



3615 East Lake Street
Minneapolis, MN 55406

School Catalog & Student Handbook
Volume 39

Owned and operated by:
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Table of Contents

Minnesota School of Barbering

Contents

Table of Contents.....	2
Code of Ethics	3
Security Report.....	3
Non-Discrimination Policy.....	3
Minnesota School of Barbering Faculty.....	3
Mission Statement.....	4
Minnesota School of Barbering History.....	4
General Facilities and Equipment.....	4
Financial Aid.....	4
Application Fee	5
Admissions Requirements.....	5
Student Available Resources.....	6
Graduation Requirements & Certification	6
Veterans Affairs.....	7
Barbering – 1500 Clock Hours Program	7
Refresher/State Mandate Barbering 500 Clock Hours Program.....	10
Tuition & Fees.....	12
Satisfactory Academic Progress (SAP) Policy.....	13
Evaluation Periods.....	13
LEAVE OF ABSENCE (LOA) Policy	16
Attendance & Make-Up Policies.....	18
Tardiness.....	18
NOTIFYING THE SCHOOL.....	19
Rules & Regulations	19
DRESS CODE.....	20
Termination Policy	21
Student Code of Conduct.....	22
Minnesota School of Barbering Policy Prohibiting Sexual Violence, Sexual Assault, or Sexual Harassment	22
School Schedule.....	26
Holidays.....	26
Saturdays	26
School Calendar.....	26
Job Placement Policy	26
APPROVED POST SECONDARY SCHOOL	29

Code of Ethics

The entire staff of this barber school pledges to you, our valued students, a level of artistry and modern technology that will lead to the accomplishment of your barber stylist training.

In addition, we feel it incumbent upon our professional integrity to use and supply you with quality professional equipment and supplies. Through the skill of our staff and personal integrity, we are totally dedicated to the concept of good grooming. To our students and patrons, we pledge the training and services to accomplish this end.

THIS IS TO CERTIFY THAT THIS CATALOG IS TRUE AND COMPLETE IN CONTENT AND POLICY AND IS BEING ENFORCED.

Security Report

Minnesota School of Barbering has had no on-campus: murders, sex offenses, robberies, aggravated assaults, burglaries, motor vehicle thefts, arrests for possession of weapons, arrests for possession of alcohol, or drug abuse violations.

Lamberto Vergara, President

Non-Discrimination Policy

Minnesota School of Barbering is nondiscriminatory on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law in the admission of applicants and employment in the educational programs or activities which it operates.

Minnesota School of Barbering does not discriminate against handicapped persons as potential students. Our facilities are located on one main ground level floor, giving easy access to those handicapped in a wheelchair. Our policy is to work diligently with anyone that is physically or mentally disadvantaged.

Minnesota School of Barbering Faculty

Lamberto Vergara	School Director / Instructor
Ana Vergara	Director of Administration
Joseph Johnson	Part-Time Instructor
Patty Harrington	Financial Aid Officer

Mission Statement

Minnesota School of Barbering is to serve the needs of private vocational education. Minnesota School of Barbering's goal is to develop in our students the highest possible degree of technical and professional competence. We train each student in the principles and practices of barbering. At the completion of our program the student is prepared to take the Minnesota State Board Exam and to become a registered barber and begin their career employed as a barber.

Minnesota School of Barbering History

In July 1985, the school was licensed by the State Board of Barber Examiners. The school is located at 3615 East Lake Street, Minneapolis, MN 55406. The building was formerly a grocery store, a panel store, and most recently offices for a telemarketing firm. In December 1985, the building was purchased and totally renovated. Students were enrolled and wait listed. January 14, 1986, was the first day of class and the school opened to the public. As of January 20, 2024, the school is under new ownership.

General Facilities and Equipment

Minnesota School of Barbering provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene. Minnesota School of Barbering also meets all requirements of MN State Statute 154. The instructional facilities of Minnesota School of Barbering include barber chairs, cabinets, wash basins, and mirrors. Also included are a sufficient number of vibrators, latherizers, and sterilizers as per state law. A sufficient number of lockers are also available for student use. Two offices are available for general business, interviewing, and registration. The theory classroom consists of student tables, chairs, an overhead projector, and four 6' x 3 ½' blackboards. Other study aids include a number of anatomy charts and many barber and cosmetology reference books in addition to our basic textbook. Mannequins are available for perm wrapping and braiding practice. Minnesota Law requires one instructor for every 20 students or a minor fraction in excess thereof. Maximum class size is 40 students. The supplies used by the students and in storage are linens, paper towels, Turkish towels, all types of creams, tonics, hair sprays, shampoos, powders, disinfectants, and other necessary tonsorial supplies. Minnesota School of Barbering shall provide programs of study that meet the minimum curriculum requirements as prescribed by the Minnesota State Board of Barber Examiners; that meet minimum requirements to take the Minnesota State Board exam.

Financial Aid

The school maintains a student financial aid office. A financial aid officer can assist you with questions that you may have about various government programs.

Listed below are the programs Minnesota School of Barbering Participates in: Minnesota

- State Grant SELF Loans
- Minnesota Dislocated Worker Vocational Rehabilitation
- Social Security Benefits
- All county and state welfare programs
- Bureau of Indian Affairs programs

The institution is not eligible to participate in federal student aid programs.

