



# CENTRAL VALLEY BARBER COLLEGE

## Catalog

January 1, 2020 to December 31, 2020

3501 Atchison Street  
Riverbank, Ca. 95367  
(209) 869-2001

[www.CentralValleyBarberCollege.com](http://www.CentralValleyBarberCollege.com)

**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 PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.**

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## **MISSION STATEMENT**

To prepare students for examination by the California Department of Consumer Affairs Board of Barbering and Cosmetology. This examination determines their fitness to receive a license to practice in the state.

To provide a complete educational and training program which includes all services that may be requested by the clientele of professional barbershops and salons.

To provide an educational and training program designed to attain occupational competency, which will lead to gainful employment.

To provide an early introduction to the fundamentals of the students' chosen field, which will enhance the opportunity for occupational competency.

To provide practical experience whenever possible through cooperative programs with business, industry and government, so students will have maximum advantages of a viable learning experience.

## **EDUCATIONAL COURSE OBJECTIVES**

The ultimate objective of Central Valley Barber College is to prepare students to pass the California Board of Barbering and Cosmetology examination. This qualifies them to practice barbering in the state of California as licensed barbers.

An additional objective is to provide training that enables graduates to function effectively in today's full-service salons. This requires that students be trained in the basics of every service performed in salons today. It is also our desire that students be exposed to sound business practices.

The various training programs are to prepare the student for entry-level positions and to take and pass the licensing examinations: expose the student to the industry related products; promote professional ethics and standards; and instill a strong sense of self confidence for their future in this rewarding profession.

The college maintains a continuous program of research, evaluation and development programs in the various fields of academic teaching and in the barber/styling and hairdressing industry. The training program has been designed to provide a step-by-step method of training which allows the student to progress at his or her own pace. The course design allows individualized instruction when needed or practical.

The major emphasis of the training course is in clinical or practical hair styling and barbering. This is necessary to ensure success when the student enters the professional ranks of barbering as a licensed professional.

We are committed as a college to give the best training program within the industry, knowing that this will produce successful professionals and in turn contribute to the upgrading of the barbering industry.

Upon completing and receiving your Barber license, you will be able to find jobs under the United State Department of Labor’s Standard Occupational Classification code 39-5011;[Barbers](#)

Provide barbering services, such as cutting, trimming, shampooing, and styling hair; trimming beards; or giving shaves.

Central Valley Barber College is not accredited by any accrediting agency recognized by the United States of Education.

## **HISTORY OF CENTRAL VALLEY BARBER COLLEGE**

Central Valley Barber College was founded in 2014 by Dave White who has been a licensed barber since 1959 and has operated four different Barber Colleges and multiple Barber shops over his career. All classes will be held at 3501 Atchison Street, Riverbank, Ca. 95367.

## **APPROVAL DISCLOSURE STATEMENT**

Central Valley Barber College, located at 3501 Atchison Street, Riverbank CA 95367, is a private institution and is approved and licensed to operate by the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798; pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code Section 94817.5). The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review. Approved are the following courses:

### **COURSE**

### **HOURS**

Student Course in Barbering/Styling 1500

Instruction is in residence with a facility occupancy level accommodation of 25 students at any one time.

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

Prospective enrollees are encouraged to visit the physical facilities of the school and discuss personal educational and occupational goals with school personnel prior to enrolling or signing enrollment agreements.

The following State Boards, Bureaus, Departments, or Agencies that set minimum standards for this program of study in accordance with Education Code Section 94800 include:

Bureau for Private Postsecondary Education  
Department of Consumer Affairs, Board of Barbering and Cosmetology  
Department of Health and Human Services

**“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet web site Web site Address [www.bppe.ca.gov](http://www.bppe.ca.gov).”**

### **LANGUAGE OF INSTRUCTION**

All documents provided by Central Valley Barber College are provided in English only. All students must have a United States Social Security Number, or a Tax ID Number issued by the US Government. Our school does not provide English Language Services. Our school does not provide Visa Services. The level of English language proficiency is that of the equivalent of passing high school in the United States. Instruction does not occur in any other language than English. The Board of Barbering and Cosmetology will allow an interpreter to accompany the student to the exam for the test. Please contact the Board of Barbering and Cosmetology or see the school Admission team for information on taking an interpreter to the exam.

### **UPDATING THE SCHOOL CATALOG**

**It is the policy of the Central Valley Barber College (CVBC) that the school catalog shall be reviewed and updated at least on an annual basis. If changes in educational programs or services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes will be dated and reflected at the time they are made in supplements or inserts accompanying the catalog or made on a continuous basis via the Internet.**

### **PROVISION OF THE SCHOOL CATALOG TO STUDENTS**

**It is the policy of the Central Valley Barber College (CVBC) that the school catalog will be made available to students prior to their signing the enrollment agreement. The catalog will be available either in hard copy or via the Internet as necessary to a prospective student or to the general public when requested. Students will be made**

**aware of any updates or changes to the catalog in several ways including a posted general notice at the school, handout of an insert or addendum to the catalog, and/or via the Internet.**

**Date of Publication: Jan 1, 2020**

## **DISCLAIMER STATEMENT**

This catalog has been prepared in accordance with State and Federal requirements. It is a publication of Central Valley Barber College. It is subject to revision at the discretion of Central Valley Barber College.

