

CLIPPERNOMICS ACADEMY OF HAIRSTYLING
6007 SW 9th St, Des Moines, IA 50315
515-988-5377

2020 Catalog

Mission Statement

Clippernomics Academy's objective is to produce highly trained, well prepared graduates for our industry. We are committed to excellence in post-secondary barbering education. Educational systems and programs focused on barbering are updated constantly to keep the student's interests first and our educational quality high.

Community

The Clippernomics Academy of Hairstyling is located at 6007 S.W. 9th. Des Moines, Iowa 50315. There are nice parks and public facilities in addition to great living, dining and shopping areas.

Des Moines has an ever-growing market in the area with a current population of 215,516 and there are many great places to visit within minutes of The Academy.

Facilities and Equipment

The Academy is a beautiful 2,695 square foot educational facility with state-of-the-art equipment. 16 styling stations, we have more than 20+ chairs and tables for use in our classrooms. Even during large group presentation by guest artists, which is not a typical theory/lecture setting, we have ample seating, workspace and teaching areas for our entire student body and staff.

The school was designed so that each section of stations is easily monitored by the instructors. The open floor plan also allows instructors to easily monitor the entire student service training floor. Our facility also includes student lounge and administrative offices.

Iowa Board of Barbering

The Clippernomics Academy of Hairstyling is authorized by:
Iowa Board of Professional Licensure
Des Moines, Iowa 50312
515-281-0254

This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

Responsibility for Catalog Information

Each student is responsible for knowing the information in this catalog. The Academy reserves the right to change policies and/or to revise curriculum.

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Inserts:

Financial Aid Information
Scholarship Information

Commented [1]: We would like to see what you want to add for Financial Aid and Scholarship Information.

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IMPORTANT INFORMATION FOR ALL COURSES

How to Apply –

Complete the free application online at clippernomicsacademyofhairstyling.org or you may complete an application when touring The Clippnomics Academy of Hairstyling.

Have high school transcripts sent to The Academy. Schedule a visit and take a tour. While you're here you'll learn about curriculum, books, kits, apparel code, financial assistance and meet our staff and students. Once you've been accepted to The Academy, sign the enrollment agreement and pay your registration fee.

Educational Requirements - A student must be at least 17 years of age, has completed and passed two (2) years of high school, and have received a high school diploma or G.E.D. certificate. The Academy does not admit ability-to-benefit students.

Admissions Requirements - The following are required for admission to all programs:

- 1) Enrollment application
- 2) Official /certified high school, G.E.D., State credentialed home or private school, transcript with graduation date.
- 3) Copy of the student's driver's license, government issued photo I.D, or birth certificate.
- 4) Signed complete enrollment agreement
- 5) Required registration fee
- 6) Instructor program applicants must provide a copy of a current practitioner license.

Transfers - A transfer student may be accepted after careful evaluation of the student's academic records. Each transfer must be evaluated on an individual basis based on a skills evaluation assessment conducted by a licensed Academy barbering instructor. Students from other Colleges may transfer; however, no more than 50% of the program can be credited from another institution. All transfer hours accepted are applied at the end of training.

Transfer hours with no record of transcript of hours will be assessed skill level assessment through test and/or practical exam conducted by a licensed Academy barber.

If The Academy chooses to accept the transfer student and not the transfer hours, The Academy may honor the student a special scholarship depending on how many hours the student must forfeit up to 500 hours and within 12 months of obtaining hours from another facility including but not limited to the other school Barbering programs.

All transfer students are subject to an extra instructional charges of \$11.00 per hour that it takes to complete the program. We do not recruit students already attending or admitted to other schools offering similar programs.

Refund Policy for Transfer Students -

For a transfer student, the "remaining portion of the program" is the number of hours the Academy determines the student must complete in the Academy's program at the time of transfer. Transfer students who withdraw are not eligible for a refund of tuition charges if the student withdraws on or after the date when he/she was scheduled to have completed 60% of the hours in the remaining portion of the program.

A student who withdraws before the 60% point is eligible for a tuition refund equal to:

The percentage of scheduled hours that the student failed to complete in 60% of the program; multiplied by Tuition charged for the remaining portion of program; multiplied by 90%.

Terms of Re-entry - A student who must withdraw or who has been terminated by the Academy may apply to re-enter. Students re-entering within 6 months of withdrawal may re-enter at no penalty to the student. However, students entering after 6 months of withdrawal must pay all past balances owed the school from prior enrollment period, a \$200 non-refundable registration fee, kit and book fees, and \$11.00 per hour extra instructional charges to complete the hours remaining in the program. All students reenter in the same satisfactory academic progress status as at time of withdrawal.

Objective - The Academy trains the students to become service professionals in barbering.

Orientation - All courses hold a complete/required orientation on the Saturday prior to commencement of class from 8:30am to 4:30pm.

Class Size - The Academy limits class size for all courses to a student to educator ratio of 15 students to 1 educator.

Hours - The Academy is open Monday through Thursday 8:30am – 10:00pm; Friday and Saturday 8:30- 5:00 p.m. Program Hours are from 8:30am to 12:30pm and 1:30pm to 5:30pm. Eight hours per day, closed one hour for lunch. Returning for Part time evening scheduled classes from 6:00pm. to 10:00pm. The Program runs Monday through Saturday, closed on Sunday, plus major holidays.

Hours of attendance depend on the schedule assigned.

Students in the 10 1/2-month program begin with a schedule of five days 8:30 a.m. to 5:00 p.m. for the first eight (8) weeks. After the first eight (8) weeks each class is assigned a schedule that includes one (1) day of class 8:30 a.m. to 5:00 p.m., two (2) days 1:00 p.m. to 9:00 p.m. and two (2) days 8:30 a.m. to 4:3pm.

Class Starting Dates - Classes start in January, April, July, September and November. Late enrollment is not permitted.

Books and Kits - Appropriate books and kits are provided by The Academy and issued to the student during training. Students provide their own paper supplies.

Commented [3]: How will the Iowa Tuition Refund Policy interact with transfer students for whom you give credit for hours earned at another school.

Commented [4]: I am not sure on this one. Let's discuss during our meeting.

Commented [N5]:

Commented [N6R5]:

Apparel Code - Students wear academy-approved apparel and shoes. (please see page 20)

Holidays - The Academy is closed for the following holidays: New Year’s Day, MLK day and Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

Housing - Contact the admissions staff for assistance in locating housing.

- **** Apartment finders –

Payment Plans- The Academy has loan and payment plans for those who qualify. We accept cash, check, Visa or MasterCard for any payments. Customized payment plans are specific to each individual. We charge no interest on payments made during the length of students program, as long as payments are made on time. All payments are due the 1st day of each month and are considered late on the 11th of each month. Late payments incur a charge of \$50.00. Financial assistance is available to those who qualify.

Tuition and Fees- All tuition, kit, and book charges and a non-refundable Registration fee of \$200.00 are due upon signing the enrollment agreement. The total tuition and fees for all programs is as follows:

Barbering Program - 2100 Clock Hours

Registration Fee, *Non-Refundable.	\$200.00*
Tuition. See Section D, below for Refund rules.	\$18250.00*
Barber Tools and Equipment, *Refundable only if they are returned unused and within 15 days of cancelling the Enrollment Agreement	\$1100.00*
Books, *Refundable only if they are returned unused and within 15 days of cancelling the Enrollment Agreement	\$250.00*
Extra Instructional Charge,	\$11.00 per hour*
Total Student Cost for Program	\$19,800.00

Commented [7]: Carolyn understood from her conversation with you that you intended to assess all program charges "up front" (regardless of how students pay you or with what frequency). So given how we have revised this sentence, is this what you meant to say?

