



BARBER AND BEAUTY
ACADEMY OF PENNSYLVANIA

STUDENT CATALOG

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Welcome

Dear Future Beauty Professionals,

Welcome to Barber and Beauty Academy of Pennsylvania and to the exciting and rewarding industry.

This catalog has been designed to provide you with important information regarding our programs, policies, procedures, and the many student services available to support you throughout your education. Our goal is to make this information clear, helpful, and accessible so that you can focus on building a successful future in the beauty profession.

At Barber and Beauty Academy of Pennsylvania, we believe that education is the foundation of opportunity. The industry continues to grow and offers unlimited career paths for individuals who are motivated, creative, and dedicated to mastering their craft. Whether you are beginning your journey with natural talent or starting with little experience, our school is committed to providing the training, support, and resources necessary to help you succeed.

Our programs combine theoretical instruction with hands-on practical training, allowing students to develop the technical skills, professionalism, and confidence required to thrive in today's competitive beauty industry. Our curriculum focuses not only on technical ability but also on client communication, professionalism, business skills, and salon management—all essential components for long-term success.

During your time with us, you will have the opportunity to learn from experienced educators, participate in hands-on clinical training, and gain real-world experience preparing you for employment. Our primary objective is to prepare students to successfully pass the Pennsylvania State Board licensing examination and to pursue rewarding employment opportunities within the beauty field. We also encourage our students to fully engage in the culture of the school by participating in educational events, community service activities, and professional development opportunities. These experiences help build confidence, teamwork, and leadership while strengthening your connection to the beauty industry.

Choosing a new career in can be life-changing, and we are honored that you are considering Barber and Beauty Academy of Pennsylvania as part of your journey. We invite you to visit our website at www.barberandbeautyacademyofpa.com or schedule a tour of our campus facility to learn more about our programs and meet our instructional team.

We look forward to welcoming you and helping you build a successful future in the beauty profession.

Mission Statement

Our Mission

To be leaders in the educational field of Cosmetology and Barbering, delivering our best in education to our students and clients, while enhancing our relationships with professional resources, our community, and sustaining theoretical and practical instruction, all while preparing our students to take the PA State Board Exam and seek employment.

Our Culture and Guiding Principles

At Barber and Beauty Academy of Pennsylvania, we believe that a strong learning environment begins with professionalism, accountability, and respect. Our culture encourages students and staff to take responsibility for their actions, communicate with professionalism, and maintain a positive and supportive atmosphere within the school.

Professional appearance, respectful behavior, and a commitment to safety are essential components of our learning environment. Students are expected to uphold high standards while developing the skills necessary to succeed in the beauty industry.

Student Experience Commitment

Our academy is committed to providing an educational experience that not only meets but exceeds the expectations of our students. We strive to anticipate student needs and deliver high-quality instruction, services, and educational resources.

Clear communication, professionalism, and a welcoming atmosphere are key elements of the student experience. Our instructors and staff work to ensure that every student feels supported, valued, and encouraged throughout their training.

Educational Excellence

We are dedicated to providing reliable, organized, and high-quality instruction that prepares students for success in the beauty industry. Our programs focus on both theoretical knowledge and practical skill development to ensure students receive well-rounded training.

Students are encouraged to actively participate in their education, maintain professionalism, and take initiative in developing their technical and interpersonal skills.

Inspiration Through Teamwork

Barber and Beauty Academy of Pennsylvania promotes an environment built on teamwork, motivation, and encouragement. Students and educators are encouraged to support one another, celebrate achievements, and build meaningful professional relationships.

By fostering a collaborative learning environment, we help students build confidence while preparing them to work successfully within salon teams and professional settings.

Values That Support Our Mission

The values of Barber and Beauty Academy of Pennsylvania guide our daily operations and educational approach. We believe that training, mentorship, and empowerment create greater student satisfaction and long-term success. Our academy promotes teamwork, open communication, and professional development for all students.

Barber and Beauty Academy of Pennsylvania places student education as its highest priority. Our goal is to provide meaningful training experiences that prepare students to successfully pass the Pennsylvania State Board licensing examination and pursue rewarding employment opportunities within the beauty industry.

Ultimately, we strive to deliver such a positive educational experience that our graduates confidently recommend our programs to future students and clients.

Location

Barber and Beauty Academy of Pennsylvania is conveniently located at **3605 North Progress Avenue, Suite 102, Harrisburg, PA 17110**

Our campus is located less than ¼ mile from Interstate access, making it easily accessible for students traveling from Harrisburg and surrounding communities. The academy offers free on-site parking, and public transportation through Capital Area Transit (CAT) stops directly in front of the school. Taxi and ride-share services such as Uber are also readily available.



Students will find a variety of restaurants and cafés within close proximity of the academy, including popular options such as Chipotle, Starbucks, Wendy's, Subway, Playa Bowls, and several local dining establishments located within a one-mile radius of the campus.



The surrounding area also includes numerous shopping centers, gas stations, banks, churches, gyms, and childcare facilities, providing convenience for students balancing education, work, and family life. For students relocating to attend the academy, there are several apartment complexes and housing options located near the campus, many within walking distance. Beyond the campus, the Harrisburg area offers a vibrant community filled with activities and attractions. Local highlights include City Island, home of the Harrisburg Senators baseball team, scenic riverboat tours along the Susquehanna River, seasonal festivals, cultural events, theaters, and a variety of recreational activities. Choosing a school that provides both quality education and an engaging community environment is important. Barber and Beauty Academy of Pennsylvania is proud to be located in an area that offers both convenience and opportunity. If you are looking for a school that will prepare you for an exciting career in the beauty industry while studying in a lively and accessible location, Barber and Beauty Academy of Pennsylvania may be the perfect choice for you.



Campus Overview

OUR CAMPUS OVERVIEW

Our campus is thoughtfully designed to provide a comprehensive and inspiring learning environment that supports student success from day one through graduation. We offer dedicated lecture classrooms equipped for engaging, hands-on instruction, along with a fully stocked library resource center that encourages research, creativity, and continued learning.

Students gain real-world experience on our fully equipped student salon floor, where they can refine their skills in a professional setting while building confidence and client interaction abilities. In addition, our welcoming student lounge provides a comfortable space to relax, collaborate, and connect with peers.

From the moment you enter, our reception area reflects the professionalism and high standards we uphold, creating a positive first impression for students and guests alike. Behind the scenes, our experienced faculty and administrative offices are always available to guide, support, and mentor students throughout their educational journey.

Our goal is to create not just a place of learning, but a community—one that nurtures talent, builds confidence, and prepares students to become skilled, knowledgeable, and successful professionals in their field

STUDENT CLASSROOMS

Classrooms of all sizes have been designed to provide the proper environment for different types of learning and activities. All equipment and furnishings meet the requirements of state and federal agencies. The school contains ample student desks and practical workstations. State of the art audio-visual equipment, hair dryers, facial/massage beds, shampoo bowls, chairs, nail equipment and a wide variety of beauty products and preparations complete the list of school equipment.

ADMINISTRATIVE OFFICES

Leadership and administrative personnel are available to respond to your questions and concerns.

RETAIL CENTER

The Academy has a retail center for hair, skin, and body care, tools, makeup, and lifestyle products and clothing. The store gives you the opportunity to practice your guest service and retailing skills.

LUNCHROOM

There are areas designated in the lower levels for all students to socialize and enjoy their breaks and/or lunch. Students are responsible for maintaining the cleanliness of their break areas. Students are prohibited from eating lunch on the Clinic and/or Spa Salon floor.

PARKING

The institute parking lots are reserved for employees, students, and guests only. The first 3 parking spots are reserved for Admin only. Employees and students are encouraged to park in any other parking spaces available on the Lot. Unauthorized vehicles will be towed at the owner's expense.

Admissions Policy

ADMISSION POLICY

Barber and Beauty Academy of Pennsylvania does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires and validates that each student enrolling in any program, have their diploma be evaluated for validity and if the institution has reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education, they must utilize a credential validation agency at their own expense. Prior to acceptance all prospective students must complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion. Students must be at least 18 years of age or older. Communicate verbally using clear and effective English. Write legibly in clear and effective English using correct grammar, punctuation and spelling. Quickly and accurately comprehend and follow verbal instructions in English. Quickly and accurately read, comprehend and follow written instructions in English.

ORIENTATION POLICY

All incoming Students, Re- Entry students and Transfer students must attend Orientation which will be held prior to the start of the program. During Orientation, the Student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performance will be measured.

RE-ENTRY POLICY

Students who wish to re-enroll after withdrawing need to consult with, and must have the approval of, their director prior to re- enrollment. Students who are withdrawn from a program may apply to re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 enrollment fee, \$100 technology fee and a \$1250 required student kit if applicable or deemed necessary. In addition, the student must meet all the admissions policy requirements. The student may need to apply for financial aid and complete the entire financial aid process before returning, the student should contact the financial aid office immediately to determine if they must reapply. Students must satisfy or make arrangements to satisfy any outstanding balances due on their account prior to returning to their program. The student, if accepted, will re-enter at the current tuition and fee rate which will be prorated based on the number of hours needed to complete the program. If books and/or supplies are needed, they may be purchased from the school at the current rate. The student must update any pre-existing student equipment/supplies kit to the standards of the current kit and must possess or purchase the current textbook set.

TRANSFER STUDENT POLICY

Barber and Beauty Academy of Pennsylvania will accept up to 800 transfer hours from another licensed accredited Cosmetology or Barbering school, to be applied only towards the Cosmetology or Barber program.

Under 22 Pa Code, Chapter 73, the definitions are as follows: "Credit hour—A unit of curricular material which normally can be taught in a minimum of 14 clock hours of instruction. For laboratory instruction, a credit hour represents a minimum of 28 clock hours. For shop instruction and practicum experiences, including externship/internship experiences, a credit hour represents a minimum of 42 clock hours." It is in this manner that credit hours were determined for the coursework at the Institute of Medical Aesthetics.

Programs

COSMETOLOGY PROGRAM 1250 CLOCK HOURS

Successful completion of the 1250-hour Cosmetology Program prepares the graduate to take the state board examination necessary to obtain a cosmetology license for an entry level position as a hairstylist, or hairdresser. This program is VA approved. Passing the theory examination for licensure through the State Board is required.

BARBERING 1250 CLOCK HOURS

Successful completion of the 1250-hour Barber Program prepares the graduate to take the state board examination necessary to obtain a barber license for an entry level position as a barber, hairstylist, or hairdresser. This program is VA approved. Passing the theory and practical examination for licensure through the State Board is required.