Application Fee

A person applying for admission to any Minnesota School of Barbering program must submit a \$100.00 application fee with their application form. A portion of this application fee is then used by the institution to pay for the student's Minnesota Student Barber Permit. The enrollment agreement is for enrollment in the Barbering program or Refresher/State Mandate Barbering program as described in the school catalog. All students are scheduled to attend full-time, which consists of forty (40) hours per week; Tuesday through Saturday 8:00am-4:30pm, with half-hour for scheduled lunch. Based on this full-time schedule, normal completion time of the 1500-hour Barbering program is approximately ten months, and normal completion time of the 500-hour program is approximately four months.

Admissions Requirements

1. Must be at least 18 years of age or older.
2. Must have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, have evidence of completion of homeschooling that state law treats as a home or private school. We do not accept the ability to benefit students.
 - Foreign High School Diplomas: Must have evidence that verification of the foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a United States high school diploma, if applicable.
3. Must complete drug test and pass drug test.
4. Must complete a Minnesota School of Barbering enrollment essay.

Re-Entry:

Students who have previously withdrawn from a particular program, or who were terminated, may be allowed to re-enter, depending on the circumstances associated with their withdrawal/termination.

- Any student seeking re-entry must complete a new application form, as well as outline any information the student would like the school to consider when determining re-admission for the student. All standard admissions requirements still apply.
- Student status at time of withdrawal/termination will be taken into consideration, such as current tuition payment, Satisfactory Academic Progress status, and any behavior issues that may have resulted in the prior termination.
- Depending on the length of time that has passed, the student may have to undergo a skills assessment to determine the amount of information retained during their absence. These instances are examined on a case-by-case basis.
- Re-entry students must pay a re-entry fee of \$100 if re-entering more than 30 days after withdrawal/termination.
- Re-entry students return in the same Satisfactory Academic Progress status as when they withdrew/terminated.
- Outstanding tuition and/or fees must be paid in advance or satisfactory arrangements must be made with administration in order to be readmitted to the school.

Transfer:

Minnesota School of Barbering may accept clock hours received at other licensed schools to transfer into the Barbering program. Transfer hours are not accepted for the Refresher/State Mandate Barbering program. This school does not guarantee the transferability of its clock hours to any other

institution.

- All standard admissions requirements must be met.
- Official transcripts from the other licensed school must be received prior to enrollment.
- Up to 75% of the registered clock hours with the Barber Board of Examiners will be evaluated and considered for transfer. These hours will then be deducted from the 1500 hours required to complete the program at Minnesota School of Barbering.
- Transfer student eligibility for state financial aid will be determined by his/her satisfactory progress at Minnesota School of Barbering and by need analysis. Evaluation periods are based on actual contracted hours at the institution.

Student Available Resources

- The policy of Minnesota School of Barbering is to walk each student to their cars if requested.
- The campus is fully lit, and no classes are offered after 4:45pm.
- The possession and sale of alcoholic beverages and illegal drugs is strictly prohibited. Immediate dismissal, with no exceptions, is the consequence for anyone found to be in violation of this policy.
- Our students do not live on campus.
- We have no facilities for counseling; however, the instructor will help a student find counseling through Hennepin County.
- If an emergency should arise, the student should immediately inform the instructor on duty.
- An annual security report is available upon request.

Graduation Requirements & Certification

In order to graduate, students must:

- 1) Have completed all required number of actual hours for their respective program.
- 2) Have satisfactorily completed all required tests, practical assignments, and final examinations. This includes maintaining a minimum 75% cumulative academic average.
- 3) Have settled all financial obligations with the school, which include having a zero balance, or making additional payment arrangements.
- 4) Have completed all exit paperwork:
 - a. Barber Student 1500 Hour Completion Certificate
 - b. Application for Home Study Course
 - c. Registered Barber Examination and Registration Application
 - d. Certificate of Achievement
 - e. Initialed and signed Exit interview form.

Upon completion, each student will be awarded a certificate of completion attesting to the fact that the school's requirements have been met. Additionally, a copy of the Student Permanent Record card will also be provided. Upon graduation, graduates will apply to the State Barber Board of Examiners, the governing body of all Minnesota barbers, to take a Minnesota State barber examination. Students applying for licensure in another state will need to ensure completion of the applicable state's requirements.

Veterans Affairs

School policy prohibits automatic renewal of a covered individual in a course and/or program. School allows enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.

We are in compliance with 38 U.S.C. § 3679(e). The policy permits a student to attend their course of education when the student provides the necessary eligibility documentation, until the earlier of either:

- the date VA provides payment to the educational institution, or
- 90 days after the date the educational institution certifies the student's tuition and fees charges to VA.

Barbering – 1500 Clock Hours Program

Description: The Barbering program is a 1500 clock hour course designed to train students to become licensed Barbers upon graduation. The Barbering course is designed to train the student in the basic manipulative skills, safety judgements, proper work habits, business skills, and desirable attitudes necessary for competency in entry-level job positions in the Barbering field.

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

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair shaping, hair coloring, trimming moustache or beard, and basic facial massage.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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.

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-orientated activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning,

labs, student salon activities, and student participation. Audio visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used throughout the course.

