

BAKERSFIELD BARBER COLLEGE, INC.

**2844 NILES STREET
P.O. BOX 60485
BAKERSFIELD, CA 93306**

661/873-0512

CATALOG

&

VETERANS' BULLETIN

JANUARY 1, 2012-DECEMBER 31, 2012

VETERAN'S INFORMATION BULLETIN

BAKERSFIELD BARBER COLLEGE, INC.

Physical Address: 2844 Niles Street
Bakersfield, California 93306

Mailing Address: P.O. Box 60485
Bakersfield, California 93386

Telephone No.: 661/873-0512

Fax: 661/873-8431

E-mail: bakersfieldbarbercollege@yahoo.com

Website: bakersfieldbarbercollegeinc.com

Approved by the Bureau for Private Postsecondary Education (BPPE)

Approved by the State of California Consumer Affairs Barbering & Cosmetology Program

Effective date: January 1, 2012

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

Date

(A)

Bakersfield Barber College, Inc.
2844 Niles Street
Bakersfield, CA 93306

VETERANS ONLY

I have received a copy of the Veterans Information Bulletin containing the rules, regulations, course completion requirement and costs for the specific course in which I have enrolled.

Name (Signature): _____

Social Security or C-Number: _____

Date: _____ Enrolled By: _____

(B)

APPROVAL AND DISCLOSURE STATEMENT

The BAKERSFIELD BARBER COLLEGE, INC. is a private institution and is approved to operate by the Bureau for Private Postsecondary Education, pursuant to California Education Code Section 94909 (a) (2). This means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval is granted up to a maximum of four years and is subject to continuing review. Approved are the following courses:

<u>COURSE</u>	<u>HOURS</u>
Barber Course	1500
Cosmetology/Barber Course	400
Refresher	400 (does not apply to Veterans' Bulletin)

Instruction is in residence with facility occupancy level accommodating 45-50 students at any one time.

California statute requires that a student, upon successful completion of a course of study, be awarded an appropriate diploma or certificate verifying the completion.

As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing the enrollment agreement.

The following State boards, bureaus, departments or agencies that set minimum standards for this program of studies in accordance with Education Code Section 94311 include:

Bureau for Private Postsecondary Education
Department of Health & Human Services
Department of Consumer Affairs
Barbering and Cosmetology Program

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Gilbert Moreno, President.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education,

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

(1)

To Whom It May Concern:

It is hereby certified that **Gilbert Moreno and Terri L. Moreno** own and manage the Bakersfield Barber College, Inc. located at 2844 Niles Street, Bakersfield, California 93306. All students enrolled in the above school will be properly trained and all contractual agreements fulfilled in accordance with the training program approved by the Bureau for Private Postsecondary Education.

Signature _____
President

Signature _____
Chief Financial Officer

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****Refresher course DOES NOT APPLY to the Veterans
Bulletin.**

HISTORY OF THE INSTITUTION

Bakersfield Barber College, Inc. is a corporation cofounded, co-owned, and co-operated by Alfred A. Moreno and Rosa M. Moreno. The first establishment was opened on April 26, 1991 at 2936 Niles Street, Bakersfield, California and consisted of 1500 square feet. Due to rapid growth, the establishment became too small to accommodate 25 students; therefore, the school relocated on July 9, 1993, to the present location, 2844 Niles Street, Bakersfield, California. The location is 8000 square feet and is adequately equipped to accommodate up to 50 students. The school became a corporation on August 16, 2004.

INSTITUTION'S PHILOSOPHY/OBJECTIVE

Bakersfield Barber College, Inc. is dedicated to educating quality barber graduates who are able to meet both the present and future demands of the barber industry. Each student admitted will receive not only individualized instruction and exposure to technical skills and implements, but also adequate opportunity of supervised work with the public. Each program offered is designed

- to form a solid foundation of education and technical skills.
- to provide exposure to the role of the professional barber, including opportunities for practical, "on hands" work.
- to fulfill all Barbering & Cosmetology Program requirements.
- to provide a sound educational basis in preparing the students for licensing examination and entry level position in the barber profession.

