



School of Beauty & Barbering

***5486 Normandy Blvd
Jacksonville, Florida 32205
(904) 388-4606 or 384-6019***

**Licensed by the Commission for Independent Education
Florida Department of Education
325 West Gaines Street
Suite 1414**

Tallahassee, FL 32399-0400

Toll Free Telephone Number (888) 224-6684

Fax Number (850) 245-3234

**Accredited by the National Accrediting Commission of Career
Arts & Sciences**

**3015 Colvin Street, Alexandria, VA 22314
(703) 600-7600**

**CATALOG VOLUME XIV
October 2022-2023**

Welcome to an exciting career opportunity in the study of professional Barbering and Cosmetology. And thank you for your interest in our career programs. We understand the necessity of providing high quality training to our students. Our major objective is to provide the education to meet all the requirements of the Commission for Independent Education, Florida Department of Education. We qualify our graduates to perform all Barbering and Cosmetology Career Services with above average skills, techniques and confidence. The demand for well-trained Professionals has never been greater.

Owners & Founders

Terry Collier
Director of Education

Barbara Collier
Director of Administrations

TABLE OF CONTENTS

WELCOME	2
OWNERSHIP / APPROVAL	4
FINANCIAL AID ELIGIBILITY	4
PROGRAM OF STUDY	5
MISSIONS, PURPOSES AND GOALS	5
LOCATION AND FACILITY	5
EQUIPMENT	5
NON-DISCRIMINATION CLAUSE	6
ADMISSION REQUIREMENTS / ENROLLMENT DATES	6
RE-ADMISSION	7
TRANSFER POLICY	7
RE-ENTRY POLICY	7
VERIFICATION POLICY	8
TUITION POLICIES	8
COMPLETION DATE (OVERTIME TUITION)	8
REFUND POLICY-NOTICE OF CANCELLATION	9-10
STUDENT BOOKS AND KITS	11
CLASSIFICATION OF STUDENTS	11
SATISFACTORY ACADEMIC PROGRESS POLICY	12-14
ATTENDANCE PROGRESS	12
ACADEMIC PROGRESS EVALUATIONS	13
APPEAL PROCESS	14
LEAVE OF ABSENCE POLICY	15
GRADUATION REQUIREMENTS	16
CURRICULUMS	16
DAILY SCHEDULE OF INSTRUCTION	17
ATTENDANCE POLICY/TARDINESS AND ABSENCES	18
BARBERING PROGRAM DESCRIPTION & OBJECTIVE	19
BARBERING COURSE OUTLINE	20
BARBERING COURSE DESCRIPTION	21-24
RESTRICTED BARBERING PROGRAM DESCRIPTION & OBJECTIVE	25
RESTRICTED BARBERING COURSE OUTLINE	26
RESTRICTED BARBERING COURSE DESCRIPTION	27-29
COSMETOLOGY PROGRAM DESCRIPTION & OBJECTIVE	30
COSMETOLOGY COURSE OUTLINE	31
COSMETOLOGY COURSE DESCRIPTION	32-34
STUDENT RECORDS (FERPA)	35
RELEASE OF INFORMATION (FERPA)	35
ADVISING SERVICES	36
CAREER SERVICES	36
PROCEDURES TO RESOLVE STUDENT GRIEVANCE OR COMPLAINTS	36
TUTORIAL SERVICES	37
DRUG-FREE SCHOOL AND WORKPLACE	38
RULES AND REGULATIONS	39-40
VIOLATION OF RULES AND REGULATIONS	41
STUDENT CONDUCT	41
SCHOOL HOLIDAYS	41
CAREERS IN BARBERING	42
CAREERS IN COSMETOLOGY	43
ADMINISTRATIVE AND SCHOOL OFFICIALS	SUPPLEMENT A, PAGE 44
TUITION & SCHEDULE OF FEES	SUPPLEMENT B, PAGE 45
VETERAN'S ATTENDANCE POLICY	SUPPLEMENT C, PAGE 46
VA PENDING PAYMENT COMPLIANCE	SUPPLEMENT C-1, PAGE 47
CERTIFICATION OF STATEMENT	48
SEXUAL MISCONDUCT POLICY & CAMPUS SECURITY POLICY & REPORT	SUPPLEMENT D

OWNERSHIP

“Trendsetters of FL. School of Beauty & Barbering” is Incorporated in the State of Florida. The Corporation, “Trendsetters of FL. School of Beauty & Barbering” own the School.

BOARD OF DIRECTORS

Terry Collier
Barbara Collier
Bobby Tollerson

President and Chief Executive Office
Vice-President and Secretary
Chairman of the Board

APPROVALS

“Trendsetters of FL. School of Beauty & Barbering” is Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684, Fax Number (850) 245-3234.

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

FINANCIAL AID

Financial aid is available for those students who qualify.

“Trendsetters of FL. School of Beauty & Barbering” participates in the William D. Ford Federal Direct Loan Program (FDL) sponsored by the **Department of Education, Title IV, HEA program** (student grants). Students interested in applying under the Title IV program can go to the website: www.fafsa.ed.gov. Pell Grants are awarded to all eligible students and do not require repayment. Federal subsidized and unsubsidized are loans and must be repaid. Re-payment of loans begin six (6) months after student graduation. Origination and interest rate fees apply to all loans.

Basic Eligibility – Free Application for Federal Student Aid (FAFSA)

General eligibility requirements are that you must: demonstrate financial need, be a U.S. citizen or eligible noncitizen, valid Social Security number, be registered with Selective Service, if you're a male between the ages of 18 and 25, be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program, be enrolled at least half-time to be eligible for *Direct Loan* Program funds, maintain satisfactory academic progress in college or career school, sign the certification statement on the FAFSA, have a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate.

Deadline for FAFSA

Submit application as early as possible. We must receive FAFSA application no later than June 30 of the current award year. Example: Award years run from July 1 of current year - June 30 of next year.

State of Florida Department of Veterans Affairs benefits. We accept Post 911 (Chapter 33). VA students can apply at any VA Office or call 1-800-827-1000 or visit www.va.gov.

Florida Department of Education, Vocational Rehabilitation funding is available and students can apply by calling 904-348-2770.

PROGRAMS OF STUDY

Barbering --- 1200 Clock Hours
Restricted Barbering -- 1200 Clock Hours
Cosmetology ---- 1200 Clock Hours

“Definition of a Clock Hour” – Per Rule 6E-1.003(15), F.A.C, “Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor,”

Florida Statute requires that a student who successfully completes a program be granted a diploma verifying the fact.

MISSION, PURPOSE AND GOALS

We believe that any person willing to apply himself to the study of cosmetology and Barbering can benefit from the training offered at this school. We are dedicated to producing well-groomed and informed Cosmetology and Barber students capable of entering into the hair care profession from students to skilled proficient, motivated and highly trained Professionals, Ultimately, turning their newly learned skills into long lasting careers.

The purpose of “Trendsetters of FL. School of Beauty & Barbering” is to develop professional Barbers and Cosmetologist for the Twenty-First Century. We understand the necessity of providing quality training to all of our students.

The major goals of “Trendsetters of FL. School of Beauty & Barbering” is to provide each student with an education that will: 1) prepare them to successfully pass the Governing State Boards of Barbering & Cosmetology examinations with confidence, 2) assist the students in career placement, and 3) aid in developing the student’s entrepreneurial skills.

LOCATION AND FACILITY

The school is a modern, 2100 square feet, air conditioned, well lighted building with ample off-street parking. The school has a well-equipped classroom with a Large 15 Station Lab floor which is closed to public during one hour each day for theory lessons with modern up-to-date equipment. The school facilities are specifically designed to provide students with an ideal learning environment.

Trendsetters Beauty School complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in any program of instruction.

EQUIPMENT

The school has all the equipment for properly training its students in all phases of its program.

Shampoo Bowls	Washers/ Dryer
Shampoo Chairs	Barber & Styling chairs
Fax machine	Microwave Ovens (break area)
Television	Salon Type Styling Stations
VCR/ DVD	Refrigerator (break area)
Lab-Computers	Hooded Hairdryers
Printers	Fire Extinguishers
Mannequin stands	Facial equipment
Sound System	Pedicure/ manicure equipment

ON-DISCRIMINATION CLAUSE

“Trendsetters of FL. School of Beauty & Barbering” is committed to equality of educational opportunity and does not discriminate against applicants; students or its employees based on age, sex, color, religion ethnic origin and race.

“Trendsetters of FL. School of Beauty & Barbering” is open to all; no person will be denied admission, graduation, or any other privileges of “Trendsetters of FL. School of Beauty & Barbering” because of discrimination.

ADMISSION REQUIREMENTS

Students are admitted as regular students under one of the following criteria:

Required documents are: Picture I.D., Social Security Card, HS Diploma or General Equivalency Diploma (GED). Applicants are admitted with proof of the required documents. Applicants must be at least 16 years of age or older to register for programs. All applicable Fees and enrollment requirements are the same for all students enrolled. Foreign high school diplomas that require and specifies that verification of a foreign student’s 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 U.S. high school diploma.