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 typically evaluated after each unit of study. Practical assignments are evaluated as completed and are graded on a pass/fail basis. At least two (2) 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 minimum requirement of 75% or better on written theory work and exams. Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
Below 75	Unsatisfactory

Curriculum Outline:

Lab work - 1,219 hours, which includes:

<u>Lab</u>	<u>Hours</u>	<u>Description</u>
Draping	110 Hours	Students will learn how to properly put a neck strip on and how to position the client in the chair to put on the drape.
Comb Manipulation	111 Hours	Students will learn how to manipulate the comb through all parts of the head.
Mannequin Work	111 Hours	Students will learn before cutting on a client how to hear and clipper cut on a mannequin.
Clipper Cutting	111Hours	Students will learn how to use the clippers properly when cutting a client's hair.
Shear Cutting	111 Hours	Students will learn how to properly operate shears, follow a guide, and position the hair.
Tapering	111 Hours	Students will learn how to taper with shear and clipper.
Straight Razor Shaving	111 Hours	Students will learn a neck straight razor shave.
Shampooing	111 Hours	Students will learn how to set a client up for a shampoo and how to manipulate the scalp during a shampoo.
Perm Rods	111 Hours	Students will learn how to wrap perm rods.
Mannequin Perm Rods	110 Hours	Students will learn how to wrap perm rods on a mannequin.
Facials	111 Hours	Students will learn different monuments and how to perform a facial.

Theory – 281 hours, which includes:

<u>Theory</u>	<u>Hours</u>	<u>Description</u>
The History of Barbering	25.5 Hours	Students will learn the history of barbering.
Professional Image	25.5 Hours	Students will learn how to look professional at their place of work.
Client Consultation	25.5 Hours	Students will learn how to go over the haircut and procedures with the client.
Infection Control: Principles and Practices	25.5 Hours	Students will learn cleaning, sanitizing, disinfecting, and sterilizing as well as safe work practices and safety precautions.
Skin	25.5 Hours	Students will learn how to detect different skin diseases.
Scalp	25.5 Hours	Students will learn how to detect different scalp rashes.
Anatomy	26 Hours	Students will learn about nerves, muscles, and bones.
Chemistry	25.5 Hours	Students will learn about chemical processing.
Implements, Tools, and Equipment	25.5 Hours	Students will learn the principal tools and implements used in the practice of barbering.
Business	25.5 Hours	Students will learn the business aspect of barbering.
Barber Shops	25.5 Hours	Students will learn the layout of a barbershop.

Refresher/State Mandate Barbering 500 Clock Hours Program

Description: The Refresher/State Mandate Barbering program is a 500-clock hour course designed to refresh students' knowledge in training areas needed to become licensed Barbers upon graduation. The Refresher/State Mandate Barbering course is designed for those students who have failed the state licensing exams after graduating from the 1500 clock hour Barbering program. The course will re-train the student to ensure knowledge in the basic manipulative skills, safety judgements, proper work habits, business skills, and desirable attitudes necessary for re-testing and competency in entry-level job positions in the Barbering field.

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

- 1.** Project a positive attitude and a sense of personal integrity and self-confidence.
- 2.** Project professionalism, visual poise, and proper grooming.
- 3.** Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- 4.** Respect the need to deliver worthy service for value received in an employment environment.
- 5.** Perform the basic manipulative skills in the areas of hair shaping, hair coloring, trimming moustache or beard, and basic facial massage.
- 6.** Perform the basic analytical skills to advise clients in the total look concept.
- 7.** Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures.

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.

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-orientated activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used throughout the course.

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 typically evaluated after each unit of study. Practical assignments are evaluated as completed and are graded on a pass/fail basis. At least two (2) 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 minimum requirement of 75% or better on written theory work and exams. Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
Below 75	Unsatisfactory

Curriculum Outline:

Lab work - 406 hours, which includes:

<u>Lab</u>	<u>Hours</u>	<u>Description</u>
Draping	37 Hours	Students will learn how to properly put a neck strip on and how to position the client in the chair to put on the drape.
Comb Manipulation	37 Hours	Students will learn how to manipulate the comb through all parts of the head.
Mannequin Work	37 Hours	Students will learn before cutting on a client how to hear and clipper cut on a mannequin.
Clipper Cutting	37 Hours	Students will learn how to use the clippers properly when cutting a client's hair.
Shear Cutting	37 Hours	Students will learn how to properly operate shears, follow a guide, and position the hair.
Tapering	37 Hours	Students will learn how to taper with shear and clipper.
Straight Razor Shaving	37 Hours	Students will learn a neck straight razor shave.
Shampooing	36 Hours	Students will learn how to set a client up for a shampoo and how to manipulate the scalp during a shampoo.
Perm Rods	37 Hours	Students will learn how to wrap perm rods.
Mannequin Perm Rods	37 Hours	Students will learn how to wrap perm rods on a mannequin.
Facials	37 Hours	Students will learn different monuments and how to perform a facial.

Theory – 94 hours, which includes:

<u>Theory</u>	<u>Hours</u>	<u>Description</u>
The History of Barbering	8.5 Hours	Students will learn the history of barbering.
Professional Image	8.5 Hours	Students will learn how to look professional at their place of work.
Client Consultation	8.5 Hours	Students will learn how to go over the haircut and procedures with the client.
Infection Control: Principles and Practices	8.5 Hours	Students will learn cleaning, sanitizing, disinfecting, and sterilizing as well as safe work practices and safety precautions.
Skin	8.5 Hours	Students will learn how to detect different skin diseases.
Scalp	8.5 Hours	Students will learn how to detect different scalp rashes.
Anatomy	8.5 Hours	Students will learn about nerves, muscles, and bones.
Chemistry	8.5 Hours	Students will learn about chemical processing.
Implements, Tools, and Equipment	8.5 Hours	Students will learn the principal tools and implements used in the practice of barbering.
Business	9 Hours	Students will learn the business aspect of barbering.
Barber Shops	8.5 Hours	Students will learn the layout of a barbershop.

Tuition & Fees

Barbering 1500 Hour Program Tuition \$12,200

Application Fee..... \$100

Payable when filing application and is applied against the student's tuition account.*

Tool Kit and Supplies..... \$1,700

Students will receive their tool kit and supplies after financial aid is in place. For "cash students" (no financial aid involved), this fee must be paid in full prior to issuance.

