

COLLEGE CATALOG

2011 8th Edition



Mission Statement:

To provide a quality barber education so the graduate is able to be successful in the field of barbering

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BARBERING - SOC CODE 39-5011 (1500 CLOCK HOURS)

The curriculum includes a total of 1500 hours of theory and practical applications. The course content covers both basic and advanced phases of Barbering Hairstyling. The subjects covered in a sequential order include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course prepares the student for entry-level employment as a Barber/Stylist. Full time training schedule includes 40 clock hours per week.

Approximately nine (9) months to complete.

Students will be assigned grades as listed for Written and Practical Examiners. Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Theory of Barbering (required)	150 hours
The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.	
Practical Application (required)	1300 hours
Additional Preparation for State Board	50 hours
Total Hours (required)	1500 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	1500 hours / 39 weeks
Schedule of course	<u>DAY SCHEDULE</u> 8:30 am to 5:15 pm, Tuesday through Saturday <u>EVE SCHEDULE</u> 5:30 pm to 10:00 pm Monday through Friday
Registration	\$100
Tuition	\$4875
Tools	\$1399.19
Sales tax (8.375) for tools	\$108.13
Total (registration, tuition, tools and tax)	\$6374.19

***TERMS OF PAYMENT MAY VARY BETWEEN STUDENTS, SEE ENROLLMENT CONTRACT FOR DETAILS**

COSMETOLOGY CROSS-OVER COURSE FOR BARBERS (400 CLOCK HOURS)

This 400-hour course is designed for the applicant who has completed the California 1600 clock hour Cosmetology Course and/or holds a California Cosmetology license. This course includes 40 hours of theory instruction and 320 hours of practical training. The instructor, depending on the students needs, will assign an additional 40 hours of theory instruction. The subjects covered include: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hair Styling. This course must be completed in four (4) months. This course prepares a licensed Cosmetologist to provide the services of a Barber in the State of California.

Students will be assigned grades as listed for Written and Practical Examines. Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Theory of Barbering (required)	55 hours
The basics of Barbering/Styling, Advanced Barber/Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.	
Practical Application (required)	265 hours
Additional State Board Preparation	80 hours
Total Hours (required)	400 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	400 hours / 10 weeks
Schedule of course	<p><u>DAY SCHEDULE</u> 8:30 am to 5:15 pm, Tuesday through Saturday</p> <p><u>EVE SCHEDULE</u> 5:30 pm to 10:00 pm Monday through Friday</p>
Registration Fee	\$100
Tuition	\$1300
Total (registration and tuition)	\$1400

***TERMS OF PAYMENT MAY VARY BETWEEN STUDENTS, SEE ENROLLMENT CONTRACT FOR DETAILS**

BARBER INSTRUCTOR SOC CODE 25-1194 (600 CLOCK HOURS)

Minimum Requirements:

- California Licensed Barber
- 12th grade education
- 19 years of age

DESCRIPTION: The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

Orientation	50 hours
Methods of Teaching and Clinic Management	200 hours
Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review	
Student Salon/Clinic Management	150
Instruction and Theory	200 hours
TOTAL (required)	600 hours

Tuition and Fees	
Enrollment Schedule	Open enrollment. Contact the office for rsvp.
Length of course	600 hours / 15 wks (full) / 30 wks (part time)
Schedule of course	<p><u>DAY SCHEDULE</u> 8:30 am to 5:15 pm, Tuesday through Saturday</p> <p><u>EVE SCHEDULE</u> 5:30 pm to 10:00 pm Monday through Friday</p>
Registration Fee	\$100
Tuition	\$1950
Total (registration and tuition)	\$2055

***TERMS OF PAYMENT MAY VARY BETWEEN STUDENTS, SEE ENROLLMENT CONTRACT FOR DETAILS**

METHOD AND TERMS OF PAYMENT

Example of the payment plan for the Barbering Course (1500 hours):

\$4875 (Tuition) + \$1399.19 (Books, Tools & Equipment)= \$6274.19

Down Payment	Number of Payments	APR %	Monthly Payments
\$3000	12	0	\$272.40
	24	6.75	\$145.98
\$2500	12	5.25	\$323.07
	24	8.75	\$171.74
\$2000	12	7.25	\$369.85
	24	10.75	\$198.46
\$1500	12	9.25	\$417.59
	24	12.75	\$226.16
\$1000	12	11.25	\$466.28
	24	14.75	\$254.81