Students must complete all school applications accurately and completely. Providing false, incomplete and/or misleading information may be cause for termination. Students must notify the School Director (or his/her Designate) of any changes in address or telephone number within five (5) calendar days of such change. Students are also required to formally notify the School Director (or his/her Designate) of any persistent health related condition, which may expose a fellow student, staff member or clinic patron to disease or infection. Failure to abide by these requirements may be cause for severe disciplinary action up to and including termination.

NOTICE OF ADMISSION AND CONFIRMATION

Upon receipt of your application and registration fee, the Admission Office will confirm your space on the condition that all admissions requirements have been met. A prospective student may not begin training in a program until all admission requirements have been fulfilled. Should classes become full prior to receiving your application, you will be notified and placed on a waiting list for the next available start date.

ADMISSION INFORMATION

Admission to “Trendsetters of FL. School of Beauty & Barbering” is open to anyone having a high school diploma or a Graduate Equivalency Degree (G.E.D.) certificate, copy of transcript showing high school completion. Students may start classes every Tuesday during the enrollment period months of: (Mar-Jun-Sep-Dec).

Inquire at admissions office for schedules. A student may commence training at any scheduled class throughout the year, or according to enrollment demands. “Trendsetters of FL. School of Beauty & Barbering” does not recruit students attending schools in similar programs of study.

INQUIRIES

Inquiries and applications should be made to:
“Trendsetters of FL. School of Beauty & Barbering”

*5486 Normandy Blvd
Jacksonville, Florida 32205
Telephone: (904) 388-4606*

RE-ADMISSION: Students may apply to be re-admitted to the school after having voluntarily withdrawn. If the tuition cost has changed, they will be expected to sign a new contract at the tuition rate that is in effect at the point of re-enrollment. Amounts paid during their first period of enrollment will be credited to their records. Students re-enter with the same status before the withdrawal. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.

TRANSFER POLICY (Credit Transfer & Tuition Fees)

Students must provide documentation of all prior credit and the school will evaluate and grant credit, if appropriate. Credit for out-of-state training must be submitted to the governing State Board of Barbering or Cosmetology before being accepted by the school. All course work will be shortened accordingly, and all records of previous education will be maintained in the student's permanent record file. Upon receipt of an official transcript of previous hours, the student's tuition will be adjusted accordingly towards the end of the school term.

***Note:** Transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice. If the institution accepts the transfer hours, it will be a maximum of 200 hours allowed to be transferred.

Required Documents:

- Obtain official transcript (if school has closed, student must contact Commission for Independent Education to obtain transcript)
- Picture I.D., Social Security Card, HS Diploma or General Equivalency Diploma (GED)
- Obtain what amount of financial aid has been disbursed at previous school.
- Obtain a letter from previous school, showing total amount of FA being returned to Title IV.

Fees:

- Complete required hours (school discretion). Hours to be determined based on entry test (Florida Law & Exit test). Passing score of 75%.
- A fee of \$12.00/hour (# of required hours). Fee is subject to change. Tuition and fees do not affect currently enrolled students.
- Pay Registration Fee \$150
- Pay Books/Tool Kit/Uniform, if necessary. Books (\$250), Tool Kit (\$600), Uniforms (\$150) Cost

Transfer Calculator:

- Example: \$15,000 (tuition cost) divided by 1200 clock hrs. = \$12.50/hour
- Example: Required hours: 400 hours, \$12.50 X 400 hours = \$5000 tuition fee

RE-ENTRY POLICY

For credit-hour non-term-based programs or programs that measure progress in clock hours, a student who withdraws and then reenters the same program at the same school within 180 days is considered to be in the same payment period he or she was in at the time of the withdrawal. The student retains his or her original eligibility for that payment period and is treated as though he or she did not cease attendance. After the 180 days, a student will need to re-apply to the school.

VERIFICATION POLICY

Students who complete a FAFSA may be selected for verification by the US Department of Education to provide certain documents. These documents may include a copy of the tax return or statements clarifying discrepant information. "Trendsetters of FL. School of Beauty & Barbering" will notify students who are selected for verification, in writing. The notification will include a list of the documentation required to complete verification; responsibilities in completing verification; any deadline to provide the documentation and consequences of not providing the documentation by the deadline.

Students will have 30 days from receipt of notification from "Trendsetters of FL. School of Beauty & Barbering" to provide the information specified in the verification notice. Failure to provide the required information by the deadline will result in placement on a payment plan pending completion of verification. Upon receipt of documentation students will be notified of any changes needed. All changes must be made by the student online. Upon completion of verification, if the amount or type of estimated financial aid changes, "Trendsetters of FL. School of Beauty & Barbering" will notify students by issuing a revised estimated financial aid award letter.

BUSINESS HOURS

It is recommended that the applicant and parent(s) or spouse visit the campus. The applicant should call or write to the Admissions Office to schedule an appointment on Tuesday through Friday from 9:00AM to 5:00PM, Saturday from 9:00AM to 3:30PM. Those who cannot visit the school are urged to call the Admission Office for a telephone interview, (904) 388-4606.

TUITION POLICIES AND PAYMENT TERMS

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.00 per hour, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$150.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

COMPLETION DATE (OVERTIME TUITION)

The Institutions Enrollment Contract program provides each student with extra time for absences and holidays for which they will not be charged. However, any student not completing the program within the scheduled time plus 10% will be charged \$10.00 per clock hour for all Programs.

EXAMPLE: How to calculate Overtime Tuition upon completion of minimum 1200 hours and all required services:

Total absent Hours	
Minus Total Makeup Hours	
Minus 120 allowed absences which is	
10% of 1200	(This is pro-rated tuition)
Equals Overtime Hours	Equals TOTAL OVERTIME
Multiplied by \$10.00 per hour	TUITION DUE

REFUND POLICY

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment 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.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three 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 less the registration fee in the amount of \$150.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal must be the last date of attendance before the LOA began.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, or 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. Cancellation after attendance has begun, but through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
9. Cancellation after completing more than 40% of the program will result in the following refund(s), see chart below.

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 4%	20%
5%to 9.9%	30%
10% to 14.9%	40%%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. All non-Title IV students, fees shall be refunded within 30 days. 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. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option: a. Provide a pro rata refund; or b. Participate in a Teach-Out Agreement. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a. Provide a pro rata refund for all students transferring to another school.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged 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 the catalog, as the document being read is the catalog. The date of written cancellation/withdrawal notice from the student can also be the date the refund is calculated from.
- If a credit balance is caused from Title IV funding it will be sent to the student within 14 days from the date the credit was created.

Official & Unofficial Withdrawal Policy **REFUND DUE TO TITLE IV PROGRAMS**

Students who receive Title IV aid (Federal Pell, Federal SEOG, Federal Subsidized and/or Federal Unsubsidized Stafford, Direct Loans and Plus) and withdraw from school are subject to the return of Title IV aid regulations. Federal Law now states a student must “earn” the aid they receive.) The school will determine the amount of aid to be returned using the return of Title IV regulations. Return of Title IV Calculation is based on the number of clock hours the student was scheduled to complete in the period divided by the total number of clock hours in the period. If student completes more than 60% it is determined that all aid has been earned. If a student completes 60% or less in any given payment period the earned and unearned portion will be calculated, the unearned funds will be returned to the appropriate Title IV program. The school will then bill the student for the amount of tuition that was returned in excess of the schools’ refund policy.

If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of the institution’s determination that a student withdrew would be the date the student began the official withdrawal process or the date of the student’s notification, whichever is later. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, a student’s withdrawal date is the actual last date of attendance based on the school’s attendance records.

Order of return of Title IV funds: Loans – Unearned funds returned by the institution or the student as appropriate, must be credited to outstanding balances on the Title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required in the following order:

1. Direct Subsidized Loans
2. Direct Unsubsidized Loans
3. Direct Plus Loans (graduate or professional student)
4. Parent Plus Loans (received on behalf of the student)

Remaining funds: If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded or the payment period or period of enrollment for which a return of funds is required in the following order.

Post-withdrawal disbursement to student for earned Title IV funds in excess of outstanding current (educationally related) charges.

Deadline: From the date school determined student withdrew (1) loans as soon as possible but not later than 180 days, (2) grants as soon as possible but no later than 45 days.

Note: Students who are absent 14 consecutive days on non-attendance are automatically considered withdrawn.

STUDENT BOOKS AND KITS

Books must be purchased and available by first day of class. Student kits are issued (6 wks) after class start date and are to be on hand daily throughout the program of study.

CLASSIFICATION OF STUDENTS

The following classification levels apply to all students who have maintained satisfactory progress.