ADMISSION REQUIREMENTS

EDUCATION: The Board of Barbering & Cosmetology requires that the student have a tenth (10th) grade education, GED, equivalent education, or life experience. All prospective students must be 15 1/2 years of age to enroll and 17 years of age upon examination date.

All applicants must have both a valid social security card and valid government photo-issued identification. The school requires the prospective student to take the pre-entrance exam and pass by STSTRF minimum 15 points, tour school, and attend the orientation session prior to enrollment.

MORALS: Applicants must be of good moral character and have chosen success as the objective and must be free of contagious disease. The school and its owners DO NOT DISCRIMINATE in any of its policies based on race, religion, creed, national origin, financial status, sex, age, handicap, or sexual preference.

LICENSURE REQUIREMENTS

The qualifications required by the Board of Barbering & Cosmetology for licensure eligible to practice the profession of barbering before a proper application form and the required fees are paid are as provided by the board:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
 - (1) Completed a course in barbering from a school approved by the board.
 - (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the

Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.

(5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

COURSES OFFERED

***BARBER COURSE**

New classes begin every Tuesday

Total Clock Hours:	1500
Length	: 36-130 weeks
Schedule	: Full-time or part-time
Class Offered	: Tuesday thru Friday 8 AM-5 PM Saturday 8:00 AM-3:00 PM

Cost:	\$7276.50 (SUBJECT TO CHANGE)
Registration (non-refundable)	\$ 75.00
Tuition	6000.00
Tool kit (tax included)	750.00
State Board fees	134.00
State Board Chemical kit	300.00
STRF fees (non-refundable)	17.50
	(\$2.50 per \$1000 tuition charges)

If applicable:

Cum folder copies	30.00
Transfer fees	100.00
Assessment fees for transfer of credit	25.00

Educational Objective: The educational objective of the barber course is designed to prepare students for the board licensing examination and the profitable employment. The knowledge and skill will prepare students to enter at an employable level position and career in the barber industry.

Training Procedures: The rate consists of 8 hours in any one working day for full-time students. Part-time students must attend minimum 10 hours per week. The course of study is 9 to 30 months consisting of minimum 200 hours theory and 1300 hours of practical classes. The theory classes are scheduled Tuesday through Friday from 8 AM to 9 AM. These classes consist of the following curriculum and breakdown of 200 hours.

(4)

Hours

Preparation for Barber-Styling Profession	3.00
History of Barbering	3.00
Your Professional Image	2.50
Bacteriology	5.00
Licensing Laws	15.00
Barber-Styling Shop Management	5.00
Health & Safety Hazardous Substances	20.00
Implements	10.00
Sterilization and sanitation	10.00
The Job Search	5.00
Selling in the Barber-Styling Shop	5.00
Anatomy & Physiology	5.00
Facial Massage & Treatments	9.50
Properties & Disorders of the Skin, Scalp, & Hair	10.00
Treatment of Hair & Scalp	10.00
Facial Massage & Treatments	9.50
Shaving	10.00
Haircutting	12.50
Hair Styling	10.00
Mustache & Beard Design	5.00
Permanent Waving	10.00
Chemical Hair Relaxing & Soft Curl Permanents	10.00
Hair Coloring	5.00
Men's Hairpieces	5.00
Nails, Nail Disorders, & Manicures	5.00
Electricity & Light Therapy	2.00
Chemistry	8.00
Health & Safety Hazardous Substances	20.00

****COSMETOLOGY/BARBER & REFRESHER COURSE**

New classes begin every Tuesday

Total Clock Hours:	400
Length	:10-36 weeks
Schedule	:Full-time or part-time
Class Offered	:Tuesday through Friday 8 AM -5 PM Saturday 8:00 AM-3:00 PM

Cost:	\$3526.50 (SUBJECT TO CHANGE)
Registration (Non-refundable)	\$ 75.00
Tuition	3000.00
State Board fees:	134.00
State Board Chem kit	300.00
STRF (non-refundable)	17.50
	(\$2.50 per \$1000 fees charges)

If applicable:	
Tool Kit (tax included)	750.00
Cum folder copies	30.00
Transfer fees	100.00
Assessment fees for transfer of credit	25.00

Educational Objective Cosmetology/Barber: The educational objective of the cosmetology/barber course is designed to prepare students who have provided proof of completion of a 1600-Hour cosmetology course or cosmetology license from the board licensing examination for the profitable employment. The knowledge and skill will prepare students to enter at an employable level position and career in the barber industry.