ESTHETICS 300 CLOCK HOURS

Successful completion of the 300-hour Esthetician Program prepares the graduate to take the state board examination necessary to obtain an esthetics license for an entry level position as an esthetician. This program is VA approved. Passing the theory examination for licensure through the State Board is required.

NAIL TECHNOLOGY 300 CLOCK HOURS (STATE REQUIREMENT 200 HOURS)

Successful completion of the 300-hour Nail Technology Program prepares the graduate to take the state board examination necessary to obtain a nail tech license for an entry level position as a nail technician. This program is VA approved. Passing the theory examination for licensure through the State Board is required.

NATURAL HAIR BRAIDING 300 CLOCK HOURS (DOES NOT REQUIRE LICENSURE)

Successful completion of the 300-hour Natural Hair Braiding Program prepares the graduate to have the skills necessary for an entry level position as a hairstylist, or hairdresser. This program is VA approved. Passing the theory examination for licensure through the State Board is **NOT** required.

TEACHER 600 CLOCK HOURS (STATE REQUIREMENT 500 HOURS)

Successful completion of the 600-hour Teachers Program prepares the graduate to take the state board examination necessary to obtain a teacher's license for an entry level position as an instructor. This program is VA approved. Passing the theory and practical examination for licensure through the State Board is required. Must already hold a current PA License in Cosmetology, Esthetics or Nails.

BARBER TEACHER TRAINEE 1250 HOURS (STATE REQUIREMENT 500)

Successful completion of the 1250-hour Barber Teacher Trainee Program prepares the graduate to take the state board examination necessary to obtain a barber teacher license for an entry level position as a barber manager or teacher. This program is VA approved. Passing the theory and practical examination for licensure through the State Board is required.

STATE BOARD PREP

This course is designed to help students who may be struggling to obtain licensure and need a review

Cosmetology Program

COURSE TITLE	COSMETOLOGY 1250 CLOCK HOURS
PROGRAM DESCRIPTION	
<p>This course follows criteria as prescribed by the PA State Board of Cosmetology, which includes 1250 hours of study. Classes and clinic experience are provided and the care and beautification of hair skin and nails. Area of study include safety, professional ethics, hair styling, manicuring, artificial nails, hair coloring, permanent waving, chemical relaxing, salon management, entrepreneurship, and job skills. During the course, students should be able to demonstrate skills involving hair, skin and nails necessary to take the PA State Cosmetology Exam and seek employment. Graduates of the program must pass the PA State cosmetology exam to become a licensed cosmetologist. The salary rage can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer.</p> <p>Related careers include Make Up Artist, Artificial Nail Technician, Desairology, Beauty Editor, Cosmetology Teacher, Platform Artist, or State Board Examiner.</p>	
PROGRAM GOALS	<ul style="list-style-type: none"> • Basic practical skills in the following areas: Hair Cutting, Hair Coloring, Texture Services, Hair Styling, Facials and Makeup, Natural Hair Braiding and Manicuring and Pedicuring • Practice Safety, Sanitation, Disinfection and Sterilization • Proficiency in all Theory related topics • Knowledge of the many job opportunities in the Beauty Industry • Professionalism with a focus on providing excellent Customer Service
PROGRAM FORMAT	Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service
REFERENCES	Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Each schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVDs, and other reference materials that support the education process.
TEXTBOOKS	<p><i>Cosmetology and Foundations Textbook Package</i> 2-book package includes Milady Standard Cosmetology and Milady Foundations. This, 14th Edition: ©2022 • <u>Previous Edition</u>: ©2016</p>

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program (1250 CLOCK HOURS)
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

LICENSING REQUIREMENTS

Upon completion of all course requirements and successful completion of hours of the State Board of Cosmetology the student is required to take the Examination to obtain a license to practice. The school does not guarantee that the student will pass the examination. The requirements consist of a Licensure Application, Background Check and Theory Examination. This licensure exam cost additional fees that are the responsibility of the student.

Cosmetology Program

TOTAL HOURS : 1250 CLOCK HOURS

COST/ TUITION	\$18750.00
Application fee	\$25.00
Registration Fee	\$100
Technology Fee	\$100
Student Kit Fee	\$1250.00

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

PROGRAM CURRICULUM

Professional Practices		
Bacteriology, Disinfection, Sanitation		
Professional Attitude	50 HRS	
Business Practices		
PA Cosmetology Law		
Sciences		
Histology		
Trichology		
Chemistry	200 HRS	
Physiology		
Cosmetic Dermatology		
Electricity		
Cosmetology Skills—Cognitive and Manipulative		
Shampooing and Conditioning		
Hair Shaping		
Hair Styling/Finger waving		
Chemical Texturizing		
Permanent Waving		
Hair Coloring		
Hair Straightening	1000 HRS	
Skin Care		
Nail Technology		
Temporary Hair Removal		
Scalp Treatment		
Care of all hair types and textures		
Makeup		

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86 || C – 85--80 || D – 79-75 || F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis

Barber Program

COURSE TITLE	BARBERING 1250 CLOCK HOURS
PROGRAM DESCRIPTION	
<p>This course follows criteria as prescribed by the PA State Board of Barbering, which includes 1250 hours of study. Classes and clinic experience are provided in everything from haircutting, color, texture to skincare, shaving and grooming. While also providing the business and personal skills you need to become productive leaders of this industry. Other areas of study include safety, infection control, professional ethics, hair coloring, texturizing, hair care, salon/shop management, entrepreneurship, and job skills. Graduates of the program must take the PA State Barber exam to become a licensed barber. The salary range can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer</p>	
PROGRAM GOALS	<ul style="list-style-type: none"> • Basic practical skills in the following areas: Hair Cutting, Hair Coloring, Hair Styling, Texture Services, Hair Styling, Facials and Shaving, and Manicuring • Practice Safety, Sanitation, Disinfection and Sterilization • Proficiency in all Theory related topics • Knowledge of the many job opportunities in the Barber Industry • Professionalism with a focus on providing excellent Customer Service
PROGRAM FORMAT	<p>Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful barber level service</p>
REFERENCES	<p>Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Each schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVDs, and other reference materials that support the education process.</p>
TEXTBOOKS	<p><i>Milady Barber and Foundations Textbook Package</i> 2-book package includes Milady Standard Barber and Milady Foundations. This, 14th Edition: ©2022 • <u>Previous Edition</u>: ©2016</p>

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program (1250 CLOCK HOURS)
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

LICENSING REQUIREMENTS

Upon completion of all course requirements and successful completion of hours of the State Board of Cosmetology the student is required to take the Examination to obtain a license to practice. The school does not guarantee that the student will pass the examination. The requirements consist of a Licensure Application, Background Check and Practical and Theory Examination. This licensure exam cost additional fees that are the responsibility of the student.

Barbering Program

TOTAL HOURS : 1250 CLOCK HOURS

COST/ TUITION **\$18750.00**

Application fee \$25.00

Registration Fee \$100

Technology Fee \$100

Student Kit Fee \$1250.00

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

PROGRAM CURRICULUM

Professional Practices		
Bacteriology, Disinfection, Sanitation		
Professional Attitude	50 HRS	
Business Practices		
PA Barber Law		
Sciences		
Histology		
Trichology		
Chemistry	200 HRS	
Physiology		
Cosmetic Dermatology		
Electricity		
Cosmetology Skills—Cognitive and Manipulative		
Shampooing and Conditioning		
Hair Shaping		
Hair Styling/Finger waving		
Chemical Texturizing		
Permanent Waving		
Hair Coloring		
Hair Straightening	1000 HRS	
Skin Care		
Nail Technology		
Temporary Hair Removal		
Scalp Treatment		
Care of all hair types and textures		
Makeup		

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86 || C – 85--80 || D – 79-75 || F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis

Esthetician Program

COURSE TITLE	ESTHETICIAN 300 CLOCK HOURS
PROGRAM DESCRIPTION	
<p>This course follows criteria as prescribed by the PA State Board of Cosmetology, which includes 300 hours of study. Classes and clinic experience are provided and the care and beautification of skin. Area of study include safety, professional ethics, skincare, hair removal, makeup, lashes, salon management, entrepreneurship, and job skills. During the course, students should be able to demonstrate skills skin and nails necessary to take the PA State Cosmetology Exam and seek employment. Graduates of the program must pass the PA State cosmetology exam to become a licensed esthetician. The salary rage can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer.</p> <p>Related careers include Make Up Artist, Esthetician</p>	
PROGRAM GOALS	<ul style="list-style-type: none"> • Basic practical skills in the following areas: Skincare, Skin Analysis, Hair Removal, Makeup and Lashes • Practice Safety, Sanitation, Disinfection and Sterilization • Proficiency in all Theory related topics • Knowledge of the many job opportunities in the Beauty Industry • Professionalism with a focus on providing excellent Customer Service
PROGRAM FORMAT	<p>Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service</p>
REFERENCES	<p>Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Each schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVDs, and other reference materials that support the education process.</p>
TEXTBOOKS	<p><i>Esthetics and Foundations Textbook Package</i> 2-book package includes Milady Standard Esthetics Fundamentals and Milady Foundations. This, 14th Edition: ©2022 • <u>Previous Edition</u>: ©2016</p>

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program (300 CLOCK HOURS)
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

LICENSING REQUIREMENTS

Upon completion of all course requirements and successful completion of hours of the State Board of Cosmetology the student is required to take the Examination to obtain a license to practice. The school does not guarantee that the student will pass the examination. The requirements consist of a Licensure Application, Background Check and Theory Examination. This licensure exam cost additional fees that are the responsibility of the student.