BASIC DEPARTMENT (1-250 HOURS)

Students in this class do not work on the public, but work on mannequins and other students. Students who have received credit for previous training must be evaluated for competency and safety for a minimum of 90 hours in this department before they are allowed to perform on the public.

INTERMEDIATE DEPARTMENT (251-450 HOURS)

Students within this hour range are put on the clinic floor doing clients for credit and being evaluated further. They will also be allowed to bring a certain number of models for further work, and will continue to practice the weak areas from the Freshmen Class.

ADVANCED DEPARTMENT (450-1200 HOURS)

These students will work on the clinic floor and attend all theory classes. All students must be in a learning situation and be involved with barbering or cosmetology work in order to receive credit for their hours.

THEORY GRADES:

Students receive theory grades after each subject completed.

Should the student make less than 70% on any exam or if the student does not complete testing he or she will be allowed to make-up or retake exams. Should student fail to make 70% on the re-take, a conference is scheduled to find out the problem and possible special sessions will be necessary for the student, and then student is given another re-take. All of the tests will be different.

PRACTICAL GRADES:

Students receive Practical grades on each subject where they are evaluated by their instructor as to their ability to perform the skills taught. These grades are made a part of the student record; however, they are changed frequently according to student performance on the clinic floor.

Note: Instructors constantly monitor and evaluate student's performance.

SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to 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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours

Barbering 450, 900, 1200 clocked (actual) hours

Restricted Barbering 450, 900, 1200 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. **Note:** All VA students must maintain the same 70% minimum attendance as all non-VA students, as required by state regulations. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

Students who exceed the maximum timeframe shall be terminated from the program. Thereafter, student would be permitted to re-enroll in the program on a cash-pay basis.

PROGRAM

ACADEMIC YEAR FOR ALL PROGRAMS = 900 HRS 26WKS

Cosmetology (Full time, 34 hrs./wk.) - 1200 Hours

Cosmetology (Part time, 27 hrs./wk.) - 1200 Hours

Barbering (Full time, 34 hrs./wk.) - 1200 Hours

Barbering (Part time, 27 hrs./wk.) - 1200 Hours

Restricted Barbering (Full time, 34 hrs./wk.) - 1200 Hours

Restricted Barbering (Part time, 27 hrs./wk.) - 1200 Hours

*ALL Part time night Programs (22 hrs. wk.) - 1200 hours

	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
	50 Weeks	1716
	63 Weeks	1716
	50 Weeks	1716
	63 Weeks	1716
	50 Weeks	1716
	63 Weeks	1716
	78 Weeks	1716

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 70% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

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 program 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 program 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:

EXCELLENT	96-100
VERY GOOD	80-95
SATISFACTORY	70-79
UNSATISFACTORY	69-and below

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

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. 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. To ensure the student is able to meet the institution's satisfactory academic progress, the instructor will strengthen student performance with supervised practical assignments, theory evaluations of written exams with opportunity to make up failed assignments. 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.

At this time, student is in a unsatisfactory status. Student will be responsible for all balances and will be placed on a payment plan. If payment schedules are not met, student's enrollment will be terminated.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, PROGRAM 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. A student may be granted multiple Leaves of Absence not to exceed 180 days within a 12 month period. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 15 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. Students should state what has changed in his/her situation that would now allow them to make Satisfactory Academic Progress. 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.

NONCREDIT, REMEDIAL PROGRAMS, REPETITIONS

Noncredit, remedial programs 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. For students with transfer hours accepted, "SAP evaluations are based on actual contracted hours at this institution."

LEAVE OF ABSENCE POLICY AND PROCEDURE

Leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break.

For a LOA to qualify as an approved LOA:

New Enrollments: Eligibility for LOA is after 90 days of attendance.

All requests for leaves of absence must be submitted in advance, in writing and include the reason for the request and include student's signature. A leave of absence may be granted to a student due to personal illness, drug program rehabilitation, family medical leave of absence, such as accidents, incarceration, jury duty and immediate family members death (parents, children, spouse, siblings and paternal grandparents). (Use school's LOA form). Exception: Unforeseen circumstance preventing student from doing so. The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstance. The institution will collect the request from the student at a later date and establish the start date of the approved LOA as the first date the student was unable to attend.

There must be a reasonable expectation that the student will return.

"Trendsetters of FL. School of Beauty & Barbering" will evaluate the request. The approval will be granted in accordance with the school's policy. A student who is making satisfactory progress prior to a leave of absence will be determined making satisfactory progress upon notice to the institution. Students who are failing to make satisfactory progress and enter a leave will return to school in the same progress status as prior to the leave of absence.

Additional institutional charges will not be charged to students on approved LOA and no additional Federal Student Aid will be disbursed to a student during the LOA period.

A student may be granted multiple leaves of absence not to exceed 180 days within a 12 month period. This 12-month period begins on the first day of the student's initial LOA.

A student granted a LOA that meets the criteria is not considered to have withdrawn, and no Refund calculation is required.

The student's contract period and maximum time frame will be extended by the same number of calendar days taken in the LOA. Changes to the contract period will be signed and dated by all parties on an addendum to the enrollment agreement. (Student Status and Counseling Form).

Upon the student's return from the leave, he/she continues to earn the Federal Student Aid previously awarded for the period.

Should the student not return to the institution at the expiration of an approved LOA, he/she will be dropped. The withdrawal date for the purpose of calculating a refund will be student's last day of attendance.

If the student is a Title IV loan recipient, the school must explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision. All final decisions are documented and filed in student's permanent file.

CURRICULUMS

PROGRAM GOALS: The Barbering and Cosmetology programs are designed to prepare students for the state licensing examination and to obtain suitable employment upon graduation. Students enrolled in the programs will be instructed in theory and practical application. Upon program completion, the student will be prepared to work in all phases of the Cosmetology and Barbering industry.

PROGRAM FORMAT: Theory class is held for the entire hour, which includes the assignment for next class, summary of the class taught, and announcements of any test, which may be due. With this method, the Instructor is not limited to the amount of material they may cover in class and may take questions from the students all during the class. After each subject is taught, a test is given and graded to measure each student's knowledge concerning that particular subject. Grades are recorded in the student's record. Any student failing a test is allowed to take a re-take test.

The clinic floor is operated each school day and students are practicing their practical skills. An Instructor checks each service done on the clinic. Service sheets are to be used to keep record of the number of services each student has done and the Director is notified weekly as to which students need certain services. By grading each service, the Instructor is aware of any problems, which may be present, and the student is called in for counseling when necessary, according to their performance on the clinic floor.

Theory class for the evening students is conducted on Wednesday from 5:00PM to 9:00PM. Other evenings are used for clinic operation.

STUDENT EVALUATION GRADING: Each student receives grades in the practical performance of their duties. Students are also tested after each relevant subject area. Student conferences are held at scheduled Progress Report Times for all programs @ (450, 900 and 1200 hours) and at any other time the Instructor may feel it is necessary. Recommendations are made for improvement and this is documented in the student record for future reference. The minimum passing score is 70%.

GRADUATION REQUIREMENTS

Student receives a Diploma after.

- a) Successfully completed all phases of study, required tests, practical assignments
- b) Passed a final comprehensive written and practical examination
- c) Completed the program of study according to State requirements
- d) Completed all exit paperwork & Attend exit interview
- e) Made satisfactory arrangements for payments of all debts owed to the school

LICENSURE PROCEDURES

Upon graduation, students are assisted with the completion of state board application and registration process. Current fees due at time of registration are due from student. The average costs for Barbers are \$246, Cosmetology \$75. All students are required to take state approved aids test. The fee is \$16-\$20 and must take passport pictures average cost of \$15-\$20.

After student has been approved and accepted by the State Board, student will need to call to schedule to take the test by calling 888-204-6230. The local testing location is at Pearson Testing Center, 8380 Baymeadows Road, Suite 11, Jacksonville, FL 32256, 904-636-6112. There will be a sitting fee charge ranging from \$31.50 – up (subject to change).

DAILY SCHEDULE OF INSTRUCTION

DAY	9:00AM - 10:00AM	Theory	Tue. - Thur.
	10:00AM - 4:30PM	Practical	Tue. - Sat.
PART-TIME DAY	9:00AM - 10:00AM	Theory	Tue. - Thur.
	10:00AM - 2:00PM	Practical	Tue. - Sat.
PART-TIME NIGHT	5pm-9pm 5pm- 9pm	Theory Practical Tue-Thur Saturday	Monday
	Full-Time Break	30 minutes	
	Part-Time Break	15 minutes	

ATTENDANCE POLICY/TARDINESS AND ABSENCES

Students receive credit for all time spent in school and under no conditions will hours be docked or taken away. When calculating hours, time is rounded to the nearest quarter hour. All students are expected to be in school every school day. Students are not receiving unearned time.

Students are responsible for all work missed during their absence, and it is the obligation of the students to consult with their instructor about any necessary make-up work. Continuous absences will result in student being counseled, probation or termination.