Educational Objective Refresher: **(DOES NOT APPLY TO VETERANS' BULLETIN)**

The educational objective of the refresher course is designed to prepare students who have graduated from an approved barber college or apprenticeship training program and have either failed the examination or failed to take the examination within one year. Or, in the students' judgment, needs to take the course before taking the board exam. Or, has a barber license and has not practiced barbering for a long period of time and just needs to refresh on haircutting or other services. The knowledge and skill will prepare students to enter at an employable level position and career in the barber industry.

Training Procedures: The rate consists of 8 hours in any one working day for full-time students. Part-time students must attend at least 20 hours per week. The course of study is 9 months consisting of minimum 130 hours theory and 270 hours of practical classes. The theory classes are scheduled Tuesday through Friday from 8 AM to 9 PM.

These classes consist of the following curriculum and breakdown of 130 hours.

	Hours
Preparation for Barber-Styling Profession	5.00
History of Barbering	5.00
Your Professional Image	2.50
Bacteriology	2.50
Sterilization and Sanitation	1.50
Implements	8.00
Properties & Disorders of the Skin, Scalp, & Hair	2.50
Treatment of Hair & Scalp	4.00
Facial Massage & Treatments	2.50
Shaving	12.50
Haircutting	12.50
Hairstyling	5.00
Mustache & Beard Design	5.00
Permanent Waving	2.00
Chemical Hair Relaxing & Soft Curl Permanents	2.50
Hair coloring	2.50
Men's Hairpieces	5.00
Nails, Nail Disorders, & Manicures	2.50
Electricity & Light Therapy	2.00
Chemistry	5.00
Anatomy & Physiology	2.00
The Job Search	2.50
Selling in the Barber-Styling Shop	2.50
Barber-Styling Shop Management	3.00
Licensing Laws	10.00
Health & Safety Hazardous Substances	20.00

STUDENT PERFORMANCE STANDARDS AND SATISFACTORY PROGRESS STATEMENT

Satisfactory progress is necessary in order to remain in school. Monthly progress reports are given to each student. The school defines all financial aid students maintaining an average of 120 hours on a full-time schedule (60 hours for part-time students) per four (4) week period, and an overall grade average of "C" as making satisfactory progress. Students who do not maintain a minimum average of 75% (with the exception of the first 30 days when a minimum average of 70% is required) are placed on

probation for a period of 30 days. Students who do not improve their grade to 75% by the end of the probationary period will be terminated from veterans benefits and the DVA will be notified accordingly. This may also apply to students who are under the different agencies like rehabilitation agencies or JTPA programs.

ENROLLMENT PROCEDURES

The school has a continuous enrollment (open-entry and open exit) policy with new classes beginning every Tuesday. Prior to enrolling, the applicant must pass the pre-entrance exam by minimum 15 points, tour the school, and attend the orientation session.

STAFF

All instructors of the school are licensed barbers. The president has been a barber since 1970 and barber instructor since 1991. The chief financial officer is a 2008 graduate of California State University, Bakersfield where she received a degree in Bachelors of Science in Business Administration-concentration in Finance.

The staff is continuously kept current on the barber events by attending meetings, conferences, and demonstrations on the latest implements, and products. The staff also attends various state board meetings and California Barber College Association meetings.

COLLEGE FACILITY

The school's physical address is 2844 Niles Street, Bakersfield, California. The school consists of 8,000 square feet which accommodates one classroom, two offices, two practical training areas, one kitchen, two storage areas, one large waiting area, and five restrooms (one equipped for the handicapped). Each student will be provided with a textbook, workbook, and practice book along with a table and chair available during the theory class. Power points are used as a reference learning tool as well. Each student will be provided with clippers, combs, mirrors, drapes, and other barber supplies and equipment to practice all the services at a designated booth that contains a barber chair, mirror, cabinet, and counter in the practical areas.

