

***San Jose
Barber College
Catalog***

***1686 Monterey Highway
San Jose, Ca. 95112
(408) 298-7596
(408) 297-1006 fax***

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MISSION STATEMENT

The mission of San Jose Barber College is to teach students in the art of barbering. Our goal is not just for students to pass the State Board Exam but to attain a license and learn to master the barber profession. We offer those interested in the trade of barbering the best education possible so our success as a school is defined by the success of our students.

EDUCATIONAL OBJECTIVES

San Jose Barber College will use the Theory of Barbering to support the essential knowledge of the industry through the use of the classroom, videos, library and textbooks. The student will learn to apply what was learned and incorporate these ideas when doing their practical services on real customers. This teaching environment is a replica of a real barbershop, helping students practice barbering with confidence. Students will be taught using proper and modern techniques.

HISTORY OF SAN JOSE BARBER COLLEGE

San Jose Barber College was established in 1965, it was owned and operated by the same business owners that owned and operated San Francisco Barber College. San Jose Barber College was opened at 93 W. Santa Clara Street in downtown San Jose. It was reopened at its present location with a new owner in 1975. In 1990 Carlos J. Romero purchased the school.

APPROVAL DISCLOSURE STATEMENT

San Jose Barber College is located at 1686 Monterey Highway, San Jose, Ca. 95112. All classes will be held at this location. San Jose Barber College is a private institution and is approved to operate in California by the Bureau for Private Postsecondary

Education (BPPE) (www.bppe.ca.gov), meaning that the Institute is in compliance with the California Private Postsecondary Education Act of 2009 minimum requirements and Division 7.5 of title 5 of the California Code of Regulations. The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

<u>COURSE</u>	<u>HOURS</u>
Barber Program	1500
Cosmo/Barber Crossover Program	400

San Jose Barber College is not an accredited institution therefore San Jose Barber College does not participate or offer Federal and/or State student financial aid programs.

San Jose Barber College does not offer any form of financial aid to students.

All school charges must be paid in full before graduation. If student obtains a loan to pay for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

San Jose Barber College does not have a pending petition in bankruptcy and 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.

ENGLISH AS A SECOND LANGUAGE (ESL)

San Jose Barber College does not offer English as a Second Language Program. The curriculum is taught in English only. No translation services are provided.

ENGLISH PROFICIENCY

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. San Jose Barber College may require students that are not fluent in English to visit www.ets.org/toefl and take the TOEFL test in order to proof your proficiency in English. The student must score at least 65% on the proficiency test.

San Jose Barber College is not responsible for fees or charges that this may incur.

ADMINISTRATION BUSINESS HOURS
Tuesday – Saturday 9:00am-5:00pm

ADMISSION POLICY

The school is accepting applicants for admissions as regular students once all of the following criteria have been met:

- Applicant must provide a copy of his/her U.S. High School Diploma, GED, State Proficiency Test or its equivalent. For students that have immigrated to the United States, the services of independent academic evaluators are needed to determine academic readiness. No ATB is accepted.
- Must be at least 17 ½ years old
- Valid Social Security card
- Valid Government Photo ID

International students must have a valid Permanent Residency Card or must have a valid Visa in order to enroll at San Jose Barber College. (San Jose Barber College does not offer visa services). International students do not qualify to take the State Board Exam unless they possess a valid Social Security Number and a valid Government Photo ID. Therefore San Jose Barber College will not enroll any students that do not meet the criteria.

This is an undergraduate course. There is no prior experience is required. We do not accept students that are enrolled/attending another barber school/college simultaneously while attending San Jose Barber College. The college does not offer distance education. The college does not grant credit for prior experiential learning.

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. You should also visit the physical facilities before enrolling into the college. San Jose Barber College will also discuss educational and occupational goals with prospective students prior to enrolling or signing enrollment agreements.

ADMISSION PROCEDURE

- The student arranges for a personal interview with the Director or Designated representative. A tour of the campus is provided.
- The applicant presents the required educational documentation and identifications.
- Director or Designated Representative will review rules and regulations with applicant and offer payment plan available to students. If applicant accepts enrollment agreement it is signed or taken home to review and brought back on the day or orientation.
- The applicant is assigned a date and time to attend orientation and begin training.