Barber Instructor Program – 300 Clock hours

Registration Fee, *Non-Refundable.	\$200.00*
Tuition. See Section D, below for Refund rules.	\$3600.00
Supplies, *Non-Refundable.	\$600.00*
Books, Tools and Equipment, *Refundable only if they are returned unused and within 15 days of cancelling the Enrollment Agreement	\$600.00*
Extra Instructional Charge,	\$11.00 per hour*
Total Student Cost for Program	\$5000.00

Crossover Program - 400 Clock hours

Registration Fee, *Non-Refundable.	\$200.00*
Tuition. See Section D, below for Refund rules.	\$4000.00
Supplies, *Non-Refundable.	\$600.00*
Books, Tools and Equipment, *Refundable only if they are returned unused and within 15 days of cancelling the Enrollment Agreement	\$600.00*
Extra Instructional Charge,	\$11.00 per hour*
Total Student Cost for Program	\$5400.00

Extra Education - Extra educational events are available for students at The Academy. Guest speakers and classes are scheduled in advance and provided to students during class for free or on Sunday or Monday with purchase of ticket.

Also, Clippernomics Academy of Hairstyling may have an opportunity to attend hair shows out of state. Student attendance at these extra educational events is optional and has no impact on a student's earned instructional hours.

Extra Instructional Charges – Academy will charge additional tuition for hours and/or work projects remaining after the contract ending date at the rate of **\$11 per hour**, or any part thereof, payable in advance until graduation.

ACADEMIC INFORMATION

Graduation Requirements - A grade average of 75% is required for graduation from any program at The Academy. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for salon performance levels. All work must be completed to graduate.

The following are required for graduation from all programs: 1)

- Completion of state required number of hours
- 2) Completion of all assignments, course work and tests.
- 3) An 75% attendance and 75% grade average.
- 4) An Exit Interview should be scheduled within fourteen (14) days after completion of all hours and curriculum/tests are completed.
- 5) All tuition payments must be up to date according to contract, or arrangements made at your Exit Interview.

Hours will be turned in to the Iowa Board of Barbering once your account balance has been settled. The Academy will not release an official or unofficial transcript of hours earned to or on behalf of a student who has an outstanding unpaid debt owed to the Academy. Any account that goes without payment for 30 days may be turned over to collections.

Graduation – A Graduation ceremony is scheduled for each Barbering class. Graduates earn a diploma.

Students who apply for a professional license with the Iowa Board of Barbering are charged a fee payable to the Board of Barbering at the time of their application. See the Iowa Board of Barbering website for applications, procedures, and applicable fees <https://idph.iowa.gov/Portals/1/userfiles/26/BARB/Barber.pdf>

Commented [8]: Iowa Code Section 714.25 requires you to disclose any fee charged by a third party that is necessary for the student to achieve the desired credential, i.e., a barbering license.

Grades - The Academy uses a 100-point grading scale: 75 - 100% is passing, 0 - 70% is not passing. Grades are given for classroom work, projects, and styling area/clinic performance. Work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.

Classroom grading scale

- 95 - 100 EXCELLENT
- 85 - 94 VERY GOOD
- 75 - 84 SATISFACTORY
- 1 - 70 BELOW STANDARDS – UNSATISFACTORY

The Salon Area Grading scale is based on a 1-3 Grading scale.

- 1 = 70% Needs improvement
- 2 = 80% Meets standards
- 3 = 100% Exceeds standards

While in the salon area students must be working on improving their technical skills by either working on a guest or on an assigned project sheet. Refusal of a guest or project sheet assignment will result in suspension.

Incompletes - Incompletes may be given by the educators when the student is making every attempt to learn a skill or subject but requires additional time to complete the work successfully. Educators determine the time to complete the work. The student will be given a deadline and description of work that must be completed.

Inadequate Grades - When a student is weak in one or more areas of study or skill, the educators will determine a deadline for the student to complete the work satisfactorily. Inadequate grades may indicate lack of motivation as well as inability. The student will be informed immediately after a grading period how a deficiency can be corrected. If needed, based on assessment, a student may be asked to retake a specific skill set.

Insufficient progress is determined by inadequate grades and/or failure to participate in the student level system.

Grounds for Termination - The Student's enrollment may be terminated by The Academy for failure to meet any of the policies including insufficient progress, failure to work within the student level system, nonpayment of tuition, failure to comply with rules or policies per the Student Policy Handbook. In the case of termination by The Academy, the Student will receive a refund, according to the Academy's Refund Policy.

Complaint Procedure - In the event a student has a complaint that needs to be addressed, the student should follow this procedure: Submit a signed complaint in writing to an educator. Upon receipt of the complaint, an educator reviews it. The student will then be notified as to how the issue will be resolved. If this is not satisfactory, Again, the student will be notified as to how it will be handled. If the student is not satisfied with the result,

The student may contact the Board of Barbering however, the Academy's complaint procedure must be exhausted prior to doing so.

To submit a complaint, you may contact the Iowa Board of Barbering at <https://idph.iowa.gov/Licensure/Iowa-Board-of-Barbering/Complaints>

CAREER PLANNING

Placement - The Academy maintains contacts in the Barbering profession to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted. The Academy cannot guarantee every student will be placed. The Student may request and receive

assistance in job placement at any time after completing training. Assistance in no way promises employment but means that graduates may request and receive help in locating job openings. Students that follow the level system while in school are easier to place in all salons both locally and across the country. The Academy uses an Alumni Facebook page to notify graduates of salon openings throughout the country along with upcoming educational events.

Reciprocity - Licensed barbers from Iowa may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

Licensing Requirements –

To become licensed in **barbering** in Iowa, students must complete a minimum of 2100 hours of approved training, graduate from an approved school, and pay the required fees and pass the state board exams.

To become a licensed **Instructor** in Iowa, a student must hold a valid barber's license for a minimum of two (2) years, issued by the State Board, have a high school diploma or possess a GED, complete 300 hours of approved training (within a period of six months or served as an instructor trainee for one year), graduate from an approved school, and pass the state board exams.

ACADEMY POLICIES

Policies - With the enrollment agreement, each student is issued a copy of The Academy Catalog and agrees to abide by the policies for The Academy's students including standards for student conduct, including attitude, appearance, attendance, and courtesy.

Standards - Students at The Academy must be an example of good grooming and should be in the best of health. All state barber laws and rules are practiced and taught at The Academy. Lack of basic honesty and integrity will result in termination.

Leave of Absence Policy – A student who must take an approved leave of absence or must withdraw from training for non-academic reasons may return to the program with no loss of satisfactory progress if the student was making satisfactory progress when the student left.

A student may be granted a leave of absence for any of the following reasons:

- 1) Financial hardship;
- 2) Medical issues; or
- 3) Personal or family related issues.

On the day the student returns from a leave of absence the student is required to inform the financial aid office of the student's return and complete an enrollment agreement addendum. The student's contract and maximum time frame will be extended for the same number of days the student was on the official leave of absence without any penalty to the student.