## **ADMINISTRATION BUSINESS HOURS**

Monday - Thursday 9:00am-4:00pm

### **ACCORDING TO THE CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY THE REQUIREMENTS FOR BECOMING A BARBER IN CALIFORNIA ARE:**

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
  - (1) Completed a course in barbering from a school approved by the board.(2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
  - (3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - (4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.

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

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

## **ADMISSIONS POLICY**

### **EDUCATION**

Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements) or GED. If you were Home Schooled, you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

Students who have previously attended another barber college, recognized by the State of California and have sufficient proof may receive credit for clock hours for all or a 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 Education Director of the Central Valley Barber College will evaluate the student by conducting a hands-on practical and written test, and will determine the amount of transfer hours accepted. Hours completed at another institution may not be accepted at all. 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.

**CVBC does not have an articulation or transfer agreement with any other college or university.**

### **ELIGIBILITY to ENTER SCHOOL**

We recommend the completion of high school or its equivalent for enrollment. The State of California requires the completion of the tenth (10th) grade in order to qualify to take the Barber Licensing Exam. Students may enroll in Central Valley Barber College if they meet one of the following requirements:

1. Must be a high school graduate or have GED
2. Have passed the GED equivalency test

Students may submit letters of recommendation from teachers or counselors. School staff

will conduct a personal interview and may require other criteria deemed appropriate on an individual basis. Applicants of either sex must be of good moral and temperate habits.

Central Valley Barber College practices no discrimination in any of its policies based on race, religion, creed, national origin, financial status, sex or age.

### **CITIZENSHIP, GREEN CARD and VISA**

We require that, a student must either be a citizen of the United States, hold a valid green card to work in the U.S., or have a valid Student or work visa and be eligible to take the Barber exam from the California Board of Barbering and Cosmetology. We do not offer any visa services. We will vouch for the student status of any student. There is no charge or fee for this service.

### **PRIOR EXPERIENTIAL LEARNING**

CVBC does not accept or credit student applicants with any credit for experiential learning. This means that any student applicant will have to have earned credit or clock hours from an approved or accredited educational institution in order to have the prospect of transferring any credit to CVBC

### **ABILITY TO BENEFIT TEST**

Currently, our school is **not** accepting students that take an Ability to Benefit Test.

### **ADMISSION PROCEDURE**

- (1) The student arranges for a personal interview with the college Admissions Officer or designated representative. A tour of the campus is provided.
- (2) The applicant completes an application to enroll in the college.
- (3) The applicant presents the required educational documentation.
- (4) The applicant provides the required identification (valid picture id.)
- (5) The applicant is assigned a date and time to begin training and is introduced to the college staff and instructional staff.
- (6) The applicant signs the enrollment agreement and tenders his/her down payment.
- (7) Tools must be obtained during the first week of training. Tools may be purchased from any source.



## MORALS

Applicants must be of good morals and possess temperate habits. The Barber College and its staff does not discriminate in any of its policies based on race, religion, creed, national origin, financial status, sex, age, handicap, or sexual preference.

## STUDENT COURSE of BARBERING/STYLING

Total Clock Hours:	1500 Barber Course
Length of Course:	approximately 40 to 52 weeks
Schedule:	Full and part time
Class Offered:	Monday – Friday 9:00 am to 7:00 pm
	<b>Cost: \$7,700 Tuition, \$200.00 (non-refundable) Registration plus STRF \$0.00 (Non-Refundable)</b>

**Total charges for the current period of attendance is \$7,900.**

**Estimated total charges for the entire educational program is \$7,900.**

Tuition charges are listed above. Total charges for the current period of attendance and the estimated total charges for the entire educational program are the same.

Central Valley Barber College does not sell tool kits. Students are required to obtain all tools on the Mandatory Tool List Provided (See page 17) by the time the individual student completes the first week of training. Items from the tool list may be purchased from any source. Tools, if bought new are estimated at \$900.00.

Classes Start: Monday of each week.

Students in this course will complete a minimum of 1100 hours of Technical Instruction and Practical Training in Hair Dressing, 200 hours of Technical Instruction and Practical Training in Shaving, and 200 hours of Technical Instruction in Health and Safety.

The reading assignments, examinations, and theoretical phases will consist of the following subjects, which can be changed by the State of California at their will:

1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each

subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hour of Technical Instruction and 400 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

### Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

### (3) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

#### Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

#### Health and Safety Considerations (45 hours of Technical Instruction)

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

#### Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

### Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

Throughout the course, students will be provided training in the area of communication skills that includes but is not limited to resume development, job search skills, professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

## **DISTANCE EDUCATION**

No course of instruction, nor any portion of such a course, is offered through distance learning. All instruction is in-residence/in-person instruction.

## **CLASS START DATES**

The barber college has a continuous enrollment policy with new classes starting on a monthly schedule. 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 training procedure used, requires approximately 60 minutes of **theory** class conducted at the beginning of each school day Monday -Thursday. Theory class begins at 9:00am and the practical session begins at 10:00 am. The remainder of the school day consists of clock time calendar, hands-on assignments, and clinical floor practice and/or theory class as assigned by the instructor. On **Fridays**, beginning at 9:00 am, students are on the clinical floor for practical session all day.

Students in this course will complete a minimum of 1100 hours of Technical Instruction and Practical Training in Hair Dressing, 200 hours of Technical Instruction and Practical Training in Shaving, and 200 hours of Technical Instruction in Health and Safety. Lunch break is on a rotating schedule from 11:30 am to 1:30 pm for a period of ½ hour.