CLASS START DATES

The barber college has a continuous enrollment policy with new classes starting on a weekly basis. This means that students can enroll anytime during the year, because instruction occurs in teaching modules. Enrollments are restricted to maintain a low student-to-instructor ratio.

CLASS SCHEDULES

The school day consists of hands on assignments, clinical floor practice and/or theory class as assigned by the instructor. The school week is Tuesday – Saturday 9:00am-5:00pm.

CALENDAR/HOLIDAYS

The barber college operates on a 12-months-per-year schedule, with an open enrollment and an open completion date. Classes are conducted Tuesday through Saturday, from 9:00am-5:00pm. Holidays observed by San Jose Barber College holidays are:

- Independence Day
- Thanksgiving Day Weekend
- Winter Break (Varies every year)

- Any days deemed necessary by San Jose Barber College.

GRIEVANCE PROCEDURE POLICY

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the Director of San Jose Barber College, the student can contact the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: www.bppe.ca.gov, Telephone (888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897 and/or The California Board of Barbering and Cosmetology, 2420 Del Paso Rd., Suite 100, Sacramento, CA 95834, (800)952-5210, www.barbercosmo.ca.gov.

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Student's files are kept in the schools administrative office, located at 1686 Monterey Highway, San Jose, Ca. 95112, (408) 298-7596. Enrollment records, academic records, attendance and financial records are kept together in one file and are stored in a fire proof locked file cabinet that is maintained locked at all times. San Jose Barber College keeps these records for 5 years and transcripts indefinitely. The students are not entitled to inspect the financial records of their parents. Written consent from the student and /or parents is required before educational records may be disclosed to any party with exception of accrediting commission or governmental agencies authorized by law.

COLLEGE FACILITIES/EQUIPMENT

San Jose Barber College is located at 1686 Monterey Highway, San Jose, Ca. The San Jose Barber College is 1,800 square feet of floor space, with fluorescent lighting. The ten- foot ceiling affords adequate ventilation. There are 18 lockers, 19 barber chairs and stations. 3 sinks. The building is air-conditioned.

LIBRARY AND LEARNING RESOURCES

San Jose Barber College has Milady's Barbering Textbook, Workbook and Study guide on site for students to study while in school. The San Jose Barber College has additional Barbering books and DVD's in the office. All materials are available for students to use while at school. All students are required to attend theory class no exceptions.

HANDICAPPED STUDENTS

The facility is located on street level with a handicap ramp to access making it accessible for the students to enter the facility. The bathrooms have railings for safety.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the Barber Industry must be in good physical health. He/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron; with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

ORIENTATION

Orientation is held on a weekly basis with the Director, after the enrollment contract has been done. During orientation you will be provided with a full package of policies, school rules, student's rights and course outline.

STATEMENT OF NON-DISCRIMINATION

San Jose Barber College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation policies.

CAREER COUNSELING

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student's progress as scheduled for the period of enrollment.

DRUG ABUSE PREVENTION PROGRAM

San Jose Barber College strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students. Any individual associated with San Jose Barber College that is seeking information, counseling or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**Gateway
1-800-488-9919**

JOB PLACEMENT

San Jose Barber College does not offer job placement, however the college maintains a "Job Bulletin Board" listing current employment opportunities, as well as a listing of Barber/Styling shops for sale; this is updated and posted as information dictates

ATTENDANCE POLICY

A student is expected to attend school as stated in their enrollment agreement unless other arrangements have been made with the School Director. A student is required to notify the school if you are going to be absent. A student will only receive credit for the hours that they are clocked in for.

TARDINESS

A student is expected to attend school as stated in their enrollment agreement unless other arrangements have been made with the School Director. A student is required to notify the school if you are going to be late. A student will only receive credit for the hours that they are clocked in for.

ABSENCE POLICY

Absence is any time not spent in training. Course time is recorded by a time clock. A CLOCK HOUR is defined as sixty (60) minutes spent participating in the training setting that is accredited towards all training courses to obtain a diploma. A student is responsible for advising the school of any absences by telephone, in writing or in person.