The leave of absence must be requested and approved in writing prior to the leave occurring. In addition, the student is required to list the reason for the leave. An emergency Leave of absence, without prior written request, may be granted provided the student completes the leave of absence form and returns it to school **via US Postal mail or in person.**

The minimum time frame for a leave of absence is one week and the maximum time frame for a leave is 180 calendar days. The school permits more than one leave provided the total number of days of all leaves does not exceed 180 calendar days in a 12-month period.

If the student does not return from the leave within the expected day of return, the student will be dropped from the program and the student's tuition will go into immediate repayment. Leave of Absence – may have an adverse effect on class/curriculum days. All class/curriculum must be completed in order to graduate from The Clippernomics Academy of Hairstyling. Making up class/curriculum may require the student to attend class days because they have not met the 2100 hours required for completion.

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Commented [9]: We are not sure this statement is correct. We understand that making up hours would require the student to attend past their original contract end date but that attendance is for the purpose of reaching 2100 hours. See "Extra Instructional Charges"

Satisfactory Academic Progress Policy - All students attending The Academy must maintain Satisfactory Academic Progress which is defined as reaching each evaluation period of training with a minimum cumulative theory and practical grade of 75% grade average and 75% attendance. It is consistently applied to all students enrolled. The policy is stated in the school catalog to ensure that students receive this information prior to enrollment.

Commented [10]: The catalog shows two different percentages for different grade average and attendance. You will need to pick which percentage applies for each area and be consistent.

Attendance Progress

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted 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 75% 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.

Commented [11]: I am going to go with 75% grade average and 75% attendance on both documents

Maximum Time Frame

Students must attend a minimum of 75% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED
	Scheduled Hours
Barbering (Full time, 48 hrs. /wk.)	1650 hr.
Instructor Training/Lectures.	450 hr.
Total hours for Program	2100 hr.

Commented [12]: Here full time attendance is showing 34 hrs per week but your enrollment agreement indicates full time attendance is 48 hrs per week.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours.

Commented [13]: Changed to match enrollment agreement

Academic Progress

Students are assigned classroom study and practical assignments. Classroom study is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a grade average of 75% GPA and pass a final written and practical exam prior to graduation. The Academy utilizes a 100-point numerical grading scale according to the following scale:

- 95 -100 A = Excellent
- 85-94 B = Very Good
- 75-84 C = Satisfactory
- 0-70 Below standard – Unsatisfactory

Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed. Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

Determination of Progress Status

Students meeting the minimum requirements for academics (75%) and attendance (75%) at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress

Determination at the time of each of the evaluations. Students will be evaluated at the following checkpoints.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

Commented [14]: This warning is for Title IV fund. You can have a warning with consequences you determine but it will have nothing to do with federal student aid.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may establish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing the cumulative grade average to 75% or better, and/or
- 2) Increasing cumulative attendance to 75% by the end of the warning period.

Interruptions, Course Incompletes, and 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.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Noncredit and Remedial courses

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Program Hours

- The course hours are determined by the program taken. Your schedule is part of your enrollment agreement and is subject to change. The electronic scanner time clock keeps your hours recorded in minutes. **Even one minute late is a tardy!**

Break Time/ Lunch-Dinner

Each student is given two (2) fifteen (15) minute breaks each day.

One break should be taken the first half of their shift the other break should be taken the second half of their shift.

Breaks should be taken on campus, in the student lounge, outside on rear area of the complex, or in your automobile.

- Each student is given one (1) hour lunch/dinner breaks each day. Specific times are set by the classroom educator or their schedule on the floor. Lunch/dinner breaks are not optional for students of the Academy.

Absences and Tardiness

***Absences must be reported within 30 minutes of class start time.** Emergency time off must be granted. **If absent the day of an exam, the student will take exam the following class day, if time allows during class, or student may be required to stay late that class day in order to take the exam.**

***If absent, documentation for the absence must be provided upon returning to school. The Academy reserves the right to follow up on any documentation to confirm legitimacy.**

Commented [15]: Per our discussion you might want to give some additional thoughts to documentation in your absence policy. If you are expecting documentation in all cases of absences is then you need to explain what acceptable documentation is.

If no documentation is provided, it will be considered an unapproved absence and will result in hours that must be made up after contract graduation, and over contract fees will apply.

Be prompt! If you are tardy, it is important that you call the school and speak with the School Coordinator or educator to let them know that you are going to be late.

Once you arrive on campus, report to the School Coordinator.

A student will be suspended per suspension policy if they “NO CALL – NO SHOW” and will lose their scholarship for “NO CALL- NO SHOW”

*A student may be dismissed from the program after the third “NO CALL-NO SHOW” (no call before 9:00 am /5:00 pm or not showing up by 9:00am/5:00pm depending on daily schedule)

Any Suspension will result in loss of any scholarship (other than Transfer Hour Financial - Barber Scholarship) that has been awarded to any student in attendance at the Academy.

The following **attendance policy** applies to all students:

1. When a student misses three (3) or more days in one month an educator will talk to the student about commitment to the program during their monthly PDM.
2. When a student is absent three (3) or more days in a second month the student will be suspended **per** suspension policy.
3. When a student is absent three (3) or more days in a third month the student **will be suspended per suspension policy and may** be dropped from the program.
4. Students may NOT leave the Academy early without permission.
5. Leaving the Academy LATE (more than 30 minutes late) or working through lunch/dinner is not accepted by the Academy. Any student that arrives to the Academy late more than 3 times in one month will be suspended for ½ day on the following salon day.

Leaving The Academy early without 7 day approval will result in unapproved absence and over contract fees will apply.

Other absences may be requested at least seven days in advance if the student has an 75% grade average, 75% attendance, AND makes up all work missed. (See absence request form),

APPROVED ABSENCES:

- #1. Illness of student or student’s immediate family - living within the household (child, spouse, parent, significant other) with a written doctor’s excuse.
- #2. Funeral of a family member (child, spouse, parents, sibling, grandparent, significant other) with documentation from Funeral home or Crematory – (death certificate).
- #3. Car accident or moving violation, with Police Report/ticket.
- #4. All doctor appointments require a doctor’s written excuse. (Example: medical, dental, vision, well-woman, pregnancy)

Hours missed for Approved Absences should be made up **before contract graduation** or the student will be over contract even though absence was approved.

Please remember that taking time off may put you over your contracted graduation date and result in additional charges per Extra Instructional Charges.

All missed hours, along with curriculum and course work must be completed before graduation. Any of those not completed before contract graduation may result in additional charges.

Commented [16]: Are you offering scholarships? This paragraph needs more explanation of The Academy’s suspension policy. (Note: the call in deadline doesn’t match your earlier reference to calling in for absence.) OR you need to reference the Suspension Policy that is referenced later in the catalog.

Time Clock Policy & Student ID's:

Each student receives a student ID card that allows the student to buy professional **retail** products at local distribution stores. Students buy at cost like salon professionals. **Students should not purchase color, permanent waves or relaxers to perform services outside of The Academy as it is against Iowa state law to perform services in an unlicensed facility.**

Purchases made at the school are at retail prices. Shop at the distributor and save.

Losing the ID means losing the ability to shop.

Replacement barcode ID cards cost \$10 cash. Do not lose this card.

Students record their hours daily using the electronic biometric fingerprint scanner.

Students must clock hours at the beginning of their shift and at the end of their shift, at the beginning of their lunch break and at the end of their lunch break.

