a case-by-case basis, at no cost to the student, to verify the authenticity and validity of any documents or statements present by the applicant to RBI for the purpose of admissions to RBI. Furthermore, RBI reserves the right to accept or reject them based on this process.

FOREIGN TRANSCRIPT TRANSLATION

Foreign and / or non-English academic credentials need to be translated to establish the equivalent degree, credits or years of studies that would be the academic equivalent to a United States high school diploma. The following organizations are the only RBI will accept. Translation cannot be done by an individual it must be completed by one of the agencies listed below.

1. Academic Evaluation Services, <http://aes-edu.org/>
Online Only
2. Globe Language Services., www.globelanguage.com

Prices are determined by the company providing the service. Current pricing is provided by the company and not Reading Barber Institute.

ADVANCE STANDING FOR LICENSED COSMETOLOGIST

According to Pennsylvania Barber Board regulations an applicant that possesses a current and valid Pennsylvania Cosmetology License is eligible for 555 hours credit towards the Barber Program, Barber Crossover. Any applicant seeking enrollment to RBI's Barber program that provides a copy of their current, valid, and verified Pennsylvania Cosmetology License will be granted advance standing into RBI Barber Program only. The approved applicant under this Advanced Standing will receive 555 clock hour credit towards the Barber Program only. See Barber Crossover content outline in program section in this catalog. Applicant must meet all other Requirements for Admission listed in this catalog.

PRIOR WORK EXPERIENCE/ CLEP

There is no credit for prior work experience or CLEP for any program offered at RBI.

Policy IV.04 Item 6 CREDIT FOR PREVIOUS TRAINING TO READING BARBER INSTITUTE (Transfer Credit)

Students with previous formal training shall be evaluated by an instructor using practical application and a review of the official academic transcripts. The student must submit notarized certification of attendance, hours attended, and subjects pursued prior to signing the enrollment agreement. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular admissions and enrollment requirements. Students accepted for admission will be required to purchase the school's current kit. *The acceptance of transfer hours is at the discretion of the school.*

Appropriate credit, if any, will be given for comparable previous education and training. The training period will be shortened accordingly. The tuition will be adjusted accordingly based on the shortened training period. Maximum number of Clock Hours accepted for previous training is 555 clock hours. RBI's Barber Program is the only eligible program for credit for previous training. Note: The school only transfers hours, not GPA.

CREDIT TRANSFER FROM READING BARBER INSTITUTE TO ANOTHER INSTITUTION

The listing of credits / clock hours is not meant to imply transferability into college programs. A credit hour is a unit of measure, not necessarily an indication of transferability of credit. The receiving institution, rather than the training Institution, decides whether to accept credits for transfer.

ARTICULATION AGREEMENTS

Reading Barber Institute does not have any articulation agreement with any secondary (high school/ career and technology centers) or post-secondary institutions

Policy IV.04 Item 7 RE-ADMISSIONS (RE-ENTRY) POLICY

A student who has voluntarily terminated may apply for reinstatement to the institution by submitting all application materials along with a written request to the School Director. The request should be in the form of a typed letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one start date period before he/she is eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Re-admissions is not guaranteed.

Re-Admission for students that were involuntarily terminated (attendance violation, academic progress, or violation of school policy) must wait 60 days after separation from school to re-apply following the procedure describe above. Re-admissions is not guaranteed

Students who are readmitted will pay a \$200 re-entry fee, sign a new enrollment agreement, and will be charged tuition and fees consistent with the existing published rate. On an individual basis a determination of tuition credit based on accepted credit for hours completed and not required to repeat, new textbook(s) and student kits will be made at the time but prior to acceptance back into the program.

TUITION, FEES, AND OTHER CHARGES INFORMATION Policy

IV.04 Item 27a, b, c, d TUITION CHARGES AND FEES

Tuition charges and fees at Reading Barber Institute should be looked upon by the student as a wise investment in his or her future career. Today, more and more employers are interested in hiring credentialed individuals who possess advanced skills and professional poise rather than untrained personnel. **Over Contract Charges** are those instructional hours provided beyond the student contract end date as indicated on the individual's student enrollment agreement. **Extra Institutional Charges (EiC)** is the fee for extra educational hours based on student absences from school. Refer to EiC Policy later in this catalog. **Student Supplies/Kit** fees is estimated and subject to change based current market price at time of class start date.

Program Name	Tuition	Registration Fee Required for all new Students	Enrollment Fee	Student Kit and Uniform* Non-Refundable	Total Cost
Barbering	\$6,345	\$45	\$450	\$500	\$7,340
Barber Teacher	\$6,345	\$45	\$450	\$500	\$7,345
Crossover Barber**	\$ 4,560	\$45	\$450	\$500	\$5,555

* Student Kit is estimated and subject to change based on current market price at the time of distribution to the student.
 **Crossover Barber is not a program - it is the Barbering program with Advance Standing approved based on applicant/ student having a current and valid PA Cosmetology License. Subject to change with or without notice for student stat have not started school or are going to start within 60 calendar days of the tuition or other costs/ fees increase.

Repeat Course Charges

If a student has not completed their program by their enrollment agreement contract end date, they may request a contract extension within three (3) calendar days from their contract end date. For first-time, non-transfer/re-enroll students contract extensions will be complimentary. **CONTRACT EXTENSIONS ARE NOT GUARANTEED.**

Students on a contract extension will continue to be held accountable to policies as if they are still in their original contract. For example, disciplinary action for behavior as outlined in the School Catalog will continue through any contact extension(s).

CONTRACT END DATE POLICY

All students' contract end dates are calculated based on the number of hours required to complete the program plus approximately 10% and scheduled hours per week while taking into consideration all scheduled days the school will close. This date is indicated on the student enrollment agreement. If a student has not completed the required hours for their enrolled program by their contract end date may request to extend their contract. Contract extensions will be granted at the discretion of the school director(s). Student attitude, motivation, attendance, compliance, participation, etc. will all be considered in making the decision to extend a student's contract.

CONTRACT EXTENSIONS ARE NOT GUARANTEED.

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STUDENT ORIENTATION

Students who are accepted for admission have an orientation session prior to the start of their program. This orientation introduces the students to RBI, the training programs, policies and procedures, class schedules, logistics when it comes time for training on the clinic floor.

Students are provided with a substantial amount of information regarding programs, policies, schedule of classes, expectation while RBI, attendance requirements and other required information. This orientation is provided as a way of keeping students informed and encouraging them to become involved in the Reading Barber Institute community.

ACADEMIC ADVISING, REVIEW AND TUTORING

The faculty is composed of qualified, professional men and women who are willing to devote extra time to those students who seek individualized tutoring. If you need tutoring or review in any course, please consult with your instructor or the School Director for assistance. This also includes a student who needs to resolve academic or personal issues which are interfering with his or her satisfactory progress.

INSURANCE

Each student is covered by general liability insurance during his/her school, on the clinic floor training activities. Professional liability insurance is not provided. Personal health insurance or any other insurance is the personal responsibility of the student. Any injury sustained by the student during lecture, clinic activities is covered by the student's personal health insurance or as an out of student pocket expense. This includes the need for medical services such as ambulance transport.

HOUSING

Even though Reading Barber Institute does not maintain its own housing or dormitory facilities. Arrangements can be made to help students find available housing through our administrative staff.

FINANCIAL

A student who encounters difficulty in financing his or her education should consult with the Administrator for information and assistance in applying for loans and grants, budgeting assistance and referral to student services for part-time employment opportunities

Policy IV.04 Item 15 EMPLOYMENT ASSISTANCE POLICY

Employment assistance will be made available to all students reaching 1075 actual hours (barber crossovers 462 actual hours) and successful graduates of the Reading Barber Institute. Job opportunities will be emailed to students reaching 1075 actual hours (barber crossovers 462 actual hours) and successful graduates wishing to receive the notifications. **Please Note: The Reading Barber Institute does not guarantee employment.**

RBI conducts career search seminars for all students. Topics include resume writing, interview techniques, letters of recommendation, thank you notes, professional dress, as well as a look at the job market to match the skills which the students have attained upon graduation.

PART-TIME EMPLOYMENT

Students sometimes must work while they learn and may need to secure part-time employment in the Reading area. The school is easily accessible to restaurants and the downtown business district and on occasion businesses notify RBI of part-time openings. The administration or faculty will assist students in their search for part-time work.

POLICIES, PROCEDURES AND REGULATIONS

Students are to be governed by the policies and provisions contained in this catalog, or other school publication. Reading Barber Institute may change policies and provisions at any time. See this catalog for an explanation of the Family Educational Rights and Privacy Act (FERPA).

