



# BARBER AND BEAUTY

ACADEMY OF PENNSYLVANIA

Royal Training in Hair, Skin, and Nail Care

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Harrisburg, Pennsylvania 17110

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## Dear Future Beauty Professional,

We are Barber and Beauty Academy of Pennsylvania, delivering quality education in the field of Beauty Culture. We provide a learning experience designed to aid students in reaching their specific cosmetology goal. Our theoretical and practical instruction is customized to the needs of a lucrative and exciting industry.

Barber and Beauty Academy of Pennsylvania is extremely unique and has set their style of training aside from other cosmetology schools. We offer a series of programs that have been designed by educators that bring more than 25 years of experience to the classroom. Our curriculum has been created to engage students in developing the skills necessary to succeed in this challenging field. Our learning focus includes skill building, professional ethics, professional resources, community service, job readiness and salon management. It is essential that we incorporate PA Vocational and Academic Standards in our instruction in a way that is fun and exciting.

The beauty industry is extremely lucrative and one that is in constant demand. The industry is exciting and open to newcomers. Whether you have a natural knack or totally inexperienced, Barber and Beauty Academy of Pennsylvania is committed to give you all the tools you need to enter this exciting career field. Our goal is to prepare our students to take the PA State Cosmetology Exam, as well as equip them to seek employment.

We will be happy to set up an appointment for you to visit our school. At that time, you can tour our facility, meet our highly qualified instructors, review fees for our programs and discuss financing options. Whether it is hair, skin, or nail care that has piqued your interest, Barber and Beauty Academy of Pennsylvania will give you an education that will make you confident to enter the world of beauty culture as a professional. We invite you to visit our [www.barberandbeautyacademyofpa.com](http://www.barberandbeautyacademyofpa.com). We look forward to meeting with you in the near future.

Sincerely,

Ayness George, Owner

## Cosmetology-Barbering-Cosmetology Teacher- Barber Teacher Trainee-Nail Technician- Esthetician/Skin Care-Natural Hair Braider

**Barber and Beauty Academy of Pennsylvania** offers seven programs that lead to licensing in Pennsylvania. The education offered replicates the real world experience. The personal instruction is extremely beneficial to students who want that *one-on one* relationship with their teacher.

The entrepreneurship center assist students looking to one day own a salon or shop. Professional Development field trips and the job shadowing experience all lead to a successful career in the cosmetology field.

Our academy is equipped with state of the art equipment and tools required to meet the latest advancements. The simulated salon environment gives the student the real world experience.

The royal scholar room allows the theory lesson to be delivered in a way that is both conducive and exciting. Pennsylvania Department of Education standards and anchors ensure that students are being taught the skills demanded in the cosmetology or barbering industry.

Resources through technology is encourage and available through the student technology center, which is coupled with internet access. Both written and verbal communication skills are incorporated in the lessons that prepare the student to handle situations that may arise in the salon business.

Our staff is knowledgeable and nurturing, with years of experience and expertise in the cosmetology or barbering field. They have been trained to deal with many different types of learners and provide differentiated styles of teaching. From the students first day of class, through landing their first job as a professional, we are there to support and give advice.

# Mission Statement



**BARBER AND BEAUTY**  
ACADEMY OF PENNSYLVANIA

717-234-8463

**NOW ENROLLING**

INTERESTED IN A CAREER  
IN COSMETOLOGY? OR  
BARBERING

**WE ACCEPT TRANSFER  
STUDENTS**

PROGRAMS OFFERED:  
COSMETOLOGY  
BARBERING  
NAIL TECHNOLOGY  
NATURAL HAIR BRAIDER  
ESTHETICIAN  
TEACHER

**"FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY"**  
**OUR STATE GRANT**  
**VETERANS APPROVED GI BILL**  
**IN HOUSE FINANCING 0% INTEREST**

3849-C UNION DEPOSIT ROAD  
HARRISBURG PA 17109

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

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

#### *Ownership*

*Take ownership of language and behavior. Be respectful.*

*Uphold appearance standards*

*Ensure security and asset protection. Think safety first.*

#### *Anticipation*

Fulfill and exceed student's needs and expectations

Provide quality service and products

Consistently communicate professionally with direct eye contact and a smile.