Payment: Minnesota School of Barbering accepts cash, check, and money orders, or through non-federal agency or loan programs for payment. If necessary, payment arrangements can be made. Students are responsible for paying the total tuition and fees for repaying applicable loans plus interest.

Refresher/State Mandate Barbering Tuition..... \$4,000

Application Fee..... \$100

Payable when filing application and is applied against the student's tuition account.*

Payment: If a student fails to pass Minnesota State Board Barber Examinations after graduation from the 1500-hour program, they are required to take an additional Refresher/State Mandate Barbering 500 hour program to be completed in 12 weeks before re-taking the examinations. Tuition is due in full prior to entering the program. This fee does not include tools. Students may use their tools that have been retained from their 1500-hour program. Minnesota School of Barbering accepts cash, check, money orders or through non-federal agency or loan programs for payment.

Additional Fees:

Absences/Over Contract Charges \$54.00/Day

The contract end date provided in the student's enrollment agreement provides students with allowed five (5) days of absence. Absences in excess of the student's contracted end date will result in a charge of \$6.75 hour missed, totaling \$54.00/day, for each extra day required to complete the graduation requirements.

Minnesota Student Barber Permit..... \$45

This fee is paid by the Minnesota School of Barbering out of the application fee.

State of Minnesota Barber Board Examination and Certification Fee.....\$85

Home Study Fee.....\$75

Not a contracted school charge. Once students graduate, they must pay this amount to the state board in order to take the examinations to obtain licensure.

*If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed effective on the date the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance is sent by mail, then the effective date is the postmark date.

NOTE: The school does not currently offer scholarships or fee waivers.

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school, regardless of program, program length, or schedule. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. *Please Note: The institution is not currently approved to offer Federal Title IV/HEA program funds. We are approved for certain Minnesota State financial aid programs including Minnesota State Grant and SELF Loan.*

Evaluation Periods

To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially assessed at the end of an evaluation period. Satisfactory Academic Progress evaluation periods are based on actual hours completed. The term “payment period” is inclusive of students receiving Minnesota financial aid programs funding, where applicable. SAP evaluations will coincide with payment periods. Minnesota School of Barbering operates all programs on a 1000-clock hour academic year over 26 academic weeks. Evaluations listed below are expressed as hours/weeks, which both must be met at time of evaluation.

Barbering:

Evaluation 1	500 completed (actual) hours and 13 weeks,
Evaluation 2	1000 completed (actual) hours and 26 weeks,
Evaluation 3	1250 completed (actual) hours and 31.25 weeks

Refresher/State Mandate Barbering:

Evaluation 1	250 completed (actual) hours and 6.25 weeks
Evaluation 2	500 completed (actual) hours and 12.5 weeks

Transfer students will first be evaluated at the midpoint of the contracted hours, or the established evaluation periods, whichever comes first. SAP evaluation periods are based on actual contracted hours at the institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress (Quantitative Requirement)

For a student to be deemed making satisfactory academic progress, the student must maintain a minimum cumulative attendance average of 75%. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled.

Academic Progress (Qualitative Requirement)

For a student to be deemed making satisfactory academic progress, the student must maintain a cumulative minimum academic average of 75%. The academic average is determined by a combined average of all written examinations.

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 Minnesota School of Barbering Catalog

minimum number of practical experiences. Academic learning is typically evaluated after each unit of study. Practical assignments are evaluated as completed and are graded on a pass/fail basis. At least two (2) 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 minimum requirement of 75% or better on written theory work and exams. Numerical grades are considered according to the following scale:

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
Below 75	Unsatisfactory

Maximum Timeframe:

Students are required to complete their applicable program within 133% of the published program length. The maximum timeframe allowed for transfer students who need less than the full course requirements will be determined based on the number of scheduled contracted hours. Failure to complete within the 133% maximum timeframe will result in termination. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school’s admissions policy, re-entry into the program is not guaranteed.

Course	Maximum Time Allowed Weeks
Barbering – 1500 Clock Hours Program 1500 Hours; 39 Weeks	52
Refresher/State Mandate Barbering 500 Clock Hours Program 500 Hours; 13 Weeks	17

Determination of Progress:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Minnesota financial aid programs funding interrupted (when applicable), unless the student is on warning or has prevailed upon appeal resulting in the status of probation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of evaluation. All progress reports will be maintained in the student’s records and are available for review upon student request. Students may receive additional copies of their Satisfactory Academic Progress Determination within 24 hours of submitting a written request.

Warning:

Students who do not meet SAP requirements at an evaluation point will be placed in the status of Warning. Students on Warning may continue to receive Minnesota financial aid programs funding (as applicable) until the next scheduled evaluation. Students will be advised on the actions required to attain satisfactory academic progress by the next evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation

to be deemed making Satisfactory Academic Progress.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress 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. 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 for satisfactory academic progress, he/she will be determined as NOT making satisfactory academic progress and, if applicable, is no longer eligible to receive Minnesota financial aid programs funds. Additionally, such students are subject to termination.

Re-establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. Such actions could include make-up work, make-up tests, make-up hours, receiving tutorial assistance, etc. Guidance will be provided to try to ascertain the basis of the problem. To re-establish Minnesota financial aid funding (if applicable), students must appeal the negative progress determination and prevail upon appeal.