LEAVE OF ABSENCE POLICY

The Leave of Absence Policy will consist of an absence of 90 calendar days. Should a student find it necessary to be out of school for an extended period of time a leave of absence must be requested in writing, signed and dated and turned in to the School Director. If a student does not return from a Leave of Absence (not to exceed 90 calendar days) refunds will be made within 45 days from the end of the Leave of Absence. If the student does not apply for a leave of absence and is absent for 90 consecutive days the student's enrollment will be self terminated.

DROP OUT POLICY

A student may drop at any time by notifying the college in person or in writing. See "Refund Policy" for any monies owed to the student. If the student owes back tuition or fees, these must be paid-up within 30 days or appropriate action may be taken to recover the loss.

PROBATION

If attendance or behavior is a problem for a student the Director will counsel the student about the situation. If the situation does not improve then the Director will put the student on a thirty-day probation period. If that does not help the situation the student will be subject to termination.

RE-ENTRY POLICY

A student may apply for re-admission after a Leave of Absence has been exhausted.
(A Leave of Absence is 90 calendar days)
A student that was terminated from school will not be re-admitted.

COURSE INTERRUPTION/TERMINATION

A student may be suspended or terminated from training for a violation of College or State rules and regulations.

**STATE OF CALIFORNIA
STUDENT TUITION RECOVERY FUND**

Please see STRF (CEC section 94923(a)) @ www.bppe.ca.gov

You must pay the state-imposed assessment 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. A third party, such as an employer, government program or other payer pays your total charges and you have no separate agreement to repay the third party.

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 residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid 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.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

REFUND/CANCELLATION POLICY

A 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 day after enrollment, whichever is later. A student may cancel the enrollment agreement by notifying the School in writing (a "NOTICE OF CANCELLATION" is provided). If cancelled within seven (7) business days after the start of class all monies minus STRF, registration fee and any tools purchased will be refunded. If cancelled after the 7 - day period all monies shall be refunded on a pro-rated basis, less STRF fee (non-refundable)(n/a) and less a registration fee of \$75. Equipment purchased becomes the property of the student (non-refundable). The refund shall be the amount you paid for instruction multiplied by the number of hours of instruction that you have not received but for which you have paid.

HYPOTHETICAL EXAMPLE: A Student who completes 100 hours of a course with educational costs of 4.25 an hour. Upon enrollment a student pays \$1045.94 the student will receive a prorated refund for educational costs, less registration fee, tools and tax on the tools as listed in the enrollment contract. The calculation is as follows: (\$1045.94- \$425.00-\$75.00-\$525.00-\$45.94=\$50.00) The student would receive a \$50.00 refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. All applicable refunds will be made within 45 days from the cancellation date.

DETERMINATION OF WITHDRAWAL FROM SCHOOL

Official withdrawal date: The date the student officially provides in writing their withdrawal date to the Director.

GRADING FACTORS

Students are evaluated on a regular basis on services performed and theory class participation. The evaluations are measured on a performance basis. San Jose Barber College uses a Pass or Fail grading system.

COURSE OF STUDY

400 Hour Cross-Over

Objectives: The objective for each course offered is to prepare the student for entry level position and career in the Barber Industry and to acquire the necessary license to practice the art of barbering/hair styling or to own your own business.

Total Clock Hours: 400

Length of Course: 10 weeks approximately 2.5 months

Schedule: Full time

Class Offered: Tuesday through Saturday, 9:00am-5:00pm

TUITION AND FEES POLICY

TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

400 Barbering Hours	\$1700.00
Registration (non-refundable)	\$ 75.00
Tools (non-refundable)	\$ 00.00
STRF (non-refundable)	\$ 0.00
TOTAL COST	\$1,775.00

TOTAL CHARGES OF CURRENT PERIOD OF ATTENDANCE

Tuition	\$250.00
Registration (non-refundable)	\$ 75.00
Books (non-refundable)	\$ 00.00
Tools (non-refundable)	\$ 00.00
STRF (non-refundable)	\$ 0.00
Total	\$325.00

TOTAL CHARGES OBLIGATED TO PAY UPON ENROLLMENT

Down Payment \$325.00

ESTIMATED PAYMENTS:

Down Payment	\$325.00
2 monthly Installments	\$580.00
Final Payment	\$290.00
Total Expected Payments:	\$1775.00

OTHER FEES

These fees are paid to an entity other than the institution.
 State Exam Fee = \$125.00
 Pre-Registration Fee = \$9.00
 Course, tools, and registration costs are subject to change.