Esthetician Program

TOTAL HOURS : 300 CLOCK HOURS

COST/ TUITION	\$6090.00
Application fee	\$25.00
Registration Fee	\$100
Technology Fee	\$100
Student Kit Fee	\$650.00

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

PROGRAM CURRICULUM

Professional Practices	40 HRS
Bacteriology, Disinfection, Sanitation	
Professional Attitude	
Business Practices	
PA Cosmetology Law	100 HRS
Sciences	
Histology	
Trichology	100 HRS
Chemistry	
Physiology	100 HRS
Cosmetic Dermatology	
Electricity	
Esthetic Skills—Cognitive and Manipulative	
Skin Analysis	
Facial Treatments	
Hair Removal	
Makeup	50 HRS

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86|| C – 85--80 || D – 79-75|| F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis

Nail Technology Program

COURSE TITLE	NAIL TECHNOLOGY 300 CLOCK HOURS
PROGRAM DESCRIPTION	
<p>This course follows criteria as prescribed by the PA State Board of Cosmetology, which includes 300 hours of study. Classes and clinic experience are provided and the care and beautification of nails. Area of study include safety, professional ethics, skin analysis, manicuring, pedicuring, artificial nail enhancements, nail polishing, salon management, entrepreneurship, and job skills. During the course, students should be able to demonstrate skills involving nails necessary to take the PA State Cosmetology Exam and seek employment. Graduates of the program must pass the PA State cosmetology exam to become a licensed cosmetologist. The salary range can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer.</p> <p>Related careers include Nail Technician, Artificial Nail Technician, Platform Artist, or State Board Examiner.</p>	
PROGRAM GOALS	<ul style="list-style-type: none"> • Basic practical skills in the following areas: Nail Technology, Pedicuring, Nail Treatments and Artificial Nail Enhancements • Practice Safety, Sanitation, Disinfection and Sterilization • Proficiency in all Theory related topics • Knowledge of the many job opportunities in the Beauty Industry • Professionalism with a focus on providing excellent Customer Service
PROGRAM FORMAT	<p>Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service</p>
REFERENCES	<p>Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Each schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVDs, and other reference materials that support the education process.</p>
TEXTBOOKS	<p><i>Milady Nails and Foundations Textbook Package</i> 2-book package includes Milady Standard Nail Technology Fundamentals and Milady Foundations. This, 14th Edition: ©2022 • <u>Previous Edition</u>: ©2016</p>

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program (300 CLOCK HOURS)
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

LICENSING REQUIREMENTS

Upon completion of all course requirements and successful completion of hours of the State Board of Cosmetology the student is required to take the Examination to obtain a license to practice. The school does not guarantee that the student will pass the examination. The requirements consist of a Licensure Application, Background Check and Theory Examination. This licensure exam cost additional fees that are the responsibility of the student.

Nail Technology Program

TOTAL HOURS : 300 CLOCK HOURS

<u>COST/ TUITION</u>	<u>\$6090.00</u>
Application fee	\$25.00
Registration Fee	\$100
Technology Fee	\$100
Student Kit Fee	\$650.00

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

PROGRAM CURRICULUM

Professional Practices	50 HRS
Bacteriology, Disinfection, Sanitation	
Professional Attitude	
Business Practices	
PA Cosmetology Law	
Sciences	100 HRS
Histology	
Trichology	
Chemistry	
Physiology	
Manicuring	150 HRS
Electricity	
Nail Skills—Cognitive and Manipulative	
Pedicuring	
Polishing of Nails	
Nail Treatments	

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86 || C – 85--80 || D – 79-75 || F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis

Natural Hair Braiding Program

COURSE TITLE	NATURAL HAIR BRAIDING
PROGRAM DESCRIPTION	
<p>This course follows criteria as prescribed by the PA State Board of Cosmetology, which includes 300 hours of study. Classes and clinic experience are provided and the care and beautification of hair skin and nails. Area of study include safety, professional ethics, hair styling, natural hair styling, braiding, , salon management, entrepreneurship, and job skills. During the course, students should be able to demonstrate skills involving hair, skin and nails necessary to take the PA State Cosmetology Exam and seek employment. Graduates of the program DO NOT have to take the PA State cosmetology exam to become a licensed natural hair braider. The salary rage can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer.</p> <p>Related careers include Natural Hair Braider</p>	
PROGRAM GOALS	<ul style="list-style-type: none"> • Basic practical skills in the following areas: Natural Hair Braiding and Styling • Practice Safety, Sanitation, Disinfection and Sterilization • Proficiency in all Theory related topics • Knowledge of the many job opportunities in the Beauty Industry • Professionalism with a focus on providing excellent Customer Service
PROGRAM FORMAT	Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service
REFERENCES	Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Each schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVDs, and other reference materials that support the education process.
TEXTBOOKS	<p><i>Cosmetology and Foundations Textbook Package</i> 2-book package includes Milady Standard Cosmetology and Milady Foundations. This, 14th Edition: ©2022 • <u>Previous Edition</u>: ©2016</p>

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program (300 CLOCK HOURS)
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

LICENSING REQUIREMENTS

No licensure is required

Natural Hair Braiding Program

TOTAL HOURS : 300 CLOCK HOURS

COST/ TUITION	\$5750.00
Application fee	\$25.00
Registration Fee	\$100
Technology Fee	\$100
Student Kit Fee	\$550.00

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

PROGRAM CURRICULUM

Professional Practices	50 HRS
Bacteriology, Disinfection, Sanitation	
Professional Attitude	
Business Practices	
PA Cosmetology Law	
Sciences	125 HRS
Histology	
Trichology	
Chemistry	
Physiology	
Cosmetic Dermatology	125 HRS
Electricity	
Natural Hair Braiding Skills—Cognitive and Manipulative	
Shampooing and Conditioning	
Hair Braiding	
Hair Styling/Finger waving	125 HRS
Wig Maintenance	
Scalp Treatment	

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86 || C – 85--80 || D – 79-75 || F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis

Teachers Program

COURSE TITLE	TEACHERS PROGRAM
PROGRAM DESCRIPTION	
<p>This course follows the criteria prescribed by the Pennsylvania State Board of Cosmetology, which includes 600 hours of study. Classroom and clinic experiences are provided in subject related teaching methods such as, lesson plan development, teaching strategies, professional practices, salon management to include Pa State Cosmetology Law.</p> <p>Graduates of the program must pass the PA State Cosmetology Teacher Examination to become a licensed Cosmetology Student Teacher. The salary range can vary from approximately \$25,000.00 to more than \$75,000.00 per year depending on the school and courses they offer.</p> <p>Related careers may include Platform Artist, Beauty Educator and Beauty School Director or State Board Examiner.</p>	
PROGRAM GOALS	<ul style="list-style-type: none"> • Basic practical skills in the following areas: Hair Cutting, Hair Coloring, Texture Services, Hair Styling, Facials and Makeup, and Manicuring and Pedicuring • Practice Safety, Sanitation, Disinfection and Sterilization • Proficiency in all Theory related topics • Knowledge of the many job opportunities in the Beauty Industry • Professionalism with a focus on providing excellent Customer Service
PROGRAM FORMAT	Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service
REFERENCES	Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Each schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVDs, and other reference materials that support the education process.
TEXTBOOKS	

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program (1250 CLOCK HOURS)
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

LICENSING REQUIREMENTS

Upon completion of all course requirements and successful completion of hours of the State Board of Cosmetology the student is required to take the Examination to obtain a license to practice. The school does not guarantee that the student will pass the examination. The requirements consist of a Licensure Application, Background Check and Practical and Theory Examination. This licensure exam cost additional fees that are the responsibility of the student.

PRE-REQ. REQUIREMENTS

- Hold an active Pennsylvania Cosmetology, Nail Technology or Esthetician License.

Teachers Program

TOTAL HOURS : 1250

COST/ TUITION	\$7175.00
Application fee	\$25.00
Registration Fee	\$100
Technology Fee	\$100
Student Kit Fee	\$350.00

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

PROGRAM CURRICULUM

Teaching Techniques for Subjects Related to Cosmetology Curriculum	300 HRS
Student Teaching	200 HRS
Professional Practices	25 HRS
Business Practices	75 HRSS
PA Cosmetology Law	
Salon Management Theory	

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86|| C – 85--80 || D – 79-75|| F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis

Barber Teacher Trainee Program

COURSE TITLE	BARBER TEACHER TRAINEE
PROGRAM DESCRIPTION	
<p>This course follows criteria as prescribed by the PA State Board of Cosmetology, which includes 1250 hours of study. Classes and clinic experience are provided and the care and beautification of hair skin and nails. Area of study include safety, professional ethics, hair styling, manicuring, artificial nails, hair coloring, permanent waving, chemical relaxing, salon management, entrepreneurship, and job skills. During the course, students should be able to demonstrate skills involving hair, skin and nails necessary to take the PA State Cosmetology Exam and seek employment. Graduates of the program must pass the PA State cosmetology exam to become a licensed cosmetologist. The salary range can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer.</p> <p>Related careers include Make Up Artist, Artificial Nail Technician, Desairology, Beauty Editor, Cosmetology Teacher, Platform Artist, or State Board Examiner.</p>	
PROGRAM GOALS	<ul style="list-style-type: none"> • Basic practical skills in the following areas: Hair Cutting, Hair Coloring, Texture Services, Hair Styling, Facials and Makeup, and Manicuring and Pedicuring • Practice Safety, Sanitation, Disinfection and Sterilization • Proficiency in all Theory related topics • Knowledge of the many job opportunities in the Beauty Industry • Professionalism with a focus on providing excellent Customer Service
PROGRAM FORMAT	Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service
REFERENCES	Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Each schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVDs, and other reference materials that support the education process.
TEXTBOOKS	

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program (1250 CLOCK HOURS)
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

LICENSING REQUIREMENTS

Upon completion of all course requirements and successful completion of hours of the State Board of Cosmetology the student is required to take the Examination to obtain a license to practice. The school does not guarantee that the student will pass the examination. The requirements consist of a Licensure Application, Background Check and Practical and Theory Examination. This licensure exam cost additional fees that are the responsibility of the student.

PRE-REQ. REQUIREMENTS

- Hold an active Barber Manager License.

Barber Teacher Trainee Program

TOTAL HOURS : 1250

COST/ TUITION	\$20,225.00
Application fee	\$25.00
Registration Fee	\$100
Technology Fee	\$100
Student Kit Fee	\$1250.00

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

PROGRAM CURRICULUM

Professional Practices	50 HRS	
Bacteriology, Disinfection, Sanitation		
Professional Attitude		
Business Practices		
PA Barber Law		
Entrepreneur Learning Unit	200 HRS	
Professional Portfolio		
Teaching Techniques		
Student Teaching	1000 HRS	
Salon Management Theory		

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86|| C – 85--80 || D – 79-75|| F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis

Policies

ATTENDANCE POLICY

- If the student will be absent, a phone call must be made the same day of the absence.
- If the student will be absent for more than three consecutive days, the student must provide a medical excuse, or the absence will be considered unexcused.
- If the student fails to call for 14 days after the last day of attendance, the student will be considered for withdrawal.
- The student must maintain the minimum SAP requirements. Students deemed not meeting Satisfactory Progress may have their Title IV Funding interrupted.
- Students who come to school late, will not be admitted to class and will not receive hours for that day. Students must be “present and prepared”, accompanied with the school uniform in order to receive hours for the day.