## LEARNING RESOURCES/LIBRARY

The college library contains reference sources, as well as current material on new services.

Currently for students to review and be able to checkout from the library are listed below:

Milady's Standard Professional Barbering Textbook, 2011 edition

Milady's Barbering Student Workbook

Milady's Procedures DVD

The Wealthy Barber, 3<sup>rd</sup> edition

The American Barbershop

The Vanishing American Barbershop

Modern Salon Magazine

Instyle Magazine

Plus we will continue to add to our library as time allows.

Students are allowed to check out resources, one at a time, on a daily basis. They can be checked out through the instructor on shift and returned and checked back in on the following day.

## CALENDAR/HOLIDAYS

The barber college operates on a 12-month-per-year schedule, with an open enrollment and an open completion date. Classes are conducted Monday through Friday, from 9:00am to 7:00 pm; College holidays are:

Martin Luther King Day

President's Day

Spring Break (to be announced)

Memorial Day

Independence Day

Summer Break (to be announced)

Labor Day

Veteran's Day

Thanksgiving Day Weekend

Winter Break (to be announced)

Any days deemed necessary by the College.

## **STUDENT RECORDS**

Central Valley Barber College will maintain a file for each student who enrolls in the institution whether or not the student completes the educational service. The file will contain all of the following pertinent student records:

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including the enrollment agreement.

(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation;

(5) In addition, a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;

(B) Credit for courses earned at other institutions;

(C) The name, address, website address, and telephone number of the institution.

(6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;

(7) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;

(8) Copies of any official advisory notices or warnings regarding the student's progress; and

(9) Complaints received from the student.

## **MAINTENANCE OF STUDENT RECORDS**

Central Valley Barber College will maintain all required records. The records will be maintained in this state. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the college will maintain for a period of 5 years the pertinent student records described in the California Code of Regulations Section 71920 from the student's date of completion or withdrawal.

A record is considered current for three years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:

- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- (2) For a record that is current, the institution maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at the institution's primary administrative location in California. For a record that is no longer current, the institution shall be able to reproduce exact, legible printed copies within two (2) business days.

The Central Valley Barber College has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by the Act to inspect and copy records; and

Any person authorized to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

Central Valley Barber College will maintain all academic and financial records in fire resistant cabinets located in the administrative office on premises of the school. All records that the institution is required to maintain will be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.

If the Central Valley Barber College closes, the institution and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge except as allowed under pertinent law and regulation, during normal business hours by any entity authorized by law to inspect and copy records.

## **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. C.V.B.C. will keep these records for five (5) years from the last day of attendance. Transcripts are essentially retained permanently (reference the provisions on Student Records above). 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 an accrediting commission or governmental agencies authorized by law.

## **COLLEGE FACILITIES/EQUIPMENT**

The college is equipped with 20 barber chairs, 20 tool cabinets, 4 sinks, and 20 mirrors. The college classroom/lunchroom contains demonstration area, charts, diagrams, and audio-visual equipment during lecture hours. The college library contains reference sources, as well as current material on new services. In addition, each student is required to supply, on their own, the tools listed on the tool list sheet. The college has approximately 2000 square feet. It is located at 3501 Atchison Street, Riverbank, CA. 95367.



**MANDATORY  
TOOLS LIST and ESTIMATED TOTAL COST**

**TOOL NAME**

Clippers – suggested WAHL Senior Clippers and attachments (1/2 -8)	\$100.00
Outliner/Trimmer – suggested Andis T-Outliners	\$75.00
Electric Shaver - suggested Wahl or Andis	\$50 to \$75
Clipper Oil	\$3.00
Clipper Brush	\$1.00
Clippicide/Blade Ice	\$10.00
All Purpose Barber Combs (6)	\$0.50 each
Flat Top Combs (4) 2 black 2 white	\$1.00 each
Brush	\$3.00
Shears, haircutting	\$8.00
Razor, shaving	\$6.00
Razor Blades	\$8.00
Styptic Powder	\$3.00
Neck Duster	\$5.00 to \$9.00
Talc	\$7.00
Aftershave	\$11.00
Spray Bottle for water	\$2.00
Chair Cloth Clip	\$1.00
Hand Mirror –large enough for customer to see entire back of head	\$8.00
Smock- Barber Jacket	\$25.00
Chair Cloth	\$16.00
Carrying Case	

\*\*\*above items must be brought every day to class or you will not be allowed to set up on practical floor\*\*

Workbook	\$75.00
2 Mannequin Heads- 1 can be bought at end of hours for state board test cut	\$60.00 each

\*\*\*1 mannequin head and workbook must be brought for theory time and mannequin work.\*\*\*

**SUGGESTED ADDITIONS TO KIT**

Oster 76 Clipper and blades ( \$150.00 plus \$25 each blade ( 8 total)  
Hairdryer (\$40.00)

**ESTIMATED TOTAL COST OF TOOLS**

**The total approximate cost of the above tools used in the courses is \$900 if purchased new by student. Tools may be purchased from any source.**

All prices are subject to change without notice.

## **HANDICAPPED STUDENTS**

The facility is one story, and is located on the street level making it totally accessible to the handicapped student.

## **HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, the professional in the Barbering field 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 usually held on the second meeting with the admissions representative, after enrollment contract and packaging 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**

C.V.B.C. 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.

## **DRUG ABUSE PREVENTION PROGRAM**

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with C.V.B.C. who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may contact the office for assistance programs available in the area.

