

TOPP OF THE LINE BARBER COLLEGE



**1604 S. Byrne Rd.
Toledo, Ohio 43614**

**email: tolbarbercollge@gmail.com
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Topp Of The Line Barber College owned and operated by: AJ Turners Topp Of The Line Barber College LLC

Morning School Class Hours 8:30am - 4:30pm & Afternoon school class hours 3:00pm - 9:00pm

Table of Contents

Administrative Staff	3
Welcome to a New Career	4
Mission Statement	5
Educational Goals	6
Facilities and Equipment	6
New Class Starting Dates	6
Holiday and School Closings	6
Admissions Requirements/Entrance For Foreign Students	6-7
Registering Hours with the State Board of Barbering	7
Non-Discrimination Policy	7
Sexual Harassment Policy	7
Right To Privacy and Information Release / <i>complaints</i>	7
Policy for Reviewing Financial or Educational File	8
Grading	8
Graduation Requirements & Diploma	8
Employment Assistance	8
Instructional Materials	8
Tuition Payments	8
Advising Services	8
Counseling Services	9
Student Conduct	9
Grievance Procedure	9
Refund Policy	9-10
Satisfactory Academic Progress Policy	10
Evaluation Periods	10
Attendance Progress Evaluations	11
Maximum Time Frame	11
Academic Progress Evaluations	11
Determination of Progress Status	11
Warning	11
Probation	12
Re-establishment of Satisfactory Academic Progress	12
Interruptions, Course Incomplete's, Withdrawals	12
Appeal Procedure	12
Noncredit, Remedial Courses, Repetitions	12
Transfer Hours	13
Leave of Absence Policy	13
Re-Entry Procedure	13
Program Curriculum	13
Barber Course Curriculum	13-14
Barber W/Cosmetology License Course Curriculum	14-15
Barber Teacher Course Curriculum	15
Barber Refresher Course	15-16
Barbering Styling Program Description	16-18
Instructor Course	18
School Rules & Regulations	19-20
Attendance/ Academic Policy	21
Tuition Schedule	21
Completion, Licensure & Placement Rates	21
Veterans Policy	21-22

**T.O.L. Barber College
1604 S. Byrne Rd.
Toledo, Ohio 43614
(419) 766-8280**

Licensed By: Ohio State Cosmetology & Barber Board
1929 Gateway Circle
Grove City, Ohio
Phone: (614) 466-3834
Fax: (614) 644-6880

NACCAS: The school is not yet in candidate status
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Antwaun J. Turner	Owner/barber teacher/Administrator
Stephan Woodley	Assistant barber teacher
Michael Sessom	Assistant barber teacher

Revised October, 2023

WELCOME

Dear Future Barber,

On behalf of the staff and administration at T.O.L. Barber College, we welcome you to our school. We would like you to know that whatever your goal is you will find T.O.L. Barber College to be a great choice in this industry.

T.O.L. Barber College maintains a commitment to excellence in its program. So in choosing T.O.L. Barber College, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your certification.

Sincerely,

A handwritten signature in black ink, appearing to read 'Antwaun Turner', written in a cursive style.

Antwaun Turner

Mission Statement

Our mission is to maintain a commitment to excellence in our programs.
To provide quality instruction to all students.

To provide a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in their field.
To assist our graduates in securing employment in their field which will allow them to be responsible, contributing factors to society.

Educational Goals

Barber:

The T.O.L. Barber College course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full service (Salon, Barber Shop or Chain Barber Shop/Salon, as a Stylist, Barber, shop manager or shop owner).

Barber Instructor course:

The barber instructor course is designed to prepare master barbers for the state licensing examination for a profitable employment as a barber instructor teacher.

Facilities and Equipment

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the students practice “hands on” customer service. T.O.L. Barber College occupies approximately 4,500 square feet of space and it is divided into 1 Administrative Office, 1 Classroom, 2 instructor offices, 1 Storage Room, 2 Restrooms, 1 Break Area, and a Clinic Floor. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

New Class Starting Dates

Class start dates 1st Monday of each month until full

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

MARTIN LUTHER KING JR. DAY
PRESIDENTS DAY
MEMORIAL DAY
GOOD FRIDAY
EASTER
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
CHRISTMAS BREAK
VETERAN’S DAY

Spring Break (school will notify students in march)
Summer Break (school will notify students in June)

Admissions Requirements

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that has to be maintained in the student’s file at all times. Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency.