Each student is scheduled to attend (Day 27-34 hours, Evening 22 hours) Minimum attendance 70%

Definition: Schedule time defined as the time you are schedule to attend. Actual time is the actual hours of attendance.

When the scheduled time reaches 1200 hours + 120 = 1320 hours or (100% + 10%).
Overtime occurs at \$10.00 for every hour thereafter.

PROCEDURES

- 1) Time cards are to be clocked in and out daily by each student to receive credit.
- 2) Student can only clock in or out during their appointed class session. After two warnings student will be suspended for one day.
- 3) Any student found clocking in or out another student time card will be subject to severe disciplinary Action.
- 4) Time card is the property of the School and must not be taken off campus or to be tampered with.
- 5) If you are going off campus for a period in excess of your break the student must clock out and in on returning.

MANDATORY ATTENDANCE

ALL STUDENTS ARE EXPECTED IN CLASS AT SCHEDULED CLASS START TIME.

**STUDENTS
WHO HAVE UNEXCUSED TARDIES THREE DAYS A MONTH
WILL BE SUSPENDED (1-DAY)**

STUDENTS WHO ARE NOT CLOCKED IN AT SCHEDULED CLASS START WILL NOT BE ALLOWED TO CLOCK IN UNTIL AFTER THEORY CLASS.

NOTE:

STUDENTS MAY ATTEND THEORY BUT WILL NOT BE ALLOWED TO CLOCK IN UNTIL THEORY CLASS IS COMPLETED.

*CONTINUOUS TARDYS AND ABSENCES WILL RESULT IN STUDENT BE COUNSELED, PROBATION, OR TERMINATION OF ENROLLMENT. See SAP Policy, (Satisfactory Academic Progress Policy).

Excused Absences: Students excused absences cannot exceed 10% of the clock hours in each payment period (Ex: 450 hours = 45 hrs., 300 hours = 30 hrs.)

Unexcused Absences: All unexcused absences will be charged against a student's allowed 120 hours (per contract agreement). Therefore, overtime fees are assessed at \$10 per clock hour.

EMERGENCY

If in case of an emergency and you cannot attend class, then you must contact a school Official immediately.

BARBERING PROGRAM DESCRIPTION

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 to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

BARBERING PROGRAM OBJECTIVE

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 colleges, 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 area of hair styling, shaping, coloring, scalp and hair conditioning, skin, basic facials and basic manicure.
6. Perform the basic analytical skill to advise clients in total look concept
7. Apply academic learning, technical information and related matter 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 cosmetology and related fields.

REFERENCES: Comprehensive library of references, periodicals, books, texts, audio/video tapes and web based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING 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 , 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 lecture, demonstrations, 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 in 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 minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If performance does not meet satisfactory requirements, it is not counted and 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 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:

EXCELLENT	96-100
VERY GOOD	80-95
SATISFACTORY	70-79
UNSATISFACTORY	69 and below

PROGRAM BARBERING OUTLINE
[Prerequisites 4 clock hrs HIV/aids course]

COURSE	THEORY HOURS	LAB HOURS	SERVICES	TOTAL CLOCK HOURS REQUIRED TO COMPLETE PROGRAM
[BS101] 225 hr block				225
HISTORY OF BARBER STYLING	2	0	0	
PROFESSIONAL IMAGE	3	0	0	
BACTERIOLOGY	20	0	0	
STERILIZATION/SANITATION	50	150	0	
[BS102] 75hr block				75
IMPLEMENTS, TOOL, AND EQUIPMENT	8	0	0	
DISORDERS OF THE SKIN, SCALP, AND HAIR	8	0	0	
TREATMENT OF SCALP AND SHAMPOOING	9	50	50shampoo/30scalptx	
[BS103] 49hr block				49
FACIAL MASSAGE AND TREATMENTS	9	10	15	
SHAVING	9	10	13	
MUSTACHE AND BEARD/DESIGN	6	5	12	
[BS104] 300hr block				300
HAIRCUTTING	10	200	300	
MEN'S HAIRPIECES	5	2	0	
HAIRSTYLING	10	73	200	
[BS105] 351hr block				351
PERMANENT WAVING	9	100	50	
HAIR RELAXING/SOFT CURL PERMANANTS	8	100	10	
HAIRCOLORING	9	124	25	
[BS106] 50hr block				50
MANICURING	2	1	10	
ELECTRICITY/LIGHT THERAPY	23	0	0	
CHEMISTRY	25	0	0	
[BS107] 150hr block				150
FLORIDA LAW	50	0	0	
THE JOB SEARCH	8	50	0	
SELLING IN THE SHOP	8	0	0	
SHOP MANAGEMENT	9	25	0	
TOTALS	300	900	715	
TOTAL CLOCK HOURS REQUIRED TO COMPLETE PROGRAM				1200

“The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.”

BARBERING COURSE DESCRIPTION

[BS101] 225hr block

HISTORY OF BARBER STYLING

The history of barbering provides students with the essential theoretical elements and practical application of professional barbering in the evolution of barbering from ancient times to present

Theory hours:	2
Lab hours:	0
Services:	0
Total hours:	2

PROFESSIONAL IMAGE

Professional image introduces student to guidelines to maintain a healthy body and mind also demonstrates and understanding of communication of human relations skills.

Theory hours:	3
Lab hours:	0
Services:	0
Total hours:	3

BACTERIOLOGY

The objective is to list types and classifications of bacteria and describe the growth and reproduction of bacteria. Also the relationship of bacteria to the spread of disease.

Theory hours:	20
Lab hours:	0
Services:	0
Total hours:	20

SANITATION AND STERILIZATION:

The objective is to uses chemical agents and ultraviolet rays to sanitize implements and equipment in the barbershop and to promote good health in the community.

Theory hours:	50
Lab hours:	150
Services:	0
Total hours:	200

[BS102] 75 hr block

IMPLEMENTS TOOLS AND EQUIPMENT

The objective is to identify the principal barber-styling tools and implements and to demonstrate the correct techniques for holding combs, shears, clippers, trimmers, and razors.

Theory hours:	8
Lab hours:	0
Services:	0
Total hours:	8

DISORDERS OF THE SKIN, SCALP, AND HAIR

The objective is to identify contagious skin and scalp disorders

Theory hours:	8
Lab hours:	0
Services:	0
Total hours:	8

TREATMENT OF HAIR/AND SCALP SHAMPOOING

The objective is to demonstrate scalp massage and treatments and to identify proper client draping procedures for shampooing. And to identify different types of shampoos, rinses, and conditioners and their relationship to the pH factor.

Theory hours:	9	
Lab hours:	50	
Services:	50 shampoos	30 scalp treatments
Total hours:	59	

[BS103] 49hr block

FACIAL MASSAGE AND TREATMENTS

Describe the purpose of facials and massages; discuss the location and stimulation of muscles and to discuss the location and stimulation of nerves.

Theory hours:	9
Practical hours:	10
Services:	15
Total hours:	19

SHAVING

Define the objective of shaving, discuss the fundamentals of shaving, and demonstrate the ability to handle the razor. And four standard cutting positions and strokes.

Theory hours:	9
Lab hours:	10
Services:	13 shaves
Total hours:	19

MUSTASCHE AND BEARD DESIGN

The objective is to demonstrate fundamental in facial hair design by client consultation with the use of clippers, combs, and trimmers.

Theory hours:	6
Lab hours:	5
Services:	12 mustache and beard designs
Total hours:	11

[BS104] 300hr block

HAIRCUTTING

The objective is to introduce practical skills in haircutting as it relates in areas of client consultation, facial shapes and profiles, and overall introduction to demonstrate and understand following finger and shear cutting, clipper over comb technique and razor techniques.

Theory hours:	10
Lab hours:	200
Services:	300 haircuts
Total hours:	210

HAIRSTYLING

The objective is to arrange the client's hair into a style through the development of dexterity, coordination and strength in creating designs and patterns in the hair.

Theory hours:	10
Lab hours:	73
Services:	200 hairstyles
Total hours:	83

MEN'S HAIRPIECES

The objective is for students to learn alternative hair restoration techniques

Theory hours:	5
Lab hours:	2
Services:	0
Total hours:	7

**[BS105]]351HR Block
PERMANENT WAVING**

Identify the principal actions involved in permanent waving; discuss the chemical action of the hair during permanent waving.

Theory hours:	9
Lab hours:	100
Services:	50 permanent waves
Total hours:	109

HAIR RELAXING/SOFT CURL PERMANENTS

The objective is to introduce chemicals used in hair relaxers and hair straightener in order to make clients hair manageable.

Theory hours:	8
Lab hours:	100
Services:	10 hair relaxers
Total hours:	108

HAIRCOLORING

The objective is to change clients hair color through the use of semi permanent, permanent, and lightening products following proper procedure to safe guard the client the client while performing these services.

