

# CATALOG

## *Barboza Barber Academy, LLC*

335 E. Shields Avenue Fresno, CA 93704 ☎ (559) 458-8708

[www.barbozabarberacademy.org](http://www.barbozabarberacademy.org)

## JANUARY 1, 2022-JANUARY 1, 2023

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*Catalog subject to change*



***All Class Sessions Held at School Campus Location:***

Barboza Barber Academy

335 E. Shields Avenue Fresno, CA 93704 • ☎ (559) 458-8708

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## NOTES:

- The BBA Catalog is updated annually.
- The catalog is provided to prospective students and to any interested persons in the BBA administrative office, located at 335 E. Shields Avenue, Fresno, CA 93704 Phone: 559-458-8708.

It is also available on our website at [www.barbozabarberacademy.org](http://www.barbozabarberacademy.org)

# **BARBOZA BARBER ACADEMY, LLC**

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is a private unaccredited institution, offering an unaccredited, non-degree program in barbering. Barboza Barber Academy is approved for operation by the Bureau of Private Postsecondary Education. "Approved to operate" means compliance with state standards as set forth in the CEC and 5, CCR. Graduates of the Academy's program in barbering are eligible to sit for the California State Board licensing exam.

## ***Please review this catalog!***

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

This catalog contains important information that will help you succeed in your education at Barboza Barber Academy.

## ***Our Mission Statement***

The Barboza Barber Academy shall provide its students with an education that meets highest standards for student achievement through theoretical education, practical instruction, and professional development in the barbering industry. Our program of study helps students enhance relationships with professional resources and our community. The Academy will successfully prepare our students for the California State Board Examination and for a professional career in the barbering industry.

## ***Our Objectives***

Our experienced educators will provide all students will both practical and theoretical instruction in barbering. Theoretical instruction will include the history, geography, science and economy of barbering. Practical instruction includes barbering skills and techniques, as well as preparing students for the daily realities of the barbering industry.

## ***Facilities, Equipment and Materials***

In 2010, Caroline Barboza began working towards opening a professional barbering academy for the Central Valley; and in 2018, she established Barboza Barber Academy, LLC. In June 2020, Caroline found the perfect facility for a fully-functioning barber academy: a 4,400 square-foot space equipped with 17 wet stations, classroom space, a 4-chair color room, a private shave room, a facial and waxing room, and 7 hair dryers.

To enhance their learning experience, newly-enrolled students will receive Chromebooks, each of which features internet access for online learning and a Milady's Standard Professional Barbering textbook.

The Academy also features a Learning Resource Center (see more information below), and a lovely atrium at the center of the building, providing a relaxing environment for independent study time.

Barboza Barber Academy is located at: 335 E. Shields Ave, Fresno, CA 93704.

## ***Learning Resource Center***

Barboza Barber Academy provides students with a dedicated learning resource space on school premises. This space includes two private study cubicles, an additional computer, and a printer for student use. Here, students and faculty may access online resources which support the curriculum.

## ***Standards for Student Admission***

### **Standard 1:**

All applicants to BBA are required to interview individually with the Campus Director to determine their interest, suitability, ability to benefit from our Barbering program, and proficiency in English. In the interview, interested applicants must demonstrate knowledge of the Barbering industry and proficiency in English, since all our instruction is conducted in English. During the interview, the prospective student must demonstrate ability to benefit from the instruction and training in the Barbering program, and ability to complete the program,

In the event an applicant does not have sufficient awareness of the Barber industry, it is the responsibility of the Campus Director to counsel the applicant about the overall requirements necessary to be successful in the Barbering industry prior to accepting the student for enrollment.

**Standard 2:**

All applicants must file an Application for Admission as far in advance of the class start date as possible.

**Standard 3:**

To be admitted, each prospective student must meet **One** (1) of the following requirements:

A. Have a high school diploma or its equivalent

**OR**

B. **\*\*Be above the age of compulsory education (18 years old**

**OR**

C. Enroll at our school under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations (such as GI Bill benefits for veterans and dependents. Please see **“Veterans”** section below).

\*\*Proof of age may be documented in one of the following ways:

1. Driver license or government-issued ID card
2. Birth certificate
3. Valid U.S. passport

**Standard 4:**

**English Proficiency:**

All instruction and recruitment at Barboza Barber Academy is currently conducted in English only; therefore, prospective students must demonstrate English proficiency to attend the Academy. BBA accepts a student’s high school diploma or

its equivalent (GED) or successful verbal performance in English during the admission interview with the Campus Director (see Standard 1, above) as demonstrating an accepted level of English proficiency.