Non-Compliance with this policy will result in the following actions taken by this institution:

- a) Verbal or written warning;
- b) Suspension or suspension with loss of hours of training and services;
- c) Termination or expulsion with loss of credit for training.

## **PLACEMENT**

The college does not guarantee employment upon graduation. The college does attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the barber college. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the college to assist. 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 becomes available.

## **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.

## **ATTENDANCE POLICY**

The school operates on an eight (8) hour day, five (5) days per week, for a total of forty-(40) hours per week. Full time attendance is equal to seventy-five percent of the operating hours (30 hours per week). The school offers part time scheduling to accommodate students who are working. The schedule must be approved by the administration prior to enrolling.

You are required to notify the school if you will be absent. If you are absent without notifying the school you will be withdrawn from the program after 10 school days of not attending. Students are required to make up for the lessons, and exams missed due to absenteeism. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

## **TARDINESS**

A student who is ten (10) minutes late in the morning shall not be allowed to clock in until the theory hour is completed. A student who arrives 2 hours late shall not be allowed to clock in at all for that day whether they called or not. Habitual tardiness will not be accepted and is cause for disciplinary action and, if not corrected, dismissal from the college. You must call or text in BEFORE your scheduled hours to let the school know you will be late and at what time you will be arriving. If you do not call or text BEFORE your schedule, then you will not be allowed to clock in for the day, and a suspension will be given.

## **ABSENCE POLICY**

Absences are any time not spent in training. All absences, both excused absences (77 hrs. max) and un-excused absences (those not approved or absences without notification), are recorded. Course time is recorded by time clock. A **CLOCK HOUR** is defined as sixty-(60) minutes spent participating in the training setting that is credited towards all training courses to obtain a diploma. Students are responsible for advising the school of any absences by telephone, in writing or in person.

## **LEAVE OF ABSENCE POLICY**

Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend class. The school may allow a student to take a Leave of Absence (LOA) during the program. To request a LOA, the student must follow this policy when making a request. The student must submit a written request for leave of absence in advance unless unforeseen circumstances prevent the student from doing so. In the situation of unforeseen circumstances, the school may grant a LOA to a student who did not provide the request in advance if the school documents the reason for the LOA decision, and will later obtain the request and signature upon the student's return. The school will use the start date of the approved LOA as a first date the student was unable to attend.

The student's LOA request must be made in writing with the reason for the request, the start date of the request and must be signed, dated. It can be submitted in-person to the Admissions Office, or via email CVBC3501@yahoo.com or by mail at 3501 Atchison St Riverbank Ca 95367. An email request must come from the email address the school has on file for the student.

Each LOA request will be considered on an individual basis and may be granted to a student at the discretion of the school. The student will not be assessed any additional school charges as a result of the approved LOA. Students may be granted a LOA for a minimum of 14 calendar days to a maximum of 180 calendar days in any one 12-month calendar year. These days can be accumulated for more than one LOA request.

Students returning from a LOA will be returned to the academic progress standing they held prior to the start of the leave. A student granted a LOA is not considered to

have withdrawn, and no refund calculation is required at that time. Students who takes an unapproved LOA or fails to return from a LOA on the expiration of the requested LOA will be considered dismissed as of the last class day attended prior to the start of the leave. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

With an approved LOA, the student's contract period will be extended by the same number of days taken in the LOA. An addendum to the Enrollment Agreement and the contract graduation date will be modified, signed and dated by the student and office staff.

## **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 a student fails to maintain an overall average "C" (70%), consultation with a school official will be scheduled. At that time, the student will be placed on a four (4) week probation. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be suspended or terminated from school.

Refer to SATISFACTORY ACADEMIC PROGRESS (SAP), starting on page 27, to see in detail the grading process and procedures.

## **RE-ENTRY POLICY**

A student may apply for re-admission after being withdrawn from the program; a student who was terminated from the school will not be re-admitted. A registration fee will be required for re-entry.

## **COURSE INTERRUPTION/TERMINATION**

A student may be interrupted from training for unsatisfactory attendance or progress, or violation of College or State rules and regulations. A student will be terminated if they are out of school for more than 10 days, without a valid Leave of Absence. The student may appeal any action taken by the school to the school administration.

## **STATE OF CALIFORNIA Student Tuition Recovery Fund**

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589 toll free.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **STUDENT RIGHT TO CANCEL**

You have the right to cancel the enrollment agreement you sign for a course of instruction. You shall obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for tuition paid. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, by fax or telegram to the school address below. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, the school will refund money according to the REFUND/CANCELLATION POLICY.

### **REFUND/CANCELLATION POLICY**

The institutional refund policy for students who have completed 60 percent or less of the course of instruction, and who have not cancelled as explained above (STUDENTS RIGHT TO CANCEL), shall be a pro- rata refund set by the BPPE (CCR §71750). Termination may result in an administration fee of \$150.00.

You are obligated to pay only for educational services received. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

Any student who notifies the Central Valley Barber College of cancellation or program withdrawal in writing 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; less any non-refundable fees.

All students must provide written notification of withdrawal, cancellation, or request for refund.

Students who have completed 60% or less of a course are entitled to a refund based on the refund formula below. After 60% of the course has been completed, course fees are non-refundable.

Refunds must be requested in writing to the:

Central Valley Barber College  
Attention: Director  
3501 Atchison Street  
Riverbank, CA 95367

The refund will be calculated upon the receipt date or upon withdrawal of the student by the school as referenced above.