Example of the payment plan for the Cosmetology Crossover Course for Barbers:

\$1300 (Tuition) + \$1399.19 (Books, Tools & Equipment)= \$2799.19

Down Payment	Number of Payments	APR %	Monthly Payments
\$2000	6	5.25	\$118.32
	12	8.75	\$61.06
\$1000	6	9.25	\$290.89
	12	12.75	\$151.57

***INTEREST RATES AND FEE REPRESENT AN EXAMPLE OF TYPICAL TRANSACTIONS WITH A CO-SIGNER.**

(RATES AND FEES MAY VARY FROM THOSE SHOWN)

CANCELLATION AND REFUND POLICIES

(Article 6) CEC §94822, §94820, §94823, §94824

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
 - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of the application fee. This policy applies regardless of whether or not the student has actually started training.
 - b. A student (or in the case of a student under legal age, his/her parent guardian) cancels his/her contract and demands his/her money back in writing within 7 business days of the signing of the enrollment or contract. In this case all monies collected by the school shall be refunded except an application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student cancels his/her contract after seven business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less registration fee of \$100.
 - d. A student notifies the institution of his/her withdrawal
 - e. A student on an approval leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not returning or
 - f. A student is expelled by the school
 - g. In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification of the date said information is delivered to the school administrator/owner in person
2. Any monies due a student who unofficially withdraws from the institution shall be refunded with 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once every 1 months (every 30 days).
3. Books and tools are non refundable items.
4. Program Cancellation Policy: If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:
 - a. Provide a full refund of all monies paid; or
 - b. Provide completion of the program course.
5. For all students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds
6. School closure Policy: If a school closes permanently and ceases to offer instruction after students have enrolled or if a program is canceled after students have enrolled and instruction has begun, the students shall receive a pro-rata refund of tuition.

PERCENTAGE OF PROGRAM COMPLETED	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
01% to 59%.....	Pro Rata Refund- Hourly
60% and over.....	100%

STUDENTS RIGHT TO CANCEL

1. A student has the right to cancel his or her enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the **seven day** after enrollment, whichever is later. Business day means a day on which the student is scheduled to attend a class session. 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.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Hinton Barber College 1029-A Tennessee St. Vallejo, CA 94590. This can be done by mail or hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with the proper postage
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used.
5. If the Enrollment Agreement is cancelled by midnight of the 7th business day on which the student attended his/her 1st class, the school will refund the student any money he/she paid and less any deduction for registration fee and equipment.

DOCUMENTS NEEDED FOR ADMISSIONS

THE ITEMS BELOW ARE NECESSARY FOR ADMISSIONS:

1. Student Enrollment Agreement
2. Proof of Education
(High School Diploma or High School Transcript with graduation date or G.E.D.)
3. Proof of Age (valid Driver's License, CA ID card, or Birth Certificate)
4. Registration Fee \$100.00 due and payable at the time of pre-enrollment
(Per refund policy is registration fee is non-refundable)
5. Cash, money order, credit card, or checks payable to Hinton Barber College).
6. Signed copy of Social Security Card
7. Permanent Resident Card, if applicable

Please note the Pre-Application for Licensing in the State of California requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Please speak with the School Director if you have any prior convictions at the time of enrollment.

ADMISSION REQUIREMENTS FOR COURSES

Barber Course (1500hrs)	<ul style="list-style-type: none"> •Must have High School Diploma / or •Must have completed a 10th grade education and have passed the ATB Test •At least 16.5 years of age
Cosmetology Crossover Course for Barbers (400hrs)	Must be a California Licensed Cosmetologist
Barber Instructor Course (600hrs)	12 th grade education At least 19 years of age Must be a California Licensed Barber

ADMISSIONS POLICY AND PROCEDURES

Hinton Barber College will admit as regular students:

Students who are at least 16.5 years of age, have completed the minimum level of 10th grade education, have received a High School Diploma, GED, or have the ability to benefit from training. Students who do not have a High School Diploma or its equivalent are considered to be “ability to benefit students. Those students are required to take and pass an “Ability to Benefit” test. The test is administered by an independent third party and is sent to a test manufacturer for scoring. Applicant who fail the test must wait a minimum of 5 business days before retesting. If the exam is failed a second time the student must wait 90 days and show proof that remedial education has been obtained in the failed areas. If the student fails on the third attempt, the student will not be granted entrance.