Theory hours:	9
Lab hours:	124
Services:	25 colorings or bleaching
Total hours:	133

[BS106] 50hr block

Manicuring

Identify the composition of the nail describe nail irregularities and diseases demonstrate proper use of manicuring tools

Theory Hours:	2
Lab hours:	1
Services:	10
Total hours:	3

ELECTRICITY / LIGHT THERAPY

Define common electrical terms

Discuss the effects of visible light rays and its effects on skin, and scalp. Discuss proper procedures for and benefits derived from using the four most commonly used currents. And to explain the proper use of ultraviolet and Infrared ray

Theory hours:	23
Lab hours:	0
Services:	0
Total hours:	23

CHEMISTRY

The objective: to describe the structure division and function of the skin, to describe structure and layers of the hair, to discuss facts relating to hair growth distribution and replacement, identify the components of hair and analysis and identify categories skin and scalp disorders.

Theory hours:	25
Lab hours:	0
Services:	0
Total hours:	25

**[BS107] 150hr
block FLORIDA
LAW**

Presents an overview of the Florida barbering laws, rules and regulations in relation to stateboard exams and consumer and public safety.

Theory hours: 50
Lab hours: 0
Services: 0 total hours: 50

THE JOB SEARCH

The objective is to assist the student in searching for employment in the barber styling field by 1) starting a portfolio 2) Explaining guide line of goal setting 3) listing nine points the stylist must consider before accepting a position

Theory hours: 8
Lab hours: 50
Services: 0
Total hours: 58

SELLING IN THE BARBER SHOP

Objective is to introduce students to practical knowledge and benefits from retail sales of products to clients.

Theory hours: 8
Lab hours: 0
Services: 0
Total hours: 8

SHOP MANAGEMENT

The objective is to list the management functions of a barber styling shop owner and manager

Theory hours 9
Lab hours 25
Services: 0
Total hours: 34

RESTRICTED BARBERING PROGRAM DESCRIPTION

The Restricted Barbering Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

RESTRICTED BARBERING PROGRAM OBJECTIVE

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 colleges, 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 area of hair styling, shaping, scalp and hair conditioning
6. Perform the basic analytical skill to advise clients in total look concept
7. Apply academic learning, technical information and related matter to assure sound judgments, decision 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 cosmetology and related fields.

REFERENCES: Comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials

are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING 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 , 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 lecture, demonstrations, 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 in 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 minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If performance does not meet satisfactory requirements, it is not counted and 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 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:

EXCELLENT	96-100
VERY GOOD	80-95
SATISFACTORY	70-79
UNSATISFACTORY	69-and below

PROGRAM RESTRICTED BARBERING OUTLINE
[Prerequisites 4 clock hrs HIV/aids course]

COURSE	THEORY HOURS	LAB HOURS	SERVICES	TOTAL CLOCK HOURS REQUIRED TO COMPLETE PROGRAM
[BS101] 225 hr block				225
HISTORY OF BARBER STYLING	2	0	0	
PROFESSIONAL IMAGE	3	0	0	
BACTERIOLOGY	20	0	0	
STERILIZATION/SANITATION	50	150	0	
[BS102] 70hr block				70
IMPLEMENTS, TOOL, AND EQUIPMENT	8	0	0	
DISORDERS OF THE SKIN, SCALP, AND HAIR	8	0	0	
TREATMENT OF SCALP AND SHAMPOOING	9	45	100shampoo/20scalptx	
[BS103] 96hr block				96
FACIAL MASSAGE AND TREATMENTS	9	10	10	
SHAVING	9	10	20/50 Full/Outline	
MUSTACHE AND BEARD/DESIGN	8	50	15 mustache/20 beard	
[BS104] 609hr block				609
HAIRCUTTING	60	300	300	
MEN'S HAIRPIECES	5	2	0	
HAIRSTYLING	10	232	100	
[BS105] 50hr block				50
ELECTRICITY/LIGHT THERAPY	25	0	0	
CHEMISTRY	25	0	0	
[BS106] 150hr block				150
FLORIDA LAW	50		0	
THE JOB SEARCH	8	50	0	
SELLING IN THE BARBER SHOP	8	0	0	
SHOP MANAGEMENT	9	25	0	
TOTALS	326	874	635	
TOTAL CLOCK HOURS REQUIRED TO COMPLETE PROGRAM				1200

“The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.”

RESTRICTED BARBERING COURSE DESCRIPTION

[BS101] 225hr block

HISTORY OF BARBER STYLING

The history of barbering provides students with the essential theoretical elements and practical application of professional barbering in the evolution of barbering from ancient times to present

Theory hours:	2
Lab hours:	0
Services:	0
Total hours:	2

PROFESSIONAL IMAGE

Professional image introduces student to guidelines to maintain a healthy body and mind also demonstrates and understanding of communication of human relations skills.

Theory hours:	3
Lab hours:	0
Services:	0
Total hours:	3

BACTERIOLOGY

The objective is to list types and classifications of bacteria and describe the growth and reproduction of bacteria. Also the relationship of bacteria to the spread of disease.

Theory hours:	20
Lab hours:	0
Services:	0
Total hours:	20

SANITATION AND STERILIZATION:

The objective is to uses chemical agents and ultraviolet rays to sanitize implements and equipment in the barbershop and to promote good health in the community.

Theory hours:	50
Lab hours:	150
Services:	0
Total hours:	200

[BS102] 70 hr block

IMPLEMENTS TOOLS AND EQUIPMENT

The objective is to identify the principal barber-styling tools and implements and to demonstrate the correct techniques for holding combs, shears, clippers, trimmers, and razors.

Theory hours:	8
Lab hours:	0
Services:	0
Total hours:	8

DISORDERS OF THE SKIN, SCALP, AND HAIR

The objective is to identify contagious skin and scalp disorders

Theory hours:	8
Lab hours:	0
Services:	0
Total hours:	8

TREATMENT OF HAIR/AND SCALP SHAMPOOING

The objective is to demonstrate scalp massage and treatments and to identify proper client draping procedures for shampooing. And to identify different types of shampoos, rinses, and conditioners and their relationship to the ph factor.

Theory hours:	9
Lab hours:	45
Services:	100 shampoos 20 scalp treatments
Total hours:	54

[BS103] 96hr block

FACIAL MASSAGE AND TREATMENTS

Describe the purpose of facials and massages; discuss the location and stimulation of muscles and to discuss the location and stimulation of nerves.

Theory hours:	9
Practical hours:	10
Services:	10
Total hours:	19

SHAVING

Define the objective of shaving, discuss the fundamentals of shaving, and demonstrate the ability to handle the razor and four standard cutting positions and strokes.

Theory hours:	9
Lab hours:	10
Services:	20FULL shaves and 50 OUTLINE
Total hours:	19

MUSTASCHE AND BEARD DESIGN

The objective is to demonstrate fundamental in facial hair design by client consultation with the use of clippers, combs, and trimmers.

Theory hours:	8
Lab hours:	50
Services:	15mustache and 20 beard designs
Total hours:	58

[BS104] 609hr block

HAIRCUTTING

The objective is to introduce practical skills in haircutting as it relates in areas of client consultation, facial shapes and profiles, and overall introduction to demonstrate and understand following finger and shear cutting, clipper over comb technique and razor techniques.

Theory hours:	60
Lab hours:	300
Services:	300 haircuts
Total hours:	360

HAIRSTYLING

The objective is to arrange the clients hair into a style through the development of dexterity, coordination and strength in creating designs and patterns in the hair.

Theory hours:	10
Lab hours:	232
Services:	100 hairstyles
Total hours:	242

MEN'S HAIRPIECES

The objective is for students to learn alternative hair restoration techniques

Theory hours:	5
Lab hours:	2
Services:	0
Total hours:	7

[BS105] 50hr block
ELECTRICITY / LIGHT THERAPY

Define common electrical terms

Discuss the effects of visible light rays and its effects on skin, and scalp. Discuss proper procedures for and benefits derived from using the four most commonly used currents. And to explain the proper use of ultraviolet and Infrared ray.

Theory hours:	25
Lab hours:	0
Services:	0
Total hours:	25

CHEMISTRY

The objective: to describe the structure division and function of the skin, to describe structure and layers of the hair, to discuss facts relating to hair growth distribution and replacement, identify the components of hair and analysis and identify categories skin and scalp disorders.

Theory hours:	25
Lab hours:	0
Services:	0
Total hours:	25

[BS106] 150hr block
FLORIDA LAW

Presents an overview of the Florida barbering laws, rules and regulations in relation to stateboard exams and consumer and public safety.

Theory hours:	50
Lab hours:	0
Services:	0
Total hours:	50

THE JOB SEARCH

The objective is to assist the student in searching for employment in the barber styling field by 1) starting a portfolio 2) Explaining guide line of goal setting 3)listing nine points the stylist must consider before accepting a position

Theory hours:	8
Lab hours:	50
Services:	0
Total hours:	58

SELLING IN THE BARBER SHOP

Objective is to introduce students to practical knowledge and benefits from retail sales of products to clients.