BBA does not admit students from other countries at this time.

### **Further Admissions Information**

1--Based on the criteria above, Barboza Barber Academy's admissions advisor evaluates prospective students throughout the admission process to determine their enrollment eligibility. All admissions and financing questions and concerns are addressed during the admission interview with Barboza Barber Academy's admissions administrator.

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

### **3-- Social Security card & government-issued photo ID**

The state of California requires the disclosure of Social Security numbers as part of the application for licensure examination. To ensure students are eligible to apply for this examination, the school requires a copy of your Social Security card prior to enrollment. The state also requires a government-issued photo ID to be admitted to the state licensure exam. To ensure that students are eligible to be admitted to this exam, the school requires a copy of your government-issued ID prior to enrollment.

### **4--Veterans:**

Barboza Barber Academy thanks you for serving our country in the U.S. Military. We are honored to offer you and your family members career training in the field of barbering. Barboza Barber Academy is happy to assist you while you enroll in our program. Veteran education benefits are available to you if:

1. You have served in the military
2. You are currently serving in the military
3. You are an eligible dependent of a veteran
4. You are a spouse of a veteran receiving benefits

Please visit [www.gibill.va.gov](http://www.gibill.va.gov) to determine which GI Bill benefits help you to meet your educational goals. For more information and assistance, you may also call the Veterans Administration at 1-888-442-4551. To complete your application, visit [VONAPP](#). New Veteran students use VA Form 22-1900; transferring veterans use VA Form 22-1995. New dependent students use VA Form 22-5490; transferring dependents use VA Form 22-5495.

### ***5--NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION***

The transferability of credits you earn at Barboza Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the barbering certificate you earn in our Barbering Program is also at the complete discretion of the institution to which you may seek to transfer. If the barbering certificate which you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at our institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Barboza Barber Academy to determine if your barbering certificate will transfer.

### ***6--Transfer of credits TO Barboza Barber Academy***

Barboza Barber Academy does not accept transfer of credits from other learning institutions, nor does it have articulation or transfer agreements with any other institution at this time.

BBA also does not award credit or hours for experiential learning, nor does it recognize challenge exams for such.

## ***7--Non-Discrimination Policies***

The Academy does not discriminate on the basis of gender, sexual orientation, age, religion, race, ethnic origin, disability, financial status, or residence in regard to admissions, instruction or graduation policies.

## ***8--Physical Disabilities***

The Academy acts in compliance with the provisions of Section 504 of the 1973 Rehabilitation Act. No qualified person with physical disabilities will be prohibited from enrolling in the course of study by reason of their disability. The Academy admits all persons with disabilities whose disability does not create a safety hazard for themselves or classmates during instruction, and those whose disability does not interfere with their ability to benefit from instruction.

Students requesting reasonable accommodation will present the admissions office with a written statement describing the requested accommodation.

## ***9--Learning Disabilities and I.E.P.'s***

Students with known learning disabilities will present official documentation of their disability to the administration office. An Individualized Education Program (I.E.P) will then be developed for the student within 30 days of receipt of documentation. The I.E.P. will contain mutually agreeable long-term goals, short-term goals, and the means for achieving the goals.

## ***Barbering Program Course Description***

The Barbering Program Course offered by Barboza Barber Academy contains both theoretical and practical skills content. The Course includes five parts, aligned to the Milady's Standard Professional Barbering Textbook, 6<sup>th</sup> edition:

**Part 1:** Orientation to Barbering (history, life skills, professional image)

**Part 2:** General Science (infection control, tools & equipment, anatomy, chemistry, electricity, the skin, the hair and the scalp)

**Part 3:** The Practice of Barbering (treatment of hair and scalp, facial massage and treatment, shaving & facial hair design, men’s haircutting)

**Part 4:** Advanced Barbering Services (women’s haircutting/styling, chemical texture services, hair coloring)

**Part 5:** Business Skills (preparing for licensure and employment, working behind the chair, the business of barbering)

There are review tests for each of 21 chapters in the Milady’s textbook, and practical skills exams as needed.

Total required clock hours for the completion of the BBA Barbering Course are 1500 hours, which includes: Hairdressing (1100 hours); Health and Safety (200 hours); Shaving (200 hours).