Students enrolled under a training agreement with a government agency, institution district, and/or other entity, must meet all the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

DISCLAIMER STATEMENT

Hinton Barber College does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status. However, Hinton Barber College reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at this college. Hinton Barber College reserves the right to revise or amend any of the items contained within this document without prior notice. Hinton Barber College does not recruit students already attending or admitted to another school offering a similar program of study.

PRE – GRADUATION REQUIREMENTS

All barber students are encouraged to begin the process of applying for state licensure at 1100 hours. Pre- graduation requirements include having 75% of your workbook completed, a GPA of 75% or better and a minimum attendance record of 80%. Upon completion of 1100 hours,

students will be required to complete the Department of Consumer Affairs pre-application. The pre-application requires each student to disclose any prior convictions of a criminal offense, felony, or misdemeanor (other than a minor traffic violation or outstanding traffic/parking tickets). Students are responsible for paying the licensure exam fees to the applicable Department of Consumer Affairs. The pre-application fee is \$9.00 and the application for the Exam and the Initial Licensure Fee is \$125.00.

GRADUATION REQUIREMENTS

All students are required to complete their hours of instruction (Barber Course-1500hrs, Cosmetology Crossover Course for Barbers-400hrs, Barber Instructor Course-600hrs). Students must have a 75% passing grade, met no less than 80% of the attendance requirements, and have satisfied all financial obligations in order to graduate. A student is then awarded a Certificate of Completion certifying their graduation. Barber students are encouraged to pre-apply to the California Department of Consumer Affairs for their licensure exam at 1100 hours. Hinton Barber College assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate will obtain a California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.

LICENSURE REQUIREMENTS:

A cosmetology graduate will be granted a license by the Department of Consumer Affairs only after the individual has successfully completed the required hours and successfully passed the State written and practical examinations. The graduate must receive 75% or better on the written examination and 225 points or better on the practical examination. Graduates are required to take a model for the examination and have a valid/current California Drivers License, California I.D., or valid/current Passport and a copy of their Social Security card. Examination sites are located in Fairfield and Glendale, California. Transportation to the examination site is the responsibility of the graduate. Once the student has become licensed, they must renew the license every two (2) years.

FACULTY QUALIFICATIONS

<u>Director & Admin</u>	<u>Administrative Officials</u>	<u>Instructors-</u>
Cerold D. Hinton	Chwania Mejia	Cerold D. Hinton
		Toriano Collier
		Donnie Haley

Gerald D. Hinton- Licensed Barber for 20 years, barbershop owner for over 15 years. Director, Instructor and Administrator for Hinton Barber College since 2007.

Chwania Mejia- Registrar for Hinton Barber College. Administrative experience since January of 2000.

Toriano Collier- Lead Instructor for Hinton Barber College. Graduated 2007 from Hinton Barber College and Licensed Barber. Experienced as an Instructor with effective techniques which have reflected in our exam passing rates.

Donnie Haley- Instructor for Hinton Barber College. Licensed Barber since 1996

FACILITIES

1600 Square ft Theory and Practical training area, equipped with 15 barber chairs and 18 stations, 2 shampoo bowl sinks and student lockers.

RULES AND REGULATIONS

Professional conduct is the only level of conduct we expect from our students. A professional does not arrive late. A professional treats patrons, instructors and fellow students with courtesy and awareness. A professional is constantly taking the time to follow rules of good grooming, hygiene and proper sanitation.

The following rules are important. If you disobey them, you may be dismissed from the college. None of the rules are picky or arbitrary. They reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional Barber/Stylist you wish to be.

CHANGES IN RULES AND REGULATIONS

The college reserves the right to make any changes in the rules and regulations at any time. All students will be notified of changes immediately.