*High School Diploma or a GED

* Photocopy of birth certificate or driver’s license;

*All students are required to submit an application and must be at least 18 years of age.

Policy for Admission/Entrance For Foreign Students

Non US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 17 years of age. A student qualifies if he/she provides one of the following:: - has a high school diploma (this can be from

a foreign school if it is equivalent to a US High School diploma); - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

INSTRUCTOR COURSE

Requirements: High School Diploma or GED Certificate, Licensed as a Master Barber, and at least eighteen months in a licensed barbershop

T.O.L. Barber College will accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn.

Registering Hours with the State Board of Barbering – (Ohio State)

In order for **Barber/Stylist** students to register hours with the State Licensing Board, they must submit the following documents: Proof of age, certified copy of birth certificate, driver's license, High School Diploma or GED, and a signed photograph.

Non-Discrimination Policy

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex/gender, religion, creed, handicap or ethnic origin, sexual orientation, and gender identity.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Complaints

For any complaint visit www.elicense.ohio.gov and click on the “**file a complaint**” tab or feel free to contact the board's toll free complaint number (1-800-686-5780). Also you can fill out a complaint/incident form with the school.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

<u>Letter Grade</u>	<u>Range</u>
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

Employment Assistance

Understand that the T.O.L. Barber College has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide placement assistance which will consist of identifying employment opportunities and advising on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the barber program are furnished clinic apparel, textbooks, workbooks, and kits.

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs, will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The school provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or possession of alcohol and/or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a instructor or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the Student Director. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, depending on the nature of the situation/issue, a final formal meeting will take place for final resolution.

Refund Policy

Refund and Cancellation Policy

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.
- 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 shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- 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, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	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. 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 permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.

Barber/Stylist Course

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barber Course:	Barber W/Cosmetology:	Barber Refresher:	Barber Instructor:
450 Hours	450 Hours	100 Hours	300 Hours
900 Hours	900 Hours	200 Hours	500 Hours
1350 Hours	1000 Hours		
1800 Hours			

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*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 course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

The maximum time (which does not exceed 100% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

MAXIMUM TIME FRAME

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barber (Full time, 40hrs/wk) - 1800 Hours	45 Weeks	11.25 Months
Barber (Part time, 25hrs/wk) - 1800 Hours	72 Weeks	18 Months

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% 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 course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

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

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 if the student has prevailed upon an appeal 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 removed from probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and 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.

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, INCOMPLETE COURSE, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence 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 course 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 ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal 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 COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour.

Leave of Absence Policy

All request for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so, they may call they school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always student's last day of attendance. The student will not be assessed any additional charges as a result of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12 month period. A student granted a LOA that meets these criteria is not considered to withdrawn, and no refund calculation is required at that time.

Re-Entry Procedure

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Barber Styling

The professional course in (barber/stylist) requires the satisfactory completion of 1800 hours training. This will entitle you to take the (Ohio State Board of Barber Examination for the State Barber License).

The barber styling curriculum according to the State Board of Barber is as follows: Eighteen hundred (1800) hours of training are required of applicants for a certificate of registration as a master barber with at least on (1) hours of theory class per day. The hours shall be apportioned as follows:

Barber Course Curriculum (1800 Hours)

Subject area

At least 100 hours of theoretical study

Scientific fundamentals of barbering
Hygiene and bacteriology
Histology of the hair, skin, and nerves
Structure of the head, face, and neck (anatomy and physiology)
Elementary chemistry relating to barbering sterilization and antiseptic
Diseases of the skin, hair and glands
History of Barbering
Law Pertaining to barbering
Salesmanship, advertising, public relations, and human relations
Barber ethics and shop management
Human trafficking education (1 Hour)

At least 200 hours of practical study

Facial treatments (rolling cream- rest facial- packs- bleach- clay
Shampoo treatments (plain shampoo and tonic- hot oil shampoo)
Tinting
Bleaching

Facial shaving
Hair cutting I (tapers)
Hair cutting II (style/trend cuts)
Hair cutting III (styling)
Straightening and relaxing
Permanent waving
Hairpieces
Barber implements