The library contains reference sources, current videos, and material on the barbering profession. These sources are available to students at any time with the permission of the instructors.

CLASS SIZE

The maximum capacity of students is 50. Maximum capacity for each course is as follows:

- Barber 45 Cosmetology/Barber 3
- Refresher 2 **DOES NOT APPLY TO VETERANS BULLETIN**

HANDICAPPED STUDENTS

The school has facilities that are handicap accessible.

ATTENDANCE POLICY

- A. Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions will be considered as one unexcused absence. There is no grace period; **8:01 AM** is considered late.
- B. Attendance is extremely important in order to fully benefit from the program. Students with two unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absence during such probationary period will be a cause for interruption of the student's training program. Unsatisfactory progress may result in loss of financial aid. Any student absent on any Saturday without

prior permission or a valid doctor's excuse will be automatically suspended for three consecutive days. For each additional unexcused none attending Saturday thereafter, there will be three consecutive days added. Cutting of classes will be considered as unexcused non attendance.

- C. Make-Up Work may be required for any absence. However, hours of make-up work cannot be accepted ashours of class attendance. All tests or homework that is not submitted within two weeks will be automatically converted into a failure grade.
- D. Good Conduct is important at all times. Students must conduct themselves in a professional, orderly, and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition or failure to comply with any other rules and regulation may result in disciplinary action and possible termination.
- E. Termination is deemed possible when the student becomes unruly in school or interferes with any other student after verbal warnings, failure to meet satisfactory grade requirements, attendance requirements, alcohol or drug abuse, and financial obligations. In such case(s), the School Cancellation and Tuition Refund policies will apply.
- F. Leave-of-Absence written request must be submitted at least 24 hours before the time or day(s) requested. Written requests may be either mailed, hand delivered, email, or sent by telegram. If the student does not return following an approved leave-of -absence period, a refund will be made within sixty calendar days from the end of the leave-of-absence.
- G. Reinstatement will be granted to students who had an approved leave-of-absences. Those students who requests reinstatement following unsatisfactory progress will be conditionally readmitted only upon the approval of the director. Such students may be subject to a 30-day probationary period.

REFUND POLICY VA

This school maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued, therefore, at any time prior to the completion. The amount charged to the veteran or eligible person will not exceed the approximate pro rata portion of the total charges.

Note: The maximum non-refundable registration fee allowed by the VA is \$10.00 for non accredited schools.

GRADING SYSTEM

- 1. Students are graded by suing a grading system of 0 to 100 points. A minimum "C" grade is required for satisfactory progress.

The grade point system is then converted to alphabetical letter as follows:

Grade Scale	Alphabetical Grade	Grade Point
100-90	A	Excellent
89-80	B	Good
79-70	C	Fair
69-60	D	Poor
59 or below	F	Failing

The areas of study are theory, practical, attendance, and conduct. The student will be notified and counseled by the instructor if he/she is receiving a "D" and will be placed on probation and must improve within 30 days or will be dismissed.

2. Students who have been dismissed may return to training only upon the recommendation of the director. Re-entry takes place in a 30-day probationary period.

MAKE UP TESTS

An examination will be given after completion of each chapter of the textbook. A student who misses or fails an examination will be given an opportunity to make up the examination following the next testing schedule.

Students will be graded each four-week period on their practical achievements or laboratory progress. A student who fails to achieve a passing score on the practical portion of the instructions (training) will be given an opportunity to improve their score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor.

GRADUATION

Upon successful completion of the course, the graduate receives a diploma. ALL RECORDS ARE RETAINED FOR A MINIMUM OF 99 YEARS.

The student who completes the course and the minimum practical services, as established by the Board of Barbering and Cosmetology and by the school, is qualified to take the licensing examination given by the Board. Upon passing the examination, the graduate will be issued a registered California Barber license. The license is valid in any California barber shop.

HOUSING

- A. The institution **DOES NOT** provide dormitory facilities under its control. However, there are apartments and housing available throughout the surrounding area, with city bus services one block from the school.
- B. The apartments and housing may range between \$300 to \$700.
- C. The institution **DOES NOT** assist with seeking housing.