LEAVING EARLY

Students are encouraged not to leave prior to their scheduled departure time. If a student wishes to leave school early for any reason, they must communicate verbally with their Educator and email student Admissions prior to the start of class when clocking out for any regularly scheduled class. Time missed due to leaving early will add to your total “grace hours” as absent hours. Make up hours do not replenish original offered hours missed from the “grace hours” allowance. If a student notifies the school that they are leaving early due to an illness, they are expected to clock out immediately.

ARRIVING LATE

Time management is an important skill not just for your time as a student, but during your entire life and career. You are expected to arrive on time and be prepared for the day. Students arriving late due to a doctor’s appointment, court appointment or other event that can be accompanied by official documentation, may clock in at any time during their scheduled class times and must see Admissions Services prior to clocking in. Students arriving late without professional documentation, may not receive hours that day, but may be permitted to stay to attend class under this acknowledgment. Any time missed will add to your total “grace hours” as absent hours. Make up hours do not replenish original offered hours missed from the “grace hours” allowance. The State Board of Professional Affairs does not recognize excused documentation to excuse the time missed, time missed is time missed and will be subtracted from the “grace hours”.

GRACE HOURS

Barber and Beauty Academy of Pennsylvania encourages students to attend school every day they are scheduled. However, we understand that emergencies and illness can happen. To account for these instances, each program has a predetermined number of “grace hours,” that can be missed before a student is charged any additional instructional charges at the rate of \$16/hour. The number of hours allowed (“grace of hours”) is the maximum time that a student can be absent. Students are strongly discouraged from utilizing their pool of grace hours as vacation time. Once a student has exhausted their “Pool of grace hours” they will be susceptible to be terminated if any additional time is missed. The total/maximum pool of hours allowed per program is as follows:

- Cosmetology/ Barbering – 60 total absent hours are allowed to be missed before being charged additional fees. Total absent hours accrued beyond 60 hours will result in termination. Students will be notified and placed on “at risk” status when they reach 40 absent hours.
- Esthetician/ Nail Technology/ Natural Hair Braiding/ Teachers/ Barber Teacher Trainee/ Transfer Students – 30 total absent hours are allowed to be missed before being charged additional fees. Total absent hours accrued beyond 30 hours will result in termination. Students will be notified and placed on “at risk” status when they reach 15 absent hours.

Policies Continued...

MAKE UP HOURS

Barber and Beauty Academy of Pennsylvania does not have set “makeup days.” Barber and Beauty Academy of Pennsylvania structures “grace hours,” into each student’s enrollment agreement based on program and transfers. All cosmetology/barber students are given (60 grace hours) while call transfer students and limited license program students are given (30 grace hours) they can miss before they are charged any additional “instruction charges at the rate of \$16/ hour. If a student misses a class, he or she must make it up if applicable so that he or she graduates in accordance with state requirements. Barber and Beauty Academy of Pennsylvania may provide opportunities for students to make-up hours they have missed on selected and announced pre-scheduled days, the times and dates will vary based on classroom space/availability. Make-up hours are structured as independent study under the supervision of a qualified Educator to learn topics or skills that were possibly missed during a previous absence. Student making up hours may be required to follow along with the curriculum of the regular scheduled class during make-up hours. Make-up hours may not be accrued in excess of absent hours missed. In other words, make-up hours are only available to off-set absent hours to allow students to graduate on their contracted graduation date and may not be used if a student has not missed class. Make up hours do not replenish original offered hours missed from the “grace hours” allowance. To participate in make-up hours, students must pre-register by emailing Admission Student Services. Registration is on a first come first serve basis as there are a limited number of spaces available in classes. Students must follow along with the lessons being taught during make-up hours. By signing up for make-up hours you are agreeing to show up. If a student signs up for make-up hours and needs to cancel, he or she must contact student services by phone or email before the beginning of class on the day of the scheduled makeup class. Student Services must pre-approve all make-up hours. Students may not receive personal services while making up hours. Students are not permitted to makeup hours the last 2 weeks prior to their scheduled graduation date. Exceptions are at the discretion of Barber and Beauty Academy of Pennsylvania.

SPECIALTY CLASSES/WORKSHOPS

We offer various on campus and off campus specialty classes/workshops that Some classes and field trips can only accommodate a certain number of students at particular times. If a student signs up to attend a specialty class or workshop this means a spot is reserved for them and others might not be able to attend. If that same student doesn’t attend, it will affect a student’s eligibility to attend future special events. Some events and/or classes may have an additional fee or cost per Student above and beyond tuition and fees of the program. Some outside of the scheduled hours classes may be eligible to receive additional hours if accompanied by a hired licensed instructor from Barber and Beauty Academy of Pennsylvania.

TIME KEEPING GUIDELINES

Barber and Beauty Academy of Pennsylvania is a clock hour institution and therefore clocking in and out is extremely important. The institute can only issue credit for hours that are properly documented via the key fob / fingerprint scanner assigned to each student. Students must clock in at the beginning of the day and in and out from their break. Students must also clock out at the end of the school day. In the event a student inadvertently forgets to clock in or out, corrections to time will not be made, and hours may be lost. If the student continuously forgets to clock in or out, disciplinary actions may be taken as described under the Standards of Conduct Policy. All students have access and the right to the student hour summary. The proper procedure is to request a summary of attendance through the student portal request on our website. Responses are given within 24-48 business hours.

Policies Continued...

LEAVING CLASS OR A GUEST

A student must ask permission from the Educator to leave the classroom or their Guest for any reason. Students may not walk out of a classroom or the building at their leisure without disciplinary actions to follow. If an emergency arises, the student is to notify their Educator for assistance.

BREAK POLICY

Full time schedule students will be provided with a 30-minute lunch break each day. The break will be scheduled by the Educator and depend on classroom and clinic services. Any other breaks will not be for more than 5-9 minutes and are at the discretion of the Educator (these breaks are considered a courtesy and are not required nor are they a part of the daily schedule). Students are required to clock in and out for their lunch breaks. Students who do not return from their scheduled break on time will not be allowed to earn hours for the rest of the day and the missed time will add to students' total "grace hours" as absent hours. If a student is late and not setup and seated by the time class begins after lunch, then they are unprepared and will be sent home for the day and/or will be docked offered hours until the next entrance times for class. Missed hours will be added to the "pool of grace hours" missed as absent hours.

SUBSTANCE ABUSE POLICY

Barber and Beauty Academy of Pennsylvania strives to provide a drug-free, healthful and safe workplace. To promote this goal, teachers/students are required to report to school in appropriate mental and physical condition to perform their tasks in a satisfactory manner. While on the premises and while conducting business-related activities off the school's premises or in any vehicle used for business, no teacher/student may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The use of prescribed drugs is permitted only if it does not impair one's ability to perform the essential functions of their tasks effectively and does not endanger other individuals. Violations of this policy may lead to an immediate termination and may also have legal consequences.

EMERGENCY CLOSINGS & INCLEMENT WEATHER

Any emergency closures or delays may be announced on our Instagram and DL platforms. The Academy is a Postsecondary Institution and does not follow any Public School System closures or delays. We take into consideration the surrounding districts and closings. In the event of unscheduled closures, a student's contract end date will be extended by the same amount of time closed. Make up days for these closures are not guaranteed.

VACATION POLICY

Barber and Beauty Academy of Pennsylvania strives to cooperate with the student's family vacation plans. Vacation requests are to be submitted to the Campus Director, in writing, at least two (2) weeks prior to the scheduled vacation. Vacation days are still counted as missed hours and will affect a student's attendance rate. All missed hours must be made up. This is not considered to be an excused absence and can go against the grace hours given to students.

STATEMENT OF NON-DISCRIMINATION AND ACCOMMODATION

Barber and Beauty Academy of Pennsylvania ("the School") does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), related statutes and regulations, and corresponding state and local laws. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Policies Continued...

EXTRA INSTRUCTIONAL CHARGES POLICY

Each course has been scheduled for completion within an allotted time frame. The academy has reserved space, equipment, and licensed instructors for each student and course/program. If the student does not graduate within the contract period, there will be an additional charge for hours remaining after the contract ending date. Additional training will be billed at the rate up to \$16.00 per hour, or any part thereof, payable in advance until graduation.

EMPLOYMENT ASSISTANCE POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who participate in the learning experience as guest speakers and provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. Job referrals are made available to graduates who graduate with a combined "B" average or better.

DRESS CODE POLICY

APPEARANCE:

Personal cleanliness, hygiene, and appearance are of the utmost importance in the Salon Industry. A well-groomed teacher/student in updated attire immediately creates a favorable impression of the services we provide, especially when it pairs with a friendly smile, a gracious greeting and cutting-edge techniques.

POLICY:

All teachers/students are required to arrive at the school prior to each shift meeting the dress code in its entirety. Any time a teacher/student is performing services in the school they must be dressed professionally (i.e., classes, clinic days, etc.).

Management reserves the right to clarify the interpretation of the dress code. If you are dressed inappropriately, you may be sent home to change thus resulting in missing hours. When in doubt, please ask prior to wearing the item(s) to school. Teachers/students failing to adhere to proper dress attire standards with respect to appearance and grooming are in violation of the Dress Code Policy & Procedures.

DRESS CODE:

- School Issued Uniform Smock/ T-Shirt must be worn to get regulated state board hours
 - ALL BLACK: pants, shirt, dress, skirt – NO ADDITIONAL COLORS/ PATTERNS/ SIGNAGE
 - ▶ Smock/ T-Shirt must be taken home and washed every week
 - ▶ Dresses/Skirts must be a professional length
 - ▶ No bare stomachs or backs; shirts should cover waistline
 - FOOTWEAR: closed toed shoes ONLY
 - Hair and nails must be cleaned and well-groomed at all times
 - No Hats, Scarves, Bonnets, Nets, Head Sleepwear Allowed unless for religious purposes
 - Apply make-up and style hair prior to coming to school
 - No student should be attired in such a manner as to be a distraction
- NOTE: If a student has artificial hair or nails, they must be available to service a client or other students and they will not be excused from doing any task.

Policies Continued...

CHANGING PROGRAMS

If a student begins a program like Cosmetology, does not finish, and decides to begin a different program at the institute like Esthetics or Barbering, the student's SAP will start all over for Esthetics or that program. Students must satisfy all financial obligations with the institute before applying for additional programs offered at the institute and must complete the enrollment process for the new program application. Any number of transfer hours to be transferred from the existing program to the new program will be at the discretion of the Directors.

STUDENT STATUS CHANGE/CHANGE OF SCHEDULE

If a status change is needed at any time during a student's enrollment, withdrawal, or reentry, requests are to be submitted in writing to the Student Service Team to be considered official. Students are permitted to change schedules, free of charge, one time. Any additional schedule changes will require a \$200 change schedule fee. Students are only permitted to change their schedule up to 4 times per enrollment, any additional change requests, will not be approved. Any student who can not make the start date of their signed enrollment agreement, may transfer to a new start date, one time free of charge, not to exceed 1 year of their original contract start date. Any student who needs additional time or enroll at a later date will be charged as a new student enrollment.