**DISCLOSURE:**

Effective 01/01/2022, a new state law, SB 803, reduced the barbering program hour requirement from 1,500 to 1,000 clock hours to be eligible for state licensure.

Barboza Barber Academy continues to require 1,500 clock hours of instruction for completion of the barbering program, which exceeds the minimum requirements for state licensure in the State of California of 1,000 clock hours. BBA includes an additional 500 hours of instruction in Hairdressing because the staff feel, along with most educators in the barbering field, that 600 hours of instruction in Hairdressing is insufficient to prepare students to properly perform the necessary barbering skills.

Below is a list of BBA’s required hours vs. the state’s minimum hours:

<b>Barbering Course</b>	<b>BBA</b>	<b>Minimum</b>
Hairdressing:	1,100	600
Health and Safety	200	200
Shaving	200	200
Total Hours	1,500	1,000

All instruction is provided in a classroom or at a salon station within the Academy. BBA does not offer distance learning programs or online instruction.

• List of requirements for licensure to practice Barbering in the state of California:

1—Satisfactory completion of a 1000-hour Barbering Course (see p.10, DISCLOSURE, above) or BBA’s 1500-hour Barbering Course

2—Passage of the California State Board Examination.

***Barbering Course: Total Charges for a Period of Attendance/Total Charges for Educational Program***

Application Fee	\$50.00 (non-refundable)
Tuition	\$12,000.00
Lab Fees	\$3,000.00 (equipment, supplies, book & Chromebook)
STRF fee	\$7.50 (\$.50 per \$1,000 of BBA charges-non-refundable)

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**Total charges**                      **\$15,057.50**

***Financial Aid Programs***

Barboza Barber Academy does not participate in any federal or state financial aid programs.

***Student Financing Options***

- **Private Financing:**  
A student may obtain an outside loan from a bank or credit union to pay for course costs. If the student obtains a loan to pay the course costs, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If a student receives federal financial aid funds, a student is entitled to a refund of the monies not paid from federal financial aid funds.
- **Monthly Payments to the School:**  
Students may make interest-free monthly payments to the school. All course costs are to be paid in full by the completion of each student’s contract.

Total Amount due is \$15,057.50, to be paid in Monthly Payments, with a down payment of \$5,000 required to begin classes. A balance of \$10,057.50 is to be distributed within a nine-month course period and must be completely paid upon exiting the program.

## **Student Payment Details**

- **NOTE:** Barboza Barber Academy does not accept personal checks. Payments may be made by credit card (VISA or Mastercard), cashier's check, money order, or cash.
- Student payments are due on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month, as contracted.  
Day 1 is the day your payment is due. Students will be suspended for non-payment if the entire payment is not received by 5:00 pm on Day 7.  
Example: a student whose payment is due on January 5th will be suspended for nonpayment as of January 11th at 5:00 pm. A student whose payment is due on January 20th will be suspended for non-payment as of the 26th at 5:00 pm.
- A late fee of \$25.00 will be applied if payment is not made by the 10th day at 5:00 pm.
- It is the responsibility of the student to communicate with the administration regarding any late payment.
- Do not wait until suspension to discuss your situation with administration.

## ***Cancellation, Withdrawal and Refund Policy***

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or on the 7<sup>th</sup> day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the Barboza Barber Academy address. The postmark on the envelope if the form is mailed; or, if the form is delivered in person, the date that the written notice is received in the office shall determine the date of cancellation. A withdrawal may be effectuated by the student's written notice of cancellation, or by the student's poor conduct (including but not limited to, poor attendance).

(\*) Written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. You can use any written notice that you may wish. *You do not cancel the contract by simply not attending classes.*

**Determination of withdrawal from school:** The withdrawal date of the recorded attendance. The student would be determined to have withdrawn from the school on the earliest of:

- *The date you notify the school administration of your intent to withdraw. Only administration is authorized to accept a notification of intent to withdraw.*
- *The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.*
- *The date you fail to attend classes for a two-week period and fail to inform the school that you are withdrawing.*
- *For CA School: If you are absent for three consecutive weeks, and are not on an approved LOA. You will be deemed a withdrawal, even if that was not your intent.*
- *The date you failed to return as scheduled from an approved LOA. The withdrawal date shall be the last date of attendance. The determination date of withdrawal will be the scheduled date of return from LOA.*

Balances of unpaid charges are the responsibility of the student. Delinquent accounts could be assigned to collection agencies. Collection costs will be added to any outstanding balance.