At least 1200 hours of general barber practice

Facial treatments
Scalp treatments
Shampoo treatments
Tinting
Bleaching
Facial shaving
Hair cutting I (tapers)
Hair cutting II (style/trend cuts)
Hair cutting III (styling)
Hair straightening and relaxing
Permanent waving
Hair pieces
Shop duties
Shop management

At least 300 hours assigned to student's individual needs

Individual personal character and skill build

Barber with Cosmetology License Course Curriculum (1000 Hours)

Subject area

At least 35 hours of theoretical study

Scientific fundamentals of barbering
Hygiene and bacteriology
Histology of the hair, skin, and nerves
Structure of the head, face, and neck (anatomy and physiology)
Elementary chemistry relating to barbering sterilization and antiseptic
Diseases of the skin, hair and glands
History of Barbering
Law Pertaining to barbering
Salesmanship, advertising, public relations, and human relations
Barber ethics and shop management
Human trafficking education (1 Hour)

At least 100 hours of practical study

Facial treatments (rolling cream- rest facial- packs- bleach- clay)
Shampoo treatments (plain shampoo and tonic- hot oil shampoo)
Tinting
Bleaching
Facial shaving
Hair cutting I (tapers)
Hair cutting II (style/trend cuts)
Hair cutting III (styling)
Straightening and relaxing
Permanent waving
Hairpieces
Barber implements

At least 800 hours of general barber practice

- Facial treatments
- Scalp treatments
- Shampoo treatments
- Tinting
- Bleaching
- Facial shaving
- Hair cutting I (tapers)
- Hair cutting II (style/trend cuts)
- Hair cutting III (styling)
- Hair straightening and relaxing
- Permanent waving
- Hair pieces
- Shop duties
- Shop management

* 65 hours may be allocated by the school to related theory, practice, or clinic as it deems necessary

Barber Teacher Curriculum (500 Hours)

Subject area

At least 300 hours of Curriculum Development

- Lesson Planning
- Presentation Skills
- Educational Aids
- Use of technology
- Distance learning
- Grading
- Assessment

At least 50 hours of Laws & Rules

- Ohio revised Code Statutes - O.R.C. 4709
- Ohio Administrative Rules - O.A.C. 4713
- License and Permit Policy and Procedures
- Inspection and Enforcement Policy and Procedures

At least 50 hours of Learning Styles

- Learning Modalities
- Special Learning Needs
- Learner Accommodations

At least 100 hours of Classroom Management

- Structuring the Learning Environment
- Communication Skills
- Professional Ethics
- Conflict Management

Barber Refresher Course Curriculum (200 Hours)

Subject area

At least 200 hours of Testing Information Packet (T.I.P.)

Theory

- Infection Control & Safety
- Anatomy & Physiology
- Skin Care Services
- Hair Care Services
- Product Knowledge & Chemistry
- Rules & Regulations

Practical

- Sanitation Requirements
- Setup
- Shave
- Haircut
- Scalp Manipulations
- Shampoo

Implements, Tools, & Equipment

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

<u>Letter Grade</u>	<u>Range</u>
Excellent..... A	90-100
Above Average.....B	80-89
Average.....C	70-79
Below Satisfactory Progress	0-69

Barber Styling Program Description General

History and Fundamental of barbering

The will learn the history and basic fundamentals of barbering. They will learn the origin of the barber pole.

Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene

Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

Barber implements

Student will learn the principle tools and implements used in the practicing of barbering. Student will learn the correct techniques for holding combs, shears, clippers and razors.

Shaving

Student will learn the sanitation and safety precautions associated with straight razor shaving. Student will learn the 14 shaving areas of the face.

Skin, scalp and hair

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

Haircutting, hairstyling and hair setting

Student will learn the art and science of men's haircutting and hairstyling. Student will learn the importance of the client consultation.

Hairpieces- (sales and service)

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and remove a hair replacement.

Chemical theory (permanent waving, hair coloring, bleaching and straightening)

Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves

Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students will learn the important muscles of the head, face, and neck that relate to barbering services.

Skin care

Student will learn the appropriate facial and makeup products.

Theory of massage and facial treatment

Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

Disorders of the skin, scalp and hair

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

Barber law, rules and regulations

Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

Business management and salesmanship

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

Preparation for seeking employment

Student will learn industry positions available for barbering. Student will learn how to write and resume and perform a job search.