MISSING CLASS

Students should take steps to minimize the need for missed class time. Any missed topics and required state board coverage will not be retaught for any individual student, however, can be retaken when the lesson returns. Students may complete hours but still must meet all graduation requirements and state board requirements.

RESCHEDULING CLASSES OR ASSIGNMENTS

In circumstances in which an exam or assignment due date conflicts with a student's observance of a religious holiday, the student is responsible to provide advance notice in writing to Student Services of the conflict. The student is also responsible to collaborate with Student Services to develop a plan to reschedule or arrange an alternative exam, assignment due date, or other course activity affected by a religious holiday. If classes or assignments are missed, it's up to the student to make sure they receive the required material at a later date given.

RECORD RETENTION POLICY

The school maintains educational records for six years and attendance records for a period of seven years. These records include:

- Evidence of compliance with the school's admissions requirements
- Credit granted for previous experience or training
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals, when known
- Daily attendance
- Tuition and financial aid records, when applicable
- Records shall be maintained after Student either terminates training or graduates

Policies Continued...

GRADUATION REQUIREMENTS

Graduation requirements require a student to have a minimum attendance requirement through SAP evaluations and achieve a minimum grade average of 75% in order to be graduated from the program.

Additionally, students must complete the following hours of the prescribed curriculum for the program they are enrolled in:

- 1250 hours of the Cosmetology Program
- 1250 hours of the Barber Program
- 300 hours of the Esthetics Program
- 300 hours of the Nail Technology Program
- 300 hours of the Natural Hair Braiding Program
- 600 hours of the Teacher Program
- 1250 hours of the Barber Teacher Trainee Program

All financial obligations to the school must be met prior to receiving a diploma or transcript.

DIPLOMA

Upon graduation from any program at Barber and Beauty Academy of Pennsylvania the student will receive a diploma as a certified document of his/her achievement. Please note: The State Board of Cosmetology and Barbering do not acknowledge a Diploma as a form of licensure. All students are still required to meet all guidelines for licensure and pay applicable fees.

TRANSCRIPTS

All students will receive one free transcript upon meeting graduation requirements. Students and Graduates requesting additional copies of the academic transcripts must do so in writing or request one through the student online portal on the website. The first copy of the transcript will be provided free of charge; any further copies will cost ten (\$10) dollars per copy. Accounts must be paid in full before any Official Academic Transcripts will be released.

Leave of Absence Policy

CONTRACT ADDENDUM LEAVE OF ABSENCE (LOA) POLICY

If enrollment is temporarily interrupted for an approved Leave of Absence (LOA) at the discretion of Barber and Beauty Academy of Pennsylvania, it must be submitted in advanced, in writing and include the reason for the request with the student's signature, unless unforeseen circumstances. Barber and Beauty Academy of Pennsylvania may grant a LOA to a student who does not provide the request prior to the LOA due to unforeseen circumstances but must document the reason for the decision and collect the request from student at a later date. Approval will be based on a reasonable expectation that the student will return. The student may have multiple LOA within a year but must not to exceed 180 days in any 12-month period, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to return will re-enter in the same progress status as when they left. The date of withdrawal determination for students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Name: _____ Start Date: _____

New Contract End Date: _____

Scheduled Hours: Attendance: % _____ Actual Hours: _____

Cumulative Academic Grade: % _____

Student is making satisfactory progress: _____ Yes _____ No

Duration of Leave: From _____ to: _____

Reason for Leave: _____

Additional Comments: _____

Official Return Date: _____

Revised Graduation Date: _____ Withdrawal Determination Date: _____

Student Signature _____ Date _____

School Official Signature _____ Date _____

Leave of Absence Policy

LEAVE OF ABSENCE POLICY

A student may request and be granted a Leave of Absence (LOA) if, in the judgment of the school, there are circumstances justifying a temporary break in the students' schedule. A LOA will extend the contract period and maximum time frame by the same number of days taken in the leave of absence. A Student must follow the institution's policy in requesting a LOA.

The student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so and that:

- The request must be in writing.
- The request must include the student's reason for the LOA; and
- The request must include the student's signature

The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution establishes the start date of the approved LOA as the first date the student was unable to attend. In addition:
 - A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period.
 - A student granted a LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time.
 - A student's contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period must be either- Changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties.
 - A student will be withdrawn if the student takes an approved LOA or does not return by the expiration of an approved LOA and that either- The student's withdraw date for the purpose of calculating a refund will be the student's last date of attendance; or
 - A written request must be submitted by the student to the school stating specific reason(s) for the leave with an expected date of return. Appropriate documentation must be submitted with the written request. Examples of acceptable documentation are doctor's notes, death certificates, obituary notices, or eviction notices.
 - LOA's will NOT be granted for childcare issues, transportation issues, financial or job-related issues, vacation, or any other undocumented occurrence.
 - A student must complete and/or repeat any period(s) that the student missed while on a LOA.
 - A student must continue to satisfy their financial obligation to the Institute while on a LOA.
 - A student granted a LOA must remove all personal belongings by the first day their leave goes into effect. Students may not receive personal services while on leave or attend school related activities. LOA's may impact a student's financial aid and should speak with the Financial Aid Office prior to receiving approval for a leave. A student will not be assessed any additional charges as a result of a requested LOA.

Academic Policy

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Students take a predetermined number of theory and/or practical assessments per module. Work is graded using the following grading scale:

Work is graded using the following grading scale:

A – 100-92 || B – 91-86 || C – 85--80 || D – 79-75 || F – Below 74

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis.

STUDENT : INSTRUCTOR RATIO

The number of students that will be assigned to any class will be based on the Student/Educator ratio that will be in accord with sound educational practice. In no event, will the student-Educator ratio exceed 15:1 in Theory, Practical and/or Clinic for the any program offered.

§ 7.118. Professional staff.

- (a) A school shall employ as teachers of courses that are part of the required curriculum persons who possess a current cosmetology teacher or limited practice teacher license issued by the Board, except that a school may employ as teachers of business or teaching skills persons who hold a current teacher's certificate issued by the Department of Education.
- (d) The student/teacher ratio of a class taught for credit may not exceed 25 to 1, except if a guest lecture is given by a person who is not regularly employed by the school as a teacher.

Academic Policy (SAP)

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress (SAP) is required for all enrolled Students. All students are provided with access to the catalog and SAP policy prior to enrollment.

REQUIREMENTS

In order to meet SAP, Students must meet the following:

Academic Requirement – 75% Cumulative Grade Average || Attendance Requirement – 75% Cumulative Attendance Average

School holidays are not considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours. Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

Students who do not meet academic requirements or attendance requirements as of the evaluation may lose eligibility for financial aid from Title IV program funds and may be subject to termination from the program.

GRADING PROCEDURE

Students receive Theory and practical assessments during each section. Evaluation, feedback and grades are given to the student for each assessment. Work is graded using the following grading scale:

A – 100-92 || B – 91-86 || C – 85--80 || D – 79-75 || F – Below 75

In case of a failure (F-Below 75), the student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis.

EVALUATIONS

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by the scheduled midpoint of the program. An academic year consists of 900 clock hours over a period of not less than 26 weeks. All evaluations will be completed within seven (7) school business days following each established evaluation period. SAP is evaluated based on scheduled hours at the following intervals:

Program	Hours	Weeks
Cosmetology / Barbering	450, 900	15, 30
Esthetician / Nail Technology	150 , 275	5, 8
Natural Hair Braiding		
Teachers	300, 575	10, 20
Barber Teacher Trainee	450, 900	15, 30

Students will be provided written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the student's file. Students that take a leave of absence (LOA) due to pregnancy and related conditions, withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long they have been out. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP the Student must meet both the cumulative Academic and Attendance requirements of 75%. If there is any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

Academic Policy (SAP)

SATISFACTORY ACADEMIC PROGRESS POLICY CONTINUED...

ATTENDANCE PROGRESS EVALUATIONS

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

1. *Satisfactory – Requires no action by Student or school. Maintains status until next evaluation.*
2. *Warning – Not meeting Satisfactory Academic Progress Standards. Requires no action by the student, aid eligibility is retained until next evaluation.*
3. *Unsatisfactory – Student has the right to appeal but must do so in writing. If appeal is granted Student will be put on Probation until next evaluation period and is eligible for aid. If appeal is denied or Student does not file a written appeal Student shall be terminated.*

WARNING AND UNSATISFACTORY STATUS

Students who fail to meet SAP at the end of a payment period are automatically placed on Warning Status. Students may continue to receive Title IV assistance for one payment period while on Warning status. If the Student does not achieve SAP by the end of the Warning Status, the Student will be placed on Unsatisfactory Status, and eligibility, if applicable for Title IV program funds, will cease.

A Student has the right to appeal an Unsatisfactory Status. Providing that the following conditions are met, a student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period:

1. Any Student seeking an appeal must do so in writing. Students that do not appeal shall be terminated.
2. The institution must determine that the student should be able to meet the institution's SAP requirements at the end of that payment period.
3. The student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the student, or other special circumstances. The student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The student must submit all information relating to the appeal in writing within 10 school business days of being notified of being put on Unsatisfactory Status. If the appeal is granted, the student will remain eligible for Title IV funds during the Probation period.
4. If the Student meets the SAP requirements at the end of the probation period, the student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The student shall also be terminated from the program.

A Student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the School Executive Director. The Executive Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

Academic Policy (SAP)

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below: Students who exceed the maximum time frame are allowed to continue on a cash pay basis. The maximum time allowed for transfer students who need less than the full course requirements, will be determined based on and not to exceed 150% of the remaining hours needed to complete the course.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed quizzes and assessments. Numerical grades are considered according to the following scale:

92 – 100	Excellent
91 - 86	Very Good
85 - 75	Satisfactory
BELOW 75	Unsatisfactory

A – 100-92 || B – 91-86|| C – 85--80 || D – 79-75|| F – Below 75

Academic Policy (SAP)

VETERANS SECTION

(Specifically applies to those students using veteran education benefits)SAP

Evaluation Period (based on actual hours completed)

Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 300, 575 hours

Maximum Time Frame

Students receiving veteran education benefits must complete a program that is no longer than 110% of the approved clock hours for that program. The VA will not pay for additional hours, but the veteran student may complete the program using other funding.