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress following a Warning status, the student may appeal the negative progress 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. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and financial aid will be reinstated, if applicable.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence extend the student's contract period and maximum timeframe by the same number of days taken in the leave and absence and will not be included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal. Students must follow the school's Re-Entry Policy.

Noncredit, Remedial Courses, Repetitions

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

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

LEAVE OF ABSENCE (LOA) Policy

Minnesota School of Barbering allows for students to take a Leave of Absence when a medical condition, Covid-19 exposure or positive test, or other extenuating circumstances warrant such an interruption in study. Students must follow the following LOA Policy:

1. The student must complete and submit a written LOA request to the administration in advance. The written request must include the reason for the LOA, as well as the student's signature. The student will be notified if the LOA is approved or denied.
2. In the event unforeseen circumstances occur, such as a medical emergency, preventing the student from submitting the request in advance, the school will document why a student is placed on the LOA, and the leave of absence request will be gathered from the student at a later date. In these events, the LOA beginning date is determined to be the first date the student was unable to attend school due to unforeseen circumstances.
3. In order to grant a LOA to a student, there must be a reasonable expectation that the student will return from the leave.
4. Multiple LOAs may be granted if the LOAs, together, do not exceed a total of 180 days in any 12-month period.
5. If a student is granted a Leave of Absence, neither actual hours, nor scheduled hours continue to accrue. During this time, the student is not considered to have withdrawn, and no refund calculation is performed.
6. The student will not be assessed for any additional charges as a result of an approved LOA.
7. The Institution will extend the student's contract graduation date by the same number of calendar days taken in the LOA. An enrollment agreement addendum signed by all parties will be used to document the extension.
8. Should a student need to extend a Leave of Absence beyond the original approved length, the extension must be submitted in writing prior to the end date of the original LOA. The student will be notified by the Administration if the extension is approved.
9. When returning from a Leave of Absence, the student must report to administration and complete the Enrollment Agreement Addendum.
10. If a student takes an unapproved LOA or does not return from a LOA, the student's official withdrawal date for the purpose of calculating a refund will be the last date of attendance.

If a student has not completed the proper LOA procedures, all time missed will count as absences from school and can impact overtime charges, as well as a student's Satisfactory Academic Progress. If a student misses over 14 consecutive calendar days with no contact with the school and without an official Leave of Absence, his/her contract will be terminated.

Cancellation & Refund Policy (aligned to MN Office of Higher Education)

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program, you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program.

If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges of refund, minus your initial application (up to \$50), and minus the less of 25% of the total tuition or \$100. Proration is based on clock hours and how much of the program you have completed.

As this school's programs are clock hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX).

If you withdraw from your program after 75% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official/administrator (Lamberto Vergara or Ana Vergara)

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawal if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a Minnesota School of Barbering Catalog

student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.

Attendance & Make-Up Policies

All students are expected to attend all classes according to the schedule on their enrollment agreement. Students are required to attend school daily, Tuesday through Saturday. Any deviation from this schedule will be made by the school director only. Attendance is required to maximize every educational opportunity and to ensure successful completion of their program. Students are required to maintain a cumulative attendance rate of 75% to be determined as making Satisfactory Academic Progress. Further, students who have not completed the course by their contracted graduation date will be required to pay \$54 per day or portion thereof (\$6.75/hour) until completion of the program.

All student absences (except for approved Leaves of Absence) count against a student's attendance rate and could impact a student's ability to maintain satisfactory academic progress. Further, if absences exceed more than five (5) days in any month, the student will be placed on a 30-day disciplinary probation. During the 30-day disciplinary probation period, the student must have perfect attendance (unless an unavoidable, mitigating circumstance occurs, such as death of a relative or documented injury/illness to student). Failure to do so will result in the student being terminated. Refund calculations will be performed in accordance with the Cancellation & Refund Policy, and, when applicable, funds will be repaid to the respective agencies and/or the student.

If students are suspended for failure to follow rules, they will no longer be eligible for State aid until they are once again in good standing.

The state of Minnesota requires all barbering students to punch a time clock in and out. The student will punch in at school at or before 8 A.M. and at the end of day punch out not before 4:30 P.M.

NOTE: As this institution records attendance on a clock hour basis, there is no such thing as "excused" vs. "unexcused" absences. All absences have a negative effect on the cumulative attendance average, unless the student is on an approved Leave of Absence.

Students are afforded the opportunity to make up hours, work, and tests that they have missed. Students who miss hours, work, or fail a test must make it up prior to graduation in order to receive credit. The student is responsible for making arrangements with the instructor(s) to schedule a time to make up hours, work, and tests. Missed tests will be posted as a zero until the time at which they are made up. Missed hours, work, and failed tests will adversely affect a student's academic and attendance averages.

Tardiness

If a student is more than five minutes late for school, or returning from lunch, the student is considered tardy. If the student has accumulated more than three tardies in any one month, said student will be put on a 30-day disciplinary probation. During the disciplinary probation period, the student must not be tardy. Failure to abide by this requirement will result in the student

being terminated. Refund calculations will be performed in accordance with the Cancellation & Refund Policy, and, when applicable, funds will be repaid to the respective agencies and/or the student.

NOTIFYING THE SCHOOL

When a student plans to be tardy or absent, for any reason, Minnesota School of Barbering requires that the student telephone the school's office as soon as possible with an explanation for the tardiness or absence.