COURSE OF STUDY

1500 Hour Course

Objectives: The objective for each course offered is to prepare the student for entry level position and career in the Barber Industry and to acquire the necessary license to practice the art of barbering/hair styling or own your own business.

Total Clock Hours: 1500

Length of Course: 37.5 hours per week approximately 10 months

Schedule: Full-time only (8hrs/day)

Class Offered: Tuesday -Saturday, 9:00am-5:00 pm

TUITION AND FEES POLICY

TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

1500 Barbering Hours	\$6375.00
Registration (non-refundable)	\$ 75.00
Tools (non-refundable)	\$ 525.00
Tax 8.75% (tools only)	\$ 45.94(non-refundable)
STRF (non-refundable)	\$ 0.00
TOTAL COST	\$ 7020.94

TOTAL CHARGES OF CURRENT PERIOD OF ATTENDANCE

Tuition	\$ 00.00
Registration (non-refundable)	\$ 75.00
Tools (non-refundable)	\$525.00
Tax 8.75% (tools only)	\$ 45.94 (non-refundable)
STRF (non-refundable)	\$ 0.00
Total	\$645.94

TOTAL CHARGES OBLIGATED TO PAY UPON ENROLLMENT

Down Payment \$695.94

ESTIMATED PAYMENTS:

Down Payment	\$ 645.94
9 monthly Installments	\$ 650.00
Final Payment	\$525.00
Total Expected Payments:	\$7020.94

OTHER FEES: These fees are paid to an entity other than the institution.

State Exam Fee = \$125.00

Pre-Registration Fee = \$ 9.00

Course, tools, and registration costs are subject to change.

BARBER TRAINING PROGRAM CURRICULUM

Total hours: 1500 hours

At the rate of 8 hours a day

- 1,100 Hours of Technical Instruction and Practical Training in Hair dressing
- 200 Hours of Technical Instruction and Practical Training in Shaving
- 200 Hours of Technical Instruction in Health and Safety

PROGRAM DESCRIPTION

Barber Program: The barber program is 1500 hours and may be completed in 10 months as a full time student. Instruction provided for this program includes 1 hour of daily theory on the corresponding chapter of the Milady Barber Standard Textbook. Some chapters may take a week while others may be more invasive requiring more time. Most topics will include lecture time, practical time, workbook time and a test at the completion of the subject. Completion of all assignments and practical demonstration and completion of any homework assignments are required. The barber course does not have any Extern or Internships.

GRADUATION

In compliance to California statute, a student, upon completion of the course of study is awarded an appropriate diploma verifying the completion of the course. This is not a license to practice barbering. Each student must pass the State Board Barber Exam with a 75% passage rate for the practical exam and 75% passage rate for the written exam to become a licensed Barber.

Upon successfully passing the State Examination, the graduate is issued a California Barber License.

With this California license, the new barber may be employed in a Barber Shop establishment, a Beauty/Styling salon, or may own and operate their own barber business.

CALIFORNIA STATE LICENSURE REQUIREMENTS

To qualify for admittance for the California State Barber exam, an applicant must have provided to the State Exam Board the proper forms, paid the required fee, be not less than 17 years of age, have completed the 10th grade in the public schools of this state or its equivalent, is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act, and has completed 1500 hours in the course of Barbering from a school approved by the board.

RULES AND CONDUCT POLICY

The rules and regulation of the Barber College are designed to help the student learn professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The students shall dress in a professional manner. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the college and its equipment. A list of student rules and regulations will be handed out and reviewed on the day of orientation.

HOUSING

San Jose Barber College does not have any dormitory facilities under our control. We assume no responsibility to find or assist a student in finding housing. It is the sole responsibility of the student.

Apartments are available in the area and a two bedroom apartment can be rented from \$2500.00-\$3500.00. City bus services are available in front of the Institution. Public transit is within walking distance of the Institution.

STUDENT ADVISING POLICY

The school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Housing referral while attending school
- Ride-sharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Referral to obtaining a GED

A student desiring assistance in areas listed in the Student Services should submit an oral request to the School Director. All efforts will be made to assist the student.

RESOURCES

San Jose Barber College has multiple DVD's, diagrams, and books as learning resources. All resources are available upon student request.