Students may scan in up to 15 minutes before the scheduled starting time.

As the fingerprint is scanned the time clock will verbally "thank you" if the print was read correctly. If not, it will ask you to "please try again"

The time clock is how the student receives and records hours. It's an electronic signature.

The student is responsible for clocking in and out each day in order to receive their hours.

Time Clock guidelines; Barbering students are given an eight (8) week grace period while in Foundations in order to learn how to use the time clock. After that time, students are responsible for all time clock entries. **Failure to clock in/out correctly will therefore affect contract graduation date.**

No manual time clock entries will be made by administrative staff or Educators once the student has completed their scheduled time in FOUNDATIONS training.

Students risk being dropped from The Academy for falsifying time clock records in any way. Get full credit for all your training and graduate on schedule. Use the time clock scanner to help achieve this goal.

Accurate records affect Extra Instructional Charges. Accurate records affect the required 75% attendance.

Student hours are posted weekly, please check your hours each week when they are posted.

Suspension

A student may be subjected to suspension or dismissal for not following these policies: Students may be suspended for poor performance, excessive absence, excessive tardiness, insufficient progress (below 75% GPA / 75% attendance), disrespect, or inappropriate behavior including but not limited to bad attitudes. Suspension or dismissal is at the discretion of the Academy, and is a possible remedy for any behavior depending on the nature and severity of the conduct in question.

If a student is suspended, the student will be advised about what the student must do to correct the problem.

- First Suspension: One Day
- Second Suspension: Three Days
- Third Suspension: Five Days
- Following Suspensions: May be grounds for dismissal, and will require a formal meeting with School administrators and/or owners to discuss the students willingness to complete the program.

Please note that suspensions will be issued by School Coordinator or Educator for a future salon floor day – so that students are not taken out of the classroom environment.

The Academy needs to state that any time the student misses because of suspension the hours need to be made up before the contract ending date or the student will incur over contract charges. The students need to be aware of this in the suspension section of the catalog.

If a student is not so inclined and has limited likelihood of success in this career, it is the responsibility of the school to inform the student and to tell the student how deficiencies could be corrected or if they should drop from the program.

PROGRAMS OF STUDY (All programs are taught in the English language only)

BARBERING - Program length – 2100 Clock hours - Day program 10 ½ months Cost: Tuition, kit & books and fees \$19,800. Students provide their own basic school supplies.

Objectives: barbering training at The Academy includes theory and practical instruction that prepares the student to perform hair, skin and nail services on the public. The Academy offers a 2100 clock-hour training program in barbering that meets Iowa Board of Barber Standards.

Goals: The Academy provides education in all phases of the barber profession. The graduate will be a knowledgeable, skilled professional barber. The graduate will have the background and skills to pass the state board exams, and to work as a barber.

Program Content: 2100 Hours to be equally divided over a period of not less than 10 1/2 months.

The course of study shall include the following;

Supervised practical instruction totaling 1675 hours shall include:

- Scalp care and shampooing
- Honing and stropping
- Shaving
- Facials, massage and packs
- Science of hair structure
- Haircutting
- Hair tonics
- Hair relaxing
- Hair coloring and hair body processing
- Hair styling
- Fitting of hairpieces
- Manicuring
- Artificial nails (all aspects)
- Waxing

Demonstrations and lectures totaling 380 hours shall include:

- Law, ethics, economics, equipment, shop management and history of barbering
- Sanitation, sterilization, personal hygiene and first aid
- Bacteriology
- Anatomy
- Skin, scalp, and hair and their common disorders
- Electricity, as applied to barbering
- Chemistry and pharmacology
- Scalp care
- Honing and stropping

Commented [17]: Carolyn: Iowa's disclosure laws (Section 714.25(2)(e) require schools that make claims about income levels (in careers for which the school prepares a student) to inform prospective students of the method used to derive this information. So – you are in compliance with law in the manner in which you quote the US Department of Labor's statistics and website – BUT you will need to continue to check and update this on an annual basis or as the US Department of Labor updates it.

Straight razor shaving
Facials, massage and packs
Hair relaxing
Science of hair structure
Haircutting & fading technique
Hair tonics
Instruments, soaps, shampoos, creams, lotions and tonics
Nails
Waxing
Braiding
Sew-in weave procedures
Quick weave procedures

Special lectures totaling 45 Hours must include lectures by a qualified person in the following areas: tax consulting, advertising, insurance, business management, salesmanship and barbering

Professional conduct development, psychology of a higher standard of professional ethics, behavior and work-related activities while carrying out one's own duties (as an employee, self-employed person, career, enterprise, business, company, or partnership/associate/colleague).

Methods: Instruction in barbering at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, videotapes, audio tapes, video discs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, salon/styling area work, and a variety of projects specific to different units of instruction. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100 A = Excellent
85-94 B = Very Good
75-84 C = Satisfactory
0-70 Below standard – Unsatisfactory

Educators: Licensed barbers /licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Texts & Kits: (subject to change) Textbooks and kits are distributed as the student is trained to use them. Tools come with manufacturer's warranty for replacement if needed.

References: A comprehensive library is provided in The Academy. Students have regular access and may check out materials for daytime use.

Levels of Achievement: An 75% plus grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical sales performance, add on services and retail performance.

BARBER INSTRUCTOR - 300 Clock Hours (Must be a licensed barber for two years prior to receiving instructors license) Tuition, kit & books and fees: **TOTAL \$5000.00**
Students provide their own basic school supplies

Objectives

Instructor Training at The Academy includes theory and practical instruction that prepares the student to instruct students in a school of barbering. The Academy offers a 2100 clock hour training program that meets Iowa Board of Barbering standards.

Goals: The Academy provides education in all phases of the barber teaching profession. The graduate will be a knowledgeable, skilled professional instructor. The graduate will have the background and skills to pass the state board exams and to work as a barber educator.

Program Content: 300 hours to be equally divided over a period of not less than 15 weeks.

The Barber Instructor course is designed to prepare students for the state licensing examination.

TECHNICAL INSTRUCTION:	Required Hours:
Lesson Planning	10
Record Keeping	10
Testing	10
Grading	10
Book Knowledge	10
Teaching Techniques	10
Visual Aid Equipment	10
Classroom Management	10
Student Motivation	10
Product Knowledge	10
State Laws	10
Additional Training – Teaching Methodology	10
TOTAL THEORY HOURS	120
	Required Hours:
PRACTICAL OPERATIONS:	
Lesson Planning	30
Record Keeping	10
Grading	10
Disinfections & Sanitation	10
Permanent Waving	10
Clipper tool maintenance and repair	10
Chemical Relaxers	10
Shampooing	10
Hair Coloring/Lightening	10
Haircutting	30
Hairstyling	20
Shaving/Facial	30
Total Practical Hours	180
TOTAL CLOCK HOURS IN COURSE (Theory + Practical)	300

Methods:

Instruction in teaching at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, DVDs, power point, computers and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class room and salon area work, and a variety of projects specific to different units of instruction. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100	A = Excellent
85-94	B = Very Good
75-84	C = Satisfactory
0-70	Below standard – Unsatisfactory

Educators: Licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

Texts: Milady's Master Educator textbook, workbook & exam review book

References: A comprehensive library is provided in The Academy. Students have regular access and may check out materials for daytime use.