Rules & Regulations

Minnesota School of Barbering has a progressive Conduct Policy, beginning with probationary period, then a conduct suspension, followed by a termination. The following may be deemed violations of the conduct policy:

1. Payment to applicable schools and state fees must be kept current.
2. All financial aid documents, if applicable, must be completed in the designated timeframe.
3. Student behavior must conform to the Code of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
4. Students must always conform to the school's dress code and project a professional image representative of the barbering industry.
5. Students may not refuse to perform client services or other program requirements.
6. Students must comply with the assigned schedule for the applicable program of study regardless of whether all required tests have been taken and passed.
7. Students are responsible for the state licensing exam fee and other examination related expenses.
8. All students will be ready for class at 8:00 A.M.
9. Students are not allowed to date fellow students.
10. The use or possession of alcohol or illegal drugs is forbidden on school premises and will be grounds for immediate dismissal. **NO EXCEPTIONS!**
11. Random drug tests will be conducted throughout the year. If selected for drug test and has a positive result student will be suspended for 30 days and need to re-test upon return at student's expense.
12. Lying, cheating or stealing will not be tolerated and will be grounds for dismissal.
13. Absolutely no gambling or card playing.
14. Students exhibiting persistent disruptive behavior will be suspended or dismissed.
15. Vulgar language or innuendos will not be tolerated.
16. Students are required to attend class and other commitments on time. Multiple violations may be grounds for dismissal.
17. If in the event a student is sick or has an emergency, the student is expected to call and let the school Director know personally.
18. The main telephone is for business purposes only. No personal phone calls will be made or **ACCEPTED**, unless it is an emergency.
19. **SMOKING** is **NOT** allowed on school grounds.
20. Food and beverages are not allowed in the classroom or in the cutting areas. Food and

beverages are only allowed in the lunchroom.

21. Never talk to another student while the student is with a customer. **NOEXCEPTIONS!!**
22. No hanging around the front office desk and blocking the client's way.
23. No loud fooling around up front or in classroom when there are clients within ear shot.
24. No sitting in your barber chairs.
25. No parking out front or back. Students must park on the side streets.
26. Students must ask permission before borrowing another student's tools. When using others tools, the student will return tools immediately after cleaning them.
27. Always swipe right after you walk the client out. Keep your stand, mirror and chair in a clean and tidy manner always.
28. It is mandatory that all chores assigned to students are completed daily.
29. All personal items should be left in lockers as provided. Students must purchase their own locks.
30. Clients pay at the cash register in the front office, never accept money at your barberchair.
31. Close cosmetic sales at the cash register in the front office.
32. Students must write up a service tickets for each client they serve.
33. Students are not allowed to leave the school without permission.
34. Never punch a time card for another student. Each student must punch their own time card at the required time.

DRESS CODE

- 1) ALL male students must keep their hair above their collars.
- 2) ALL male students must be well-groomed before class.
- 3) ALL female students will have makeup applied before class, if wearing makeup.
- 4) ALL students will have their hair shampooed, styled, and dried before class.
- 5) ALL students must wear beige khakis; Females may wear skirts.
- 6) Students will be dressed modestly. No open or indecent shirts, male or female and absolutely NO tank tops. T-shirts must have collars.
- 7) Clean, pressed clothes at all times.
- 8) Personal hygiene and oral hygiene are of utmost importance. Nails are also expected to be clean.
- 9) Clean school shirt will be worn at all times on the cutting floor.
There are **NOEXCEPTIONS. THIS IS A LAW!!!**
- 10) Absolutely **NO JEANS** or denim of any kind will be tolerated. **NO FADED** or worn pants, no capris.
- 11) No sandals, open toe shoes, or thongs. Recommended comfortable shoes for standing at length.
- 12) No sweat pants, shorts, overalls, miniskirts, or split skirts.
- 13) Shirts that are made to be tucked in, must be tucked in.
- 14) No frayed, holey clothing, shoes, hats or scarves will be worn.
- 15) Female students must wear a bra.
- 16) Dress shoes must be in good condition and shined.
- 17) All students must wear stockings.
- 18) No excessive jewelry.

Compliance with these rules will facilitate a happy, wholesome, learning atmosphere that we will all benefit greatly from.

Termination Policy

Students may be subject to dismissal for unsatisfactory attendance, lack of academic progress, below standard academic progress, or for conduct resulting in disruption of school operations.

Minnesota School of Barbering may terminate a student's enrollment for noncompliance with general policies, the enrollment contract, state laws and regulations, willful destruction of school property, theft or illegal acts, or any improper conduct or action which causes or could cause bodily harm to a client, a student, or employee of the school.

Student Code of Conduct

Minnesota School of Barbering Policy Prohibiting Sexual Violence, Sexual Assault, or Sexual Harassment

Students who violate this policy will be subject to disciplinary action up to and including expulsion.

POLICY STATEMENT:

It is the policy of Minnesota School of Barbering to prohibit sexual violence, sexual assault, or sexual harassment against any student or employee while the individual is present on campus or attending any school function. This policy is related to and is in conformity with the equal opportunity policy of the school to provide post-secondary education programs for students and professional career opportunities for faculty and staff without regard to sex, age, race, color, or creed.

Forced sexual activity constitutes sexual violence, and Minnesota School of Barbering encourages victims of sexual violence to report such attacks to law enforcement authorities and will support and assist them in this process. The school will also assist victims in contacting appropriate counseling and sexual offense service programs. The procedures the school has established to address incidents of sexual violence, and to protect the rights of the victim are included in this policy. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement
2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Following submission of, and careful consideration of all evidence and statements, the school instructor shall decide whether the accused sexually assaulted the victim. Upon reaching a determination, the school instructor shall notify both the victim and accused of their findings.

If the accused is convicted of rape, acquaintance rape, or other sex offense in a Court of Law, or if the school determines that the accused has committed an act of sexual violence or sexual assault, the school instructor shall effect appropriate disciplinary action, up to and including expulsion from the school.