#### *Enchantment*

Fulfill and exceed student's needs and expectations

Provide on-time and defect free instruction

Always use student's name (when possible).

Be proactive. Take care of student's needs before they ask.

#### *Inspiration*

Involvement and Teamwork

Reward and recognize each other

Provide encouragement and motivation

Be positive and support one another

Build and cultivate relationships

#### VALUES that SUPPORT our MISSION STATEMENT

Training and empowerment lead to greater student satisfaction

Promote an environment of teamwork and honest communication

Barber and Beauty Academy of Pennsylvania makes student educational training its solitary priority. We strive to uphold our mission statement and values so that we may provide our students with experiences. Our goal is to prepare our students to take the PA State Board Exam, as well as equip them to seek employment and get our students to recommend us to other potential students and refer us to clients.

# OUR LOCATION

**Barber and Beauty Academy of Pennsylvania** is located at 3605 N. Progress Avenue, Suite 102, Harrisburg, PA 17110. It's less than ¼ mile from the interstate highway with free upfront parking. The Capital Area Transit (CAT), as well as Taxi & Uber service come directly in front of the academy. Several restaurants such as, Chipotle, Wendy's, Starbucks, Subway, Playa Bowl, and a local pizza shop are located within a 1 mile radius of the campus.

The area includes several other shopping centers, gas stations, banks, churches, gyms and child care centers.

There are numerous apartment complexes all around the

academy, furnished and unfurnished, many within walking distance. Movie Theaters, Stage Plays, Night Clubs, Cultural Events and Kid Activities can be found throughout the area. And let's not forget about City Island, home of the Senator's Baseball Team, The Pride of Susquehanna River Boat, River Festivals, Water Sports and lots of good eats.

If you are looking for a school that will prepare you for an exciting career in the field of beauty culture and located in an area where you can have fun! Barber and Beauty Academy of Pennsylvania may be the best decision you ever make.



## COURSE DESCRIPTION FORMAT

**Title of Program: Cosmetology**

**Program Director: Aynyess George**

**Email Address: info@barberandbeautyacademyofpa.com**

**Cosmetology Office #: (717) 234-8463**

### Course Overview:

This course follows criteria as prescribed by the PA State Board of Cosmetology, which includes 1250 hours of study. Classes and clinic experience are provided and the care and beautification of hair skin and nails. Area of study include: safety, professional ethics, hair styling, manicuring, artificial nails, hair coloring, permanent waving, chemical relaxing, salon management, entrepreneurship, and job skills.

Graduates of the program must pass the PA State cosmetology exam to become a licensed cosmetologist. The salary range can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer.

Related careers include: Make Up Artist, Artificial Nail Technician, Desaiology, Beauty Editor, Cosmetology Teacher, Platform Artist, or State Board Examiner.

### Detailed Course Description – Units of Instruction

Subject	Required Hours	Subject	Required Hours
<b>Professionalism</b>		<b>Chemical Services</b>	
Your professional Image	5 hrs	Permanent Relaxers	70 hrs
Infection Control	15 hrs	Chemical Texturizing	20 hrs
Safety	5 hrs	Permanent Waves	60 hrs
PA Cosmetology Law	15 hrs	Hair Coloring	50 hrs
The Salon Business	10 hrs	Hair Lightening	50 hrs
<b>Total Hours</b>	<b>50</b>	<b>Total Hours</b>	<b>250</b>
<b>Cosmetology Sciences</b>		<b>Skin Care</b>	
Anatomy & Physiology	20 hrs	Facials	100 hrs
Trichology	40 hrs	Make Up	75 hrs
Histology	40 hrs	Unwanted Hair Removal	50 hrs
Properties of Hair & Scalp	40 hrs	Cosmetic Dermatology	75 hrs
Chemistry & Electricity	20 hrs		
Nail Structure & Growth	40 hrs		
<b>Total Hours</b>	<b>200</b>	<b>Total Hours</b>	<b>300</b>
<b>Hair Care</b>		<b>Nail Care</b>	
Shampooing	10 hrs	Manicuring	60 hrs
Scalp Treatments	10 hrs	Pedicuring	40 hrs
Hair Shaping	50 hrs	Advanced Nail technician	70 hrs
Hair Styling	80 hrs	Nail Art	30 hrs
Natural Styles	50 hrs		
Care of all Types of Hair	50 hrs		
<b>Total Hours</b>	<b>250</b>	<b>Total Hours</b>	<b>200</b>
<b>TOTAL PROGRAM HOURS</b>		<b>1250 HOURS</b>	

During the course, students should be able to demonstrate skills involving hair, skin and nails necessary to take the PA State Cosmetology Exam and seek employment.