Theory hours:	8
Lab hours:	0
Services:	0
Total hours:	8

SHOP MANAGEMENT

The objective is to list the management functions of a barber styling shop owner and manager

Theory hours:	9
Lab hours:	25
Services:	0
Total hours:	34

COSMETOLOGY PROGRAM DESCRIPTION

The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

COSMETOLOGY PROGRAM OBJECTIVE

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 colleges, 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 area of hair styling,shaping,hair-coloring, texture services,scalp and hair conditioning , skin and make up and nail care.
6. Perform the basic analytical skill to advise clients in total look concept
7. Apply academic learning, technical information and related matter to assure soundjudgments,

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 cosmetology and related fields.

REFERENCES: Comprehensive library of references, periodicals, books, texts, audio/video tapes and web based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING 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 , 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 lecture, demonstrations, 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 in 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 minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If performance does not meet satisfactory requirements, it is not counted and 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 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:

EXCELLENT	96-100
VERY GOOD	80-95
SATISFACTORY	70-79
UNSATISFACTORY	69-and below

**PROGRAM COSMETOLOGY OUTLINE
1200 CLOCK HOURS**

Course #	Course	Theory Hours	Practical Hours	Services	TOTAL CLOCK HOURS REQUIRED TO COMPLETE PROGRAM
GE000	General Education	5	0	0	
CHIV001	HIV	2	0	0	
CFL002	Florida Law	2	0	0	
CSS003	Sanitation & Safety	8	32	0	
CPK004	Product Knowledge & Safety	6	0	0	
CFO005	Facials	16	104	10	
CHS006	Hair Shaping	14	186	75	
CSR007	Shampoo & Rinses	4	46	50	
CTR008	Scalp Treatment & Rinses	8	42	45	
CHA009	Hair Arranging	12	238	300	
CHC0010	Hair Color	24	176	45	
CWR011	Chemical Waving	24	176	65	
CMP012	Manicuring/ Pedicure	8	62	20	
CSM013	Salon Management	5	0	0	
TOTALS		138	1062	610	
TOTAL CLOCK HOURS REQUIRED TO COMPLETE PROGRAM		138	1062		1200

“The institution follows an independent course numbering system to assign courses in accordance with program requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title.”

COSMETOLOGY COURSE DESCRIPTION

General Education

GE000

This course covers the introduction to cosmetology and its history. Professional Ethics, and effective communication and human relationship skills

HIV/AIDS:

CHIV001

This course covers the models of transmission of HIV, infection control procedures, clinical management and prevention of HIV and communicable diseases in a salon.

Classroom Hours: 2
Practical Hours: 0
Total Hours: 2

FLORIDA LAW:

CFL002

The overall objective is to present an overview of the cosmetology law and rules and regulation in relation to consumer protection for both health and economic matters.

Classroom Hours: 2
Practical Hours: 0
Total Hours: 2

SANITATION AND STERILIZATION:

CSS003

The objective is to use chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote good health in the community.

Classroom Hours: 8
Practical Hours: 32
Total Hours: 40
Services Required: 0

PRODUCTS KNOWLEDGE AND SAFETY:

CPK004

The objective is to describe the correct usage of different kinds of products and different manufactures also to learn how to follow the proper safety precautions in the application procedure.

Classroom Hours: 6
Practical Hours: 0
Total Hours: 6

FACIALS:

COF005

The objective is to gain information and knowledge needed to give facials massage treatments using oils, creams, lotions, or other preparations that protect the client from significant damage. Student will learn how to describe chemical, implements, and techniques in hair removal.

Classroom Hours: 16
Practical Hours: 104
Total Hours: 120
Services Required: 10

HAIR SHAPING:**CHS006**

The object is to use hair shaping implements and supplies in cutting the client's hair into a requested style in specific time, between 15 and 30 minutes.

Classroom Hours:	14
Practical Hours:	186
Total Hours:	200
Required Services:	75

SHAMPOOS AND RINSES:**CSR007**

The objective is to use shampoo supplies and chemicals to cleanse the scalp and hair in preparing for additional salon services.

Classroom Hours:	4
Practical Hours:	46
Total Hours:	50
Services Required:	50

SCALP TREATMENTS AND HAIR CARE RINSES:**CTR008**

The objective is to provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of the client's hair. Learn to follow proper safety precautions in the application procedure.

Classroom Hours:	8
Practical Hours:	42
Total Hours:	50
Services Required:	45

HAIR ARRANGING:**CHA009**

The objective is to arrange a client's hair into a style of the client through the development to dexterity, coordination and strength in creating designs and patterns in the hair.

Classroom Hours:	12
Practical Hours:	238
Total Hours:	250
Services Required:	300

HAIR COLOR:**CHC010**

The objective is to change the client's hair color through the use of semi- permanent, permanent, and lightening products following proper procedure to safeguard the client while giving a desired service.

Classroom:	24
Practical Hours:	176
Total Hours:	200
Services Required:	45

CHEMICAL WAVING AND RELAXING/ STRAIGHTENING:**CWR011**

The objective is to use professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client from one styling to the next.

Classroom Hours:	24
Practical Hours:	176
Total Hours:	200
Services Required:	65

MANICURING/PEDICURING/NAIL/EXTENSION:**CMP012**

The objectives are to use shampoo and supplies and procedures in shaping and polishing nails and to teach students to be a professional when offering this to a client.

Classroom Hours:	8
Practical Hours:	62
Total Hours:	70
Services Required:	20

SALON MANAGEMENT:**CSM013**

The objective is to describe the basic principles needed to plan and operate a salon successfully.

Classroom Hours:	5
Practical Hours:	0
Total Hours:	5

STUDENT RECORDS AND PRIVACY

RIGHT TO ACCESS: Students and their parents are advised of certain practices and procedures at “Trendsetters of FL. School of Beauty & Barbering” which relate to student records.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents no longer have rights to student information under this act unless students give written consent to release the information to their parents.

Under this act, parents or eligible students have the right to view their record during regular business hours. We ask that you make an appointment with the Director so that time can be set-aside for this purpose. Under no conditions will the student record be allowed outside the office.

RELEASE OF INFORMATION: Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student records are maintained in a safe place and are maintained on a permanent basis.

ADVISING SERVICES

The school makes provisions for advising for all students through the administration office. The school offers students the opportunity to discuss any questions, dilemmas, needs, problems or concerns involving educational, career, social, personal or emotional adjustment that may occur during their stay at the school. In some cases, professional off-campus counseling will be recommended. Information discussed with the staff is confidential and is not discussed with others unless there is a clear danger to the student or to other individual, or unless the student gives written permission for confidential release of information.

CAREER SERVICES

“Trendsetters of FL. School of Beauty & Barbering” has contact with people in all areas of the Barbering Industry. All information pertaining to possible employment is made available to all students. However, “Trendsetters of FL. School of Beauty & Barbering” does not guarantee placement in a job upon completion of any of the courses offered. There is no additional cost for career services.

PROCEDURES TO RESOLVE STUDENT GRIEVANCE OR COMPLAINTS

If a student has an unresolved grievance or complaint an appeal must be made in writing

1. The School Director will try to resolve the complaint within 10 calendar days from the receipt of the complaint. If not resolved, the student’s complaint will be referred to schools complaint committee.
2. The complaint committee is composed of:
(a) Instructor (b) school director (c) senior student
The complaint committee will meet within 21 calendar days from the initial complaint. The committee will try to resolve the complaint within 15 calendar days. If still not resolved then, the student may contact:
3. The Commission for Independent Education
Florida Department of Education 325 West
Gaines St., Suite 1414 Tallahassee, FL
32399-0400 (888) 224-6684
4. The National Accrediting Commission
of Career Arts and Sciences
3015 Colvin Street, Alexandria, VA 22314
(703) 600-7600

FIELD TRIPS

Field trips are integrated into the various curricula to reinforce material taught in classroom. All students must sign a Field Trip Waiver and Release of Liability form prior to attending field trip.

GUEST LECTURERS

In an attempt to introduce the student to outstanding and successful person in their field and to keep them abreast of the latest developments, the school invites representatives from the vocational-technical community to speak periodically.

TUTORIAL SERVICES

This one-on-one peer, instructor, and/or staff teaching review of the core classroom material are offered to students at no charge. Tutors help students reach realistic levels of competency.

STUDENT CLINIC SERVICES

We have always encouraged students to have their own hair done at the Institute and we will charge full cost as shown on price list. However, the School Director can declare A Day of Beauty for student to receive personal services. However, clients are always first.

DRUG – FREE SCHOOL AND WORK PLACE

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, Trendsetters Beauty School are hereby declared a drug and alcohol free school and workplace.