Chemical

Permanent waving

Student will learn the different types of permanent waves.

Hair relaxer

Student will learn the two most common types of relaxers.

Hair coloring, bleaching and toning

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair

Shampooing and rinses

Student will learn a shampoo service. Student will scalp massage techniques and treatments.

Hair care and scalp care

Student will learn to identify services associated with the treatment of the hair and scalp.

Student will learn proper draping procedure for hair services.

Haircutting (male and female)

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting

Shaving (beards and mustaches)

Student will learn how to shave/ trim beards and mustaches.

Hairpiece-fitting

Student will learn how to fit and cut in a hair replacement system.

Hairstyling

Student will learn basic hairstyling techniques. Facials and makeup
Student will learn how to apply make up and skin care products. Student will learn facial and makeup treatment equipment.

INSTRUCTOR COURSE

COURSE OBJECTIVES:

The objective of this program and curriculum is to prepare the student to become a licensed barber instructor. Upon the completion of 1800 clock hours a student can enroll in the instructor program. A licensed barber that has been licensed for 18 months or more only has to complete 500 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination

COURSE OUTLINE:

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing
- Permanent waving
- Desk receptionist, purchasing supplies, composing questions and grading student's paper.
- Salesmanship
- Chemical
- School procedures
- Lectures and demonstration
- Floor Supervision
- School records, student enrollment, collections, and office work.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

<u>Letter Grade</u>	<u>Range</u>
Excellent..... A	90-100
Above AverageB	80-89
Average.....C	70-79
Below Satisfactory Progress	0-69

Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% and a cumulative average of 67% attendance or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

SCHOOL STANDARDS/RULES & REGULATIONS

- 1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 8:30AM TO 4:30PM OR 3:00PM TO 9:00PM MONDAY THROUGH FRIDAY. PART TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 8:30AM TO 1:30PM OR 3:00PM TO 8:00PM MONDAY THROUGH FRIDAY.**
- 2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES. STUDENTS ARE ALLOWED 7 MINS BEFORE CONSIDERED LATE. CLOCKED HOURS ARE ON 15MIN TIME FRAMES. AFTER 7MINS YOUR 15MINS LATE.**
- 3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT CLOCK IN.**
- 4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.**
- 5. THE OHIO STATE BOARD OF COSMETOLOGY AND BARBERS AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (Black/Beige Khaki pants or jeans, & School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS, CROCS.**
- 6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL 30 MINUTES FOR LUNCH EACH DAY AND ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE 20 MINUTES LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.**
- 7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. OHIO STATE BOARD OF COSMETOLOGY & BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.**
- 8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR ACCEPTABLE.**
- 9. STUDENTS MUST PARK THEIR CARS IN THE 2ND ROW OF THE PARKING LOT. THE PARKING SPACES DIRECTLY IN FRONT OF THE SCHOOL ARE FOR CUSTOMERS AND STAFF PARKING ONLY.**
- 10. PERSONAL PHONE CALLS ARE PERMITTED ON A LIMITED BASIS, KEEP THEM SHORT AND BE RESPECTFUL TO OTHERS REGARDING TONE AND LANGUAGE.**

* Other than emergencies, NO calls allowed during services. Make and answer calls after your client is gone.

11. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. (NO EXCEPTIONS)

12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES PHONES, MONEY, ETC. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

13. STUDENTS RECEIVE FREE SERVICES, NO STUDENT IS TO PERFORM A SERVICE ON THEMSELVES. FAMILY MEMBER ARE TO RECEIVE FREE SERVICES

***DEFINITION OF FAMILY MEMBERS: Immediate family members only. Including mother, father, grandmother, grandfather, legal spouse, son, and daughter.**

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. UNEXCUSED ABSENT ON TEST DAY (FRIDAY) AND (TUESDAY) FOR THE SAME CHAPTER RESULTS IN AN AUTOMATIC FAIL.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

22. STUDENTS CANNOT DENY SERVICE UNLESS PATRON HAS AN MEDICAL ISSUE THAT DEEMS NOT SERVICEABLE.

23. FIVE WRITE UPS MAY RESULT IN AN IMMEDIATE SUSPENSION WHICH CAN LAST UP TO 30 DAYS. NINE WRITE UPS MAY RESULT IN TERMINATION

24. STUDENTS AREN'T ALLOWED TO TAKE BREAKS WHEN CLIENTS ARE AVAILABLE TO SERVICE.

ATTENDANCE/ ACADEMIC POLICY

- *All full-time students must attend 160 hours per month.
- *All part-time students must attend 100 hours per month.