**Notice of Students Rights and Obligations:**

**Buyer's right to cancel:**

All funds paid will be returned if the student is rejected for enrollment.

If you (or parent or guardian of a minor) cancel prior to beginning classes, all funds will be returned, with the exception of the application fee, which is non-refundable, and the STRF fee. The student has the right to cancel the enrollment agreement and obtain a refund of the charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refunds include the Chromebook and the textbook with which it is loaded, if returned in good condition, within 10 business days after cancellation.

Refunds do NOT include other equipment and supplies, such as barbering equipment.

**Withdrawal from course and refund policy:**

You have the right to withdraw from a course of instruction at any time. You have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement which is through attendance at the first-class session, or the 7th day after enrollment, whichever is later, the school will remit a refund, less an application fee (\$50.00), and less the STRF fee within 45 days of your withdrawal. You are obligated to pay only for education services rendered and for unreturned equipment.

The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid; and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain a

Chromebook and its loaded software (digital textbook) as specified in the agreement as a separate charge, and return it in good condition within 10 business days following the date of your withdrawal, the school shall refund the charge you paid for the Chromebook and digital text. If you fail to return this specific equipment in good condition within 10 business days, the school may offset against the refund and documented cost of the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for the equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. If the amount that you have paid is more than the amount that you owe for the time you attended then a refund will be made within 45 days of the official withdrawal, less a \$100 drop fee. If the amount that you owe is more than the amount that you have already paid then you will have to arrange to pay the amount you still owe. Official withdrawal date is on the student's notification or the school's determination.

If, at the time of the student's withdrawal, the student has completed 60% or less of the period of attendance, the student shall receive a prorated refund for education services not received. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

Note: Lab fees accrued during the scheduled freshman training portion of this course will not be refunded after the scheduled freshman portion is completed.

*Hypothetical refund example according to the state prorate policy:*

Assume that a student, upon enrollment in a 1500.00-hour course, pays \$1000.00 for tuition, \$75.00 for application, and \$2804.41, (documented cost to the school) for equipment as specified in the enrollment agreement. The student withdraws after 50 hours into the course (this includes class days not attended by the student) without returning the equipment he/she obtained (due to sanitary reasons). The prorated refund to the student would be \$375.00 based on the calculation stated above. If the student returns the Chromebook and digital content in good condition within 10 business days following his/her withdrawal, the school would refund the charge for the returned Chromebook.

## ***Barboza Barber Academy Faculty***

### **Don Chaudoin**

*Barber Instructor*

*Don has over 20 years of experience in barbering; he holds both Barbering and Cosmetology licenses.*

**Roman Romero**

*Barber Instructor*

*Roman has over 10 years of experience in barbering; he holds a Barbering license.*

**Barboza Barber Academy Staff**

**Caroline Barboza**

*Campus Director/Chief Executive Officer (CEO)/Chief Operations Officer (COO)/Chief Academic Officer (CAO)*

*Caroline has 28 years of experience in the beauty and barber industry, as well as 5+ years in leadership roles in the industry, and 5+ years in a management position in the industry.*

**Gabrielle Vasquez**

*Receptionist*

**Amber Velez**

*Administrative Assistant*

**Manuel Reyes**

*Maintenance*

**Satisfactory Progress**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Barboza Barber Academy. Students must maintain a minimum average of 85% in both theory and practical/clinical work to be considered “making satisfactory progress” at Barboza Barber Academy. Students must also maintain a minimum of 67% cumulative attendance average to be considered to be “making satisfactory progress”.

**Standards for Student Achievement**

**Academic Progress**

The following factors will be measured to determine academic progress:

- Theory work (test grades, workbook, CIMA etc.)
- Practical/clinical work

Theory and practical/clinical work will be graded on the following scale:

90-100	A	Excellent
80 -89	B	Good
75 -79	C	Satisfactory
61 -74	D	Unsatisfactory
Below 60	F	Failing

Again: students must maintain a minimum average of 85% in both theory and practical/clinical work to be considered “making satisfactory progress”.

### ***Student Attendance Policy***

The maximum time a student has to complete their course is 150% of the program length, or 2,250 hours.