APPEALS POLICY – NON-SAP

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using the Student Appeals Form available from the School Director or administrative office. This form and attach any applicable documentation must be submitted to the School Director with 15 days of the event which is being appealed or the appeal may be heard but not approved. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. EXCEPTIONS: 1) A student has up to two school days following the end of a course in which the grade was earned to challenge the grade. After the two-day challenge period, the grade is final. 2) Appeals regarding Satisfactory Academic Policy (SAP) must be made within 15 days of the negative determination or the appeal will be denied when submitted without review. Students wanting to appeal a satisfactory academic progress (SAP) decision please refer to the Satisfactory Academic Progress (SAP) policy later in this catalog

Policy IV.04 Item 25 CONDUCT AND BEHAVIORS

Policy IV.04 Item 25d CONDUCT

Students are required to comply with all student and safety regulations. Failure to adhere to and observe school regulations and policies may result in oral and/or written disciplinary warning, suspension, or immediate dismissal. Disciplinary action is NOT progressive so any step may be skipped depending on the nature of the violation. Conduct which may be considered unsatisfactory includes, but is not limited to, the following:

- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to either the school or other students. In addition to termination, theft may be reported to civil authorities.
- Personal conduct at any time or place which may, in the judgment of the school staff, cast a bad reflection on the school and its well-earned reputation.
- Evidence of cheating, dishonesty, lying, plagiarism, altering records or document in relationship to the student's activities in class, lab, clinical or homework assignments in classes.
- Smoking including vaping in unauthorized areas of the building or school grounds.
- Parking in handicap, visitors, and fire zones and along curbs of the parking lot.
- Profanity in the building or on school grounds.
- Violation of copyright restrictions for software and associated documentation.
- Food or drinks in classrooms or on clinic floor without the expressed approval of an RBI administrator or faculty member.
- Performing tasks not previously approved by the instructor. Performing tasks that endanger or threaten the health and/or safety of the employee, instructor, other student, RBI guests or clinic clients.
- Violating any other school policy or regulation provided in this catalog for any other form of communication to the student such as but not limited to email, memo, US Mail.

Students dismissed from the school under this provision or any other provision will not receive a graduating credential and be subject to the student withdraw rules, policies, and regulations.

DISMISSAL POLICY

A student may be dismissed for the following reasons: destruction of school property, excessive absenteeism, theft, activity which impinges on the rights of others, possession or consumption of alcoholic beverages or illegal drugs at any time or violation of any school policy, conduct expectation or regulation presented in this catalog or any other student publication.

SUSPENSION

Students may be suspended from Reading Barber Institute by virtue of misconduct. Students may be considered for re-entry to the school if they can demonstrate a change in attitude or circumstance that may have caused their suspension. The decision of the School Director is final. Reports are maintained and will be available to the student for review.

Policy IV.04 Item 25e WITHDRAWAL/TERMINATION POLICY

- The school may terminate a student prior to/after the completion of their program of study for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to meet SAP at next evaluation after Warning has been issued. 5) Insubordination. 6) If withdrawal is determined by School Director after consecutive absences from last date of attendance for a period of 14 calendar days or 7) violation of the probationary period policy.
- **NOTE:** Students who are not current on payment agreements or paid in full within 90 days of completion of 1,250 hours, may incur a non-payment fee of \$95 (in addition to balance due) and may be sent to collections for payment.

Voluntary student withdrawals must be submitted in writing to be accepted.

Students who do not complete the program by their contract end date and do not elect to extend their contract to complete the program within 3 (three) calendar days will be considered a voluntary termination and will be subject to a \$150 cancellation fee.

BULLYING POLICY

The Reading Barber Institute will not tolerate bullying or like behavior. The Reading Barber Institute has determined that school should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a school's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, employees, students, and parents.

Bullying can be physical, verbal, emotional, & cyber (includes email, cell phone, social media [Facebook, Twitter etc.], etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes making fun of a student's haircuts or services. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic. This behavior will be considered bullying whether it takes place on or off school property or at any school function.

Any student who chooses to participate in bullying will be met with a swift and severe consequence. However, each case will be examined on a case-by-case basis and could vary based on several factors including nature of the problem, past history, etc.

Policy IV.04 Item 25f CLINIC FLOOR BEHAVIOR POLICY

- All services **MUST** be checked by an instructor before removing a client's drape.
- Students must be attired per the dress code in school issued barber jacket zipped up to the top of the RBI logo.
- All work on students and/or employees during scheduled class time must be documented and adhere to the student services policy posted on the clinic floor.
- Students are to remain behind or near their own chair and should not congregate in groups on the clinic floor, except during educational demonstrations.
- Student complaints are not to be discussed on the clinic floor while clients are present.
- Students are not to groom themselves on the clinic floor while clients are present.
- Students are responsible for their own tools and station which must be cleaned, disinfected, and swept after each client.
- Students must not engage in conversation with each other while working on a client.
- Students will clean and sanitize their entire station (including back bar, chair, mirror, floors, etc.) each day, at the end of their shift.
- Students are not permitted to leave if there are clients waiting, unless previously approved.
- There will be no loud or boisterous talking, whistling, singing, dancing, cursing, foul language or talk of a suggestive nature on the clinic floor. Any actions unbecoming to a professional may result in immediate suspension.
- No disrespectful remarks regarding clients, students, employees, or the school are to be made while clients are

in the school.

- No eating or drinking is permitted on the clinic floor.
- No fighting/rough-housing, playful or otherwise, is permitted in school.
- Music played in the clinic must be appropriate as determined by the school administration for all clients and kept at a professional volume.
- ONLY clients being serviced are permitted in the barber chairs. All other clients should sit in the waiting area provided. Parents/guardians are not permitted on the clinic floor unless they are sitting in the chair with the child.
- Clients/children who cannot remain calm must be referred to an instructor for a consultation prior to starting a service.
- Students may not wear or use headphone, ear buds (wired or wireless), or play music from their cell phone or other device. The use of blue tooth speakers on the clinic floor is strictly prohibited.
- Straight razors are NEVER to be used on a client under the age of 15.

FIGHTING POLICY

Fighting is unacceptable for any reason at the Reading Barber Institute or near the school such as the parking lot and will not be tolerated. A fight is defined as a physical altercation occurring between 2 or more persons. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, scratching, and pinching. Any student who engages in such actions as defined above will be suspended indefinitely and may be terminated. Authorities may be contacted, if necessary.

It will be left up to the instructor's/administrator's discretion as to whether an individual's participation in a fight will be considered self-defense. If the instructor/administrator deems the actions as self-defense, then a lesser punishment will be issued to that participant.

PUBLIC DISPLAY OF AFFECTION/ RELATIONSHIP TENSION POLICY

Being overly affectionate (or relationship tension) in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate (positive or negative) behaviors on campus or at school related events and activities.

Inappropriate public displays of affection (positive or negative) will not be tolerated. No display of affection is allowed. No touching, holding hands, playing "footsies", stroking, kissing, hugging or anything of the like is permitted. In addition, displays of relationship tension will not be tolerated.

Inappropriate behaviors will result in disciplinary action up to and including termination. The expression of feelings of affection or relationship tension toward others is a personal concern between two individuals and not of others surrounding them.

REFUSING TO SERVICE POLICY

Any student, without permission from instructor, refusing to serve a client may receive an immediate 3-day suspension (without credited hours).

RESPECT POLICY

It is the goal of The Reading Barber Institute to create a mutual, respectful atmosphere between all individuals involved within our school including administrators, instructors, students, parents, clients & visitors. As such, all entities are expected to remain respectful to each other at all times. Students and instructors especially are expected to greet each other with kind words and student/instructor exchanges should be friendly, in an appropriate tone, and should remain respectful. The majority of student/instructor interactions should be positive.

Students are expected to treat students, faculty, and staff of the school with civility and respect, respect school property, and uphold school policies and all applicable Pennsylvania laws.

Students will not sleep or sit and do nothing, at any time, during school hours. Students are not permitted to put their feet up on chairs, tables, or other school property. These actions are disrespectful to your instructor, your fellow students, the school and, ultimately, yourself.

SCHOOL VIOLENCE POLICY

The Reading Barber Institute strictly prohibits school violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a student, instructor, student instructor, vendor, client, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- *Physically injuring another person.*
- *Threatening to injure another person.*
- *Engaging in behavior that subjects another person to emotional distress.*
- *Threatening to use or using a weapon while on school property, on school-related business, or during school related functions.*
- *Intentionally damaging property.*

All threats and acts of violence should be reported immediately to the School Director and/or the Reading Police as soon as possible. Employees found to have engaged in school violence will be subject to immediate suspension and or termination.

No weapons are permitted on school property. Students bringing a weapon on school property will be terminated.

SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

Reading Barber Institute will not tolerate, condone, or allow sexual and other unlawful harassment ("HARASSMENT") whether engaged in by faculty or students, fellow employees, supervisory level employees or non-employees who conduct business with the Institute. Reading Barber Institute encourages timely reporting of all incidents of HARASSMENT. If anyone has knowledge of HARASSMENT, he/she should report the acts directly to the School Director, who investigates faculty, staff, and student complaints. Reading Barber Institute will not permit retaliation against an employee or student who reports an incident of HARASSMENT, or for assisting in a complaint investigation. An individual found to have engaged in misconduct will be disciplined, up to and including, employment termination or immediate dismissal from the Institute.

EDUCATION

ACADEMIC CALENDAR*

No classes are held in observance of the following days:

- *New Year's Eve and New Year's Day*
- *Good Friday*
- *Memorial Day*
- *Juneteenth*
- *Independence Day*
- *Labor Day*
- *Thanksgiving and the Friday after Thanksgiving*
- *Christmas Eve and Christmas Day of each year*
- *Winter Break - Dec. 24th through Jan. 1st*
- *Inservice and State Board Testing*
- *First Monday of January, April, July, and October*

**These holidays and in-service dates are subject to change with or without advance notice at the discretion of the School Director.*

CONTAGIOUS SKIN/CONCERNING MEDICAL CONDITION POLICY

If a student appears to have a contagious skin condition or if a student exhibits behavior which could be harmful to themselves, clients or peers (i.e., passing out, loss of balance, etc.) due to an apparent/known medical condition, they will not be permitted to work on clients. They will be asked to clock out for the day and seek medical treatment. Medical documentation may be required to return to school per Administration.