Any refund to a student will be refunded minus the applicable non-refundable Registration fee (see above description of each course and fees), and any other non-refundable fees, within 45 days of notification in writing or constructive withdrawal made by the school.

Refund Calculation:

Refunds are calculated as follows (and are only for students who have completed 60% or less of the total instruction hours): The institution's refund policy for students who have completed 60% or less of the course of instruction shall be a pro rata refund calculated by actual hour of instruction minus the non-refundable Registration fee, or any other non-refundable fees.

FORMULA: (1) deduct the non-refundable application or registration fees or any other non-refundable fee from the total tuition charge; (2) divide this figure by the number of hours in the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [3], plus the amount of the application/registration or other non-refundable fee specified in [1]; and (5) the refund shall be any amount in excess of the figure derived from [4] that was paid by the student to the institution.

EXAMPLE: A student registers for a 36-hour course at a cost of \$800. Upon the student notifying the school in writing of a withdrawal after attending 12 hours, a refund is calculated as follows: Total tuition of \$700 with a \$100 non-refundable registration fees



equals \$800. \$700 tuition divided by 36 hours of instruction equals \$19.44/hr. The student owes 12 hours completed x \$19.44= \$233.28 + \$100 in non-refundable registration fees, totaling \$333.28. The \$800 total cost minus \$333.28 = a refund of \$466.72.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify **CVBC** of your withdrawal or the actual date of withdrawal; (b) **CVBC** terminates your enrollment; (c) You fail to attend classes for a continuous 10 school days; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, CVBC shall provide a refund of all monies paid. If the course is cancelled subsequent to a student's enrollment and after instruction in the course has begun, CVBC shall provide a pro-rata refund for all students transferring to another school, based on the hours accepted by the receiving school. If there is a permanent closure at the school, the student shall be entitled to a pro-rata refund.

**APPLICATION OF REFUND PROCEEDS:** Any amount of the refund in excess of the unpaid balance of a loan shall be first used to repay any student financial aid programs from which the student received any benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time in the award period. The Buyer/Student will be responsible for the repayment of any such overpayment. Repayments made by the Buyer/Student will be made to the appropriate Financial Aid fund account in proportion to the amount of the benefits received by the Buyer/Student.

All extra costs, such as books, equipment, graduations fees, and non-refundable registration fees, which are not included in the price of tuition, will not be refunded.

**NOTICE OF REFUND TO STUDENT:** The School shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent within ten days of such refund. Posting this notice in the US Postal Service shall be deemed constructive notice for this purpose.

The School reserves the right of **POSTPONEMENT OR CHANGE OF DATE AND/OR TIME IN WHICH ANY CLASS IS OFFERED** if the minimum percentage of enrolled students also agrees. Students who do not desire the change may be offered a

full refund.

It is clearly understood that the School may assign or sell its rights to payment under this agreement. Such assignment however will not relieve the School from fulfillment of its duties and refund policy hereunder. The Student and/or the Guarantor authorize to release additional information needed to process this transaction. It is anticipated that this will be assigned to said purchase. In lieu thereof, it may be assigned to another party. The School (Buyer) will notify the Student (Buyer) and/or Guarantor of the name of the assignee or third party and the location of the same.

### **DETERMINATION OF WITHDRAWAL FROM SCHOOL.**

Official withdrawal date: The date the student officially provides in writing their withdrawal date to the CVBC Director or on the date the student calls or e-mails the CVBC Director or on the date made effective by the school in the event the student simply fails to appear for classes.

Unofficial withdrawal date: After 10 days of not attending, the student will be withdrawn from the course and the instructor will determine the student's last date of attendance as reported by the student's time clock record or when an authorized faculty member determines the student will no longer return.

### **GRADING FACTORS**

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading factors are as follows:

<u>Grade Scale</u>	<u>Alphabetical Grade</u>
90-100	A
89-80	B
79-70	C
69-60	D
59 or below	F

## SATISFACTORY ACADEMIC PROGRESS (SAP)

All students prior to enrolling are advised of Central Valley Barber Colleges SAP Policy.

To maintain satisfactory progress at Central Valley Barber College, all students must meet the following requirements:

A. The student is expected to complete their education in no longer than 150% from the estimated completion date on their contract. If a student takes a leave of absence, the estimated completion date is lengthened by the same number of days in the leave of absence. Students that exceed the maximum time frame may be terminated at the Directors discretion.

<u>Course</u>	<u>Length</u>	<u>Max Time Frame</u>
Barbering/Styling (50 hour schedule)	30 weeks	45 weeks
Barbering/Styling (40 hour schedule)	38 weeks	56 weeks
Barbering/Styling (30 hour schedule)	50 weeks	75 weeks
Barbering/Styling (20 hour schedule)	75 weeks	113 weeks

B. The student must maintain a minimum of 70% on their Exams and 67% Attendance based on your schedule, to maintain academic satisfactory progress. Following is the grading scale we use to determine satisfactory progress.

The grading scale is as follows:

<u>Grade Scale</u>	<u>Alphabetical Grade</u>	<u>Word Grade</u>
100-90%	A	Excellent
89-80%	B	Good
79-70%	C	Fair
69-60%	D	Poor
59% or below	F	Failing

“C” (70%) or better grade is required for satisfactory progress.