All victims of sexual violence or sexual assault may choose to:

1. Report the incident to law enforcement authorities
2. Request an investigation by the school
3. Choose to do neither

Regardless of a victim's choice, the school will provide the victim with information about counseling and sexual offense service programs, which can provide assistance and support:

Minnesota School of Barbering Policy Prohibiting Sexual Violence, Sexual Assault, or Sexual Harassment Continued...

-Sexual Violence Center

1222 West 31st Street Minneapolis, MN 55408 612/824-2864 (Office) 612/824-5555 (Crisis)

-Sexual Offense Services of Ramsey County

1619 Dayton Avenue St. Paul, MN 55104 651/298-5898

-Sexual Assault Services

7066 Stillwater Boulevard Oakdale, MN 55119 651/777-1117

-Anoka County Victim/Witness Program

325 East Main Street Anoka, MN 55303 763/421-4760 (Day) 763/427-1212 (Night)

-Dakota County Sexual Assault Program

15025 Glazier Avenue Apple Valley, MN 55124 651/431-2112 (Office) 6151/431-2424 (Crisis)

If the victim wishes to receive counseling and assistance from other organizations, the school shall assist the victim in identifying and contacting those other organizations.

ENFORCEMENT OF PROHIBITIONS AGAINST SEXUAL VIOLENCE AND SEXUAL ASSAULT

Upon receipt of any complaint of sexual violence or sexual assault the school's instructor shall determine whether any immediate danger of continuing violence or assault exists. If such danger exists, the instructor shall act in an effort to protect the victim's immediate safety. Once the victim's immediate safety has been protected, the school's instructor will find a location of safety and confidentiality to discuss with the victim the option to notify local law enforcement authorities, the option to be assisted by the school in this process, and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault or violence. Minnesota School of Barbering will strongly encourage, but not require, that the victim report the incident to local law enforcement authorities. In support of this recommendation, the school will provide information to the victim regarding:

1. The Crime Victims Bill of Rights, guaranteeing victims' rights and protections under the criminal justice system
2. The Crime Victims Reparations Board, which provides financial reparations to crime victims
3. The Crime Victims Ombudsman, who protects the interest of the victim in the criminal justice system, and serves as a referral source for assistance programs.

Whenever a victim determines to report an incident to law enforcement authorities, the school will assist the victim in the reporting process; assist the victim in following the instructions given by those authorities to the victim and assist those authorities, under

their direction, in obtaining, securing, and maintaining evidence in connection with the incident.

Whenever the alleged perpetrator of an incident, on campus or at a school sponsored event, is a student of the school, and the victim determines not to report the incident to law enforcement authorities, the school will offer to conduct an internal investigation. The victim will be advised that such procedure will be a school procedure, rather than criminal procedure, since the school has no campus police and no law enforcement authority.

Internal investigations will be conducted by the school instructor.

The instructor shall be charged with the responsibility of investigating the complaint, gathering such evidence the victim is willing to share, and taking statements from the victim and supporting witnesses. The victim will be allowed to be represented by legal counsel, if that is their wish. Once the instructor has gathered all provided evidence and statements, they will present this information to the accused, receive whatever evidence the accused wishes to submit, and take statements from the accused and supporting witnesses.

Enforcement of Prohibition Against Sexual Harassment

All individuals who believe they are victims of sexual harassment, on campus or at a school function, are encouraged to report the incident immediately to the school instructor.

The school instructor will discuss with the victim, in confidence, the choices which are available:

1. To initiate formal proceedings against the perpetrator, including hearings and a written record
2. To initiate informal proceedings against the perpetrator, which would not include hearings and a written record
3. To initiate no proceedings through the school, and address the harassment with the perpetrator directly

The school will advise the victim that, in order to conduct formal or informal proceedings, it will be necessary to disclose the victim's complaint to the accused, but that in all other respects this information will be held in strict confidence, and that the only individuals with knowledge of the proceedings will be the victim and representative, the accused and representative and the school instructor.

The school shall not retaliate against any individual for reporting any complaint of sexual violence, sexual assault, or sexual harassment, nor shall the school retaliate against any individual who is the object of such a complaint. However, individuals who file false claims with the knowledge that those claims are false, will be subject to appropriate disciplinary action.

Student's Access to Student Files

Student records are in a secure locked file cabinet. Students will be allowed access to their files upon request. Parents/ Guardians of dependent minors are also allowed access to records if a student signs a notarized request and it is provided to the school. In the event the school receives a student signed and notarized request to provide transcripts to another school, the school transcripts will be sent to that school or institution. There is a \$10 transcript fee.

Students may request access to satisfactory academic progress evaluation results at anytime upon verbal request. Student Records Privacy Policy Student records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), federal regulations which assign rights to students and responsibilities to educational institutions regarding students' education records. The Act governs the maintenance and release of information from those records. In compliance with the Family Educational Rights and Privacy Act of 1974 the school follows policies that:

- guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- require written consent from the student (or parent or guardian if the student is a dependent minor) for release of records in response to each third party request unless otherwise requested by law;
- the school does not publish "directory information" about students;
- provide and permit access to student and other school records as required for any accreditation process initiated by the institution, federal or state agencies, by NACCAS or in response to a directive of the Commission.

The school guarantees the right of students and their parents or guardian, if the student is a dependent minor, the right to have access to their cumulative records. If requested, the school will also provide proper supervision and interpretation of the student records when they are being reviewed. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the College.