Warning

The first time a student fails to meet minimum requirements for attendance or academic progress during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be making satisfactory academic progress (SAP). The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be terminated from the program. The student may appeal the non-satisfactory academic progress decision (see below - Appeals). Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP.

Appeals

Rules cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program.

Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period, but who successfully appeal their case due to mitigating circumstances, are placed on probation and considered to be making satisfactory academic progress while on the probation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. If at the end of the probationary period, students that have met the SAP standards will be taken off probation. Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress.

Note: No more than two terms (evaluations periods), quarters or semesters on warning/probation will be permitted

Academic Policy (SAP)

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, & WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school, within 10 days of the negative determination, with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Reasons for which a student may appeal are death of a relative, injury or illness of the student, or other allowable special circumstances. Acceptable supporting documentation a student may submit regarding why the student failed to make satisfactory academic progress includes, but is not limited to an obituary, death certificate, physician's statement, police report, attorney's letter, or other third-party professional documentation on official letterhead or notarized that covers the period of difficulty. Appeal documents will be reviewed at a hearing within five days of the receipt of the written appeal. The Director will notify the student of the decision within three business days of the hearing. The appeal and decision documents will be retained in the student file.

Technology/ Distance Learning

Distance Learning Disclaimer

Please be advised that academic achievement hours earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Students are required to have access to a smart device with access to the internet and will be required to download the Zoom and Google Classroom app. Students are required to provide their own internet service while using their devices and completing schoolwork via hybrid distance learning while not at the brick-and-mortar campus of the school. While participating in Distance Learning, an Educator will be available in an ongoing Zoom classroom to assist students while they complete their assignments. This assists the Institute with documenting student participation/activity and keeping a record of regular and substantive interaction between student(s) and educator(s). ****VA Benefits are not eligible for use on Hybrid Programs****

DISTANCE LEARNING

1. The interaction with the instructor must be validated by measurable participation (clock hour, credit hour, or competency based) in the academic programs.
2. Our Distance Education will not be utilized as a method of delivery of clinical instruction; therefore, any hands-on learning and practical skills will not be taught and or demonstrated online, yet rather in person on a live model or client.
3. All assessments that will be used for calculating a student's GPA must be executed while the student is physically on campus.
4. The student participates in learning activities while physically present at the contracted campus at least once every 10 business days for the length of a scheduled class day as outlined in the enrollment contract.
5. All transcripts or other documents (official or unofficial) listing academic attainment received must identify the distance education component.
6. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure on other states. A signed and dated copy of this disclosure must be found in the student file.
7. Upon completion of all Barber and Beauty Academy of Pennsylvania curriculum requirements, students must pass a comprehensive Academic and Practical Examination, which must be taken in person. This test is only given at the end of every 10-week program. If you are unable to make this test, you must wait for the next test. These tests will include any applicable competencies required by the State Board of Cosmetology licensure prior to graduation.
8. Distance Education either synchronous, or asynchronous needs to be validated by substantive interaction on a regular interactive basis between students and instructors. Our substantive interaction for Distance Education may consist of but not limited to providing direct instruction, assessing or providing feedback on student's distance education coursework, providing information or responding to questions about the content of distance education coursework. Lastly facilitating a group discussion regarding the content of distance education coursework.
9. Have regular interaction for distance education learning activities between a student and instructor that may consist of but not limited to providing the student with opportunity for substantive interactions with the student on a scheduled basis. Monitoring the students' academic engagement and ensuring the instructor is responsible for substantive interaction.
10. A Distance Education Assessment of student performance must be taken once a month in person.
11. Students clock hour time may be adjusted if the student is unable to participate in the Distance Learning.
12. Students must comply with the school rules and requirements towards Distance Education.

Technology/ Distance Learning

Our Hybrid Distance Learning Programs are presented as a combination of distance learning and attendance at our brick-and-mortar campuses. The programs are taught in the English language. One clock hour equals a period of 60 minutes with a minimum of 50 minutes of instruction with the support of an instructor.

The quality of education provided via distance education is measured through a variety of methods to ensure the content is effectively delivered to students in a manner that is congruent with the institution's mission and educational objectives through the following:

- Student competence will be assessed upon completion of the distance education curriculum.
- Student assessment will include written exams and tests, quizzes, projects, etc. during the delivery of the distance education curriculum.
- Student feedback will be obtained via student surveys.
- Instructors will complete self-assessments.
- A comparative analysis will be completed on student academic performance through components of program curriculum delivered via distance education vs. on-campus.
- Barber and Beauty Academy of Pennsylvania provides all applicants with written information prior to enrollment that clearly outlines the distance education technologies required to successfully complete the program. This information is communicated through the institution's student catalog, admissions materials, and during the enrollment process. Applicants are informed of the required hardware and software necessary to participate in the institution's hybrid learning model, which includes both in-person and online instruction. Required technology includes, but is not limited to:
 - A reliable computer, laptop, or tablet with internet access
 - Stable internet connection capable of supporting online learning platforms
 - Access to email and basic computer navigation skills
 - Use of the institution's designated learning management system (LMS) and/or online educational platforms
 - Video conferencing capabilities, if applicable
- Prior to enrollment, applicants are required to review and acknowledge receipt of this information through the institution's Pre-Enrollment Disclosure and Acknowledgment Form. This ensures that all students understand the technological requirements and are prepared to successfully participate in distance education components of their program. This process ensures transparency and supports student success in both the online and in-person portions of the program.

Grievance Policy

GRIEVANCE POLICY RELATING TO COMPLAINTS OF DISABILITY DISCRIMINATION

Barber and Beauty Academy of Pennsylvania has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. A prospective or current future professional may grieve any accommodation decision made by the ADA Compliance Coordinator if the prospective or current future professional disagrees with the decision.

Additionally, any person who believes she/he has been subjected to discrimination on the basis of a disability, including disagreements regarding requested accommodations, may file a grievance with:

Barber and Beauty Academy of Pennsylvania
Aynyess G, *Owner*
3605 N. Progress Avenue Suite 102
Harrisburg PA 17110
717-234-8463 aynyess@barberandbeautyacademyofpa.com

Grievances may be in writing or email but must contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The school will investigate each complaint filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the school will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

U.S. DEPARTMENT OF EDUCATION

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency. Individuals with questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education.

The OCR National Headquarters is located at:

U.S. Department of Education, Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW Washington, DC 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012; TDD: (877) 521-2172
E-mail: OCR@ed.gov

FINANCIAL INFORMATION

TUITION OVERVIEW

Tuition and charges are valid for programs starting January 1, 2026 *Prices are subject to change without notice

PROGRAM	TUITION COST	STUDENT KIT	FEES	TOTAL
COSMETOLOGY	\$18750.00	\$1250.00	\$225.00	\$20225.00
BARBERING	\$18750.00	\$1250.00	\$225.00	\$20225.00
ESTHETICIAN	\$6090.00	\$650.00	\$225.00	\$6965.00
NAIL TECHNOLOGY	\$6090.00	\$650.00	\$225.00	\$6965.00
NATURAL HAIR BRAIDING	\$5750.00	\$550.00	\$225.00	\$.00
TEACHERS	\$7175.00	\$350.00	\$225.00	\$225.00
BARBER TEACHER TRAINEE	\$7175.00	\$350.00	\$225.00	\$225.00

PAYMENT OPTIONS

Prior to enrollment, students must complete an Application for Admission. There are different options for financing education. Students may finance their education for specific programs using Federal Student Aid, for those who qualify. Otherwise, any student participating in an approved payment plan must sign a promissory note which discloses the terms of payment. Method of payments of monies owed to the institution may be in the form of cash, credit card, money order, cashier's check, certified check, scholarships and/or Title IV funds. No personal checks will be accepted. There will be a 3.5% convenience processing fee added to any credit card transaction. Tuition payments are an obligation you assumed upon signing your enrollment agreement. Make these payments promptly. Delinquency in payment of tuition will be cause for interruption of training and/or termination. A late payment fee of \$100 will be added to the student ledger. Once a payment is more than 4 days late, the student may not return to class until the late payment and fees are satisfied. A student may not receive his/her diploma and or transcript unless their account is paid in full. If you are having trouble meeting your financial obligation, you must communicate with the Financial Aid Administrator. (Refer to Payment Policy). No application forms will be completed by the school enabling students to take the state board examination until all academic and financial obligations have been fulfilled. Any payment made during the last two weeks must be in the form of a certified check, money order, credit card or cash.

Scholarship Opportunities

Barber and Beauty Academy of Pennsylvania accepts outside scholarships for students applying for the Fall (September), Mid-Winter (November), Spring (February) and Mid-Spring (May) enrollment to Barber and Beauty Academy of Pennsylvania. Students interested in enrolling in the Cosmetology, Barbering, Esthetics, Nail technician, Natural Hair Braider or Cosmetology Teacher programs are encouraged to seek out scholarships to lighten their financial burden. For more details visit

www.barberandbeautyacademyofpa.com

*For additional Scholarships, visit the American Association of Cosmetology Schools (AACCS) at www.beautyschools.org

Alumni Scholarship: Any student who meets the graduation requirements, have a minimum of a 92% in both grade and attendance at Barber and Beauty Academy of Pennsylvania and pass the PA State Board Exam is entitled to a \$1000.00 in-house scholarship towards the tuition of the full time teacher program and \$500 towards part time, and just as a graduate we offer \$500.00 toward any program at Barber and Beauty Academy of Pennsylvania.

PAYMENT POLICY

PAYMENT POLICY

All payments are due on the first day of class and the 1st of every month that follows. Late fees are applied after the 3rd day payment is not made. Late payment will be applied to any account payment plan not met to the conditions entirely to the exact dollar amount. All student accounts must be paid in full at the time the students have been offered 80% of the program's clock hours. Eligibility for a final disbursement of Pell grants, Student Loans, and/or Parent-Plus Loans shall be interim payment in full. Failure to receive final disbursements from any of those programs will cause a balance due which must be paid in full before diplomas, transcripts and state board applications will be released.

Students shall not start until their financial packages are in place and complete. That is, all the following:

- Free Application for Federal Student Aid (FAFSA) must be complete for any student seeking financial aid. All comments must be cleared or satisfied to the satisfaction of the U.S. Department of Education. If a FAFSA states that an income tax return will be filed that must be accomplished and a copy of that return must be submitted to the school.
- Verification of the ISIR must be complete if required by the U.S. Department of Education.
- Promissory Note must be signed by student and/or a guarantor (minors only) for any cash-pay portion of the financial obligation. Down payment must be made prior to the start of class.
- Down payment must be paid prior to the start of class if the student is a full cash-pay student.
- Entrance Counseling
- Master Promissory Note

Financial aid for the entire program is estimated based on the current accepted Institutional Student Information Record issued by the U.S. Department of Education. Cash-pay portions of the Enrollment Agreement/Contract obligation are based on that estimate. It will not be assumed that a student will be eligible for future financial aid. A Promissory Note is required for any cash-pay portions of the tuition and must be paid in full by the time she/he has been offered 80% of the program's clock hours.