STUDENTS AND EMPLOYEES: are prohibited from the unlawful manufacture, distribution dispensing possession or use of a controlled substance or alcohol anywhere on property belonging to “Trendsetters of FL. School of Beauty & Barbering”, and including grounds, parking areas, anywhere within the building or while participating in school-related activities. Student or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or “Trendsetters of FL. School of Beauty & Barbering” will take one or more of the following actions within thirty (30) days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

The path to drug addiction begins with the voluntary act of taking drugs. But over time, a person's ability to choose not to do so becomes compromised. Seeking and taking the drug becomes compulsive. This is mostly due to the effects of long-term drug exposure on brain function. Addiction affects parts of the brain involved in reward and motivation, learning and memory, and control over behavior. Addiction is a disease that affects both the brain and behavior. You could lose you employment, Family relationships, and even your Life!

Drug abuse national hotline 1-800-662-4357 or go to www.findtreatment.samhsa.gov For information on hotlines, counseling services or treatment options in your state.

In conformance with the law, “Trendsetters of FL. School of Beauty & Barbering” will make a good faith effort to maintain a drug and alcohol free school and workplace through the implementation of the preceding policy and will establish and maintain a drug and alcohol free awareness program.

FLORIDA HAZING LAW

"Hazing," means any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which would subject the student to extreme mental stress, such sleep deprivation, forced exclusions from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

POLICY

Violation of the above Law would result in immediate termination from the School and the incident of such violation will be reported to Law Officials.

DISTRIBUTION OF MATERIALS

Students: Will be given a copy of Drug & Alcohol Abuse Policy at orientation.

New Employees: Will be given a copy when initially hired and each year during annual review.

Existing Employees: Will be given a copy each year during annual review.

RULES AND REGULATIONS

“Trendsetters of FL. School of Beauty & Barbering” job training experience is designed to be both educational and enjoyable. Rules and Regulations are intended to maintain a satisfactory teaching and learning environment for all participants in our training programs. Following these Rules and Regulations are important to a student’s self-respect and enjoyment at “Trendsetters of FL. School of Beauty & Barbering.”

Any breach of these Rules may terminate a student’s enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations. Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction or school property; and theft or any illegal act.

1. Students are expected to be in their classroom and prepared for instruction at the scheduled starting time for each class.
2. Students may be permitted to make up hours lost by illness or authorized absence. These hours will be attached at end of the program.
3. Hours, which must be made up after student’s scheduled completion date may be chargeable at the hourly rate, indicated on the enrollment agreement.
4. Students who are unable to attend class because of unforeseen circumstances must call the School Director (or his/her Designate) within two hours of the normal starting time of that class. This procedure must be followed on each absent day unless the School Director (or her/him Designate) approves an alternate procedure.

OR

Students who know in advance that they will be absent from class on a specific day, must request permission from their School Director (or his/her Designate) in advance. All requests must be made in writing. STUDENTS SHOULD MAKE EVERY EFFORT TO SCHEDULE MEDICAL, LEGAL AND OTHER PERSONAL BUSINESS AT TIMES THAT DOES NOT CONFLICT WITH THE STUDENT’S CLASS SCHEDULE.

5. Smoking is not permitted in facility only in **designated** smoking areas only! Eating or drinking is not permitted at any time in the classes or on the clinic floor. Eating allowed in break areas only.
6. The use, possession or distribution of alcohol or illegal substances in or around school property may result in the immediate termination of a student’s enrollment. Any student suspected of being under the influence of drugs will be sent or taken home and may be subject to severe disciplinary action up to and including termination.
7. No eligible student shall refuse to serve any clinic patron at any time or for any reason.
8. Personal telephone calls are permitted only in emergencies. Students may not use the public telephone for personal calls during scheduled class time. Students must limit calls to two (2) minutes or less.
9. Any person found guilty of cheating, stealing, disruptive behavior or willful destruction of school property may result in immediate dismissal.
10. Students must conduct themselves in a dignified and professional manner, be well groomed and in proper uniform at all times when in the school, maintain satisfactory progress, attend regularly, and project a positive and constructive attitude. The School reserves the right to dismiss any student who does not comply with these standards.
11. School parking restrictions or requirements, as communicated must be strictly followed.
12. The use or possession of any item, which is or resembles a weapon or could be used to cause physical injury, is prohibited. Students who violate this rule may be subject to immediate termination.

13. Students will be held responsible for their own equipment and personal property.
14. Unnecessary disruption of student's education by others will not be allowed.
15. Students must obey all rules of personal hygiene, sanitation and sterilization while in school. Students may not participate in the classroom or laboratory (clinic) if they have communicable, contagious or infectious disease.
16. Student wearing soiled uniforms may not be permitted in the school.
17. All communication devices and their use are prohibited during all class sessions.
18. Abusive language or behavior against faculty, staff or fellow students will result in severe disciplinary action. This may include termination from program.
19. Regular and punctual class attendance is the responsibility of the individual student. The student is also expected to have sufficient maturity to assume the responsibility for regular attendance and to accept the consequences of their failure to attend. Daily attendance policy is posted and communicated during student's orientation.
20. "Trendsetters of FL. School of Beauty & Barbering" reserves the right to change and amend these rules. Change(s) will be posted on the bulletin board and/or distributed.

VIOLATION OF RULES AND REGULATION

“Trendsetters of FL. School of Beauty & Barbering” reserve the right to take disciplinary action in those instances where it believes the student’s continued presence in the school facility is disrupting the teaching and learning environment of the school.

Disciplinary action may take the form of verbal or written warning, suspension from school for period of time, or the termination of the student’s enrollment.

Students may be notified of disciplinary action either verbally or in writing. Students must comply with disciplinary directive immediately and in a professional manner. Students may request an informal conference with the school Director (or his/her) shall determine the appropriate time and place for the conference.

Students have the right to appeal a disciplinary action. All appeals must be in writing. The appeal must address the specific matters, which precipitated the disciplinary action and /or the gravity of the sanction (penalty).

REINSTATEMENT FOR DISCIPLINARY SUSPENSION

A student who has been suspended may petition for reinstatement to the School Director. The decision of the Director is final.

A student will be permitted to re-enter the school one time. If the student is suspended a second time, for the same violation, he/she will be terminated from school.

STUDENT CONDUCT

Students enrolled at “Trendsetters of FL. School of Beauty & Barbering” are expected to conduct themselves properly at all times, project a professional image, representative of the cosmetology and barbering image industry. Students must observe standards of behavior and integrity that will reflect favorably upon them, their families, and the school. They are expected to abide by the laws of the city, state, nation, and by all rules and regulations of the school.

Accordingly, any student who demonstrates an unwillingness to adjust to the rules and regulations prescribed or that may be prescribed to govern the student body will be suspended or expelled from the school. Likewise, any student who violates the rules and regulations of the school will be suspended or terminated. Students who wish to appeal a suspension or termination must follow the same appeal process as outlined in the school’s Satisfactory Progress Policy.