DEFINITION OF CLOCK HOUR

A clock hour is a minimum of 50 minutes of instruction and no more than 60 minutes.

DRESS CODE

Students will report to school in good hygiene, dressed per the business casual dress code. Students coming from work may change their clothes in the restroom prior to clocking in. All other students must come to school already dressed per the dress code. ****Approved Barber jacket must be worn at all times while on school property**** (including breaks unless eating in the break room). If a student's poor hygiene or use of too much perfume/cologne is an issue, the Instructor will discuss the problem with the student in private and should point out the specific areas to be corrected. If the problem persists, disciplinary action will be executed, as appropriate.

Students and instructors are required to wear a clean, school issued barber jacket; the barber jacket must be zipped up to above the school logo. Lost or misplaced barber jacket must be immediately purchased through the school. Students may borrow a barber jacket if they should forget their barber jacket, 1 time only. Students must wear solid color (black, brown, khaki, grey only) business casual dress pants secured at the waist (no sagging). Students may wear knee length or longer solid color skirts with no slits. Students are not to wear low cut shirts or have their mid-section exposed. No open toe/open heel shoes, crocs, sandals, flip flops or high heels are permitted. Students and employees are prohibited from wearing blue jeans (of any type), camouflage pants, torn/ripped/frayed clothing, workout pants (including jogging pants with cuffs at the bottom, yoga pants and leggings), shorts, hats (including hoods), coats, headbands, caps, bandannas, sunglasses, blue tooth or like ear pieces (on the clinic floor), or gaudy jewelry. Students are also prohibited from chewing on toothpicks, straws, lollipops, etc. while on the clinic floor.

Violations of the policy can range from not having a barber jacket to inappropriate clothing items to offensive perfumes and body odor. If a student comes to school in inappropriate dress, he/she will be required to clock out, go home and change. ****Required school issued tools, books and equipment are considered part of dress code.** Students must have school issued tools, books, and equipment with them to receive credit. Students without tools, books and equipment will be required to clock out, go home and come back to school prepared. **When in doubt, do not wear it.**

EQUIPMENT POLICY

Students are responsible for securing their tools at all times. Students who lose, misplace, or have any supplies/equipment stolen (on or off school premises) are responsible for replacement. Client cape replacements must be approved by the school. If a student experiences school-issued equipment malfunction upon receipt of equipment, please return the equipment and packing material to the administration office for return to manufacturer. Any malfunctions after initial receipt of equipment is the student's responsibility.

Students will not steal or borrow another student's property without asking. Doing so will result in immediate disciplinary action up to and including expulsion. This includes intentionally or unintentionally not charging a client for a service.

Policy IV.04 Item 11 GRADING SYSTEM

A student's performance in a course will be assigned a grade. The meaning of these grades is summarized below:

Letter Grade	Description	Grade Point Average
90-100	Excellent	A
80- 89	Very Good	B
70-79	Satisfactory	C
0- 69	Below Standards - Unsatisfactory	F
I	Incomplete	I
p	Pass	p
F	Fail	F
W	Withdraw*	W
R	Repeat work Incomplete	W
AS	Advanced Standing	AS

*A result of student dropping from school before course completion

Incompletes

Courses indicating an "I" at the end of the first week following the date the incomplete was recorded will automatically become an "F".

Withdrawal (grade purposes)

Students that withdraw or are terminated from their program, all courses that are started and incomplete will be assigned a "W" as a grade. Courses with a "W" on the transcript must be repeated in order to earn a new grade.

Repeating a Course

A student is required to repeat any course which he/she has withdrawn from prior to course completion, failure or not achieved the minimum course grade. Also, any attendance retake will stay as recorded. Reading Barber Institute must adhere to a student teacher ratio in each of the classes therefore the scheduling of a course repeat is subject to course space availability.

Repeat Course Charges

See tuition and Fees Section earlier in this catalog for tuition charge schedule.

Course Attempts

Any course which a student begins is considered a course attempted and therefore a course completed without regard to whether the student has completed the educational requirements of the course in question.

Course Grading Rubric

Refer to each course syllabus for specific Grading. Student must achieve a satisfactory evaluation on all skill assessments on the clinic floor.

Policy IV.04 Item 25c MAKE-UP WORK**Re-Take Test(s)**

The opportunity to re-take a regularly scheduled class exam scored below 75% will be offered one time only. The re-take must be scheduled the school day following the initial test, unless otherwise approved by ADMINISTRATION. The best score of the two tests will be used as the final grade. If a student fails to retake the test as scheduled, the original grade will stand. If an instructor or administration sets up a specific date and time for a student to re-take a test and the student does not show or is more than 10 minutes late, the original test score may stand. Students cannot score higher than 90% on a re-take test.

Make-Up Work/Test(s)

All missed assignments and tests (theory and practical), because of attendance or break violations, must be turned in/completed upon the student's return, the make-up test may not be multiple choice and re-taking the test is NOT an option. Any make-up tests taken due to unscheduled or pre-approved absence by administration cannot score higher than 90% on the make-up test. Any missed assignments and exams (theory and practical) not completed in the stated time frame will result in a 0 (zero) grade on the missed assignments/exams. If an instructor or administration sets up a specific date and time for a student to make-up missed assignments and/or tests and the student does not show or is more than 10 minutes late, the student may receive a 0 (zero) grade for the assignments/tests.

Make-up Time Frame

All work must be made up the first school day following an absence or an arrangement with the instructor to make-up work must be established. The student is responsible for contacting Reading Barber Institute to find out what work or tests need to be made up. The instructor will schedule sessions that are mutually convenient to the student and the school, but time of the essence must be considered when establishing the make-up due date. Failure to make up work as agreed upon will result in a failing grade for the missed work and averaged into the course final grade. Exceptions to this policy or a make-up policy in any course syllabi may be waived based on unusual circumstance as determined by the School Director. All make up must be done outside the normal schedule of classes for your shift. The Instructor is not and will not reteach the material missed.

****Note: Withdrawn or terminated students will not receive notarized verification of hours or official transcripts until account is paid in full and required exit paperwork is complete. ****

Policy IV.04 Item 12 REQUIREMENTS FOR GRADUATION

1. Complete all program required clock hours within the maximum allowable timeframe for the enrolled program of study.
 - a. Refer to Satisfactory Academic Progress policy in this catalog for maximum time frames.
2. Successfully complete all State Barber Board requirements for the enrolled program of study.
3. Achieve a grade of 70% or better on all didactic and skills tests.
4. Achieve a grade of 70% or better final written exam
5. Achieve a cumulative grade point average of a 70% or better.
6. Compliance with all regulations of Reading Barber Institute.
7. All financial obligations to Reading Barber Institute satisfied.
8. Undergo an exit interview with a school administrator.

SATISFACTORY ACADEMIC PROGRESS IX.01-1-4

The Title IV Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Reading Barber Institute. It is printed in this document to ensure all students receive a copy prior to enrollment. The policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (furthermore in this document may be referred to as NACCAS) and the federal regulations established by the United States Department of Education (furthermore in this document may be referred to as DOE).

Satisfactory Progress in attendance and academic work is a requirement to maintain eligibility for Title IV funding and continued education and continued enrollment in your program of study. To determine Satisfactory Progress, all students are evaluated in academics and attendance on a regular basis (see evaluation periods). Students are advised of their academic and attendance status via an SAP report. A SAP Evaluation Report will be reviewed and signed by administration and the student if the student is not achieving SAP at any evaluation period. If the student achieved SAP at any evaluation period, the student would receive their SAP Evaluation Report via the US mail or email or the student portal. Minimum SAP requirements are 70% Attendance and 70% academics. Evaluation Periods (SAP) Barber and Barber Teacher students' attendance and academics are evaluated for Satisfactory Academic Progress at

450 <i>actual</i> hours	900 <i>actual</i> hours,
1250 <i>actual</i> hours	1662 <i>actual</i> hours
Barber Crossover students' attendance and academics are evaluated for Satisfactory Academic Progress at	
348 <i>actual</i> hours	695 <i>actual</i> hours

All transfer students' evaluation times will be determined based on hours needed. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress to continue with enrolled program and Title IV funding (if applicable). Evaluations may also determine if extra instructional charges (see Extra Instructional Charges) will be applied to the student's account at their attendance review markers per the enrollment agreement.

Students will be provided with a copy of their SAP report and progress report to keep for their records within 7 school business days of reaching the **actual** hour marker. 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 in the course.

Academic Year

The Barber and Barber Teacher programs consists of two academic years. The first academic year is 1-900 actual hours (in no less than 26 weeks) and the second academic year is 901-1250 actual hours. However, students who have an overlapping academic year from federal aid received at an institution prior may have a different academic year calculation (based on Department of Education guidelines) for their Direct Loan disbursements. The Barber Crossover program has one academic year, 1-695 hours.

Attendance Progress Evaluations (this is separate from RRI Attendance Policy)

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock/sign in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system and/or documentation signed by instructor and/or administration. All absences and late arrivals are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent.