Levels of Achievement: An 75% plus grade average in written and practical work is required for graduation. The student must achieve career building system goals to develop salon readiness skills in client development, client retention, and chemical sales performance, add on services and retail performance

CROSSOVER BARBER (Trainee) - 400 Clock Hours

(Must be a licensed cosmetologist who has successfully completed 2100 hours in any licensed facility in the state of Iowa.

Tuition, Kit & books and fees: **TOTAL \$5400.00**

Methods: Instruction in barbering at The Academy uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, quizzes, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids include whiteboards, videotapes, audio tapes, video discs and more. Every effort is made to stimulate growth in knowledge and skills for the individual.

Program Content: 400 Hours to be equally divided over a period of not less than 20 weeks.

The course of study shall include the following;

The Barber Board's Rules, Laws and Regulations.

History, Career Opportunities and Life Skills –Shall include, but not limited to the brief history of Barbering, career paths, career opportunities and managing your career. Skills on management of your time and study skills. Goal setting and the ethics of being a Barber.

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

Disinfection and Sanitation – Shall include, but not limited to the following procedure
Proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection procedures will be emphasized throughout the entire training period and will be performed before the use of all instruments and equipment.

Shaving – Preparation and Performance – Shall include but limited to the following techniques and procedures: Preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client’s face and rolling cream massages.

Barber Crossover Course Subjects

History of Barbering
Health and Safety
Disinfection and Sanitation
Clipper cutting
Clipper Design
Shaving
Beard Trim and Design
Haircutting for men and women
Wet Hairstyling
Thermal Hairstyling
Press and Curl
Permanent Waving
Chemical Hair Straightening
Hair coloring
Bleaching
Scalp and Hair Treatments
Facials (Manual)
Manicure (Water and Oil)
Act and Bureau Rules and Registration
Chemistry
Theory of Electricity
Bacteriology and Anatomy
Clinic Hours

Barber Crossover Course Materials

The cost of books and basic working materials is included in your tuition breakdown. Your kit includes such items as:

Clippers
Trimmers
Barber box
Blow-dryer
Curling Irons
Brushes
Combs
Hairstyling Materials
Color Application Materials
2 Scissors
Textbooks

Required Text Books Included in Student Kit

- Text Book – ISBN# 9781435497153
- Student Work Book – ISBN# 9781435497139

Grading: Students are evaluated regularly on daily assignments, quizzes, tests, class room and salon area work, and a variety of projects specific to different units of instruction. The Academy utilizes a 100-point numerical grading scale according to the following scale:

95 -100	A = Excellent
85-94	B = Very Good
75-84	C = Satisfactory
0-70	Below standard – Unsatisfactory

Educators: Licensed instructors teach this course. Guest instructors with expertise in a specific area may be involved in this program.

STUDENT POLICIES

The following policies are important to your success and are a condition of your enrollment.

Appearance

Students are required to follow the Apparel Code. Your image must be professional. You are selling beauty services. Students at The Academy must be an example of good grooming and good health. You must look the part to grow a successful career. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, posture, clothing, shoes and smile are part of your total look. Your appearance influences the type of guest you will attract. Practice good hygiene including **daily bathing and the use of deodorant/antiperspirant**. Your breath must be fresh; keep breath mints or strips handy. No gum PLEASE. **Your hair must be styled, and makeup applied before arriving.** Students are required to wear their Academy assigned name tag every day they are in school.

If you lose your badge, contact your team educator to replace it. **There is a \$10 replacement fee.**

Conduct

Your attitude must be positive to attract guests and friends. Demonstrate maturity and tolerance in the handling of difficult people and situations. All state barber / cosmetology laws and rules are practiced and taught at The Academy. The Academy's goal is to prepare students for placement in the barber /salon & spa industry. Social Media posts containing any reference to the name Clippernomics and/or your new career should be made with caution. A student's professional conduct is very important to future employers. Lack of basic honesty, professionalism, and integrity may result in termination from the program.

Students will always be under the supervision of educators. Always get an educator's consultation before you proceed with guest services. You need an educator's and front desk permission to have personal services done during school time.

Choose your words carefully. Swearing and other improper language will not be tolerated. A professional does not complain or gossip.

Students will be suspended for swearing or using improper language. Do not gather at the reception desk, in the salon area, or around a station where another student is working with a guest. Students will be under the supervision of educators at all times.

Courtesy

Common courtesy is expected. Use "please" and "thank you." Address your educators and guests properly by using Mr., Mrs., Miss, Ms. (as they prefer) and their last name. When meeting a guest, make eye contact, introduce yourself and offer a handshake. Disrespect or insubordination towards a guest, an educator or other staff member may be grounds for disciplinary action or termination from the program.

Posture

When working on barber projects, please remain standing. Students or stylists should **never** be seen sitting in the salon area. Specialty course students should also use good posture practices but may be required to sit for certain services.

Learning

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

Personal Services

All students are encouraged to receive services at The Clippernomics Academy of Hairstyling during their enrollment. Services **must** be scheduled through the front desk coordinator or team leader and placed on our booking system.

To receive discounted rates, Students may secure their appointments in advance with a student. Services on students are performed after class day on Tuesday, Wednesday ONLY.

Personal Services MUST be approved by the front desk coordinator or team leader along with the educator in charge of the Salon Area.

Students are NOT allowed to do their own hair, nails and/or make-up in the salon area at any time. Students observed doing their own hair, nails and/or make-up will be clocked out, and not receive hours for time doing their own personal services. Students will also be asked to pay cash, check or credit card for any Academy product that they used on themselves without permission.

It is unlawful to perform hair, skin, and nail services in an unlicensed facility. Students who choose to perform or receive services in an unlicensed facility (any location other than school or salon) will be reported to the State Board of Barber or which may result in license revocation,

Phones and Cell Phones

Students may not use The Academy phones for personal calls, unless approved by an educator. Cell phone use is restricted to the lounge or outside on breaks or lunch periods, **never at your locker or in the hallways.** Turn your cell phone off or place it on "silent" when you arrive at The Academy and store it in your locker. Any student found with a cell phone on them during class time or on the salon floor will be suspended for the rest of the day and possibly the next day as well.

Care of Texts, Kits, and Equipment

Your texts and kits are provided. **Have them in The Academy every day, along with required items per supply list given by an educator.** Text and workbooks (Salon Fundamentals Textbook, Workbook, Exam Prep Book, Planner and Over the Top) remain property of the school until kit costs are paid in full. Your entire kit must remain on school property at all times with the exception of text and workbooks. If not prepared with any of these items, the student will be sent home and may return when equipped with items. If an item is lost or broken, replace it promptly. An educator will order replacements for you at cost.

Borrowing is not allowed. Lock up your professional tools. Your texts are your personal, professional library. Write notes in them to aid your learning. Keep your work area (classroom or salon area) clean and neat at all times. Clean up all workspaces after using them. You will be responsible for sanitation duties daily. These duties must be checked and graded by an educator before leaving each day. The Academy equipment is not to leave The Academy at any time, **included but not limited to books from The Academy library.**

Stealing is NOT tolerated in any way. The student will be dropped from the program if they are caught stealing tools, products, services, items of another student, guest or the Academy.

Library

A library of materials is provided for your use when approved by an educator. You may use the study materials any time during school hours, when regular assignments have been completed. Please be respectful when using items as they are there for all students to use. Materials are kept in the **Academy at all times.**

Rest

Students should get plenty of rest on their time off campus. – Sleeping in school is unacceptable behavior. If found with your head down or sleeping in school, you will be awakened and suspended.