THEORY

Theory schedule for Barber and Cosmetology Cross-Over Students

- 1) All students must attend Theory class

- 2) All students must have 120 credit hours of Theory class to graduate
- 3) Without 120 credit hours of Theory class, students will not graduate
- 4) Day Schedule theory class will be held Tuesday through Friday 8:30am to 9:30am
- 5) Evening Schedule theory class will be held Monday through Thursday 6:00pm to 7:00pm
- 6) Saturday's are mandatory for all Day Schedule students; any student who does not come in on Saturday will not receive credit for Tuesday. (No Saturday, No Tuesday)

Instructor Theory schedule will be set on an individual basis.

BARBER BOARD PRACTICE TESTING

Day Schedule Barber Board Practice Testing for Barber and Cosmetology Cross-Over for Barber students will be held every other Friday morning at 8:30am to 9:30am; Evening Schedule Barber Board Practice Testing for Barber and Cosmetology Cross-Over for Barber students will be held every other Friday evening at 9:00pm to 10:00pm. **(Barber Board Practice Tests are Mandatory)**

LUNCH PERIODS AND BREAKS

The listed lunch periods and breaks apply to Barber and Cosmetology Cross-Over for Barber students:

- 1) Even # stations go to lunch at 12:00pm; and are expected back to class by 12:45pm
- 2) Odd # stations go to lunch at 1:00pm; and are expected back to class by 1:45pm
- 3) Lunch period is mandatory for all students
- 4) Lunch period is 45 minutes and Breaks are 10 minutes
- 5) Even # stations take break (1) at 10:30am to 10:40am and break (2) at 2:30pm to 2:40pm
- 6) Odd # stations take break (1) at 11:00am to 11:10am and break (2) at 3:00pm to 3:10pm
- 7) **NO LUNCH BREAKS FOR THE EVENING SCHEDULES**

Barber Instructor students will have lunch periods and breaks scheduled on a individual basis.

MINIMUM DAILY HOURS

Full time students must be clocked in at least 6 hours daily. **If a full time student cannot complete at least 6 hours for the day, do not come in.** Full time student timecards with less than 6 hours, will not receive credit for the day.

ATTENDANCE POLICY

- 1) Students are expected to attend school, as they will be expected to report to work. All absences and tardiness are recorded.
- 2) Being tardy means being late. All tardiness is recorded.
- 3) An absence is any time not spent in training. All absences excused or not, are recorded. Course time is recorded by time clock; missed hours cannot be made up. Course completion dates are extended to compensate for needed hours.

- 4) Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in the Satisfactory Progress Policy.
- 5) Illness or other medical reason substantiated by a doctor's statement is accepted and recorded, as an "excused absence". Military duty substantiated by a superior officer's statement is accepted and recorded as an "excused absence".
- 6) Students requesting a leave of absence must get permission from the school showing cause. Military duty or medical reasons are valid excused absences.
- 7) Students leaving the premises for any reason during school hours, other than for lunch, shall get permission from the instructor.
- 8) Theory class attendance is recorded and must be complied with for successful completion. The California State Barber Law requires the 1500 hour Barber course a minimum of one hundred twenty (120) hours attendance. The Cosmetology Cross-Over Course for Barbers must have thirty (30) hours of theory instruction attendance. The Barber Instructor student program must have twenty (20) hours of theory instruction attendance.
- 9) No student shall be allowed to attend, or to remain in school while intoxicated or under the influence of any drug. Students while under prescription medication must notify the school for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners.
- 10) No student shall be allowed to attend school while they have an infectious, contagious or communicable disease.
- 11) Students will check their own time cards in and out, including lunch periods. Students are not to clock any time card other than their own.
- 12) **Saturday attendance is mandatory for Day students; Friday attendance is mandatory for evening students.** Students who are absent for the mandatory days will not be allowed to clock in on the following school day. (Day students will miss tuesdays and Evening students will miss Mondays)

CONDUCT POLICY:

1. Students shall not be unruly or interfere with any other student. They shall conduct themselves in a quiet, professional manner during school hours.
2. Students shall comply with all sanitary requirements. Violations of these sections are cause for suspension or expulsion.
3. Students will request the assistance of an instructor whenever they are in doubt as to the correct procedure. No student shall instruct another.
4. Students shall give their full attention to their customers. Students are to render barber services equally to all customers, irrespective of any factors. Refusal of barber services by a student is cause for disciplinary action.
5. Students are responsible for keeping their working area and tools clean at all times.
 - a) All stand bottles, including the sterilizer jar, are cleaned and properly filled daily.
 - b) The station counter top is cleaned after each customer.
 - c) The chair is wiped clean of hair and debris after each customer.
 - d) Soiled linen is disposed of in the proper container.
 - e) All soiled paper is disposed of in the proper container daily.