Students Rights to Releasing Information

Minnesota School of Barbering is committed to the privacy and security of our students. Minnesota School of Barbering Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) – sometimes called the Buckley Amendment – 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 was enacted by the US Congress in 1974 and has since made many amendments. Responsibility for oversight of FERPA compliance rests with the Department of Education's Family Policy Compliance Office.

Students who wish to disclose information to third parties shall file a form with administration for whom and what information should be disclosed. FERPA gives certain rights to parents or guardians regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Parents/guardians of dependent minors and students have the right to inspect and review

all of the student's education records maintained by the school. Parents/guardians of dependent minors and students also have the right to request that the school correct records believed to be inaccurate or misleading. Schools may disclose student records to, without consent, the following parties: School employees, certain government officials in order to carry out lawful function, appropriate parties in connection with financial aid to the student; organizations doing certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas, persons who need to know in cases of health and safety emergencies, state and local authorities to whom disclosure is required by states laws. This is a summary of FERPA and is not all encompassing of FERPA.

School Schedule

Holidays

Minnesota School of Barbering operates continually throughout the year. When the following holidays interrupt the school week, there will be no classes:

Christmas* Thanksgiving *New Year's Day *Fourth of July

All holidays occurring Sunday or Monday, which are non-school days, do not interrupt the school calendar.

Students must be in school the day before and the day after a holiday, unless previously excused or with a valid excuse. Students absent from school before or after a holiday without a valid excuse may be suspended from school.

Saturdays

It is essential that students are present on Saturdays. When a student is absent, they must have a documented illness excuse (from a doctor or clinic) or a valid emergency situation. The school Director may, at their discretion, allow the student to be absent on Saturday for weddings, etc. Students who are absent on Saturday without a valid excuse, may be suspended from school.

School Calendar

Students are expected to attend class Tuesday through Saturday from 8:00-4:30 with a half hour lunch and one fifteen-minute break daily. Lunches and breaks occur on shifts which revolve around the clientele. Start dates for classes are every Tuesday.

Job Placement Policy

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Pre-requisites for employment:

Licensure: Per Minnesota Statutes chapter 154.05: WHO MAY RECEIVE CERTIFICATES OF REGISTRATION AS A REGISTERED BARBER.

- (a) A person is qualified to receive a certificate of registration as a registered barber if the person:
- (1) has successfully completed ten grades of education.
 - (2) has successfully completed 1,500 hours of study in a board-approved barber school; and
 - (3) has passed an examination conducted by the board to determine fitness to practice barbering.
- (b) A first-time applicant for a certificate of registration to practice as a registered barber who fails to pass the comprehensive examination conducted by the board and who fails to pass a onetime retake of the written examination, shall complete an additional 500 hours of barber education before being eligible to retake the comprehensive examination as many times as necessary to pass.

Regulatory oversight restrictions:

154.01 REGISTRATION MANDATORY.

The registration of the practice of barbering serves the public health and safety of the people of the state of Minnesota by ensuring that individuals seeking to practice the profession of barbering are appropriately trained in the use of the chemicals, tools, and implements of barbering and demonstrate the skills necessary to conduct barber services in a safe, sanitary, and appropriate environment required for infection control.

No person shall practice, offer to practice, or attempt to practice barbering without a current certificate of registration as a registered barber.

A registered barber must only provide barbering services in a registered barber shop or barber school, unless prior authorization is given by the board.

Physical Requirements of the Industry:

Industry requires that you are physically able to perform barber services and meet the required cleanliness and sanitary rules.

Ability to meet Requirements set forth by Employers:

All registered barbers and registered instructors of barbering who continue in active practice or service shall, on or before December 31 each year, renew their certificates of registration for the following year and pay the required fee. Every certificate of registration which has not been renewed during the month of December in any year shall expire on the 31st day of December in that year. All shop registration cards shall be renewed on or before June 30 of each year upon payment of the required fee. All certificates of registration as a barber school shall be renewed on or before December 31 of each year upon payment of the required fee.

2022 Annual Report Statistics:

	Graduation	Placement	Licensure
Institutional	100%	94.7%	100%
Barbering	100%	94.7%	100%

**Refresher/State Mandate Barbering was not offered during the 2021 calendar year. Therefore, it has no rates.*

Student Grievance Policy and 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 should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school administrator.
3. 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.
4. 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.
5. 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.
6. In cases of extreme conflict, 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 has had no involvement in the dispute and who may be considered a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and other member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of 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.
7. Students are encouraged to exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

APPROVED POST SECONDARY SCHOOL

- Licensed by Minnesota Board of Barber Examiners
- Licensed by Minnesota Office of Higher Education
- State Approval Agency for Veterans Education
- Approved by Minnesota Department of Vocational Rehabilitation
- SEVIS (Student and exchange visitor information system) approved school.

Minnesota School of Barbering has Applied for Initial Accreditation with the National Accrediting Commission of Career Arts & Sciences (NACCAS). Contact information for NACCAS is as follows: 3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600

Minnesota School of Barbering is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, section 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Hours earned at this institution may not transfer to all other institutions.

Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108-5227

Phone: (651) 642-0567 Toll Free: (800) 657-3866 Fax: (651) 642-0675 TTY Relay:(800) 627-3529

Minnesota School of Barbering is licensed by the Minnesota Board of Barber Examiners. Licensure is not an endorsement of the institution. Hours earned at this institution may not transfer to all other institutions.

Minnesota Board of Barber Examiners 335 Randolph Avenue, Suite 120, St. Paul, MN 55102

Phone: (651) 201-2820 Fax: (651) 797-1371