Smokers

Clippernomics Academy of Hairstyling has a NO SMOKING policy. If you are a smoker, please smoke in your car.

**Please do not sit on the steps or congregate in front of the building, on the sidewalk.
Smoking in your vehicle is preferred.**

Lockers

Each student will use a locker to store personal items. Purses **must be locked** in your locker to protect your personal belongings. Students are provided with a padlock that must be returned in working condition or a fee will be charged. Drinks and open food items are not allowed in student lockers at any time, nor should they be placed on top of the lockers.

The only way your items can be protected is if they are secured inside your locker. Any student that does not keep their locker locked at all times will be asked to keep their items secure in their personal vehicle so that the academy is not responsible. Students should keep their nametag and kit in their locker overnight. This reduces the chance of leaving the items at home or losing them. Replacement nametags are \$10.00 each.

*Students should not store any personal items (purse, backpack, phone, iPod...) under their stations even while working on the salon floor, as these are not secure.

The Academy is not responsible for any lost or stolen items.

Food and Beverages

Please keep all eating and drinking during your break time.

No beverages or food is allowed in the classroom during class time.

No beverages or food are allowed at styling stations.

No gum is permitted on the salon area floor.

No liquids should be kept in lockers or on top of lockers

Only staff and students are permitted in classroom and break area. No guest or friend/family of student is allowed beyond salon area.

Parking Area

Academy students will be given a parking decal that must be posted in the rear window. Student parking is **beside** the building as instructed in foundations. During **Central Standard Time (Oct. 31 – March 15th)** students may park in the front lot **after 5:30pm**. Please park away from the building. This leaves room for our guests to park close by and walk into The Academy. **Any student found parking up front at other times will be asked to move their car the first time and sent home each time after that.**

Interruptions

When a class is being held in any room of The Academy, it is important that class not be interrupted. Please respect that the classroom doors are closed and do not interrupt unless it is an emergency and you have been directed to do so by the Educator in charge, School Coordinator or owner of The Academy. Please stay in the classroom or salon area where you are assigned for the day. Do not roam about interrupting other students in training.

Educator in Charge

When you are working on practical skills either in the classroom or the salon area, please work with the educator who has responsibility for that zone/area

Refusal of a Guest/Project Sheet

Refusing a guest/project sheet is unacceptable and the student will receive an automatic zero and will result in suspension for the following salon floor day. Clippernomics Academy is a learning environment, and everyone must learn skills needed to serve every guest and pass their state board exam.

Harassment

The Academy does not tolerate harassment of any kind (verbal, physical or sexual).

Drug and Alcohol Abuse

The Academy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The Academy prohibits a student under the influence of drugs or alcohol from attending class, or training on the salon floor. Any student found under the influence will be suspended or possibly expelled.

The Academy will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol on campus. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

Commented [18]: Need to include the education and rehabilitation resources that were in the sample policy Carolyn gave you.

Student Counsel

Each class will elect one representative to set on the Student Council board. This board meets once a month to discuss, issues, or concerns and make suggestions on activities that the student body would like to participate in at The Academy. Students that are elected to this board must maintain an 75% GPA and 75% attendance. Student council meets once a month for 1 hour; 12 – 1:00pm. It is the intent of The Academy to prepare professional people for a career.

Student Marketing Team

Each class will select one or two team members (depending on class size) to serve on the student marketing team. Students that are interested in learning more about what it takes to market a salon or have ideas on how to market a salon better should apply to be a part of this group. This team meets once a quarter with the Marketing support team that represents The Academy. These meetings are typically held on a Thursday afternoon from 4:30 – 5:30pm. Specific dates set by The Academy. Before asking to join this team, please be sure that you are available to attend these meetings.

Student Inventory Team

Each class will select two team members to train on the Inventory Committee. Students that are interested in learning more about how to order for a salon, and what it takes to run a salon should ask to join this team. Each team learns how to order for professional and retail items. This team meets once a month for 1 hour 12 – 1:00pm

Apparel Code

Criteria for Appearance When Arriving at School Create a Perfect First Impression!

Note: If you are not professionally dressed, you will be sent home to change or suspended.

A name tag is provided for each student and is to be worn at all times. If the name tag is lost, the student must pay \$10 to replace it. Students may not wear another student's name tag.

Shoes- Solid Black

(all visible material) clean, polished shoes – buckles, bows, snaps, zippers accents must be black as well.
Black shoestrings, if shoes tie.
Sandals are ok, if toes are polished correctly. Flat sandals must have a back unlike a flip/flop.
No Flip Flops. No Crocks, Toms, Uggs.

Uniform-

Professional/Current/Stylish

Tops – In good condition, clean, pressed and fit properly Solid Black tops for level 1, 2, and 3 students.

Level 4 and 4A students may wear solid black, solid white or solid gray tops

Underarms must be covered. Tops must meet bottoms!

No bare midriffs or backs exposed

Avoid bulky sweaters; sweatshirts /hoodies, low cut tops exposing cleavage, Tank tops spaghetti straps and strapless

Black bottoms in good condition—clean, pressed, and fit properly.

1. Slacks, Trousers or Skirt -

- a. The word slacks is defined as a pair of pants. An example of *slacks* is the nice pair of pants you put on to go to work.
- b. Trousers - a piece of clothing covering the body from the waist to the feet, divided into separate parts for each leg and worn by both men and women
- c. Skirt – The part of a garment, such as a dress or coat, that hangs freely from the waist down. A garment hanging from the waist and worn especially by women and girls.

*Pants should be hemmed properly according to shoes. They should not drag the ground as this is a safety hazard. Bottoms should also not be too tight.

*Skirt/dress length is no shorter than 2 inches above the knee. This also includes the length of the slit on any skirt or dress.

Coats must be black, gray or white if worn inside The Academy.

Socks, hose and tights –

Socks must be black.

Hose and tights, if worn must be neutral or black in solid color

Leggings may be worn as tights or hose, under a skirt or shirt that is no shorter than 2 inches above the knee. *** Leggings may not be worn as pants.

MEN*

Bow ties and dress

shirts – solid black

Slacks– & belts.

Accessories – may be a “splash” of color

Jackets if worn on salon floor must be solid black, or Academy’s logo jackets.

No denim of any color including black. No shorts or scrubs

Please be sure to replace lost buttons, repair torn seams and/or torn hems

The Academy logo wear is permitted and encouraged to wear.

Makeup-

Makeup should be professional and not interfere with learning or cause a distraction.

Nails-

Clean, short, and filed.
Polish must be neat and not chipped.

Hair- Clean, dry, **styled into place and interview ready.**

No hats, bandana’s, nothing covering unless due to Religious beliefs.

Look the part of a professional and you will feel professional! Remember that you are on a job interview every day that you are at school!

Physical Demands:

There are physical demands placed on the body in any career. In barbering, care must be taken to protect your back, legs and feet. One way to do this is strength training to enhance your back, abdomen and leg muscles. Regular weightlifting exercises will benefit individuals in this profession. Regular exercise will help to promote all over body conditioning and will improve circulation in your legs and feet.

*We recommend consulting your doctor before starting any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Sitting is not allowed on the salon area floor at any time unless providing nail services or facial services to a guest.

Safety Requirements

Safety suggestions for this profession include wearing shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each stylist to promote a safe work environment.

Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or within 45 days of the date the school deems that the student has withdrawn

1. **You have the right to cancel your agreement for a program of instruction and receive 100% refund of tuition charge through attendance at the first-class session or the seventh calendar day after you sign the Enrollment Agreement, whichever is later. See #5 for tuition and #6 for an explanation of the Academy’s cancellation policies on charges for books, tools, and equipment.**
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Clippernomics Academy of Hairstyling, 6007 SW 7th St, Des Moines, IA 50315. This can be done by mail or by hand delivery.

Commented [19]: The section needs to include the cancellation policies in your enrollment agreement.

3. The written notice of cancellation, if sent by mail, is effective upon the postmark date if properly addressed with addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled within the seven-day cancellation period, the Academy will refund the 100% of tuition charges and any money he/she paid the Academy, less the non-refundable registration fee and the non-refundable fee for supplies based on program of instruction the Academy provided to the student.
6. Refund 100% of charges for books, tools and equipment the Academy provided to the student ONLY if these items are returned to the Academy unused **and** within 15 days after the Academy received the student's notice of cancellation. The Academy does not refund charges for used books, tools, or equipment, or unused items that are returned late.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a partial refund (reduction) of tuition charges if your last day of attendance is **before** the date you were scheduled to have completed 60 percent of the hours in your program. A student who withdraws is entitled to have a percentage of his or her tuition charges refunded (reduced) as follows:

<u>CLOCK HOURS THE STUDENT WAS SCHEDULED TO COMPLETE AS OF THE WITHDRAWAL DATE BARBERING PROGRAM</u>	<u>TOTAL PERCENT OF TUITION CHARGES SCHOOL SHALL REFUND</u>
<u>1 HR. – 104 HRS.*</u>	<u>90%*</u>
<u>105 HRS. – 209 HRS.</u>	<u>83%</u>
<u>210 HRS. – 314 HRS.</u>	<u>75%</u>
<u>315 HRS. – 524 HRS.</u>	<u>68%</u>
<u>525 HRS. – 1049 HRS.</u>	<u>53%</u>
<u>1050 HRS. – 1259 HRS.</u>	<u>15%</u>
<u>1260 HRS OR MORE</u>	<u>0%</u>

<u>CLOCK HOURS THE STUDENT WAS SCHEDULED TO COMPLETE AS OF THE WITHDRAWAL DATE BARBER INSTRUCTOR/CROSSOVER PROGRAM</u>	<u>TOTAL PERCENT OF TUITION CHARGES SCHOOL SHALL REFUND</u>
<u>1 HR. – 59 HRS.*</u>	<u>90%*</u>
<u>60 HRS. – 119 HRS.</u>	<u>60%</u>
<u>120 HRS. – 179 HRS.</u>	<u>30%</u>
<u>180 HRS. OR MORE</u>	<u>0%</u>

* If a student cancels his/her enrollment during the seven-day cancellation period (see page Enrollment Agreement under Student's Right to Cancel), but after the first class session, the student is entitled to a 100% refund of tuition charges for hours of class instruction the student was scheduled to complete during that seven-day cancellation period.

The Academy will deduct from any tuition refund a non-refundable registration fee of \$200.00, a non-refundable charges for supplies the Academy provided to the student based on program of instruction, and full charges (see Enrollment Agreement) for equipment, tools, or books not returned unused and within 15 days of withdrawal. If the student's last date of attendance is on or after the date the student was scheduled to have completed 60% or more of the program, all tuition charges are considered earned by the Academy and the student will receive no tuition refund.

Amounts a withdrawn student directly paid to the Academy toward charges that exceed the final bill owed to the school, after any reduction to which the student is entitled, will be repaid to the student.

For the purpose of determining if a student is entitled to a refund of tuition or other refundable charges under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the Academy of the student's withdrawal or the last date of the student's attendance, whichever is later.
- The date the Academy notifies the student, in writing, of his or her termination of the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the Academy; absences in excess of maximum set forth by the Academy; and/or failure to meet financial obligations to the Academy.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from an Academy-approved leave of absence.
- Hours missed for Approved Absences should be made up before contract graduation or the student will be over contract even though absence was approved. And then the student is charged the over contract price of \$11 per hour for extra instructional charge.
- Absences must be reported. .Emergency time off must be granted. If absent, documentation for the absence must be provided upon returning to school. If no documentation is provided, it will be considered an unapproved absence and will result in hours that must be made up after contract graduation, and over contract fees for extra instructional charge will apply.

For the purpose of determining the amount of the tuition charge refund (reduction), the date of the student's withdrawal is always the last date of recorded attendance.

MILITARY DEPLOYMENT TUITION AND FEE REFUND POLICY

A student* who is a member of the Iowa National Guard or US military reserve and who is deployed for active duty national guard or federal service or duty has the following options:

Request to withdraw from the program and receive a full refund of all tuition and mandatory fee charges (including the otherwise non-refundable registration fee)

OR

Return to complete the number of clock hours remaining in the program in which case charges for the number of hours the student was scheduled to complete as of the date of withdrawal remain in place.)

*This policy also applies to a student who is the spouse of a deployed member of the Iowa National Guard or US military reserve who has a dependent child.

The Academy reserves the right to require documentation of the student's or spouse's deployment.

COLLECTION POLICY

The school expects tuition and expenses to be paid in a timely manner. The school provides the courtesy of a collection phone call or written notice to a student when a payment becomes a few days past due. Once a student’s account exceeds 30 days past due and no alternative payment arrangements have been made, the account is subject to being turned over to a collection agency and reported to the appropriate credit bureaus. All fees incurred due to collection efforts (**including collection attorney fees**) will be added to the student’s total balance due.

The school provides necessary documentation to collection agencies and credit bureaus to assist in collecting payment for past due accounts. Signature from third party agency is required on documentation provided. As with in-house collection efforts, all fees incurred will be added to the student’s total balance due.

If promissory note or contract for tuition is sold or discounted to a third party, the third party agrees to comply with the refund policy of the school.

Un-Official Withdrawal - When a student is absent for 14 calendar days, without an approved leave of absence, the academy must withdraw the student from the program. The financial aid officer will attempt to contact by telephone the student after 10 days. The student will be notified that they have been absent without approval and that if they are not in attendance on or before the 14th day since their last date of attendance, they will be withdrawn from the program. The academy monitors student attendance a minimum of every 14 calendar days.

Commented [20]: Do you have a Financial Aid Officer?
Commented [21]: Yes, that is the plan

If the student is not in attendance on or before the 14th day since their last date of attendance, the School Coordinator/Admissions Director will inform the student by certified mail that they have been withdrawn from the program. At which time the academy will follow the refund policy and complete the Tuition Refund Worksheet.

Official Withdrawal - A student may notify the Director, Admissions Director, in writing that they wish to withdraw from the program. The Academy will determine that a student has withdrawn based on postmark or date notification is delivered to academy in person, or date of expulsion by academy or the expiration date of an approved leave of absence. The date of the student’s withdrawal, on which any refund or reduction of tuition charges is based, will always be the student’s last documented date of attendance. When a student is withdrawn from the program the academy will follow the refund policy and complete the Tuition Refund Worksheet.