All students must obtain and maintain a minimum of 67% attendance. You are given a SAP (satisfactory academic progress) report at the end of each evaluation period. Each student's clocked hours must exceed 67% of the total hours possible. All students must obtain and maintain a minimum of 70% academic grade point average. You will be evaluated for Satisfactory Progress at 450, 900, 1350 and 1800 hours. Each student must meet both academic and attendance requirements to be considered satisfactory progress at the end of each evaluation period. If you are considered unsatisfactory, you will be issued a warning or placed on probation. In addition, if you have not met SAP requirements by next evaluation period, T.O.L. Barber college reserves the right to terminate/DT (discontinue) you.

Missed assignments/test can be made up on Tuesday.
Missed hours can be made up during the following times: (See instructor for details)

Tuition Cost

Program	Clock Hours	Full-time	Part-Time	Enrollment fee	Tuition	Books/supplies
Barber	1800	45 weeks	72weeks	\$75.00	\$16,000.00	\$600.00
Barber w/ Cos.	1000	25 weeks	40 weeks	\$75.00	\$7,400.00	\$600.00
Barber teacher	500	13 weeks	20 weeks	\$75.00	\$6,000.00	\$375.00
Barber refresher	200	5 weeks	8 weeks	\$75.00	\$500.00	\$0.00

- Ways of paying tuition payments.
- Monthly payments TFC Tuition portal

Completion, Licensure and Placement Rates

The 20XX completion, licensure and placement rates for the school are as follows: Completion % Licensure % Placement %

VETERANS SECTION

(Specifically applies to those students using veteran education benefits) Transfer of Hours Policy Transfer of Credits – TRANSFER POLICY: A student must submit a transcript of hours from the previous institution. T.O.L. Barber College has the right to accept all, part, or none of the transfer hours accumulated at said institution. Purpose: To ensure that our students are fully prepared for the state board Transfer hours in a way that allows the student to be scheduled with other students Process: Official Transcripts Received by School Remove from consideration any courses from other school that are below 70% Administer theory chapter tests on remaining courses from other schools over 70% Any chapter test taken that scores over a 70% is eligible for transfer. Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped with other students in a complete block. If those hours are able to be grouped by an entire block, they will be awarded. If the they are not able to be grouped, then they will not be awarded. ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT STARTING SCHOOL. Satisfactory Academic Progress (SAP) Policy Evaluation Period (based on actual hours completed) Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 450, 900, 1350 AND 1800 hours for the Barbering and Barber Teacher Programs, 250 for our Cross- Over Program. Maximum Time Frame Students receiving veteran education benefits of the approved clock

hour program need to complete in less than 100% of the total length of the program. In no case are Veteran benefits used past 100% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. Warning The first time a veteran student fails to meet minimum requirements for SAP during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be considered to be making satisfactory academic progress (SAP). The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be terminated from the program. The student may appeal the non-satisfactory academic progress decision (read below – Appeals). Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP. 26 Appeals Rules cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non- satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program. Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Any Student using VA benefits that wishes to continue attending T.O.L. Barber College may need to apply for financial aid or assume personal responsibility for continuing to attend T.O.L. Barber College. Probation Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period, can appeal their case based on mitigating circumstances. Probation is not a guarantee as it is at the discretion of the Administrators and information will be gathered to determine if the student is capable of making SAP by the next evaluation period. If the student doesn't meet all necessary requirements and is unable to make SAP, the appeal will be denied and student receiving Veteran Benefits will be terminated from the program. When administrators decide in favor to grant mitigating circumstance status, the student will be placed on probation and considered to be making SAP while on the executed academic/performance plan probation period. If the student fails to execute the set academic/performance in order plan to meet SAP requirements during probationary period, the student will be terminated and dismissed from the program. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. If at the end of the probationary period, students that have met the SAP standards will be taken off probation.

Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress. Note: Any student receiving VA benefits cannot have two consecutive missed SAP's. No more than two terms (evaluations periods) on warning/probation will be permitted.

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