Promissory Note payments that are more than 4 days late may result in the termination of enrollment. A student who is on a leave of absence, withdraws or is terminated from enrollment shall continue to make payments as specified in the promissory note until her/his account is paid in full per the requirements of the Enrollment Agreement Contract. A student who is terminated from enrollment for not making timely payments shall have her/his account immediately turned over to a professional means of collection.

All financial aid disbursed by the U.S. Department of Education will be applied to the balance on the student's account before any refunds will be made to a student.

Continuing students applying for financial aid must submit their Free Application for Federal Student Aid (FAFSA) for the next award year by October 1 and clear all comments and verification requirements before June 1. If financial aid decreases in a future award year, billing for the deficiency will commence on June 1. Monthly payments must be credited to accounts in equal amounts so that the accounts will be satisfied by the time those students have been offered 80% of the program's clock hours. Failure to meet the requirements of this paragraph may result in termination of the enrollment and accounts being sent to a professional means of collection. Payments must be in the form of a cashier's check, credit card or money order. A 3.5% processing fee will be applied for all card transactions. Students who withdraw or are terminated from enrollment shall have their tuition cost prorated per their Enrollment Agreement Contract. Payment arrangements on balances due to the school must be made within 30 days of the last date of attendance. Failure to meet this requirement will result in accounts being sent to a professional means of collection.

FINANCIAL AID POLICY

REFUND/WITHDRAWAL POLICY

The Refund Policy applies to all terminations for any reason, by either party, including student decisions, cause and/or program cancellation, or institution closure.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.

If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, will be refunded all monies paid to the school, less the registration fee in the amount of \$25.00 and the \$100.00 enrollment fee will be made. A student who enrolls and begins classes but withdraws prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

The refund is calculated based on the students last date of attendance. The date of withdrawal determination for students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled the school will:

*Provide a pro rata refund of tuition for all students transferring to another school based on the hours accepted by the receiving school, provide a full refund of all monies paid or provide completion of the course

The school does not participate in any teach-out plans with other institutions. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (I.E: extra kit materials, locks, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. If student misses three days within the first 30 calendar days, the academy has the right to withdraw student from the program.

Title IV Federal Aid Return Policy

Barber and Beauty Academy of Pennsylvania TITLE IV FEDERAL FINANCIAL AID RETURN POLICY

The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, or Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

Establishment of the policy to return Title IV monies and student refunds in a timely manner is indicative of the student's last date of attendance. If a student who is a recipient of Title IV financial aid withdraws prior to completing the required course hours in the payment period, a computation will be completed and any applicable returns by the school will be compensated within 45 days after the determination date of withdrawal, as specified in the federal regulation for treatment of the Return of Title IV funds. The disbursements will be made as follows: first to the unsubsidized Federal Direct Student Loan Program; second subsidized Federal Direct Student Loan Program; third Direct PLUS Loan Program; fourth Federal Pell Grant Program. The amount earned by the school and owed by the student will be determined after all applicable returns have been processed.

Determination is made by the school of the earned and unearned portions of Title IV aid effective the date the student's attendance has discontinued because we are a clock hour program, the hours the student was scheduled to attend. In each payment period, a pro-rata schedule up through the 60% point is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. A student has earned 100% of the Title IV funds scheduled to receive during the period after the 60% point. Any student withdrawing beyond the 60% point, there are no unearned funds. The school must still decide as to whether or not the student is eligible for a post withdrawal disbursement. Any charges the student may owe after withdrawing will be determined by the school. The Title IV aid the student has earned will not be affected by those policies under the calculated return. If the student is entitled to post- withdrawal disbursements, the schedule below is followed.

Grants must be disbursed within 45 days.

Loans will be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.

All post-withdrawal disbursements are applied to student account first, and any R2T4 calculation that results in a credit balance on the student's account the credit Balance is disbursed as soon as possible and no later than 14 days after the calculation of R2T4. And, if the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay those funds.

During a Leave of Absence, students that are recipients of Federal financial aid will have their pay period suspended, no financial aid will be disbursed during that period. Payments will be resumed upon the return of the student. Payment period and coursework will resume, student will not be eligible for any additional Title IV aid until the payment period has been completed. Title IV Loan recipients will be informed of the consequences of failing to return from a leave, and the effects to the repayment terms of the loan, including the expiration of the grace period.

Competency Based Programs with a Clock Hour Component shall give notice to the student that, should the student complete the program earlier than the estimated timeframe stated in the contract, the students financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

POLICY ON INFORMATION

ESAP- ELECTRONIC STUDENT ACCESS POLICY

Barber and Beauty Academy of Pennsylvania allows students electronic access after registering their student identification number with the electronic grading host. Information such as test assignments and scores of grades, will be posted on a regular basis. With permission of the student, the parents or guardians of dependent minors may also access student's profile information electronically.

POLICY FOR RELEASING INFORMATION

Barber and Beauty Academy of Pennsylvania will not release any information on students Graduates, or staff, without written permission from the individual.

- The student must give permission to Barber and Beauty Academy of Pennsylvania to release information to perspective employers or other Institutions of Learning. Barber and Beauty Academy of Pennsylvania to release information to perspective employers or other Institutions of Learning.

FERPA POLICY

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Students and parents or guardians of dependent minors have the right to inspect and review the student's education records maintained.
- Students and parents or guardians of dependent minors have the right to request that a school correct record which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the student and parents or guardians of dependent minors to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties:

School officials with legitimate educational interest, transferring students, for audit or evaluation purposes; financial aid, accrediting organizations, ordered subpoenas & State authorities.

CALENDAR / DATES

START DATES & SCHEDULES

This is subject to change at the institute's discretion. The institute will only offer the programs contained in this catalog if it obtains a minimum number of students. If that amount is not satisfied, the institute will allow the student to switch to another open class or wait until a future start date that contains the required minimum number of students. Barber and Beauty Academy of Pennsylvania reserves the right to modify this schedule due to business necessity. The school operates on a year-round basis except for the following holidays listed above. Depending on what day of the week holidays fall, the school may opt to close for more than one day. The schedule is based on a 52-week continuous schedule with no formal closing period.

FULL TIME SCHEDULE – 300 HOUR PROGRAMS

START DATE	END DATE
February 02, 2026,	
April	
June	
September 01, 2026	
November	
February	
April	
June	
September	
November	

PART TIME EVENING SCHEDULE

START DATE	END DATE
September 1, 2026	
September 7, 2027	
September 5, 2028	

U.S RECOGNIZED HOLIDAYS AND CLOSURES BREAK SCHEDULE

Barber and Beauty Academy of Pennsylvania students will have off the following holidays:

New Years Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	
Independence Day	
Labor Day	

ACADEMY BREAK SCHEDULE

Barber and Beauty Academy of Pennsylvania Cosmetology students will have off Winter Break from Christmas Eve until after the 1st of the New Year and will resume classes on the first Monday. The Academy will also be closed for 2 weeks in the Summer.

STUDENT SERVICES

Barber and Beauty Academy of Pennsylvania recognizes that balancing the demands of school, family and work can be overwhelming. Often Students experience stress and tension while juggling these demands. The Executive Director will give Students access to resources and support, allowing them to feel that their school is determined to give them as many tools as possible to cope with challenges. During the Student Orientation, you will receive information about the instructional programs, goals of each course, policies affecting Students and services available to Students.

Our goal is to provide you with a clear picture about:

- Program requirements
- Student performance expectations
- Successful enrollment and financial planning

In addition, we may assist you in preparing for school by offering information about:

- Housing and/or roommates
- Transportation options and parking
- Childcare options, if necessary
- Career options and placement information

HOUSING

Barber and Beauty Academy of Pennsylvania can assist students in finding rooming suitable housing, though the institute does not own or operate housing facilities. The institute offers the following career placement services:

- **Career Instruction** – The institute’s curriculum includes training on professionalism, resumes, cover letters, interview preparation, job search skills, and graduation and licensure requirements.
- **Career Coaching** – The Career Coach is available for one-on-one meetings with students. It is encouraged and recommended that students meet with the Career Coach throughout their program. These short touch base meetings will be used to gauge the student’s progression during their program and discuss future goals.
- **Career Fairs** – The institute has Career Fairs. These Career Fairs are an excellent opportunity for students to network with potential employers and explore opportunities in the field.
- **Industry Panel** – The Career Coach organizes and facilitates an annual Industry Panel. This Panel gives the students a unique chance to directly ask the featured experts questions and advice about expectations going into the industry

ACADEMIC AND INDIVIDUAL COUNSELING

Barber and Beauty Academy of Pennsylvania provides tutoring should you experience challenges in meeting the minimum performance standards and course requirements. Students needing assistance can also speak with Student Services.

STUDENT ACTIVITIES

While at Barber and Beauty Academy of Pennsylvania, you’ll have the opportunity to participate in a variety of events and activities that are educational, interesting, and just plain fun. Some campus-based activities will accumulate credit hours and other off campus-based activities will not accumulate credit hours. Student participation during off campus-based activities is not mandatory nor required.

ADDITIONAL INFORMATION

CONSTITUTION DAY

Constitution Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787, and recognize “all who, by coming of age or by naturalization, have become citizens.” Each educational institution that receives Federal funds is required by law to hold an educational program on the United States Constitution for Constitution Day.

REQUESTING AN ACCOMMODATION

The Director is the designated point of contact for applicants and students who are seeking religious accommodations. To request accommodations or assistance related to religious observance, such as obtaining a time and/or place to pray, or flexibility to wear certain attire, or if you have questions about this policy, please contact Student Services.

Student Services admissions@barberandbeautyacademyofpa.com 717-234-8463

The student is responsible for communicating in advance in writing the need for an accommodation to Student Services. Student Services will assist in determining what accommodation(s), if any, may be reasonable and appropriate.

TECHNOLOGY USE AND SOCIAL MEDIA

Technology can make our lives better and easier. They are a powerful tool, and Barber and Beauty Academy of Pennsylvania encourages students to learn to use technology and social media effectively and appropriately. But if you use technology or social media in a way that is unlawful or inappropriate, it may have negative business and legal consequences for you and for the Institute. Also, Barber and Beauty Academy of Pennsylvania expects its students to conduct themselves in a way that reflects positively on both the student and the school. Therefore, we have this Technology Use and social media Policy (the “Technology Policy”), and you must comply with its requirements as a condition of your participation in Barber and Beauty Academy of Pennsylvania’s programs.