Class Dates 2019-2020

Barbering - Full Time	March 2020
Barber Instructor – Part Time	March 2020
Crossover – Part Time	March 2020

Owners:

Marc A. Nalls... CEO
Tiffanie D. Nalls... CFO

Administration:

Shatasha Lamar , Barber Instructor/Director
Stephanie Mattison, Barber Instructor
Tiffanie Nalls, School Coordinator/Admissions Director
Maxine White – Certified Public Accountant (CPA)
Tiffanie Nalls - Cashier

Barbering and or Cosmetology Educators:

Marc Nalls / Licensed Instructor
Karena Hoof / Licensed Instructor
Christal Wessels / Licensed Instructor
Amanda Rogers / Licensed Instructor
Sametta Karnwea / Licensed Instructor
Robert Presswood / Licensed Instructor
Jordan Peterson / License Instructor
Elizabeth Knox / License Instructor
Tina Turner / License Instructor
Keon Patton / License Instructor
Sheila Woods / License Instructor
Tootie Wilder / License Instructor
Toni McGee / Make-up Artist Instructor
Dan Frye / Licensed Instructor

All educators have salon experience, are licensed, and are licensed instructors/instructor trainees with the State of Iowa.

Their intention is to grow each of you personally and professionally.

The intention of The Academy is to teach you skills and concepts that will help you discover your true potential and turn that potential into abilities.

The purpose of The Clippernomics Academy of Hairstyling is to pass on the knowledge that unites the salon and school leaders. Our Vision together is to grow future industry leaders, one student at a time.

We will provide you with the tools needed to become a top 20 in our industry. We continue to improve and build upon the systems that have been proven successful.

The Academy trains for the top salons across the nation and makes the privately held salon a primary target for placement of our students.

The Academy trains students in the critical business skills necessary for salons and spas to ensure their success after school.

The Academy provides salon mentoring with professionals to further develop the students in the industry.

Our Location:

Our address is 6007 S.W. 9TH Des Moines, Iowa 50315, We are located close to reasonably priced apartments for students.

Our History:

We are a group of individuals that have over 50 plus years of experience combined in the beauty industry. With backgrounds as salon stylists, managers, and owners, along with manufacturing, distributing and salon consulting representatives.

REGULATORY INFORMATION

Owners – The Clippernomics Academy of Hairstyling,
Located at 6007 S.W. 9TH Des Moines, Iowa 50315
Owned by Marc A. Nalls and Tiffanie D. Nalls

Organizations - The Academy is licensed by the Iowa Board of Barbering, 321 East 12th St. Lucas State Office bldg. 5th floor 50312 at Susan Reynolds 515-281-0254.

Graduation and Licensure Rates:

For the year 2020 the Academy boasts the following rates:

Completion Rate: **To be determined**
Licensure Rate: **To be determined**

NATIONAL AND STATE MEDIAN WAGE INFORMATION

The US Department of Labor provides current job information at <http://www.careerinfonet.org>. This website includes information by job position to include state and national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Department of Labor, state & national median wages for Barbers / Cosmetology related positions are as follows:

Job Position	National Annual Salary Range
Hairdressers, Hair Stylists, and Cosmetologists	\$ 17,160 – \$50,110
Barbers	\$ 19,280 – \$52,600
Career/Technical Education Teachers Secondary Schools	\$ 43,200 – \$91,180

Rights and Privacy - It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student.

Parents/guardians of a dependent minor student, accrediting agencies, and government officials may gain access to a student’s files without the expressed permission of that student. Non-discrimination - The Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin.

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, we are required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator, director or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups

securing the use of the facilities through the owner. Only staff members and owners have keys to the building.

A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately.

This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc.

Local police speakers will be scheduled at least once annually for all staff and students.

The local police and The Academy report the following information. There were no reports of murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson or any other crime involving bodily injury in the last year. Also, the police and The Academy have no reports of illegal weapons possession, drug law violations, or liquor law violations.

The Academy does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence.

The following individual has been designated by The Clippertonomics Academy of Hairstyling to handle inquiries regarding The Academy policies, including receiving and responding to information about any incident of sex discrimination:

Shatasha Lamar (Barber Instructor)
Director of Education
6007 S.W. 9th
Des Moines, Iowa 50315
515-729-3154

Or

Stephanie Mattison (Barber Instructor)
Director/ Coordinator
6007 S.W. 9th
Des Moines, Iowa 50315
515-346-1676

Sexual Misconduct Policy

Clippertonomics Academy of Hairstyling is committed to providing and maintaining a positive learning and working environment that is free of any form of sexual abuse or assault for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion. Students and employees have option to notify appropriate law enforcement agencies, and the school will assist as requested. To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement.

Clippertonomics Academy of Hairstyling administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the Clippertonomics Academy of Hairstyling community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the Clippertonomics Academy of Hairstyling community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the

Clippernomics Academy of Hairstyling community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by The Clippernomics Academy of Hairstyling.

submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by Clippernomics Academy of Hairstyling; or

such conduct otherwise has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

- Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute's obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

Sexual violence includes, among other conduct, domestic violence, dating violence, sexual assault, and stalking. These acts will not be tolerated at The Academy as such acts are inappropriate and create an environment contrary to the goals and mission of The Clippernomics Academy of Hairstyling. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within The Clippernomics Academy of Hairstyling community to work to ensure an educational environment free from sex discrimination. Violations of this policy may be grounds for disciplinary action under The Clippernomics Academy of Hairstyling policies and procedures. All students and staff of The Academy are expected to report incidents of sexual discrimination (including sexual harassment or sexual violence) to the Coordinator.

Drug and Alcohol-Free Campus

Clippernomics Academy of Hairstyling maintains a drug- and alcohol-free campus. Students and employees must refrain from the use of alcohol and illegal drugs while on campus or at school-sponsored activities. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on Clippernomics Academy of Hairstyling premises.

All students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by Clippernomics Academy of Hairstyling students and employees of a controlled substance that is not medically authorized is strictly prohibited. Students and employees who violate the drug- and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by Clippernomics Academy of Hairstyling may be subject to, as applicable, discipline, suspension, expulsion, or employment termination. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from Clippernomics Academy of Hairstyling and/or referral to law enforcement officials.

Commented [22]: This will work for the Sexual Abuse Policy required under Section 261.9 (1)f but you will need to describe the range of disciplinary sanctions for students and employees. The Academy also needs to include education and counseling resources per this section of the law. Carolyn gave these to you in an email.

Child Abuse Reporting Policy

Any Clippernomics Academy of Hairstyling employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to School Coordinator and the employee shall immediately make a report to local law enforcement.

Drug, Alcohol, and Sexual Abuse Education and Counseling Resources**Iowa**

Iowa Department of Public Health Your Life Iowa

<https://www.yourlifeiowa.org/>

(855) 581-8111

Iowa Coalition Against Sexual Assault <http://www.iowacasa.org/>

Sexual Abuse Hotline: (800) 284-7821

Sexual Violence Prevention

<https://www.iowacasa.org/resources>

National

Alcoholics Anonymous

<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism

Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health>

Public education materials

<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration

Behavioral Health Treatment Services Locator

<https://findtreatment.samhsa.gov/locator/home>

DEA –United States Drug Enforcement Administration

<https://www.dea.gov/druginfo/factsheets.shtml>

Rape, Abuse & Incest National Network (RAINN)

(800) 656 HOPE (4673)

Safety and Prevention

<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture

Victim Services/Advocates

<http://changingourcampus.org/category/victim-services/>