Students are required to attend a minimum of 75% of the cumulative scheduled hours to maintain satisfactory attendance progress and complete the program in the maximum time frame (see maximum time frame below).

Progress meetings are conducted at each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage and attendance record as of the day the student hits the evaluation point. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance.

Academic Progress Evaluations IX.01-9

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. At least twelve comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments according to current Make-Up Work Policy (found on page 21 school catalog). Numerical grades are considered according to the following scale: 93-100 Excellent, 85-92 Very Good, 75-84 Satisfactory, 0-74 Below Standards - Unsatisfactory.

Maximum Time Frame IX.01-7

The maximum time frame (which is 133% of the published program length) allowed for students to complete each program at satisfactory progress is explained: Barber and Barber Teacher (Full time) - 1250 scheduled hours (Day Classes, 32.5 hours per week= 39 weeks/Night+ Saturday Classes, 26 hours per week=48 weeks)* 133%= 1662.5 scheduled hours (52 weeks). Barber Crossover program (with a Cosmetology license)-695 scheduled hours (Day Classes, 32.5 hours per week=22 weeks/Night+ Saturday Classes, 26 hours per week=27 weeks)* 133%= 924.35 (35 weeks) scheduled hours.

Students who do not complete the course in the maximum time frame of 1662.5 (Barber) or 924.5 (Barber Crossover) hours will be expelled from school without a certificate of completion. Any student missing more than 412.5 (Barber, Barber Teacher) or 172.36 (Barber Crossover) scheduled hours is considered unable to graduate within the max time frame and will be terminated from the barber or barber crossover program. **The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 133% of the required scheduled hours.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

SAP Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. Students on Warning Status may continue to receive Title IV funding, if applicable for one evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be maybe placed on SAP Probation and, if applicable, students will be deemed ineligible to receive Title IV funds. Student may also be terminated from their program of student if SAP cannot be met by the next evaluation period.

SAP Probation IX.01-17,18a-d, 20

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

Students may attend school during the SAP Probation Appeal period, but the student will be responsible as an out of pocket expense for any charge(s) incurred during this period and the last day of attendance for withdraw and refund purposes will be the last day of physical attendance. Title IV cannot be used to pay for tuition and other charge(s) during the SAP Probation appeal period.

APPEAL PROCEDURE-SAP IX.01-19a-d

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. The SAP Appeal must be filed with the School Director on or before 10 calendars following the official notice of being placed on SAP Probation or being Terminated as a result of failing to achieve SAP.

Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

For appeals other than SAP please see Appeal policy at the beginning of this catalog, Appeal Policy.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

Withdrawals/Terminations/Repetitions - Re-Enrollment - SAP IX.09-23

Students who withdraw or are terminated prior to/after completion of the program and re-enroll will return at the same satisfactory academic progress percentages as at the time of withdrawal/termination. Students who complete the Barber, Barber Teacher or Barber Crossover program and choose to repeat the program do so electively and their SAP progress will be evaluated as if they were a first-time student.

Non-Credit and Remedial Courses

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

Transfer Credit and Advance Standing Hours IX.01-26

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on contracted actual hours at the Institution.

TRANSCRIPT and CERTIFICATE OF COMPLETION

All students who meet the requirements for graduation are entitled to one official copy of their transcript of grades without charge. Additional transcripts official/unofficial are available upon written request and the request must be accompanied by a ten-dollar (\$10) payment for each requested transcript. The financial account (ledger card) due to Reading Barber Institute must be paid in full in order to receive a transcript. A student who does not graduate can receive a report card showing successfully completed courses if all financial accounts (ledger card) owed to Reading Barber Institute are paid in full.

STUDENT NOTIFICATION OF WITHDRAW

When a student desires to withdraw before the end of a program, he/she should notify management promptly. Notice to a teacher/ instructor is not enough and must be given to the School Director. Student notification of withdraw is not required but is preferable to document the reason for withdrawing.

The lack of student notice to the School will not prevent a termination based on school policies. See Attendance and absenteeism.

EDUCATION - ATTENDANCE

BREAK POLICY

A break is considered time when a student is on the clock and not participating in class. Breaks are not guaranteed. If class time permits, students are allowed up to three 10-minute breaks (depending on activity) and one 20-minute lunch break ONLY, while in school. Breaks are scheduled based on class schedule and cannot be adjusted without approval from Administration. Breaks taken outside scheduled break times will result in docked clock time. For the purposes of breaks, "premises" is considered inside the school/administration office and the immediate surrounding areas outside the school.

- Students are **REQUIRED** to let the instructor know if they are leaving the premises for safety reasons. Students leaving the premises without letting the instructor know will be disciplined accordingly and time of unknown whereabouts will be docked from their actual hours.
- Students taking longer breaks or more frequent breaks than this policy provides will have their clock time docked and are subject to disciplinary action up to and including termination. If there is disciplinary action taken due to extended breaks, time will be adjusted accordingly.
- Students must let their instructor know in advance and clock out if taking more than their allotted break time.
- If a student is late to class, takes an extended break during class, or leaves early they forfeit some or all of the rest of their scheduled break time for that day.
- **Unscheduled restroom breaks:** If a student needs to use the restroom, they are to ask their instructor and leave their phone (and vaporizer, if applicable) at their workstation.

CLASS ATTENDANCE

IN GENERAL

Regular attendance is necessary to ensure continuity of the educational process. Regular attendance is desirable in developing proper work habits, the feeling of mastery through success, interest in school and a sense of responsibility.

The policy of Reading Barber Institute regarding class attendance places primary responsibility upon the student. Students are expected to be on time and attend all classes. Regular class attendance is necessary to ensure continuity of an educational process. A student who does not attend classes regularly and on time may experience lack of academic success, failure to learn the skills and techniques associated with his/her program of study, and difficulty maintaining adequate progress toward graduation.

ATTENDANCE REQUIREMENTS AND MAKE UP HOURS

- A student is required to attend 100% of scheduled class hours for their enrolled program of study.
- **TIME CLOCK - SIGN IN SIGN OUT**
- Students are required to clock in and out using the time clock, if available at the campus. Without a time clock will use a Sign In/Out Sheet which will be signed by the student and the instructor.
- Attendance is recorded in 15-minute increments, round up (On the hour, Quarter Hour, Half Hour or Three-Quarter Hour). So, if you are 5 minutes late or leave 5 minutes early you will be docked 15 minutes of scheduled hours and that must be made up.
- A student absents for more than **Five (5)** consecutive scheduled days is subject to withdraw/termination from his/her program of study.
- Leaving class or the clinic floor without instructor notification and approval may be cause for immediate termination and all withdraw/termination and refund policies will apply. Refer to the **ATTENDANCE MONITORING BY ADMINISTRATION** policy in this catalog.
- If a student misses scheduled hours, they must make those hours in accordance with the *Make-up Hours* policy in this catalog prior to their scheduled contract end date on their enrollment agreement. Additionally, tuition charges may be applied in accordance with the Extra Institutional Charges (EIC) policy and /or Over Contract charges policy.
- If hours are not made up prior to the Contract End Date the student is subject to the *Over Contract Charges* policy in this catalog to make up those required hours.
- Students will only receive credit for time during their scheduled hours unless Make-Up Hours are approved by an instructor/Administration and a Make-Up Hours Form is completed and signed by the student and their instructor/Administration in advance of the Make-up Hours. Exceptions are made if the student is finishing a client on the clinic floor, but the Make-up hours form must be completed and signed immediately after the client is completed.

- Refusal or failure to make up missed attendance is cause for termination.
- The school will not offer the student the ability to make up hours if hours needed to be made up cannot be accomplished within the established maximum timeframes outlined in the *Satisfactory Academic Progress* policy for the student enrolled program in this catalog.
- **IMPORTANT-**
 - o Students will not be admitted to class after the start of class. The tardy student will have to wait until the first break to enter class and the student will be recorded absent for the time missed.
 - o Exceptions: Documentation from an emergency room; hospital; government required meeting such as unemployment office, Office of Welfare, etc. or a subpoena for the period of time tardy.

ATTENDANCE MONITORING AFTER PROBATIONARY PERIOD

- Each student's previous months attendance ("Attendance Review Period") will be reviewed by administration during the first seven business days following the last day of each full month following the student's Probationary Period. The first Attendance review Period will be shortened based upon the end date of the Probationary Period for each student. For example, if the probation period ends on April 5th the first post probationary Attendance Review Period will be for the last 25 day of April.
- Any student having an attendance percentage less than 92% for the attendance period being evaluated will receive a written Attendance Disciplinary Warning notice on or before the 10th business days following the end of the month.
- Any student receiving three (3) consecutive documented Attendance Disciplinary Warnings or a student that has less than 75% for a single Attendance Review Period will result in expedited disciplinary action and may be terminated from their program of study and all from/withdraw procedures including refund calculation will apply. This policy remains in effect through program completion, including enrollment agreement extensions or Over Contract Hours' time periods.

Policy IV.04 Item 25 a/b EXCUSED/UNEXCUSED ABSENCES

All students' absences for recording purposes are considered unexcused and therefore recorded as absent. Excused absences are not recognized. A student is considered tardy if a student enters class late or leaves class early. Tardiness is recorded in 15-minute increments (rounded up). A five-minute buffer will be granted for the student's first hour of attendance on any specific day.

LEAVE OF ABSENCE

Reading Barber Institute does not grant Leave of Absences.