STUDENT PREPARATION TIPS

There are several things you may want to consider when preparing for enrollment:

- Choose a start date that allows sufficient preparation time
- Make dependable housing arrangements
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education

Safety

PERSONAL PROPERTY

Barber and Beauty Academy of Pennsylvania does not assume responsibility for loss or damage to personal property through fire, theft or other causes on or off the school's premises Barber and Beauty Academy of Pennsylvania will not retain articles left in the school after termination, withdrawal or graduation. The school will dispose of any such articles at the end of the last day that the student is in the Institute. All personal belongings are to be taken home daily.

SEARCH POLICY

Lockers and stations furnished for student use belong to the school and are subject to search by the institute or police officials at any time for any reason. By entering onto the premises of the institute, students agree that they and any parcels, including handbags, briefcases, purses, or other items and personal belongings they bring with them, are subject to reasonable search by school personnel at any time for any reason.

Barber and Beauty Academy of Pennsylvania (the "Institute") is committed to providing a working and educational environment for all faculty, staff, and students that is free from unlawful sexual discrimination, which includes sexual harassment and sexual violence.

This policy prohibits sexual misconduct that constitutes sexual discrimination, sexual harassment, sexual violence, sexual assault, relationship/dating violence, stalking, and related claims of retaliation. All students and employees receive mandatory Sexual Harassment and Prevention training at orientation and at least annually thereafter. In addition, the Institute provides training to key staff members to enable the Institute to investigate any allegations of sexual discrimination promptly and effectively. As part of the Institute's commitment to providing a discrimination-free working and learning environment, this policy shall be disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and/or other appropriate channels of communication. The Institute is committed to addressing and responding to all reports of sexual discrimination, and will take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy.

This policy applies to any allegations of sexual misconduct against any faculty or staff (an "employee") or student, regardless of where the alleged conduct occurs. The actions of third parties (e.g., contractors, vendors, guests, or visitors) that impact students or employees may also be subject to review under this policy. If a third party is the accused, the matter will be referred to the appropriate authorities for resolution.

Safety

RETALIATION PROHIBITED

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the Institute or a government agency with respect to such complaints. The Institute will not retaliate against you for filing a complaint and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your Educator, Student Services, Director, or the Title IX Coordinator.

PROHIBITED CONDUCT

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's
- ii. Education or employment.
- iii. Submission to or rejection of such conduct by an individual is used as a basis for decisions
- iv. Concerning that individual's education or employment; or
- v. It creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or 43 physical aggression, intimidation, or hostility based on sex or sex- stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

Safety

DRUG AND ALCOHOL POLICY

The Drug Free School and Communities Act of 1989 and the Drug Free Workplace Act of 1989 require the school to have their employees and students certify that they have adopted and implemented practices that prevent the unlawful possession, use, or distribution of illegal drugs and alcohol. Therefore, it is the policy of this school in accordance with 34 CFR 86.100 to annually distribute this policy in writing to each student and employee.

Health risks in the use of illegal drugs and/or alcohol may include but are not limited to drowsiness, respiratory depression, disorientation, insomnia, illusions and/or hallucinations, poor perception of time and distance, and death. Any or all of the health risks to the user also present health risks to others, especially those receiving cosmetology services by students and/or employees.

The school is committed to providing a safe work and educational environment and to foster the well-being and health of its employees and students. That commitment is jeopardized when any school employee or student illegally uses drugs or alcohol on the job, in class, or on the premises, comes to work or school under the influence, or possesses, distributes, or sells drugs on the school premises. Therefore, the school has established the following policy:

- It is a violation of school policy for any employee or student to unlawfully manufacture, possess, distribute, trade, or offer for sale alcohol or illegal drugs or otherwise engage in the illegal use of drugs or alcohol on the job, in class, on the premises, or at any school sponsored activity.
- It is a violation of school policy for an employee or student to report to work or school under the influence of illegal drugs or alcohol.
- It is a violation of school policy for an employee or student to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- Violations of this policy are subject to disciplinary action up to and including termination. Legal sanctions will be taken according to local, state, or federal law to prevent and uncover those who would unlawfully possess or distribute illegal drugs and alcohol.

Employees and students must abide by the terms of this policy and must notify the school in writing of any conviction of a violation of a criminal drug statute occurring in the workplace, in class, or on school premises no later than five calendar days after such conviction. The school will impose sanctions consistent with local, state, and federal law. The sanctions will be determined by the C.E.O. or Director after consultation with the U.S. Department of Education, law enforcement officials, rehabilitation staff, and others depending on each individual situation. Each instance will be treated on an individual basis depending on the particular circumstances. Appropriate sanctions may include termination of employment, school enrollment, and/or financial aid, depending upon the severity of the offense, completion of an appropriate rehabilitation program, frequency of the violation, arrest records, and convictions.

Safety

SCHOOL INFRACTION POLICY

MINOR VIOLATION MISCONDUCT DISCIPLINARY PROCESS

The disciplinary process for a minor violation is as follows:

First Offense: Administration will discuss and review the violation with the student and document it (*written verbal*)*

Second Offense: Administration will discuss and review the violation with the student and document it (*written*)*

Third Offense: Administration will discuss and review the violation with the student and document it. The student may be dismissed for the day, put on suspension, and/or terminated (*written with action*)*

* Barber and Beauty Academy of Pennsylvania reserves the right to expedite any offense to possible dismissal for the day, suspension, or termination.

MINOR STANDARD MISCONDUCT VIOLATIONS

Minor violations include but are not limited to the following:

- Copyright infringement.
- Assigned area violations.
- Property misuses.
- Guest service violations.
- Dress code and conduct violation.
- Smoking in non-designated smoking areas on or around school property.
- Rude, bullying, or aggressive language, comments or actions towards students or staff; and
- Unprofessional behavior and any disruptive behaviors as determined by staff.

MAJOR STANDARD MISCONDUCT VIOLATIONS

Major standard violations include but not limited to:

- Using, under the influence of, or in possession of controlled substance or alcohol.
- Defacing or destroying property of any kind.
- Stealing personal property, company property or performing free services on guests/family/friends.
- Falsifying documents or timekeeping.
- Threats.
- Committing fraud; unfounded accusations
- Abusing and/or causing physical harm to others.
- Harassing or bullying behaviors.
- Possession of handguns or other weapons; and
- Violating local, state, or federal laws

Anytime during the student's program, the violation of a major standard will result in termination. The Director will determine the consequence of the violation. If a student is terminated from a program for a major violation, he or she will not be considered for reentry into any program.

Safety

SCHOOL INFRACTION POLICY

SUSPENSIONS

The Director determines whether a student's conduct should result in suspension. If a student is suspended, his or her locker must be vacated immediately upon suspension. Aveda Institute Maryland is not responsible for missing items after the student has been suspended. Any items not taken home will become the property of Aveda Institute Maryland of the date of suspension. The institute will donate or dispose of all items left at the institute. Hours lost due to a suspension will count as "missed offered hours".

TERMINATIONS

The Director determines whether a student's conduct should result in termination. A fee of \$10.00 will be applied if a transcript request is not made within 30 days from termination. Student tuition account information will be mailed to the student within 10 business days from termination, and the student may be required to complete and return loan exit paperwork if applicable. If a student is terminated from Aveda Institute Maryland, they may not be eligible to enroll in any future programs at the Institute. Student's locker and assigned station must be vacated immediately upon termination. Aveda Institute Maryland is not responsible for missing items after the student has been terminated. Any items not taken home will become the property of Aveda Institute Maryland as of the date of termination. The institute will donate or dispose of all items left at the institute.

INTERNAL STUDENT COMPLAINT PROCEDURE

The institute will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of the final resolution of all complaints will be retained in institute files to determine the frequency, nature, and patterns of complaints for the institute.

CONTACT INFORMATION

SCHOOL INFORMATION

ADDRESS:3605 N. Progress Avenue, Suite 102 Harrisburg, PA 17110

PHONE NUMBER:717-234-8463

WEBSITE www.barberandbeautyacademyofpa.com

DEPARTMENT	CONTACT INFORMATION
Admissions	admissions@barberandbeautyacademyofpa.com
Financial Aid Department	financialaid@barberandbeautyacademyofpa.com
Director	aynyess@barberandbeautyacademyofpa.com
Bookkeeping/ Student Accounts	bookkeeper@barberandbeautyacademyofpa.com
Student Services	info@barberandbeautyacademyofpa.com
Student Testing	bbapatesting@gmail.com

SCHOOL OFFICE HOURS

Monday 8:00 AM – 3:00 PM

Tuesday 8:00 AM – 3:00 PM

Wednesday 8:00 AM – 3:00 PM

Thursday 8:00 AM – 3:00 PM

Friday – Sunday CLOSED

STUDENT SCHEDULE HOURS

Full Time	Monday-Thursday 8:45 AM – 4:45 PM
Part Time Morning	Monday-Thursday 8:45 AM – 12:30 PM
Part Time Evening	Monday-Thursday 5:00 PM – 8:45 PM

STUDENT SALON CLINIC FLOOR HOURS

Tuesdays	9:45 AM – 3:00 PM
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AFFILIATIONS

ACCREDITATION INFORMATION

Barber and Beauty Academy of Pennsylvania has been accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314, Telephone 703-600-7600. Accreditation means that a school has met national standards of educational performance that have been established by an impartial nongovernmental agency. The accreditation of schools by professional, national, and regional associations of like schools, schools with similar objectives and subject content, has long characterized the American educational scene.



STATE APPROVAL

Barber and Beauty Academy of Pennsylvania has been approved by the State Board of Cosmetology and Barbering
2525 North 7th Street,
Harrisburg Pennsylvania 17110
Telephone 833-367-2762



Commonwealth of Pennsylvania

PARTNERSHIPS

dermalogica
partnership school

ARTICULATION PARTNERSHIPS INFORMATION



An articulation agreement is a formal, written partnership between two or more educational institutions (such as a community college and a 4-year university) that defines how courses transfer, ensuring credits earned at one school apply toward specific degree requirements at another. These agreements create seamless transfer pathways, saving students time and money.





Contact Information

📍 3605 North Progress Ave. Suite 102
Harrisburg, PA 17110

☎ 717-234-8463

🌐 www.barberandbeautyacademyofpa.com

✉ info@barberandbeautyacademyofpa.com