All students must maintain a minimum of 67% cumulative attendance average to be considered to be “making satisfactory progress” and to complete the program within the maximum time frame (150%). However, in preparation for the workplace and as an expectation of professionalism, students missing more than 16 hours per calendar month, or attending less than 80%, may be counseled or placed on probationary status.

### ***Student Probation and Termination Policy***

#### **Probation**

Students failing to meet minimum progress requirements will be placed on probation for one month with the opportunity to meet requirements for the next evaluation period. Grades on theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be “making satisfactory progress.” At the end of the probationary period, the student's progress will be reevaluated. If the student is meeting the minimum requirements in both academics and attendance, they will be determined to be “making

satisfactory progress”. If the student fails to meet the minimum requirements, they may be terminated from the school. No more than four probationary periods will be allowed during the program.

## **Termination**

Termination of student status is defined as “no longer receiving credit”, whether by the student’s voluntary withdrawal, dismissal by the school as disciplinary action or failure to meet school regulations and financial requirements. A student will be considered terminated under the following conditions:

- Misrepresentation of personal information on contract or documents.
- Non-payment of tuition according to the tuition schedule in the enrollment agreement.
- Unsatisfactory attendance. A student not attending who has not notified the school in writing of their intent to drop may be terminated from their program.
- Non-completion of the program within 1.5 times (150%) the maximum time frame of the program.
- Any student in the possession of alcohol or illegal drugs on campus.
- Any student participating in a physical altercation on school premises. (Barboza Barber Academy is a zero-tolerance campus.)

## **Termination Appeal Process**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. Within five business days, the student may submit a written appeal to the Campus Director, along with any supporting documentation, containing reasons why the decision to terminate should be reversed, along with a request for a reevaluation of progress. Should the student fail to appeal or appeal after five business days, the decision to terminate the student will stand.

An appeal hearing will take place within 10 business days of receipt of the timely written appeal. This hearing will be attended by the student, parent/guardian (only if the student is a minor), an instructor, and the Campus Director. A written decision of the student’s appeal will be issued within five business days. This decision will be final. Should a student prevail on their appeal and be determined to be making satisfactory progress, the student will automatically re-enter the course.

## ***Leave of Absence Policy***

A Leave of Absence Request form may be completed and submitted to the administration office. Documentation must be secured from the student's attending physician to support the reason for the request.

Legitimate reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary caregiver; military duty; temporary disability; or a serious medical emergency. Military duty will require appropriate documentation.

- Barboza Barber Academy reserves the right to amend this policy case-by-case.
- All student discount privileges are revoked while a student is on a LOA.

## ***Student Grievance Policy***

Barboza Barber Academy follows this list of procedures to resolve a grievance:

1. If you have a problem with any individual, try to resolve the matter with that person.
2. If the problem cannot be resolved in this manner, our Campus Director and Instructors can facilitate a calm discussion of the grievance, helping to resolve the matter.
3. If the problem remains unresolved, it can be referred to the Campus Director and the Advisory Board for consideration.

### **Serious Grievances**

Any serious grievance must be submitted in writing and describe in detail any allegations of wrong-doing that may be affecting the aggrieved student's education. The grievance must be submitted to the Campus Director within (5) five business days from the date the incident occurred. The Barber Instructor and/or Campus Director will evaluate the grievance within 5 to 10 business days and submit a written response to the student.

Should the student disagree with the school's response, the student may then file an appeal with the Grievance Review Committee within 5 to 10 business days. The Committee will provide written notice to the student of its decision within 5 to 10 business days. The decision of the Committee shall be final.

### ***Grievance Review Committee:***

*Campus Director*

*Barber Instructor*

*Advisory Board for Barboza Barber Academy*

We suggest that students first use the above-stated procedures for handling grievances. However, students are not required to do so; and may, at any time, direct their grievance to the California State Board of Barbering and Cosmetology at: *Board of Barbering and Cosmetology, PO Box 944226, Sacramento, CA 94244-2260.* The Board of Barbering and Cosmetology can also be reached at 800-952-5210, Monday-Friday from 8:00 am-5:00 pm. The hearing impaired may call **TTD (800) 326-2297 or TDD (916) 322-1700.**

### **Complaints**

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

### **Student Benefits and Services**

Student benefits and services are contingent on the student being in good standing. If the student is suspended, on an LOA, or is behind on payments, all benefits will be revoked until the student is once again in good standing.