MAKE-UP HOURS

State Barber regulations only allow to earn a maximum of 40 scheduled hours in a week and no more than eight hours in a day. Therefore, making up hours is a challenging task because each day student is scheduled for 32.5 hours in a week for the Barber Program, 32.5 hours for the Barber Teacher program and 32.5 hours for the Barber Crossover program. Your scheduled time and your make up time combined cannot exceed 40 hours in a week or 8 hours in a day.

It is the student's responsibility to ensure a Make-Up Hours form is completed to receive credit for hours "clocked" outside their scheduled hours.

- The school is NOT responsible if a student forgets to complete a Make-Up Hours form.
- The assignments during make up time will be determined by the instructor for which the time was missed or a school administrator whichever is appropriate at the time.
- Make up time must be coordinated with the instructor where the time was missed.
- Student should make all attempts to make up missed time in the same week or following week of scheduled classes and not let it accumulate.
- All make-up time must be made up outside your regularly scheduled hours in accordance with the available times for make-up table below and approval of the instructor or school administrator. For example, Day students may be able to attend evenings; night student may be able to days; day students may be able to attend Saturdays; may be able to extend your day if you do not exceed the maximum 8 hours in a day.

Days and Times for Makeup Time	
Monday thru Friday	8:30 am to 5 pm
Saturday	9:30 am to 4:00 pm

PROBATIONARY PERIOD

All (new, transfer and re-entry) students will be considered on a probationary period for their first 30 calendar days of enrollment. Any (new, transfer and re-entry) student taking excessive/extended breaks (3 times), forgetting to clock/sign in or out (3 times), or having excessive (3 times) absences, late arrivals, or early departures may be terminated from their program of study program at the end of the probationary period.

In addition, students who exhibit consistent unprofessional conduct (i.e. poor attitude, inappropriate conversations, instructor or peer disrespect, foul language, cell phone abuse, lack of interest, other policy violations, etc.) during the probationary period may be terminated from the program.

Students faced with a situation that would require an interruption of attendance should meet with the School Director. The School Director will assist with the situation and provide options that may be alternatives to withdraw and re-enroll at a later date. The School Director will provide an exit and re-entry plan based on your situation and the scheduling events at of the School.

Students faced with a situation that would require an interruption of attendance should meet with the School Director. The School Director will assist with the situation and provide options that may be alternatives to withdraw and re-enroll at a later date. The School Director will provide an exit and re-entry plan based on your situation and the scheduling events at of the School.

Lastly, any student who has not fulfilled all enrollment requirements including but not limited to, completed financial aid paperwork (if applicable), payments (if applicable) and enrollment paperwork may be terminated from the program. Any new, transfer or re-entry student falling below 75% attendance during their probationary period may be terminated.

TIME CLOCK/ SIGN IN/ OUT SHEET

Students are required to clock in and out using the time clock, if available at the campus. If a time clock is not available or in use the student will use a Sign In/Out Sheet which will be signed by the student and the instructor.

Any student forgetting to clock in or out (Sign in/out) more than (3 times) will NOT receive a time clock adjustment. Remember: Students only receive clock hour credit during scheduled hours unless a completed Make-Up Hours form is submitted in advance of the makeup time. Exceptions are made if the student is finishing a client on the clinic floor, but the make-up hours form must be completed and signed immediately after the client is completed or credit will not be granted.

FINANCIAL

COLLECTIONS POLICY VII.01-26,27,28,29

All collection procedures shall reflect ethical business practices. Collection correspondence regarding cancelation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution will clearly acknowledge the existence of the Withdrawal and Settlement policy above. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancelation and settlement policy of the institution.

FINANCIAL AID POLICY

- (1) Students attending Reading Barber Institute are not eligible for financial aid including but not limited to Title IV Financial Aid, PHEAA State Grant, VA, or TRA/TAA.
- (2) *All students are self-pay.*
- (3) Company sponsorship of students is acceptable form of payment. Although, the student remains responsible for the costs associated with the School Enrolment Agreement.

METHOD OF PAYMENT IV.04-27e

Tuition and fees are due in full on or in advance of the first day of classes unless other arrangements have been made.

Students can pay with cash, check or money order, credit card (service fee may apply) (Visa, MasterCard, American Express or Discover), institutional financing and/or a payment plan through TFC Tuition. Students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness. Returned checks are subject to a \$35 returned check fee.

If an institutional finance plan (IFP) payment plan is approved by the school, the student account is due and payable in accordance with the terms of the IFP contract and/or TFC's finance plan, including any late payment charges, if incurred. If an IFP or a TFC account payment is more than 30 days late, the student attached to the account will be placed on a financial warning for 30 days or until the payments are current (whichever is less). If a student does not bring payments due current within 30 days, the student will be terminated.

*Any prospect student or student who cancels a third-party finance contract will be responsible for any fees associated with the cancellation of the contract.

If the student is sponsored by an employer, agency, or other party the student remains responsible for all tuition and fees as charged on the enrollment agreement in the event the sponsored party does not fulfill their stated obligation.

Policy IV.04 Item 14; VII.01-1,2,3,4 WITHDRAWAL/CANCELATION AND SETTLEMENT POLICY (Institutional Refund Policy)

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

1. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal (Date of Determination). Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 - b. A student (or legal guardian) cancels his/her enrollment in writing within three (3) business days of signing the enrollment agreement/contract. In this case all monies collected by the school shall be refunded regardless of whether or not the student has actually started classes. There is an exception for textbooks and student kits that have been issued. All textbooks and student kits must be returned in new (Unopened and unused) in order to receive a refund for these items. If not returned the student will be charged for these items.
 - c. A student cancels his/her enrollment after three (3) business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school with the exception of the Registration Fee.
 - d. A student notifies the institution of his/her withdrawal in writing.
 - e. A student is terminated/expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
 - f. In type b, c, d, or e, official cancellations or withdrawals, the cancellation/withdrawal 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.
 - g. An applicant that enrolls and does not show for classes in accordance with the start date listed on their enrollment agreement will be canceled by the school and he/she shall be entitled to a refund of all monies paid to the school with the exception of the Registration Fee.
 - h. Lack of notification of withdrawal from the student / applicant the school shall make the determination of the cancellation or termination (Date of Determination)
2. For students who enroll and begin classes but withdraw (officially or unofficially) prior to/after course completion (after three (3) business days of signing the enrollment agreement/contract), the following schedule of tuition earned by the school applies. Unofficial withdrawals (those without written notification) are determined through monitoring clock hour attendance at least every thirty (30) days. All refunds are based on scheduled hours as of the last date of attendance:

Percentage length completed to Total Length of school attendance				Amount of total tuition owed to the school
0.01%	to	4.99%	=	20%
5%	to	9.99%	=	30%
10%	to	14.99 %	=	40%
15%	to	24.99 %	=	45%
25%	to	49.99 %	=	70%
50%	and	over	=	100%

- a. All refunds will be calculated based on the students lastdate of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- b. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and before instruction has begun, the school shall provide a pro rata refund for all Students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- c. Registration fee, textbooks issued to students' fee, student kits issued to students' fees as outlined in this catalog and on the Student Enrollment Agreement are not refundable.
- d. This refund policy applies to tuition in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the enrollment agreement.
- e. Students who withdraw or are terminated prior to course completion are charged a separation fee of \$150.00.
- f. Outside source funding overages will not be paid to the student unless the student is in an active status.

GENERAL

Policy IV.04 Item 19 ACCESS TO STUDENT FILE POLICY

Students (and parents or guardians of dependent minors) can request access to their file at any time by scheduling an appointment with administration/director. Explanation of file contents is available upon request. Files must remain in the administration office at all times. Copies of student files are available upon written/signed request from student and/or parent /guardian, if applicable. All student files are kept strictly confidential.

ANTI-DRUG /ALCOHOL POLICY

Our policy is to have students free from alcohol or the use of illegal drugs. The Reading Barber Institute is committed to offering a high level of education, safety, and responsibility. We expect all students and staff to observe local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. Illegal drugs include any drug which is not legally obtained, or which is being used in a manner or for a purpose other than as prescribed. Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended.

No student should, at any time, be under the influence of drugs or alcohol on school property. Anyone having knowledge of an individual on school property abusing alcohol, in possession of or using illegal drugs is urged to inform administration immediately and/or encourage the individual to seek counseling and/or medical assistance. Anyone having knowledge of illegal drug or alcohol possession, distribution and/or sales is expected to inform the director of the school.

Any student exhibiting signs of being under the influence of drugs or alcohol will be sent home for the day without credit. Disciplinary action will occur upon their return. Any violation of anti-drug/alcohol policies may result in discipline up to and including expulsion.

The school reserves the right to administer random drug testing at their discretion.

Notification of Rights under FERPA for Postsecondary Institutions Family Educational Rights and Privacy Act I

Reading Barber Institute is committed to the privacy and security of students. Reading Barber Institute's Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records.

FERPA affords current and former students certain rights with the respect to their educational records. Students have the right to:

1. Inspect and review their individual school records within 45 days of the written request. Students should contact the Administration's Office to determine the location of appropriate records and the procedure for reviewing such records.

A student should submit a written request that identifies the record(s) they wish to inspect. Request for student finance records go to the School Director, and requests for other records to the School Director. A Reading Barber Institute official will arrange for access and notify the student of the time and place where the records may be inspected.