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 the school is limited to a student relationship status, and you, as a student, shall not receive any types of wages, salary, commissions, emoluments, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

GENERAL TERMS

- We do not offer job placement however we do post possible job openings or referrals to potential employers and Barber shops for sale. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate.
- The School at the stated charge will furnish all equipment for the course selected. A complete list of required books, supplies, and/or equipment is provided to each student after signing the Enrollment Agreement. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
- Certificates (signifying satisfactory completion) will be issued after the completion of the entire program.
- The School reserves the right to postpone training in the event of Acts of God, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.
- All course schedules are subject to change in starting and completing dates. Student will be duly notified.
- The School reserves the right to cancel a scheduled course if the registration is insufficient to make up a class. All monies paid will be refunded.
- The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, 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.
- The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected.

A student's enrollment may be terminated at the election of the School Director, if the students' academic progress, behavior, absences, tardiness, dress, etc., does not conform to the attendance requirements and or the rules and regulations of the school. In this event the extent of the student's tuition obligation will be in accordance with the school's refund policy.

9. 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.
10. Any controversy or 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 the judgment upon the award rendered by the Arbitrators) may be entered in any court having jurisdiction.
11. This Agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized.
12. Graduation Requirements: Completion of 1500 hours and required services.

TRANSFER OF HOURS

Students who have previously attended another barber college, recognized by the State of California and have sufficient proof may receive credit hours for all or portion of the barber training. Proof of the barber training must be submitted to the admissions office at the time of enrollment for evaluation. The head Instructor of the Barber College will evaluate the student by conducting a hands-on practical, and will determine the amount of transfer hours accepted. The college will use the transferred clock hours accepted in the program towards the quantitative and maximum time frame calculation when determining Satisfactory Academic Progress. San Jose Barber College has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at San Jose Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Barbering is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is 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 San Jose Barber College to determine if your hours and services will transfer.

THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

Class & Practice Hours - Credit Procedure
Students at San Jose Barber College record their attendance punching a time clock and recording services on their time card. Students receive credit for task/operation/project completed once the instructor verifies each action.

COMPENSATION STANDARDS

A trainee who completes the course and obtains the required license or certification may enter the Barber/Hair Styling industry, which generally pays compensation based on the performance of each employee. Commissions vary, but the average is between 55% and 70% of the income from services the employee performs at his or her station. California Law requires payment of at least the hourly minimum wage.

STUDENT COMPLAINT PROCEDURE

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

- a) A student who has a complaint should inform the Director of the complaint verbally or in writing.
- b) The Director shall attempt to resolve the complaint.

STUDENT'S RIGHTS

You have the right to cancel your enrollment agreement for school and obtain a refund of charges through attendance at the first class session, or by the 7th day after enrollment whichever is later, as described in the Notice of Cancellation form that will be given to you in

orientation. 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.

After the end of the cancellation period, you also have the right to withdraw from school at any time. The Institution provides a refund of all funds paid for tuition hours not yet used. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information. 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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone: (888) 370-7589 or (916) 431-6959, Fax (916) 263-1897.

NOTICE OF CANCELLATION

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 your contract. If you have lost your contract, ask the school for a description of the Refund Policy.

If you cancel, any payment you have made towards tuition minus hours attended will be refunded to you within 45 days following the school's receipt of your cancellation notice.

To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, airtel to the Office of the School:

San Jose Barber College
1686 Monterey Highway
San Jose, Ca. 95112

If you have any complaints, questions or problems, which you cannot resolve with the school, write or call to:
BPPE 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818 West Sacramento, CA 95798-0818, Telephone (888) 370-7589 or (916) 431-6959 or by Fax (916) 263-1897
Web site address: www.bppe.ca.gov email: bppe@dca.ca.gov

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 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

STAFF

The Staff at San Jose Barber College consists of Carlos J. Romero. Harry Evilsisor-Part time instructor and Larry Custodio Theory Class instructor. Mr. Romero has been in the barber industry for 52 years as a Barber, Instructor and Shop Owner. Mr. Romero is licensed through the Board of Barbering and Cosmetology. Mr. Romero maintains his knowledge by attending seminars, conferences and demonstrations on methods and new services.

THE SCHOOL ADMINISTRATION

Carlos J. Romero – Director/Owner/Instructor