- f) All tools wiped clean and properly stored after each customer.
 - g) The haircloth is neatly folded and properly hung on the chair after each customer.
 - h) The sink and mirror are cleaned daily.
6. Students are to wash their hands immediately before serving a customer and comply with all provisions of the sanitary sections of the Barber Law.
 7. Students shall attend theory class as assigned by an instructor.
 8. Students shall go to lunch on their assignment schedule.
 9. Students shall comply with the Attendance Policy as set forth.
 10. Students shall follow the daily assignment schedule as directed by an instructor.
 11. Students are to come to school prepared to participate in class assignments or assignments as directed by an instructor.
 12. Any student guilty of willful destruction of college property will be dismissed immediately!

DRUG ABUSE

No student shall be allowed to attend or to remain in school while intoxicated or under the influence of any drug. Students while under prescription medication must notify the college for approval to attend school. Violation of this rule is cause for disciplinary action by the California State Board of Barber Examiners. (Art. 7, Sec. 6581 BL).

STEALING

Any student found to be involved in stealing from another student or from the college will be dismissed immediately.

INSTRUCTOR'S DIRECTION

Any student in direct violation of an instructor's direction may be suspended from college immediately.

REFUSING SERVICE

Any student guilty of refusing service to a patron will be suspended from college immediately.

DRESS CODE

Male students must wear a shirt and pants (shorts must be below the knees). Female students must wear a blouse and pants (dresses, skirts or shorts must be below the knees). All students are to wear a clean smock and wear shoes that are comfortable for standing and in good repair. In compliance with State Regulations, students must wear foot covering, no sandals (Art. 2, Sec 216 CBL). Barber smocks must be kept clean.

TIME CLOCK PROCEDURES

Student time cards are an important document and are used for the computation of your training hours. At all times, the student must punch in on a time clock upon entering school, leaving for the lunch period, returning from lunch and at the close of the day. The punching of the time clock is necessary to meet State Board requirements for the number of hours the student is in college and it is a legal document. Punching in or out for another student is looked upon as forgery and will be dealt with accordingly. If a student forgets to punch in for the day or when arriving back from lunch the student's time will not be counted.

TARDINESS

Student arriving 15 minutes late, in the morning, will not be allowed to punch in until after Theory Class is completed. If you arrive at the College two hours late (10:30am), you will not be allowed to punch in for the balance of class. Evening students arriving after 6:15pm will not be allowed to punch in for the balance of class.

PLACEMENT

This institution does not guarantee employment, However we will make reasonable efforts to gain employment for graduates who request assistance. The college is always in contact with barber/stylist shops and salons to provide graduates with options after their training is complete. The more flexible and professional a graduate can be regarding placement, the easier it is for the college to assist. The college maintains a Job Listing Book of current employment opportunities.

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

Disclaimer: The institution is not currently eligible to participate in Title IV federal student financial aid programs but intends to apply for approval.

ATTENDANCE PROGRESS

Full-time: 40 Hours/WK Part-time: 20 Hours/WK

ATTENDANCE: All students must maintain at least a 80% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

MAXIMUM TIME: The maximum time a student has to complete is 150% of the program length.

ACADEMIC PROGRESS

Written:	Practical:
A (93-100)	4 (Excellent)
B (85-92)	3 (Very Good)
C (75-84)	2 (Satisfactory)
D (70-74)	0-1 (Unsatisfactory)
F (69-under)	

Students will be assigned grades as listed for Written and Practical Examines. Students must maintain a C grade average (minimum of 75% in theory and practical/clinic work) in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS:

Evaluation of progress will be conducted at the midpoint of each program based on actual clocked hours. Midpoint for following programs: Barbering Course 750 hrs, Cosmetology Cross-Over Course for Barbers 200 hrs, and Barber Instructor Course 300 hrs.