2. An amendment of records believed to be inaccurate, misleading, or otherwise in violation of the privacy rights. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. Students requesting an amendment of records should submit a written, dated request to the School Director's and clearly identify the part of the record to be changed, and specify why it is inaccurate, misleading or a violation of privacy.

If Reading Barber Institute decides not to amend the record as requested, Reading Barber Institute will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or eligible student as applicable. Students must provide a signed, dated, and written request allowing Reading Barber Institute to disclose the information. Students must state the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made. NOTE: FERPA does not authorize Reading Barber Institute to disclose student personally identifiable information without consent to other school officials, any contractor or consultant contracting with Reading Barber Institute, representatives of the Secretary, the state, an organization conducting studies, accrediting agencies, a federal grand jury subpoena, etc.

A Reading Barber Institute official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency); a person serving on the Board of Directors, a student serving on an official committee (such as grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she must review the education record in order to fulfill his/her official responsibilities.

Upon request from the student or institution, Reading Barber Institute may disclose education records without the student's consent to officials of another school which the student seeks or intends to enroll.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime.

4. File a complaint with the U.S. Department of Education concerning alleged failures by Reading Barber Institute to comply with the requirements of FERPA. The requirements for filing a complaint and required form can be found at <https://studentprivacy.ed.gov> and the name and address of the office that administers FERPA is:

Family Policy Compliance Office (FERPA)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 40202-4605
FERPA.Complaints@ed.gov

5. Notify Reading Barber Institute's School Director in writing if the student wishes to withhold his or her information from the "Directory" information. The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Reading Barber Institute as directory information:

- | | | |
|------------------------|--|--|
| • Name | • Current classification and/or year in school | • Awards and honors |
| • Address | • Credit load | • Specialized Degree(s) |
| • Telephone Listing | • Total number of credits Completed | • Conferred (including dates) Commencement program |
| • E-mail address | • Major and minor fields of study | • Honors program |
| • Photographs | | |
| • Major Field of Study | | |
| • Dates of Attendance | | |

Students who do not want such information released without their consent should notify the School Director in writing.

Policy IV.04 Item 20 RELEASE OF STUDENT INFORMATION POLICY

Student information can only be given to an outside party with written permission from the student, and/or parent/guardian, if applicable, on an Authorization to Release Information FERPA form, available from administration, upon request. Release of student information will be person/company specific and will remain valid unless otherwise instructed by the student in writing.

The ONLY exceptions to this policy are:

- Government agency placing students who need to verify attendance.
- School district placing students and need to verify information. NACCAS must have access to student records and other institution records as required for any accreditation process.
- Agencies collecting information for required auditing purposes.

TECHNOLOGYSOCIAL MEDIA

CELLPHONE/ELECTRONICS POLICY

It is REQUIRED that all student cell phones and/or electronics are turned to "silent" before entering the school and/or the Administrative Office. "Silent" means no ringing, dinging, or vibrating. Earbuds for music are allowed during certain class times with instructor permission only (music volume must allow you to hear announcements and cannot be a distraction to fellow students in any way). Student cell phones for the use of calling, texting, email, taking pictures, internet usage and checking social media are to be placed out of sight and remain out of sight during class times. Students may use their cell phones in the break room, bathroom, DURING BREAK TIMES ONLY, but NEVER on the clinic floor.

- Laptops are allowed to be used for taking notes during class. Realize that they are ONLY for taking notes. Any student abusing this guideline will not be allowed to use one for the remainder of the course.
- Students will be asked to clock out for the day if any electronic device disrupts a class in any way and will receive disciplinary action accordingly.
- Videotaping or live streaming any class content, including clinic floor services, is PROHIBITED. This includes live video feed to the internet.

SOCIAL MEDIA POLICY

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, (either associated or affiliated with the Reading Barber Institute or not), as well as any other form of electronic communication.

Students should carefully read all school rules and policies and ensure their postings are consistent with these rules and policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the student to disciplinary action up to and including termination. In addition, postings by students about the school or any of its services, employees, clients and/or students in a derogatory manner will be met with disciplinary action up to and including expulsion.

Students should not speak to the media on the Reading Barber Institute's behalf without contacting the School Director.

TECHNOLOGY USE POLICY

Computers are essential for the daily educational activities for all Reading Barber Institute students. Hardware, software, internet access and the data processed by and stored in computers and elsewhere must be safeguarded against damage, theft, fraudulent manipulation, unauthorized access, and materials not related to Institute activities. Each student must strictly adhere to the security measures and internal controls for safeguarding the integrity and validity of computer systems.

Students who use computers must use them for academic related purposes only. In addition, students must observe copyright restrictions for software and associated documentation and safeguard the software from unauthorized use. Institute computer facilities are provided only for Institute projects and may not be used for any other purpose. All materials stored and processed in these facilities are the property of Reading Barber Institute and are subject to inspection by the Institute at any time and without prior notice. Violation of this policy may result in suspension, probation and/or dismissal from the Institute.

**STUDENT COMPLAINT/
GRIEVANCE PROCEDURE**

STUDENT COMPLAINT/GRIEVANCE PROCEDURE:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student may verbally request a session with the instructor or staff member with whom the issue or concern is with. This session must be documented on the appropriate form and signed by both the student and staff/faculty member. If there is no resolution at this level either the student or employee may proceed to step two.
2. Request a meeting with the Director of Education. If no resolution results, the student, or employee may request a meeting with the School Director/Owner or prepare a written complaint as described in #3.
3. If no resolution of the verbal grievance the student may submit a written statement to the School Director in the following manner:
 - a. The student should register the complaint in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred. If a grievance goes unfiled for more than 15 days much of the facts may be lost or become skewed based on the passing of time. Grievances can be more effectively acted upon if the grievance is filed soon after the event that causes the student to be concerned or feel mistreated.
 - b. The complaint form will be given to the School Director.
 - c. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
 - d. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
 - e. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

In cases of extreme conflict, at the sole discretion of school administration it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who was not involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Students should exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Resolved student complaint forms will have the action taken portion filled in and returned to the student. A copy of the complaint form will be filed for future reference.

If the student feels it necessary due to a lack of action on the part of the institution, a complaint can be filed with the:

**Pennsylvania Department of State
Bureau of Professional Occupational Affairs
State Board of Barber Examiners
P.O. Box 2649
Harrisburg, PA 17105-2649
Phone - (717) 783-3402
Email - RA-BARBER@pa.gov**

**National Accrediting Commission of Career Arts &
Sciences (NACCAS)
3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600
www.naccas.org**

Questions or concerns regarding the school's satisfying the terms of the enrollment agreement may be directed to Serge Vilaire, School Director.

DISPUTE RESOLUTION

Reading Barber Institute and the student agree that any claim that either party may have against the other under local, state or federal law including, but not limited to, allegations of discrimination based on race, sex, national origin, religion, age, disability or sexual orientation, arising out of the termination or alleged breach of the enrollment agreement or the terms, conditions or termination of the enrollment agreement; or arising out of or in any way connected with the student being a student at Reading Barber Institute will be submitted to mediation and, if mediation is unsuccessful, to final and binding arbitration. By signing the enrollment agreement, the student acknowledges the student's agreement with this policy. Reading Barber Institute and the student agree to make no statements orally or in writing regarding the existence of this claim or the facts forming the basis of claims that could impair or disparage the personal or business reputation of the student or Reading Barber Institute. The policy is hereby incorporated by reference into the student's enrollment agreement.

ACADEMIC RECORD RETENTION & STUDENT FINAL COURSE GRADE CHALLENGE

Students are evaluated throughout their studies at Reading Barber Institute using a variety of methods. The methods a student may encounter are: (a) traditional testing, (b) quizzes, (c) homework assignments, (d) demonstrating skill through lab experience, (e) work product resulting from a range or over the road assignment, (f) attendance in class, (h) participation during class, and (i) research assignments. Not all courses utilize all methods, but the appropriate evaluation rubric is provided to the student on each individual syllabus.

The course specific rubric is applied to the educational outcomes of the student and a grade is assigned. Those grades are interpreted according to the grading policy in the school catalog.

While the school retains all institutional records related to accreditation in accordance with state and federal law a student has up to two school days following the end of a course in which the grade was earned to challenge the grade. After the two-day challenge period, the grade is final.

PROGRAMS AND CURRICULA

COMMON TO ALL PROGRAMS OF STUDY

HIGHLIGHTED EDUCATION and ATTENDANCE POLICIES FROM THE CATALOG

The list below highlights some of the policy and procedures every student should refresh themselves with as they relate to education and attendance requirement for each course.

- Probationary Period Policy
- Time Clock/ Sign in/ Out Policy
- Attendance Policy
- Excused/ Unexcused Absence Policy
- Break Policy
- Make Up Hours Policy
- Leave of Absence Policy
- Requirement for graduation Policy
- Academic Calendar
- Satisfactory Academic Progress (SAP) Policy
- Grading System
- Make-up Work
- Contagious Skin and Concerning Medical Condition Policy
- Dress Code Policy
- Equipment Policy
- Evaluation Procedures

Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by utilizing a variety of means including any combination of the following methods: of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods may be used in the course.

Required Level of Achievement:

All students will be required to maintain at least a 70% grade point average in theory, and at a minimum a 70% grade point average in practical and clinic subjects in order to maintain satisfactory academic progress, receive your certificate of completion and be ready to take the PA Barber State Board examination appropriate for the program of study.