PLEASE NOTE: ONLY STUDENTS MEETING MINIMUM REQUIREMENTS FOR ACADEMICS AND ATTENDANCE AT EVALUATION ARE CONSIDERED TO BE MAKING SATISFACTORY PROGRESS UNTIL THE NEXT SCHEDULED EVALUATION.

C. The student shall be evaluated for services before performing those services on a paying patron before 150 hours. They shall also be reevaluated for academic and attendance progress within 7 days reaching the actual hour increments of 450 hours 900 hours and 1200 hours. Students are given a printed copy of evaluations.

D. Transfer students will be evaluated pending on the amount of hours accepted by C.V. Barber College for academic and attendance progress within 7 days reaching the actual hour increments of 450, 900 and 1200 hours. 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.

E. Students failing to meet satisfactory progress in attendance or academic may be placed on probation until the next evaluation period, during this time the student is required to work on meeting the minimum requirements of progress in order for the probation to be lifted, at this point they will be considered as making satisfactory progress and may continue attending the school. If at the end of the probationary period, they fail to meet the minimum requirements, they may be dropped from the program the student is enrolled in. No student may be placed on probation more than three times during their training. At the time of probation a written academic plan will be agreed to by student and Director. (If both parties cannot agree on the academic plan, enrollment may be terminated.)

F. Should a student find it necessary to be out of school for an extended period, a leave of absence must be requested in writing, signed and dated and turned in to the admissions office. Not returning when your leave of absence expires, will result in immediate termination. A temporary interruption or a leave of absence approved by the school may not reflect against the satisfactory attendance of the student and they may be reinstated with the same satisfactory progress on which they left. A student may interrupt their training for a reasonable excuse one month at a time, but this would in no way replace probation. A student who leaves while on probation would continue the remaining of their probation upon return from leave.

G. Course incompletes, repetitions and non-credit remedial courses have no effect upon the school's satisfactory progress policy.

H. Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter in writing to the school administration and request for a meeting with the Director and/or Financial Aid Officer. The letter should describe any circumstances the student feels deserves further consideration. A decision relating to the appeal will be made and the student will be notified within 30 days. If the student loses the appeal the probation period will be carried out as previously stated. If the student prevails in the appeal then the student will be allowed to continue with the previous satisfactory status.

I. Results of the appeal and academic plan(s) are documented in the student's file.

## **APPEALS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter in writing to the school administration and report for a meeting with the Director. The letter should describe any circumstances the student feels deserves further consideration. A decision relating to the appeal will be made and the student will be notified within 30 days. If the student loses the appeal the probation period stands.

## **EXAM FEES**

State Exam Fee = \$125.00

License Fee=\$50.00

Pre-Registration Fee = \$9.00

Course, tools, and registration costs are subject to change. Please refer to the current addendum for any changes.

## **BARBER TRAINING PROGRAM CURRICULUM**

Total hours: 1500

At the rate of 7-8 hours a day

1. 1100 Hours of Technical Instruction and Practical Training in Hairdressing
2. 200 Hours of Technical Instruction and Practical Training in Shaving
3. 200 Hours of Technical Instruction in Health and Safety

### **GRADUATION**

#### **Graduation Requirements**

When a student has completed 1500 clock hours, the required theory hours and practical operations with a GPA of 70% or better, and taken and passed the practical skills evaluations, then student will be awarded a diploma certifying his/her graduation.

#### **OBTAINING PROOF OF TRAINING AND TRANSCRIPTS**

When a student has fulfilled all of his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document and an Official Transcript will be issued to the student. Students are required to have their Proof of Training document in order to take the state exam.

### **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.

**Neither CVBC nor any of its courses are accredited by an accrediting agency recognized by the U.S. Department of Education. CVBC does not offer degree programs. With CVBC being unaccredited, students enrolled in an unaccredited institution are not eligible for federal financial aid programs.**

## **METHOD OF PAYMENT**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from CVBC and/or, private lenders. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance with their means. It is also our policy to discourage students from borrowing loan funds unless it is necessary. All school charges must be paid in full before graduation. If a student pays on an installment plan, they will not be charged a fee or interest.

This institution does not participate in any federal or state financial aid programs at this time.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less any amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## **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.

1. Time cards must be clearly legible. Students must punch only their own timecards.
2. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 8:45 a.m. that morning and night students must call by 1:00 p.m.
3. Male students must wear a shirt, and pants. Female students must wear a shirt and pants. 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). A work type shoe is recommended due to the long periods of standing required in our occupation. Chair cloths must be used by students and must be kept clean.
4. A student who is tardy Days (9:10 a.m.) Nights (5:08) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
5. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch

by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered. No Dinner break is provided for night students only a 15 minute break.

6. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also being required to punch in and out for all breaks on the back of their time cards.

7. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.

8. Smoking is allowed in assigned areas only OUTSIDE of the building.

9. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.

10. College business phones may not be used for personal calls. Cell phones use is not allowed on Clinic Floor and ringers must be on vibrant or silent setting. No IPOD's, MP3 & Earphone type players are allowed on the clinic floor at any time.

11. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.

12. Students must their keep workstation, in class or on the floor, clean and sanitary at all times.

13. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.

14. No student may leave a patron while a service, except in an emergency and is excused by an instructor.

15. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.

16. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.

17. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

18. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist, and no changes are to be made by students.

19. **Day and Night students:** Fridays are mandatory and students must attend on this day. Days before and after holidays are considered Fridays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.

20. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

21. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.

22. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of Barbering. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.

23. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.

24. Students are to park only in the areas designated. During orientation class, you will be shown the parking areas.

25. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.

26. Students must comply with college policy and state rules and regulations.

27. Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.

28. Notify office immediately of any address or telephone change.

29. A student will be terminated if they are out of school for more than 10 days, without a valid Leave of Absence.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber.

**Violation of school rules may result in suspension or termination.**

## **CAMPUS SAFETY POLICIES AND PROCEDURES**

It is the policy of the Barber College to protect the members of the college community and to protect the property of the school. Under the general direction of the School Director, the school shall insure that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

The local Sheriff Department provides service twenty-four-hours-a-day, seven-days-a-week. The Sheriff Department enforces all applicable laws and they are notified of any incidents. To facilitate the reporting of crimes or calling for assistance, our staff will telephone authorities upon anyone's request, or make a phone available to telephone authorities.

Due to the small size of the school, attention is paid to any activity that is contrary to laws or the school regulations. Your assistance as a student is solicited.



## CRIME PREVENTION AND CRIME REPORTING

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Barber College to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students, faculty, and staff through posted memorandum and handouts. Another critical element of a safety program is education. The school sponsors programs on various topics ranging from sexual assault awareness to substance abuse prevention.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be Security Conscious. Contact your Instructor whenever you see suspicious behavior. (20 United States 1092 D/E)

### SUBSTANCE ABUSE

In accordance with Public Law 101-226, the “Drugs Free Schools and Communities Act Amendment of 1989”, the Barber College has adopted these policies. These policies and procedures prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol by students, employees, and members of the community on the school property.

The possession, use and sale of alcoholic beverages by anyone on school controlled property is a misdemeanor as per California Business and Professional Code Sec. 25608 and a violation of the College’s Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of the State law and any person found in violation of State law may be subject to arrest by Federal, State, or Local authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the Barber College.

Any student or employee found in violation of this policy is subject to disciplinary action up to, and including, expulsion from the Barber College, or termination from employment (20 United States Code 10921).

### STUDENT RIGHT TO KNOW REPORT

Since the opening of Central Valley Barber College in 2014, we have had no offenses reported of Homicide, Forcible Rape, Robbery, or Motor Vehicle Theft.

We have had no reports of Liquor Law Violations, Drug Abuse Violations, or Weapons Possessions. **We have had no arrests made in our institution and none of our students have been arrested for any of the listed criminal offenses.**

## STAFF AND INSTRUCTORS

All staff at the CVBC are also qualified instructors. The instructors at the CVBC are all licensed professionals. They are licensed by the Board of Barbering and Cosmetology. The staff is kept current by attending seminars, conferences and demonstrations on fashions, methods and new services.

Each instructor has substantially more than the minimum of three (3) or more years in the barbering industry. Current Instructors are Rhonda Arnold with over 36 years of Barbering Experience and Carl Gibbs with over 10 years in the Beauty and Barber Industry.

Rhonda Arnold has been a Barber since 1980. She has managed and operated over 12 salon locations at one time. Rhonda managed and trained up to 63 employees at one time. She trained the stylists working at her salons on the barbering techniques needed to fulfill their duties.

Carl Gibbs has his B.A. in Business Administration. He was a Beauty and Barber representative for 10 years in Southern California. He also was a manager for a salon during those years in Dana Point, Ca. His knowledge and experience in the Barber field is invaluable to the students he teaches.

It must be noted that for an emergency, such as a doctor's appointment, sudden sickness, or a vacation scheduled, a qualified barber with over three years of experience in the field may be selected by the owner of the school for temporary assignment as an instructor.

## **HOUSING**

CVBC 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. City bus service is available nearby and public transportation is available. See current edition of local newspaper for availability. An estimation of the approximate cost or range of cost of the housing is \$700 to \$1500 a month.

## **STUDENT ADVISING POLICY**

It is the policy of the school to assist and advise the student whenever possible. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- a) Referrals to social service agencies
- b) Housing while attending school
- c) Ride-sharing or transportation
- d) Referral to drug or alcohol abuse programs
- e) Tutoring programs or remedial studies-no fees associated
- f) Health service agencies
- g) Assistance in organizing student study groups
- h) Assistance in locating an interpreter
- i) Referral to obtaining a GED

A student desiring assistance in areas listed in the Student Services should submit an oral or written request to an office Administrator or Director of the school.

## **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, 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**

1. Placement assistance may be provided in the form of the posting of possible job openings or referrals to potential employers. However, it is understood that the School does not and cannot promise or guarantee employment nor level of income or wage rate to any Student or Graduate.
2. All equipment for the course selected will be furnished by the Student at their own expense. A complete list of required books, supplies, and/or equipment is provided to each student. Lost, mutilated, or stolen items will be replaced at the expense of the Student.
3. Cost of medical or other examinations, if required, is to be paid for by the Student.
4. Certificates (signifying satisfactory completion) will be issued after the completion of the entire program. Classroom and lab instruction will be tested. The Student must achieve a passing grade average to receive a certificate. Student will be permitted a re-test for any grade below passing. Make up time for extenuating circumstances may be granted by the School Director. Excessive absence may be cause for dismissal.
5. The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified.
6. All course schedules are subject to change in starting and completing dates. Student will be duly notified.
7. The School reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All monies paid will be refunded.
8. 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.
9. The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected. The Student's enrollment may be terminated at the election of the School director, if the Student's academic progress, behavior, absences,

lateness, dress, etc., does not conform to the attendance requirements, rules and regulation of the School (as stated in the catalog); in which event, the extent of the Student's tuition obligation will be in accordance with the School's refund policy.