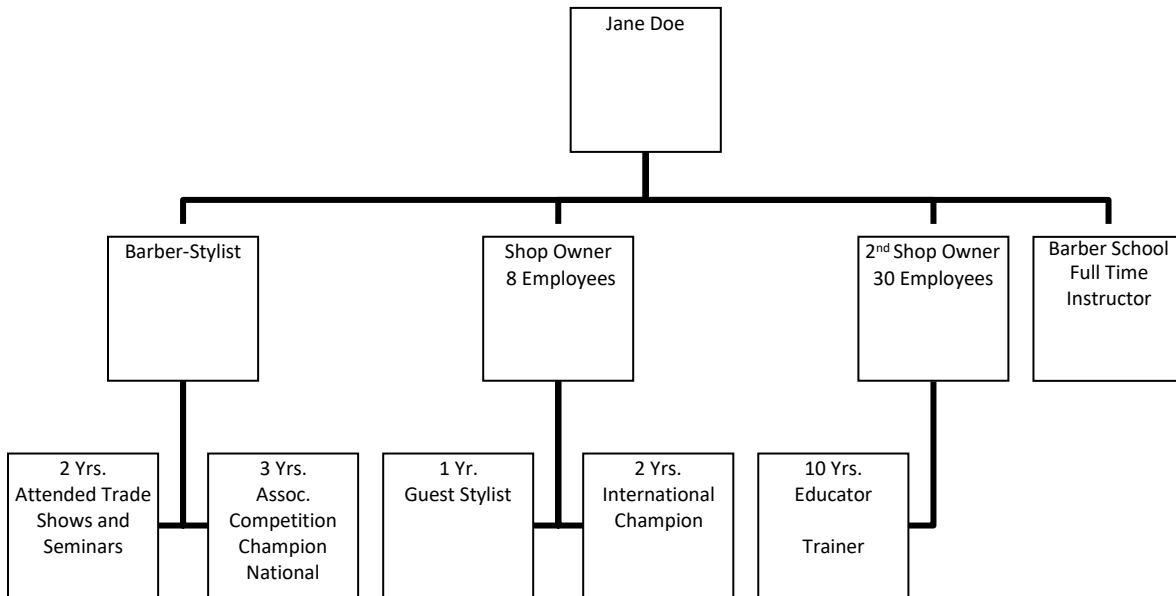
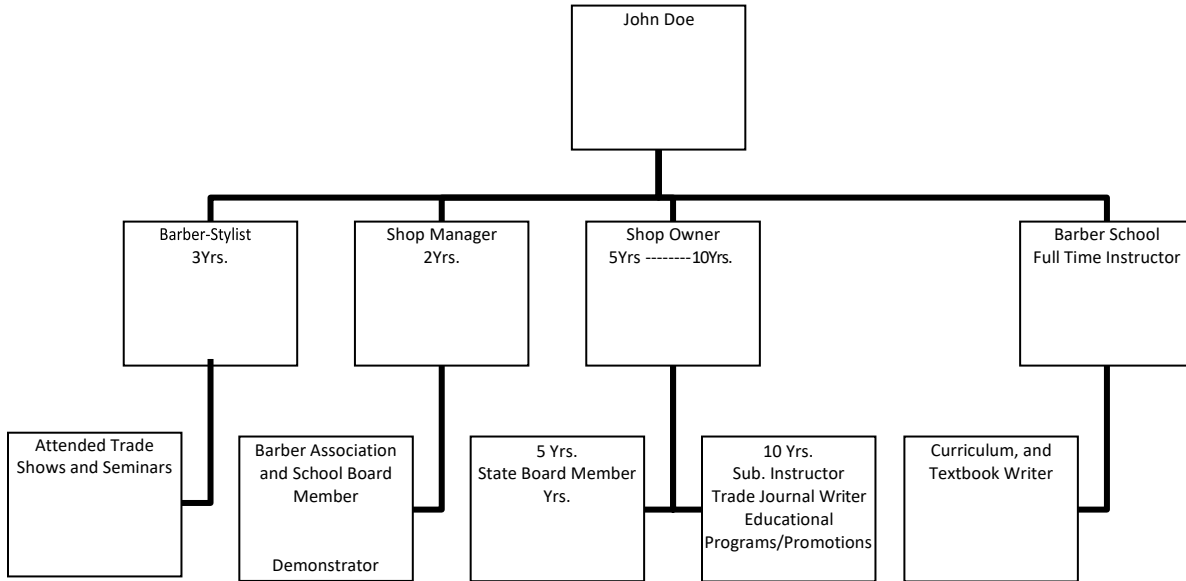
Class is not held on the listed holidays below:

SCHOOL HOLIDAY

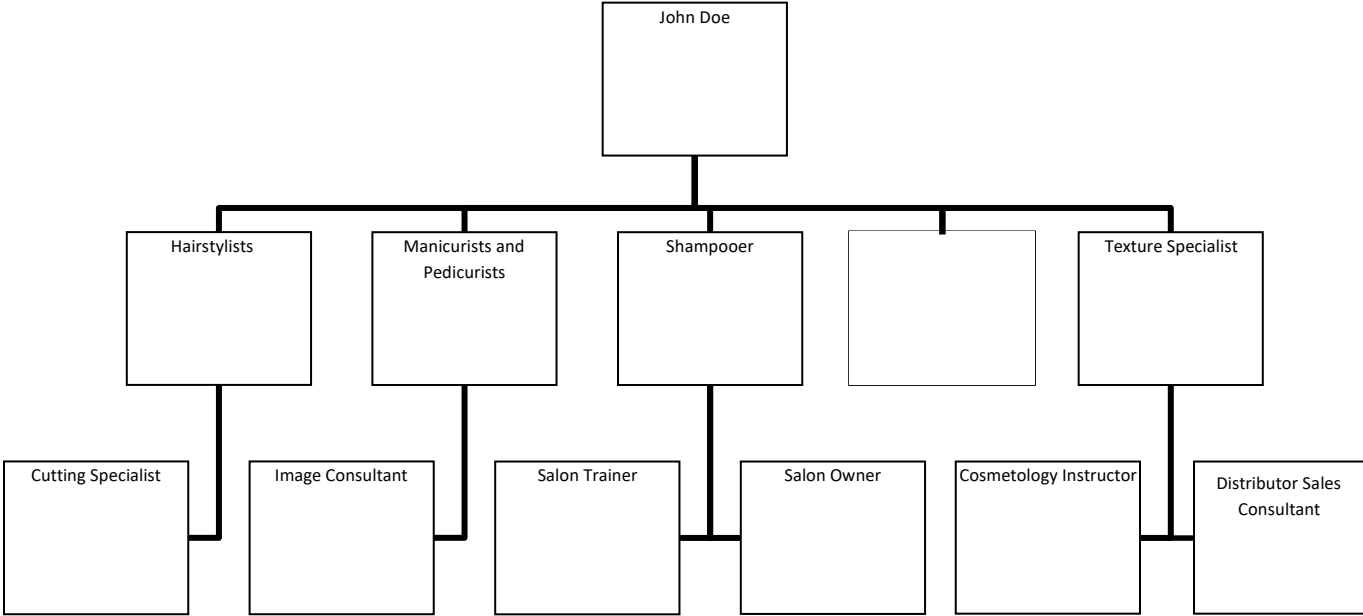
At the discretion of “Trendsetters of FL. School of Beauty & Barbering”, school closures may occur beyond published dates, i.e., weather, instructor training, power outages, etc.

New Year’s Day
MLK Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day
Summer Break (first week in July)

Careers in Barbering



Careers in Cosmetology



SUPPLEMENT A

“Trendsetters of FL. School of Beauty & Barbering” ADMINISTRATION AND SCHOOL OFFICIALS

ADMINISTRATIVE

SCHOOL OFFICIALS

Barbara Collier
Director of Administrations

Terry Collier
Director of Education/Student Services Coordinator

FACULTY

Michelle Clayton
Cosmetology Diploma
(Chattahoochee Technical Institute)

Terry Collier
Barbering Diploma
(Jacksonville Barbering and Hair Designers College)

Financial Aid Administrators

Phillis Owens
Pinnacle Results, Inc.
Financial Aid Services

SUPPLEMENT B

“Trendsetters of FL. School of Beauty & Barbering” TUITION & SCHEDULE OF FEES

Barbering 1200 clock hours

Tuition	15,000.00
Registration Fee	150.00
Tool kit	600.00
Uniforms	150.00
Books	250.00
Total Cost	16,150.00

Restricted Barbering 1200 clock hours

Tuition	15,000.00
Registration Fee	150.00
Tool kit	600.00
Uniforms	150.00
Books	250.00
Total Cost	16,150.00

Cosmetology Program 1200 clock hours

Tuition	15,000.00
Registration Fee	150.00
Tool kit	600.00
Uniforms	150.00
Books	250.00
Total Cost	16,150.00

Initial tuition deposit required: \$150 registration fee and a \$250.00 book deposit.

NOTE: *(\$250 book fee is non-refundable)*

Also after 3 business days of signing the contract, the \$150 registration fee is non-refundable.

The school dress code does stipulate that students must wear uniforms approved by the school. The cost is \$150. Additional uniforms may be purchased at published rates.

SUPPLEMENT C

“Trendsetters of FL. School of Beauty & Barbering”

Veteran’s Attendance Policy

Effective, 4/2022, students are no longer required to maintain an attendance percentage requirement of 80%.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 70% each evaluation period (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 70% at the end of any evaluation period, (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 70% at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70).

Veteran’s Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Terry Collier
School Official’s Name

Terry Collier

School Official’s Signature Date

Director
Title

Student Name (Print)

Student Signature Date

“Trendsetters of FL. School of Beauty & Barbering”
5486 Normandy Blvd
Jacksonville, FL 32205

SUPPLEMENT C-1

Addendum to Catalog

VA Pending Payment Compliance

Facility Name/Address: Trendsetters of FL School of Beauty & Barbering

VA Facility Code: 25444810

Person Completing Addendum: Barbara Collier

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. For up to 90days

This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

I, Barbara Collier, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective August 1, 2019, and will incorporate this policy into the next revision of our catalog.

Barbara Collier

Signature

6/11/2021

Date

Certification of Statement

For

Catalog, Volume XIV October 2022-2023

I certify that the "Trendsetters of FL. School of Beauty & Barbering"

Catalog volume 14

October 2022-2023 is certified true and correct in content and policy.

Catalog is available to students prior to enrollment

"Students will be notified of any changes made at the institution"

Terry Collier

Terry Collier

Director

Title



School of Beauty & Barbering

OFFICE: (904) 388-4606 admissions
CLINIC: (904) 384-6019 clinic services
EMAIL: trendsetters35@comcast.net
Website: www.trendsettersjax.com

ENROLL NOW!

**TO PREPARE YOURSELF FOR A BETTER
TOMORROW**