BARBERING

Policy IV.04 Item 13 BARBERING

Graduation Credential - CERTIFICATE OF COMPLETION

1250 Clock Hours in no less than 9 months (Full and Part time Schedules)

Weekly Schedule - Barbering

- **Full Time Day Schedule:** 9:00 am to 4:00 pm; Monday thru Friday Scheduled Hours: 32.5 hours per week; approximately 38.5 weeks for completion.
- **Part Time Mornings:** 8:00 am to 12:00 pm; Monday thru Friday; Scheduled Hours: 20 hours per week; approximately 62.5 weeks for completion.
- **Part Time Afternoons:** 2:00 pm to 6:00 pm; Monday thru Friday; Scheduled Hours: 20 hours per week; approximately 62.5 weeks for completion

"This information (schedules, hours, days of the week) is subject to change, at any time, without notice.*"

Description:

The primary purpose of the Barbering Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of barbering or related career fields.

Objectives:

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

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and shaving.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and shaving services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

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

Text:

6th Edition Milady Standard Barbering	ISBN	REPLACEMENT COST
a. Standard Textbook (2016)	9781305100558	\$149.95
b. Student Workbook (2019)	9781305100664	\$70.95
c. Student Exam Review (2019)	9781305100671	\$48.95
d. Online Licensing Preparation	9781305100930	\$38.95

Replacement cost subject to change without notification based on publisher MSRP.

Student Kit

- Barber Jacket
- Mannequin
- Pair of sheers
- 3 pair of clippers
- Adjustable Blade Clippers
- Chair Smock

References:

A comprehensive resource center of references, periodicals, books, texts, audio/ video, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

1. Medical Dictionary
2. Standard Dictionary
3. Pennsylvania State Barber Laws and Regulations
4. Pennsylvania Code-Professional & Vocational Standards

Teaching and Learning Methods:

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

Attendance:

Refer to Attendance policy in the School Catalog.

Grading Procedures:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
70-79	SATISFACTORY
0-69	NEEDS IMPROVEMENT

APPROXIMATE HOURS/ SUBJECT

Each student shall be instructed in accordance with the following schedule which includes theory, instructor demonstration, student practice, and practical applications:

- 25 - Honing and stropping
 - Equipment and techniques of sharpening razors
- 240 - Shaving and various uses of the straight razor
 - Basic terms and guidelines for shaving a client, 14 shaving areas of the face, razor positions and strokes, shave safety.
- 535 - Haircutting, hairstyling, and hairpieces
 - The importance of client consultation, anatomical features that influence haircutting and styling, tapering, and blending, basic cutting techniques, finish work and styling techniques, safety.
- 25 - Shampoo and scalp massages
 - Benefits of a shampoo, product selection, proper draping, shampoo methods, scalp massage manipulations and techniques.
- 25 - Haircoloring
 - Analyze hair characteristics, color theory principles, hair color products and their actions on hair, action of lighteners, hair color product selection.
- 25 - Massaging (facials)
 - Muscles of the scalp, face and neck, modalities that affect nerve response, psychological effects of massage, massage manipulations, skin types, facial treatments, and products.
- 25 - Hair waving or curling (perms), straightening.
 - Physical and chemical actions of permanent waving, chemical relaxing and curl reformation processes, perm rods and wrapping techniques, client consultation, analyzing characteristics of the hair scalp, base and no-base relaxers.
- 50 - Scalp and skin disease
 - Structure, function and divisions of the skin, primary and secondary lesions, skin inflammations and infections, disorders of the sebaceous and sudoriferous glands, types of skin cancer
- 50 - State barber law and rules and regulations
 - A thorough understand of the act of June 19, 1931(P.L.589, No.202), referred to as the Barbers' License Law, and all subsequent amendments, application in today's world.
- 50 - Physiology
 - The importance of physiology, anatomy, and histology, cells and their structure, organs and body systems, types of tissues, body systems and functions
- 50 - Sterilization and sanitation
 - Types and classifications of bacteria, regulations by federal and state agencies, differences between cleaning, disinfecting and sterilization, Standard Precautions and exposure incidents, safe work practices.
- 25- Hygiene
 - Professional image, healthful habits in a daily routine, image-building basics, proper ergonomics
- 25 - Bacteriology
 - Action of bacteria in health and in disease, principles of infection, standard precautions
- 25 - Electricity (ultraviolet, high frequency, infrared, curling irons)
 - Basics of electricity, electrical equipment safety, electrotherapy terminology, light energy, and light therapy
- 25 - Professional ethics and barbershop demeanor
 - Image building basics, effective human relations and communication skills, life skills, professional ethics
- 50 - Manager/barber instructions, instruments, shop management, examination orientation and preparation for related
 - The business of barbering, elements of a successful barbershop, building the business, preparing for licensure, exam review, preparing for employment.
- 1250 - Total minimum hours of credit required.

APPROXIMATE PRACTICAL WORK

Each student shall perform the following amount of approximate (not less than 90% of total suggested) practical work as a part of the 1250 hours of instructional training:

- 50 - Permanent waves
- 50-Colors
- 200 - Haircuts
- 150-Shaves
- 50 - Massages (facials)
- 50 - Shampoos
- 550 - Total operations

Topic Hours may vary slightly between Theory and Practical, but each topic area will meet the minimum required by the State Barber Board.

GENERAL BARBER INDUSTRY INFORMATION

There are endless opportunities in a barber career path for motivated individuals who have a passion for the art and are willing to put in the time and effort it takes to be successful. We are honored to be part of your journey and committed to help you achieve your goals on this exciting career choice.

A quality barber is always in demand. The men's grooming business is growing fast and the opportunity for success is endless with some hard work and dedication. The Reading Barber Institute is designed to provide you with a solid education in traditional cutting and styling techniques, as well as, the latest and greatest techniques in male grooming trends. If you are motivated individual with a passion for working with people and helping them look their best, then barbering is the field for you!

A licensed barber can choose from a number of jobs within the field, including but not limited to Professional Barber, Barber Shop Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner, Classroom Instructor and/or School Administrator or Owner (some of these jobs do require additional education and/or experience after a state barber license is obtained).

The US Department of Labor provides current job information at <https://www.bls.gov/oes/current/oes395011.htm>. As reported by the US Department of Labor, state and national median wages for a barber and barber related positions is:

PA Mean Hourly/Yearly Wage	National Mean Hourly/Yearly Wage	Job Position/SOC Code
\$13.49/\$28,060 (2018)	\$15.97/\$33,220 (2018)	Barber/39-5011

CROSSOVER BARBER

Policy IV.04 Item 8 Graduation Credential - CERTIFICATE OF COMPLETION
Clock Hours (Full and Part time schedules)

Weekly Schedule - Crossover Barber

- **Full Time Day Schedule:** 9:00 am to 4:00 pm; Monday thru Friday Scheduled Hours: 32.5 hours per week; approximately 38.5 weeks for completion.
- **Part Time Mornings:** 9:00 am to 1:00 pm; Monday thru Friday; Scheduled Hours: 20 hours per week; approximately 62.5 weeks for completion.
- **Part Time Afternoons:** 1:00 pm to 5:00 pm; Monday thru Friday; Scheduled Hours: 20 hours per week; approximately 62.5 weeks for completion

"This information (schedules, hours, days of the week) is subject to change, at any time, without notice. *

Students awarded Advance Standing (with a current PA Cosmetologist license) will adhere to an adjusted class schedule to be determined by administration. licensed PA cosmetologist day class students will take approximately 21.5 weeks to complete the program. Night class will take approximately 27 weeks to complete.

The school considers students scheduled 24 hours or more per week, full time students. This is consistent with the Department of Education guidelines.

PROGRAM DESCRIPTION:

At RBI we train licensed cosmetologists in the mandatory areas as defined by the PA Board of Barber Examiners in preparation for the Pennsylvania State Board Exam for Barbering. The program ensures that students have the knowledge of all aspects of barbering in both theory and practical subjects. Students must complete 695 hours and will be granted Advanced Standing of 555 hours for subjects previously taught in their cosmetology training courses and will be applied to the 1,250-hour training requirement for Barbering.

PROGRAM OBJECTIVES

- Students will be trained by using both theory and practical work to assist them in gaining all the skills necessary to become a successful barber.
- Students will be ready to take, and successfully pass, the PA State Barber Board Exams.
- Students will be prepared to work in a professional shop/salon as a licensed barber (after passing state exams).
- Students will be capable of performing in Barber related occupations.
- Students will develop employer and employee relationships and the means to communicate effectively.

Teaching and Learning Methods:

- The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

Attendance:

- Refer to Attendance policy in the School Catalog.

Grading Procedures:

- The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.
- Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If

the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study.

- Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.
- Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

90-100 EXCELLENT
 80-89 VERY GOOD
 70-79 SATISFACTORY
 0-69 NEEDS IMPROVEMENT

TEXTS:

2. 6th Edition Milady Standard Barbering	ISBN	REPLACEMENT COST
a. Standard Textbook	9781305100558	\$149.95
b. Student Workbook	9781305100664	\$70.95
c. Student Exam Review	9781305100671	\$48.95
d. Online Licensing Preparation	9781305100930	\$38.95

REFERENCES:

1. Pennsylvania State Barber Laws and Regulations
2. Pennsylvania Code-Professional & Vocational Standards

STUDENT KIT:

- Barber Jacket
- Mannequin
- Pair of sheers
- 3 pair of clippers
- Adjustable Blade Clippers
- Chair Smock

APPROXIMATE HOURS/ SUBJECT

Each student shall be instructed in accordance with the following schedule which includes theory, Instructor demonstration, student practice, and practical applications:

- 50 - Honing and stropping
 - Equipment and techniques of sharpening razors
- 240 - Shaving and various uses of the straight razor
 - Basic terms and guidelines for shaving a client, 14 shaving areas of the face, razor positions and strokes, shave safety.
- 330 - Haircutting, hairstyling, and hairpieces
 - The importance of client consultation, anatomical features that influence haircutting and styling, tapering, and blending, basic cutting techniques, finish work and styling techniques, safety.
- 50 - State barber law and rules and regulations
 - A thorough understand of the act of June 19, 1931(P.L.589, No.202), referred to as the Barbers' License Law, and all subsequent amendments, application in today's world.
- 25 - Manager/barber instructions, instruments, shop management, examination orientation and preparation for related
 - The business of barbering, elements of a successful barbershop, building the business, preparing for licensure, exam review, preparing for employment.

695 - Total minimum hours of credit required. Upon application to the State Board. The cosmetologist will be given 555 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1,250-hour training requirement.

BARBER TEACHER COURSE OUTLINE

Policy IV.04 Item 8 & 9 COURSE DESCRIPTION:

Participants in the Barber Teacher Program at the Reading Barber Institute must currently have a valid PA Barber Manager's License. Our teacher's program prepares students to take and pass the PA State Board of Barber Instructor Licensing Exam. This program is designed to educate licensed barber managers on how to instruct others on the theory and art of barbering. Participants learn through a combination of theoretical and practical training. Theoretical training takes place in a classroom setting and practical training is conducted on our clinic floor, which offers client services to the general public. Students have to accumulate 1250 hours for graduation, which takes no less than 9 months.

COURSE OBJECTIVES:

- The primary purpose of the Barber Teacher Program is to offer teaching methodologies, learning philosophies, and professional development for aspiring barber educators.
- Upon graduation of the Barber Teacher Program, participants should possess the required knowledge and skills to pass the PA State Board of Barber Instructor Licensing Exam,
- Gain employment in the field of barber teaching, and be able to teach all client services, including haircuts, shaves, facials, and more, to barbering students.
- Participants will also develop their presentation, demonstration, and interpersonal skills.
- Once fully licensed, participants are qualified for a variety of jobs, including barber teacher, product educator, shop manager, and more.

TEXTS:

1.	3rd Edition Milady Master Educator	ISBN	REPLACEMENT COST
	a. Standard Textbook	9781133693697	\$176.95
	b. Mind Tap	9781337398848	\$217.95
	c. Student Exam Review	9781133776598	\$53.95

STUDENT KIT:

- Barber Jacket
- Mannequin
- Pair of sheers
- 3 pair of clippers
- Adjustable Blade Clippers
- Chair Smock

Teaching and Learning Methods:

- The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Student equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

Attendance:

- Refer to Attendance policy in the School Catalog.

Grading Procedures:

- The qualitative element used to determine academic progress is a reasonable system of grades as determined by

assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study.

- Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study.
- Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.
- Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100 EXCELLENT

80-89 VERY GOOD

70-79 SATISFACTORY

0-69 NEEDS IMPROVEMENT

BARBER TEACHER UNITS OF INSTRUCTION (Topic)	Theory	Practical
Sanitation and Sterilization: Skills in sanitizing and sterilizing tools and equipment and protecting clients.	10 hours	40 hours
Honing and Stropping: Knowledge of honing and stropping straight razors.	5 hours	20 hours
Straight Razor and uses of Straight Razor: Skills in proper use of straight razor.	40 hours	200 hours
Haircutting, Styling and Hair Replacement Services: Skills in haircutting, styling and working with hair replacement services	100 hours	435 hours
Shampoo and Scalp Massage: Skills in shampooing, draping and scalp massage	15 hours	10 hours
Hair Coloring: Skills, tools, types, methods, and safe practices for hair coloring.	15 hours	10 hours
Facial Massage: Skills, tools, proper methods, and practices for facial massage.	15 hours	10 hours
Perms and Straightening: Skills, tools, types, proper methods and practices for perms and straightening.	15 hours	10 hours
Scalp and Skin Diseases: Types, identification and safe practices regarding scalp and skin diseases.	50 hours	0 hours
PA State Barber Law, Rules and Regulations: PA State Barber Law, importance, understanding and resources.	50 hours	0 hours
Physiology: Study of physiology, importance to barbering, putting this information to use.	50 hours	0 hours
Hygiene: Importance of hygiene, how to practice good hygiene.	20 hours	5 hours

Bacteriology: Study of bacteriology, identification, relation to barbering and safe practices.	25 hours	0 hours
Electrical Equipment: Tools, proper use of equipment and safe practices.	15 hours	10 hours
Professional Ethics and Shop Demeanor: Study and importance of ethics and shop demeanor; professional ethics.	15 hours	10 hours
Job Search Skills, Manager Barber, Shop Management: Interview preparation, resume development, job search skills; role of Barber Manager, shop management, currency management.	25 hours	25 hours
	TOTAL	1250 hours

**Policy IV.04 Item 26 READING BARBER INSTITUTE
EMPLOYEE DIRECTORY**

For a current list, please see School Director

CAMPUS MANAGEMENT and ADMINISTRATION

Name

Serge Vilaire
G Alex Santana
Charles Leonard
Lori Williams

Position

School Director/ Financial Administrator/ Bursar
Director of Student Affairs
Director of Administration
Director of Education

FACULTY

Name

Serge Vilaire
G Alex Santana
Lori Williams

Position

Instructor - F/T
Instructor - F/T
Instructor - F/T

**CATALOG SUPPLEMENT
SCHEDULED STARTING DATES AND ESTIMATED END DATES
Policy IV.04 Item 16**

Reading Barber Institute BARBERING PROGRAM NIGHT/ SATURDAY START SCHEDULE <u>2023</u>			
<u>START DATE</u>	<u>END OF PROBATIONARY DATE</u>	<u>CONTRACT END DATE</u>	<u>ORIENTATION DATE</u>
January 20, 2023	February 20, 2023	November 1, 2023	January 20, 2023
January 29, 2023	February 29, 2023	November 1, 2023	January 29, 2023
March 2, 2023	April 2, 2023	January 15, 2024	March 2, 2023
March 11, 2023	April 2, 2023	January 15, 2024	March 11, 2023
April 20, 2023	May 21, 2023	February 2, 2024	April 20, 2023
April 29, 2023	May 21, 2023	February 2, 2024	April 29, 2023
June 8, 2024	July 10, 2024	July 21, 2024	June 8, 2024
June 17, 2024	July 10, 2024	July 21, 2024	June 17, 2024

See School calendar on page 9 of this Catalog for holiday schedule
All dates subject to change without prior notification.

**CATALOG SUPPLEMENT
SCHEDULED STARTING DATES AND ESTIMATED END DATES**

Reading Barber Institute CROSSOVER BARBER PROGRAM NIGHT/ SATURDAY START SCHEDULE <u>2023</u>			
<u>START DATE</u>	<u>END OF PROBATIONARY DATE</u>	<u>CONTRACT END DATE</u>	<u>ORIENTATION DATE</u>
January 20, 2023	February 20, 2023	November 1, 2023	January 20, 2023
January 29, 2023	February 29, 2023	November 1, 2023	January 29, 2023
March 2, 2023	April 2, 2023	January 15, 2024	March 2, 2023
March 11, 2023	April 2, 2023	January 15, 2024	March 11, 2023
April 20, 2023	May 21, 2023	February 2, 2024	April 20, 2023
April 29, 2023	May 21, 2023	February 2, 2024	April 29, 2023
June 8, 2024	July 10, 2024	July 21, 2024	June 8, 2024
June 17, 2024	July 10, 2024	July 21, 2024	June 17, 2024

See School calendar on page 9 of this Catalog for holiday schedule
All dates subject to change without prior notification.

**CATALOG SUPPLEMENT
SCHEDULED STARTING DATES AND ESTIMATED END DATES**

**Reading Barber Institute
BARBER TEACHER PROGRAM
NIGHT/ SATURDAY START SCHEDULE
2023**

<u>START DATE</u>	<u>END OF PROBATIONARY DATE</u>	<u>CONTRACT END DATE</u>	<u>ORIENTATION DATE</u>
January 20, 2023	February 20, 2023	November 1, 2023	January 20, 2023
January 29, 2023	February 29, 2023	November 1, 2023	January 29, 2023
March 2, 2023	April 2, 2023	January 15, 2024	March 2, 2023
March 11, 2023	April 2, 2023	January 15, 2024	March 11, 2023
April 20, 2023	May 21, 2023	February 2, 2024	April 20, 2023
April 29, 2023	May 21, 2023	February 2, 2024	April 29, 2023
June 8, 2024	July 10, 2024	July 21, 2024	June 8, 2024
June 17, 2024	July 10, 2024	July 21, 2024	June 17, 2024

See School calendar on page 9 of this Catalog for holiday schedule

All dates subject to change without prior notification.

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