- Students will receive 50% off services while clocked in. Discounted services for students are only available during contracted hours. Students who clock out during their contracted hours to receive services will be charged full price for all services.
- Students will always receive 30% off all product sold in the school. Discounts are not available on promotion products (i.e., buy one get one 1/2 off etc.). Special order items must be paid for at the time of the order.
- Students may receive personal services according to school policies. No personal services can be performed between 4:00 pm and 4:30 pm, as this is Sanitation Time. Personal services are available Tuesday-Thursday only. Personal services are a privilege, and may be cancelled if the privilege is abused.

- Family discounts are available Tuesday-Friday only. If you are single, only your parents may receive services at 50% discount. If you are married, only your spouse and children may receive services at 50% discount.
- Students will pay in advance for supplies or personal services.
- No outside personal or professional products that contain chemicals are to be brought into the school without prior approval from your Barber Instructor or the Campus Director.
- Purchase of professional products at student discount prices are available until licensed or for 30 days after graduation whichever comes first.
- If a student is failing a class, that student's benefits are revoked.
- Students not in good academic standing are not permitted to give or receive student services.

### ***Career Placement Services***

Barboza Barber Academy does not guarantee employment to its graduates. However, the school assists qualified graduates in finding employment. These employment placement services are provided at no additional cost. Our staff works with barber shop owners and other employers to provide students with an opportunity to become employed upon successful program completion and licensure. Students are encouraged to discuss their employment needs with their Barber Instructors and/or the Campus Director. Through verbal agreements with local barber shop owners and professional organizations in the industry, Barboza Barber Academy can assist in placing graduates on a global basis.

### ***Student Housing Information***

BBA does not have dormitory facilities under its control. We do not provide assistance to students in finding housing.

However, housing is readily available near BBA's campus. A one-bedroom apartment rents for approximately \$1,000-\$2,500/month.

### ***Disclosure and Retention of Student Records***

**Student File Access:**

Adult students and parents of minor students have the right to inspect, review, and challenge information contained in the student's education records. A staff member must be present during the file review process. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Students are not entitled to inspect the financial records of their parents. No portion of a file may be removed or reproduced without the permission of the school owner, as all materials and records contained therein are the private property of the Academy. Student records are maintained in a secure location in the Campus Director's office at the school site. If you have any questions about the FERPA (see more information below), you may call 1-800-872-5327 (voice). Individuals who use TDD may use the Federal Relay Service. or write to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, S.W, Room 3017 Washington DC 20202-8520.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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 (when the child is under 18). 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."

Parents (of minor students) or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records in person. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. BBA notifies parents and eligible students by means of our catalog.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

You may also contact the Family Policy Compliance Office at the following address:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520*

### **Retention of Student Records**

(a) BBA shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) BBA shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(1) The degree or certificate granted and the date on which that degree or certificate was granted.

(2) The courses and hours on which the certificate or degree was based.

(3) The grades earned by the student in each of those courses.

BBA shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:

(a) The educational programs offered by the institution and the curriculum for each.

(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.

(c) Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with [Section 94928](#) )

### ***Barbering Program Job Classification***

To report gainful employment of our graduates, the United States Department of Labor requires us to list the Standard Occupational Classification code for programs offered by the Academy. The job classification code for the Barbering program is: Barbering 39-5011

### ***Student Tuition Recovery Fund (STRF)***

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

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

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

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

- 1.The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- 2.You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- 3.You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- 4.The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 5.The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- 6.You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- 7.You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

## ***Disclosures***

1--Barboza Barber Academy is unaccredited by an accrediting agency recognized by the United States Department of Education. Further, BBA's Barber Course is also unaccredited.

--The Barbering Course at BBA is not recognized for employment with some employers, including the State of California.

--Students enrolled in unaccredited institutions are not eligible for federal financial aid programs.

**--HOWEVER, satisfactory completion of the BBA Barber Course as detailed earlier in the catalog DOES make students eligible to become licensed professionals, following the passage of the State Board Examination.**

2—Barboza Barber Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## ***Filing a Complaint About the Academy***

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling, toll-free,

1-888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Website at [www.bppe.gov](http://www.bppe.gov)."

### ***For Further Information***

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Academy may be directed to the Bureau for Private Postsecondary Education at:

Mailing:

1747 N. Market Blvd, Suite 225 Sacramento, CA 95834

PO Box 980818 West Sacramento, CA 95798-0818 (continued on next page)

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and fax numbers:

Toll-free: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897