Satisfactory: Students with a minimum of 75% GPA and 80% attendance.

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program.

WARNING:

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

PROBATION:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, 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.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period 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 within 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCESS:

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form 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.

WITHDRAWALS:

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

Course Incomplete's/ Repetitions and Non-Credit Remedial Program:

Course incomplete's, repetitions, and non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

HOURS OF OPERATION

<u>STUDENTS</u>	<u>CLIENTS</u>
<p><i>Day Course:</i> Tuesday - Saturday 8:30am to 5:15pm</p> <p><i>Evening Course:</i> Monday - Friday 5:30pm to 10:00pm</p>	<p>Monday 6:00pm to 9:00pm Tuesday - Friday 9:30am to 9:00pm Saturdays 8:30am to 5:00pm</p>

HOLIDAYS AND SCHOOL CLOSURES

Christmas Day and the day after (Dec 25th and 26th)

Thanksgiving Day and the day after (Nov; the last Thursday and Friday)

New Years Day (Jan 1st)

Easter (Tuesday following Easter)

4th of July

National Holiday of Martin Luther King Jr

Presidents Day (Feb)

LEAVES OF ABSENCE

Requests for leaves of absence must be submitted in writing in advance and include the reason for the student's request. The leave of absence request must be signed and dated by the student.

The only exception to requiring a student to apply in advance for an LOA is due to an unforeseen circumstance where by the student is prevented from doing so. In the case of an unforeseen circumstance the first day of the LOA would be determined by the school to be the first date the student was unable to attend the institution because of the unforeseen circumstance (such as an accident).

The LOA together with any additional leaves of absence may not exceed more than a total of 180 days or 6 months in any 12 month period.

The student's maximum time frame and the contract period must be extended by the same number of days of in the LOA. Changes to the contract period on the enrollment agreement will be acknowledged by the student either by initialing and dating the changes made directly on the enrollment agreement or by completing a contract addendum. In either case, both are signed and dated by the student and an authorized school official.

Students returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure.

FREE PERSONAL DAYS

It takes 187.5 days to complete the 1500 hours of the Barbering Course. Students are allowed 225 hours to be absent at no charge. This includes vacation, sick time and personal business. It takes 50 days to complete the 400 hours of the Cosmetology Cross-Over Course and the Refresher Course. Students enrolled in these courses are allowed 60 hours to be absent at no charge.

EXTRA INSTRUCTIONAL “OVERAGE” FEES

Absent time beyond the 225 hours or 60 hours (based on enrolled Course) will be charged for at **\$3.25** per hour, based on tuition. These “overage” fees are due after the scheduled completion date. The student may not earn hours until the overage fees are paid in full. If overage fees are not paid within a four (4) week period after becoming due the student must terminate enrollment. Any overage fees accrued after the scheduled graduation date are payable as they accumulate. The student must have this fee paid within 5 school days. Abuse of the policy is cause for termination. If a student will be absent from school and owes overage fees they must call daily and talk to a staff member.

POLICY RELATING TO ABSENCES

The student is required to attend 80% of the agreed schedule. Failure for any reason to maintain the 80% attendance may be cause for dismissal. Absences will be excused only with a doctor’s written verification, death in the family or approval of a school staff member. An unexcused absence must be made up. In all cases, all school work must be completed.

SCHEDULES

Full Time Schedule

Full time attendance is based on eight (8) hours per day, (5) days per week, for a total of (40) hours per week. No less than 80% percent attendance is required. Any scheduling for less than full time must be approved by the administrative office prior to enrolling.

Part Time Schedule

Part time attendance is based on four (4) hours per day, (5) days per week for a total of (20) hours per week. No less that 80% percent attendance is required. Any scheduling for less must be approved by the administrative office prior to enrolling.

STUDENT COMPLAINT PROCEDURES

The Director shall have the authority and duty to do all of the following:

- 1) Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;

- 2) Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund;
- 3) Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints as required by Section 73870;
- 4) If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, notify the Bureau, the accrediting association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
- 5) If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
- 6) Implement reasonable policies or procedures to avoid similar complaints in the future;
- 7) Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.
- 8) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
 - a) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.
 - b) If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be included.