STUDENT SERVICE POLICY

The school makes no representations or guarantees relating to the student services, however, the school staff is willing to offer assistance and guidance when possible in the areas listed below:

- a) Referrals to social service agencies
- b) Temporary employment while in school
- c) Housing while attending classes
- d) Ride-sharing or transportation
- e) Referral to drug or alcohol programs
- f) Health service agencies
- g) Assistance in organizing student study groups
- h) Assistance in locating an interpreter
- i) Assistance in locating a model

PLACEMENT ASSISTANCE

Bakersfield Barber College, Inc. DOES NOT GUARANTEE EMPLOYMENT TO ITS STUDENTS, however, the school does

assist at no charge in locating employment, barber shops for sale or rent. The school posts in the classroom information on jobs and businesses for sale or rent.

STUDENT COMPLAINT PROCEDURE

A student who is in the opinion that he/she has a valid complaint relating to the school should feel free to register his/her complaint. The procedure for filing a complaint is as follows:

- a) A student who has a complaint may inform an instructor of the complaint verbally or in writing. The complaint should be stated clearly. Be that the instructor understands that the student is filing a complaint. The nature of the complaint must be fully and clearly explained to the instructor. The instructor shall make a record of all official student complaints.
- b) The instructor shall attempt to resolve the complaint. Should the instructor not be able to resolve the complaint, the student may file the complaint with the Director, who will attempt to resolve the student's complaint.
- c) If the Director is unable to resolve the complaint, the student may file the complaint in writing with the Director. All complaints submitted to the Director must be in writing and on a form provided by the school. A student will be provided with a complaint form upon request at the school office.
- d) If the Director is unable to resolve the complaint of the student, the student may submit the complaint to: Complaint forms are available upon request.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Ste. 400
Sacramento, CA 95833
Toll Free (888) 370-7589 or www.bppe.ca.gov

TUITION AND FEES

Registration, tuition, tool kit, pre-application, and state board chemical kit fees are **subject to change**.

REFUND POLICY (see your Enrollment Agreement)

- A. A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through the attendance at the first class session, or the seventh (7) day after enrollment, whichever is later. The student must notify the school in person or in writing a "Notice of Cancellation which is provided. If canceled after the 7-day period, all moneys shall be refunded on a pro-rated basis, less the registration fee not to exceed \$75.00. A student rejected for training will receive a refund of all moneys paid less a registration fee of \$75. Once purchased, equipment becomes the property of the student, unless they are returned in good condition allowing for reasonable wear and tear (some equipment may not be returnable due to health or safety reasons) within 30 days following the date of the student's withdrawal. If returned as above, the school will refund the total amount collected for the listed equipment. If not returned, the school may retain the documented cost.

B. The refund shall be the amount you paid for instruction multiplied by the fraction (numerator) of which is the number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for the equipment. If you fail to return the equipment in good condition within 30 days, the school may retain a lesser amount of a pro-rated portion as described below (up to 60% of the course completion) or the documented cost of the listed equipment.

Example: Assume upon enrollment in a 400-hour course you pay \$2000.00 for tuition, \$100 for registration and \$150 (fair market value) for equipment then withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$\$2100 - \75.00 (non-refundable registration fee) $\times .75$ (which represents hours not used, in this example 300 hours of instruction. In short, 300 hours not received divided by 400 hours paid for) $= \$1518.75$ (amount paid for and not received).

If you return the equipment in good condition within 30 days following withdrawal, the school shall refund the charge for the equipment as described above. The actual refund amount would then be $\$1518.75 + \$150.00 = \$1668.75$. For programs over 12 months, if you withdraw prior to the next 12 month period, all charges collected for the next period will be refunded. REFER TO YOUR ENROLLMENT AGREEMENT.