10. 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.

11. The Enrollment Agreement and Catalog constitute the complete contract between the School and the Student, and no verbal statements or promises will be recognized.

12. Graduation Requirements: Passing of the final test with average grade or better and satisfactory completion of: 1500 hours (Barbering); for licensure pass the State Board test with a 75% overall grade.

## **MAKE-UP TESTS**

An examination will be given after completion of each chapter or module of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The make-up examination will be offered following the next testing schedule.

A passing score must be maintained in attendance and conduct at all times. Student must maintain an average score of 70% (C), or better. Students receiving below a 70% or "C" average score may be placed on probation. If the student's score is not improved before the next examination or grading cycle, appropriate action may be taken by the Instructor.

## **TRANSFER OF HOURS NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Central Valley Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the \_\_Barbering/Styling\_\_ program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/credits 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 Central Valley Barber College to determine if your diploma/credits will transfer. There are no fees or assessment fees charged by Central Valley Barber College to transfer credit hours.

**Note: Academic transcripts will not be released until ALL tuition charges are paid in full.**

## **THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT**

### **Class & Practice Hours -Credit Procedure**

Students at CVBC record their attendance by entering their names and time to clock IN at the start of the day, LUNCH for a lunch period, RETURN when returning to class and OUT at the end of the class day. Students receive credit for task/operation/project completed after each action is verified by an instructor.

### **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 50% 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 GRIEVANCE POLICY**

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 Education of the complaint verbally or in writing.
- b) The Director shall attempt to resolve the complaint. The time within which a complaint must be filed is three days of the occurrence or grievance. The Director of Education will try to resolve the complaint within ten days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or direct line (916) 574-8900, or by completing a complaint form, which can be obtained on the bureau's internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **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 7<sup>th</sup> day after enrollment whichever is later.

After the end of the cancellation period, you also have the right to withdraw from school at any time, The Institution provides a pro rata refund of all funds paid for tuition charges to students who have completed 60% or less of the period of attendance. If more than

60% of the enrollment period in the entire course has incurred, there will be no refund to the student. 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.

### QUESTIONS

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 Address: P.O. Box 980818 West Sacramento, CA 95798-0818, Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone and Fax #'s: (888)370-7589 or by fax (916)263-1897, (916)431-6959 or by fax (916) 263-1897. The Bureau's physical address is 1747 N. Market Blvd., Suite 225, Sacramento, Ca 95834 and the direct line is (916) 574-8900.

### HOW OUR STUDENTS ARE DOING

**An actual copy of the results of the State Board of Barbering Examination results will be given to each student upon request. These are mailed to the school from the State on a quarterly basis and show the results of pass/fail on the practical and written examination.**

### DRUG-FREE AWARENESS PROGRAM NOTICE TO EMPLOYEES AND STUDENTS

Central Valley Barber College (hereinafter referred to as "this institution") has established a Drug-Free Awareness Program (DFAP) which encompasses the following four phases:

Phase 1: **WARNING** to all employees/students of the dangers of drug abuse in the workplace: Drug use impairs memory, alertness, and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of employment/enrollment with this institution or other action.

Phase 2: This institution has a policy of maintaining a Drug Free workplace. All employees/students are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in "this institution". In compliance with the Drug-Free Workplace Act of 1988, this institution's "workplace" consists of the Central Valley Barber College located at 3501 Atchison Street, Riverbank, Ca. 95367 and shall include but not be limited to classrooms, clinical areas, store rooms, restrooms, locker areas and all places used for instruction of the barber courses for this institution either on or off campus.

Phase 3: A list of the available local drug counseling, rehabilitation and employee

assistance programs is available on request in the office of this institution located at 3501 Atchison Street, Riverbank, Ca. 95367.

Phase 4: Non-Compliance with the terms of this institution's "Drug-Free Workplace Statement- Notice to Employees/Students" will result in the following action being taken by this institution: a) Verbal or Written warning; b) Suspension or suspension with loss of hours of training and services; c) Termination or expulsion with loss of credit for training.

TO ALL employees/students the above DRUG-FREE AWARENESS PROGRAM document is posted in the school.



## AFFIDAVIT

To Whom It May Concern,

It is hereby certified that Mr. Carl Gibbs and Mrs. Rhonda Arnold, who own the Central Valley Barber College, located at 3501 Atchison Street, Riverbank CA 95367, assures and guarantees the Bureau for Private Postsecondary Education that all students enrolled in the Central Valley Barber College will be properly trained and all contractual agreements fulfilled in accordance with the training program approved for the school and in compliance with the standards established and approved by the: Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Ste 225 Sacramento, Ca. 95834. Toll free 888-370-7589 or direct line 916-574-8900.

In addition, this Institution nor Carl Gibbs or Rhonda Arnold do not have or ever had a pending petition in Bankruptcy. Carl Gibbs, Rhonda Arnold, and this institution are not operating as a debtor in possession, have not filed a petition within the preceding five years, and have not had a petition in bankruptcy filed against them 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.)

All information in this catalog is current and correct and is so certified as true by:

Signature \_\_\_\_\_  
Carl Gibbs

Signature \_\_\_\_\_  
Rhonda Arnold