B.P.P.E APPROVAL

This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Hinton Barber College is not a public institution.

This institution does not offer ESL instruction at this time.

Board of Barbering and Cosmetology	Bureau for Private Postsecondary Education
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Board of Barbering and Cosmetology		Bureau for Private Postsecondary Education
Headquarters Location □ Board of Barbering and Cosmetology □ 2420 Del Paso Road Suite 100 □ Sacramento, CA 95834 □ 1-800-952-5210 □ Fax (916) 575-7281 □ Driving Directions	By Mail: Board of Barbering and Cosmetology PO Box 944226 Sacramento, CA 94244-2260 Web site: barbercosmo.ca.gov	2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Phone (916) 431-6959, Fax (916) 263-1897 bppe@dca.ca.gov www.bppe.ca.gov
Office Hours □ Monday through Friday, 8:00am - 5:00pm excluding State Holidays		

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hinton Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in the Barber Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate of completion that you earn at this 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 Hinton Barber College to determine if your certificate of completion will transfer.

TRANSFER POLICY

Students transferring into Hinton Barber College from a school within the State of California must submit a record of withdrawal from the prior school. Earned hours, written and practical operations for prior training will be evaluated for credit. Students must provide an Official Academic Transcript for evaluation two (2) weeks prior to enrollment from their previous school. Accepted hours from transferred students will be accepted on an individual basis. Students with more than 700 hours (Barber) and 200 hours (Cosmetology Cross Over) will be given an academic evaluation based on written exams. Based on the examination results, the college may lengthen the duration of the training proportionately. If the student is a Veteran, the school will notify the Department of Veteran’s Affairs. students will incur extra fees for assessment of experiential credit. Students will not incur extra fees for assessment of experiential credit.

Hinton Barber College has not entered into an articulation or transfer agreement with any other college or university. 94909(a)(8)(A)

This catalog is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this catalog contains the information as calculated pursuant to state law.

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

Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798-0818

Phone: (916) 431-6959

Fax: (916) 263-1897

Web site: www.bppve.ca.gov

E-mail: bppve@dca.ca.gov

CALIFORNIA BUSINESS AND PROFESSIONS CODE 480

- (a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
- (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or convictions following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
 - (2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or
 - (3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.
- (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.
- (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

B.P.P.E APPROVAL

Hinton Barber College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education.

RELEASE OF INFORMATION

Students (or parents/guardians if the student is a dependent minor) have the right to gain access to their records, and authorize certain individuals or organizations to gain access to certain information in their student file according to the school's privacy and file access policy. This institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

PRIVACY AND FILE ACCESS POLICY

Information contained in a student file is confidential. In compliance with the Family Education Rights and Privacy Act of 1974, the school does not release any personal information on a student to a third party without written consent by the student or the parents / guardians of a minor student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the Director of the College a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write to the Director of the College, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the College's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Director of the College providing all reasons and supporting documentation why further consideration should be made. The College will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as: School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; A person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law; and A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Each third party request for educational records requires the student's written consent be provided to the Director of the College and include the following: Specify the records to be disclosed; State the purpose of the disclosure; Identify the party or class of parties to whom the disclosure is to be made; The date; The signature of the student whose record is to be disclosed; The signature of the custodian of the educational record. Within the College the following directory information maybe disclosed without student consent: Student Name (first name, last initial) or Student ID; Program of Attendance; and Honors, Awards and/or Recognitions If you do not want the College to disclose directory information without your prior written consent you must notify the Director of the College in writing by the fifth business day after the start of your program. Hinton Barber College does not release student directory information to the general public.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW Washington,
DC 20202-5901

SCHOOL DISCLOSURES

- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. 94909(a)(3)(B)
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916-431-6959) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov). 94909(a)(3)(C)