C. All applicable refunds will be made within 30 days from the cancellation or failure to appear on or before the first day of Class. Any moneys due the student will be refunded within 30 days of the last date of actual attendance. If the student does not return from a Leave of Absence period (not to exceed 60 calendar days) refunds will be made within 30 days from the end of the Leave of Absence. When the student takes a Leave of Absence, under no circumstances can a refund exceed 100 calendar days from the actual attendance. Within 10 days of such refund, the student will be notified of the amount of refund and to whom refund was made.

GENERAL TERMS

1. All equipment for the course selected will be furnished by the school at the stated charge. A complete list of required texts, supplies, and equipment is provided upon request. Lost, mutilated, or stolen items will be replaced at the expense of the student.
2. If student is injured **in school during school hours performing barber services ONLY**, medical insurance is provided.
3. The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. For a maximum of 30 days. Students will be duly notified and compensated if applicable.
4. All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would

cause an undo hardship, a refund will be offered. The maximum postponement of class start date is 90 days.

5. The school reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All moneys paid will be refunded.
6. The school reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary with approval of the Bureau for Private Postsecondary Education if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.
7. The school reserves the right to reject any applicant for admission who does not meet the prerequisites for the course selected. The student's enrollment may be terminated at the election of the school director if the student's academic progress, behavior, absences, lateness, dress, etc., does not conform to the attendance requirements, rules and regulations of the school (as stated in the catalog) in which event the extent of the student's tuition obligation will be in accordance with school's refund policy.
8. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted. Any controversy or claim arising out of or relation to this agreement or breach thereof, not addressed by the California Education code shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association and the judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction.
9. This agreement constitutes the complete contract between the school and the student, and no verbal statements or promises will be recognized.
10. Graduation requirements: Passing of the final test with an average grade or better and satisfactory completion of: 1500 hours (barbering) and 400 hours (barber/cosmetology crossover and refresher).

Refresher DOES NOT APPLY TO VETERAN BULLETIN

CALENDAR

The school operates on a 12-month per year schedule with an open-entry and open-exit basis. New classes start every Tuesday. Student may either attend full-time or part-time Tuesday through Friday 8:00 AM-5:00 PM and Saturday 8:00 AM-3:00 PM.

School is closed on the following holidays in 2012
(Subject to change)

January 1	-New Year's
July 3-4	-Fourth of July
July 24-July 28	-Summer Vacation
November 10	-Veterans' Day
November 22-24	-Thanksgiving Break
December 25-29	-Christmas Vacation

(8)

ADMINISTRATION

SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

- A. **President/Instructor/Director**
GILBERT MORENO
- B. **Vice President/Instructor/Director**
JOHN G. MORENO
- C. **Chief Financial Officer /Director**
TERRI L. MORENO
- D. **Instructors**
ALFRED A. MORENO-part time
JOHN G. MORENO-full time
GILBERT MORENO-full time
ADRIANA MORENO-full time

ALFRED A. MORENO entered the barber profession upon graduating from high school in 1969. He attended Moler Barber College in Bakersfield, California and graduated and received his barber license in 1970. He also attended College of the Sequoias in Visalia, California for 2 years where he majored in business administration. Alfred has been self-employed for the past 42 years and has successfully owned and operated three barber shops. When he opened the barber college in 1991, he received his barber instructor license and certificate.

ROSA M. MORENO attended College of the Sequoias in Visalia, California and majored in business administration. She graduated from Bakersfield College in Bakersfield, California and received an Associates of Art Degree in Business Administration in 2002. She graduated in 2008 from California State University, Bakersfield in Bakersfield, California where she received a Bachelor of Science Degree in Business Administration-Finance.

TRANSFER OF CREDIT

Students, who have previously attended another barber college recognized by the State of California and have sufficient proof, may receive credit for all or a portion or none of the barber training. Bakersfield Barber College, Inc. makes no claim that we will accept training from another barber school. Proof of the barber training must be submitted to the admission office at the time of enrollment for evaluation. The school will submit the prior training documentation along with the Pre-Application and Application for Examination at completion of pre app hours to the Board for determination. The **board** will make the determination as to credit from previous barber training. Training from this college **may or may not** be accepted by other colleges. The assessment fee for transfer of credit is \$25.00.

Any student requesting a transfer to another barber school must have all fees owed current plus pay a transfer fee \$100 before the transfer forms can be issued.

Bakersfield Barber College, Inc. has not entered into any articulation or transfer agreement with any other college or university.

“NOTICE CONCERNING TRANFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credit hours you earn at Bakersfield Barber College, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the

1500-Hour Barber Course is also at the complete discretion of the institution to which you may seek to transfer. If the credit hours or diploma that you earn at the institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bakersfield Barber College, Inc. to determine if your credit hours or diploma will transfer.”

SCHOOL MANAGEMENT

As president, instructor, and director, **Alfred A. Moreno**, provides general supervision, establish and makes final policy decisions, insures that policies are implemented, and is available to contribute to the instructional program.

As chief financial officer, secretary, and director, **Rosa M. Moreno**, is responsible for implementing school policies, student records, bookkeeping, direction of systems operation which includes, but not limited to the operation of the computer systems, linkage, storage, and security of student records and government, state, city, and county records and correspondence.

EMPLOYMENT AND LIABILITY DISCLAIMER

You are hereby informed that it is a violation of Section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative code for a student enrolled in a barber college to charge a fee or receive a commission for performing a barber service. You are further informed that a student’s enrollment and relationship with this college is limited to a student relationship status; and you, as a student, shall not receive any type of wages, salaries, commissions, emoluments, or benefits. You are also informed that, as a student, you are not an employee, agent, or representative of Bakersfield Barber College, Inc.. The college representatives have no responsibility, liability, or obligation to you as an employer. There is no employee/employer relationship of any kind between a student and Bakersfield Barber College, Inc..

CANCELLATION, WITHDRAWAL, AND REFUND RIGHTS

1. The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) business day after enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at school address shown on the front page of this agreement. You can do this by mail, in person, by FAX, or telegram. The Notice of Cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; you will be given two notices of cancellation forms on the first day of class. If you cancel this agreement, the school will refund any money that you paid within 30 days after your notice is received.
2. If the school has given you any equipment, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within a 30-day period, the school may retain that portion of the payment paid by you, and deduct the cost from equipment, it is yours to keep without further obligation. Barber equipment, once used in not returnable.

3. You have the right to withdraw from school at any time. If you withdraw from the course of instruction after the cancellation period as in Par. 1, the school will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs of \$75 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and not returned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received both for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement and return it in good condition within 30 days, the school may retain lesser amount of a pro-rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment, (for re-enrolled student, "the documented costs") you are liable for the amount, if any, by which (the pro rata of documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid then you will have to make arrangements to pay it.
 4. HYPOTHETICAL REFUND EXAMPLE: Assume you, upon enrollment in a 400-hour course, pay \$2000 for tuition, \$100 for registration and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained. $\$2100 - \$75 \times (.75) 300 \text{ hrs. Of instruction} = \$1518.75 \text{ amt. Paid reg. Fee}$ paid for & not received Actual 200 Tuition retained 400 hours of instruction Refund 100 registration by school for which you have paid amount. If you return the equipment in good condition within 30 days following withdrawal, school shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1518.75 + \$150) = \$1668.75$.
 5. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify school of your withdrawal of the actual date of withdrawal; (b) school terminates your enrollment; (c) you fail to attend classes for a three-week period; (d) you fail to return from a leave-of-absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
 6. If any portion of your tuition was paid from grant proceeds, the refund will be used to repay any student financial aid programs from which you received benefits to the extent of benefits received. Any remaining amount will be paid to you.
 7. If the course is canceled subsequent to a student's enrollment, the school shall at its option provide a refund of all moneys paid or provide completion of the course. NOTICE: All documents referred to in this agreement are part of an integral to this agreement.
- and equipment is provided to each student. Lost, mutilated, or stolen items will be replaced at the expense of the student.
 4. Cost of examination (medical or pre-entrance) if required, is to be paid by the student.
 5. Certificates of completion will be issued after the completion of the entire program. Classroom and lab instruction will be tested. The student must achieve a passing grade average (per catalogue) to receive a certificate. Students will be permitted to a retest (per catalogue) for any grade below passing. Make up time for extenuating circumstances may be granted by the school director. Excessive absences maybe cause for dismissal.
 6. The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.
 7. All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undo hardship, a refund will be offered. The maximum postponement of class start date is 90 days.
 8. The school reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All moneys paid will be refunded.
 9. The school reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, with approval of the Bureau for Private Postsecondary Education, if required.
 10. The school reserves the right to reject any applicant for admission not meeting the requirements for the course selected. The student's enrollment maybe terminated at the election of the school director, if the students' academic progress, behavior, absences, lateness, dress, etc., does not conform to the attendance requirements, rules and regulations of the school (as stated in the catalogue); in which event, the extent of the student's tuition obligation will be in accordance with the school's refund policy.
 11. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.
 12. Any controversy of claim arising out of or relating to this agreement, or breach thereof, not addressed by the California Education Code, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) maybe entered in any court having jurisdiction.
 13. This agreement constitutes the complete contract between the school and the student and no verbal statement or promises will be recognized.
 14. Graduation Requirements: Passing of the final test with an average grade or better (as stated in catalogue) and completion: In Barbering 1500 hours, Crossover or Refresher 400 or more hours, satisfactory completion of hours and pass the appropriate board exam with minimum 75% overall grade.