- Hinton Barber College does not participate in federal and state financial aid programs. 94909(a)(10)
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. 94909(a)(11)
- Hinton Barber College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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.). 94909(a)(12)
- Learning resources used by Hinton Barber College: 71810(b)(10)
Milady's Textbook, Milady's workbook, Milady's Barber Exam Review, Hinton Barber College Practical Manual (step by step manual for Barber Exam success), Barbers Only magazines, Haircutting guides, Step by Step video manuals (for fades, tapers, blunt cuts, textured cuts), Against the Grain magazines. All of these resources are available for all students at Hinton Barber College.
- Hinton Barber College does not have dormitory facilities under its control. Housing is located reasonably near the institution's facilities. The estimated cost or range for the housing is from \$700 - \$1000 monthly. 71810(b)(13)
- Hinton Barber College has no responsibility to find or assist a student in finding housing. 71810(b)(13)(C)
- Hinton Barber College accepts financial aide students from county programs such as Vocational Rehabilitation and Workforce Investment Act programs. Hinton Barber College will follow all policies and practices stated in the contracts from these financial aide programs. 71810(b)(6)
- All student records will be kept for no less than 5 years after student has graduated or file has been closed. 71810(b)(15)

STUDENT SERVICES 71810(b)(12)

Pre-admission Orientation appointments are offered Wednesday through Friday.

The School Director's Office is open daily from 10:00 a.m. to 4:00 p.m. by appointment.

Saturdays are reserved for Enrolled Students.

The Administration Office is open Monday through Friday 10:00 a.m. to 4:00 p.m.

Hinton Barber College does not participate in State or Federal Financial Aide programs at this time, therefore there are no policies or practices put in place for Financial Aide.

SCHEDULE OF CHARGES

Registration Fee: \$100.00

The Registration Fee is payable at the time of enrollment and is non-refundable.

Tuition Hourly Charge:

Barbering 1500 hour Course (x) \$3.25 hourly charge = \$4875.00

Cosmetology Crossover 400 hour Course (x) \$3.25 hourly charge = \$1300.00

Barber Instructor 600 hour Course (x) \$3.25 hourly charge = \$1950.00

Books and Written Materials: \$309.00... plus sales tax

- Milady's Standard Professional Barbering Textbook [ISBN: 1-4018-7395-2]

- Milady's Professional Barbering Workbook [ISBN: 1-4018-7399-5]

- Hinton Barber Practical Exam Manual

These books and Written Materials are mandatory for all students enrolled in the following barbering courses; **Barbering 1500 hours and Cosmetology Crossover Course for Barbers 400 hours.**

Barber Tools Kit: \$1291.06 (Books and Written Material included in kit)...plus sales tax

All students are required to own and operate their own barber tools and equipment.

The school will have a list of all mandatory tools and equipment available for purchase. The books and written materials listed above are included in the student kit.

TOOLS AND EQUIPMENT LIST			
Textbook, Workbook, Practical Manual	309.00	Cool Care Blade Cleaner	8.00
7 Detachable Blades	202.61	Electric Curling Iron	18.95
Afro Pick	2.00	End Papers	2.00
After Shave Lotion	7.00	Guard Set (7pc Masters)	12.00
All Purpose Comb (2)	2.00	Hair Clips (12)	5.00
Andis BGRC Clippers	149.95	Hand Mirror	6.00
Andis Master Clippers	118.00	Handheld Hairdryer	25.00
Andis Outliners	67.55	Large Tooth Handle Comb	5.00

TOOLS AND EQUIPMENT LIST

Applicator Brush (2)	2.00	Mannequin & Stand	45.00
Barber Towels (12)	14.00	Mixing Bowl (2)	4.00
Barber Briefcase	30.00	Neck Duster	8.00
Barbers Smock	25.00	Perm Rods (10)	5.00
Blade Holder	20.00	Razor Blades	5.00
Blending Shears	40.00	Shampoo Cape	4.00
Chair Cloth / Drape	15.00	Shaving Cream	2.00
Chair Cloth Clip	2.00	Shears	65.00
Cleaning Brush (4)	4.00	Spray Disinfectant	8.00
Clipper Combs (2)	5.00	Steam Towels (12)	14.00
Clipper Oil	2.00	Straight Razor	14.00
		Styling Brush	5.00
		Styptic Powder	2.00
		Tail Comb (2)	5.00
		Talc Powder	4.00
		Water Spray Bottle	2.00
		SUBTOTAL	\$1,286.06
		SUBTOTAL	\$1,291.06
		SALES TAX (8.375%)	\$108.13
		OTHER	
		TOTAL	\$1,399.19