GENERAL TERMS:

1. The institution **does not** accept any form of financial aid.
2. Placement assistance may be provided in the form of the posting of possible job openings or referrals to potential employers. However, it is understood that the school does not and cannot promise or guarantee employment, nor level of income or wage rate to any student or graduate.
3. All equipment for the course selected will be furnished by the school at the stated charge. A complete list of required books

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment fee of \$17.50 for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

FINANCIAL AID

The institution DOES NOT participate in federal and state financial aid programs

PENDING PETITIONS

The institution DOES NOT have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has

filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

NOTICE OF STUDENTS RIGHTS

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later. This is described in the Notice of Cancellation form that will be given to you at the first class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address, telephone number, or web site printed below for information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Ste. 400
Sacramento, CA 95833
Toll Free (888) 370-7589 or
www.bppe.ca.gov

Student Signature

Date Received

COMPLAINT FORM

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Ste. 400
Sacramento, CA 95833
Toll Free (888) 370-7589 or www.bppe.ca.gov

NAME OF
COMPLAINANT: _____

ADDRESS: _____

CITY, STATE,
ZIP: _____

TELEPHONE NUMBER: ____/____

INSTRUCTIONS:

1. Please attach a statement describing the nature of the complaint. The statement should include an explanation of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved.
2. In order for a complaint to be processed and considered by the Commission, you must give written permission for the complaint to be forwarded to the school for a response. If you do grant the commission permission, please sign your name in the space provided below.

**STATEMENT GRANTING PERMISSION TO
FORWARD COMPLAINT TO SCHOOL**

I hereby grant permission to the Accrediting Commission to forward a copy of this complaint to the school.

I certify that the information I have provided is correct to the best of my knowledge and grant permission for the complaint to be forwarded to the school for response.

Signature: _____

Date: ____/____/____

The response and the complaint will be kept on file for future reference.

**BAKERSFIELD BARBER COLLEGE INC.
TUITION REFUND TABLE 2012**

1500-HOUR BARBER COURSE

<u>AMOUNT</u>	<u>WITHDRAWAL %</u>	<u>AMOUNT OF REFUND</u>
\$6000	10%	\$5400.00
\$6000	25%	\$4500.00
\$6000	50%	\$3000.00
\$6000	60%	\$2400.00
\$6000	75%	\$1500.00

**BAKERSFIELD BARBER COLLEGE INC.
TUITION REFUND TABLE 2012**

**400-HOUR COSMEOLOGY/BARBER COURSE
400-HOUR REFRESHER (Refresher Does not apply to the
Veterans' Bulletin)**

<u>AMOUNT</u>	<u>WITHDRAWAL %</u>	<u>AMOUNT OF REFUND</u>
\$3000	10%	\$2700.00
\$3000	25%	\$2250.00
\$3000	50%	\$1500.00
\$3000	60%	\$1200.00
\$3000	75%	\$ 750.00