Barber and Beauty Academy of Pennsylvania will assist graduates in finding suitable employment by posting employment opportunities and teaching job readiness, but placement is not guaranteed.

**Job Shadowing = Observation experience in the job field**

**Business Etiquette = The Job Experience/Portfolio**

**Entrepreneurship = Opening your own Salon**

**Community Service Hours (2-4hrs)**

**PA State Exam = Required for licensing**

## CONSUMER INFORMATION

### Cosmetology

**Licensure and educational requirements:** Students must complete 1250 hours in the cosmetology program and take the PA State Board Examination. Physical requirements may include standing for prolonged periods of time. Students study various methods of hair, skin, and nail care, professionalism and cosmetology science.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania is an equal opportunity education institution and will not discriminate based on religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and useable by handicapped person(s), contact Aynyess George, Admissions Director 3605 N. Progress Ave, Suite 102, Harrisburg, PA 17110 (717) 234-8463.

<b>Tuition Fee:</b>	\$18,750.00
<b>Registration Fee:</b>	\$25.00 (non-refundable)
<b>Enrollment Fee:</b>	\$100.00 (non-refundable)
<b>Technology Fee:</b>	\$100.00 (non-refundable)
<b>Kit Fee:</b>	\$1250.00 (Includes Textbook, Supplies & Smock) * HALF NON REFUNDABLE
	<b>TOTAL COST : \$20,225.00</b>

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, or a state certification of home- school completion and be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 enrollment fee.

**Transfers:** Cosmetology transfers are accepted only if previous training was earned at an Accredited Institution. The Academy will evaluate students for previous cosmetology hours with no more than 600 transferrable hours to be applied towards the 1250 hours required by the PA State Board of Cosmetology.

**Graduation Requirements:** Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirements, completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.



## COURSE DESCRIPTION FORMAT

**Title of Program:** Cosmetology Teacher  
**Program Director:** Aynyess George  
**Email Address:** info@barberandbeautyacademyofpa.com

### Course Overview:

This course follows the criteria prescribed by the Pennsylvania State Board of Cosmetology, which includes 600 hours of study. Classroom and clinic experiences are provided in subject related teaching methods such as, lesson plan development, teaching strategies, professional practices, salon management to include Pa State Cosmetology Law.

Graduates of the program must pass the PA State Cosmetology Teacher Examination to become a licensed Cosmetology Student Teacher. The salary range can vary from approximately \$25,000.00 to more than \$75,000.00 per year depending on the school and courses they offer.

Related careers may include: Platform Artist, Beauty Educator and Beauty School Director or State Board Examiner.

### Detailed Course Description -Units of Instruction

Subject	Required Hours
<b>Professional Practices</b>	125 Hours
Your professional Image	5 hrs
Infection Control	10 hrs
Safety	10 hrs
PA Cosmetology Law	15 hrs
The Salon Business	5 hrs
Entrepreneur Learning Unit	40 hrs
Professional Portfolio	40 hrs
<b>Teaching Techniques</b>	300 Hours
Lesson Plans - 6 minimum Strategies and Task	
<b>Student Teaching</b>	100 Hours
Hair, Skin or Nail Care	75 hrs
Safety	25 hrs
<b>Salon Management Theory</b>	75 Hours
Inventory Control	15 hrs
Purchase Orders	15 hrs
State Law	15 hrs
Telephone Techniques	10 hrs
Student Infractions	10 hrs
Customer Service	10 hrs
<b>TOTAL PROGRAM HOURS</b>	<b>600 HOURS</b>

During the course, student teachers will be introduced to the basic techniques of teaching theory and practical skills in their licensed area and should be able to demonstrate the skills needed to take the PA State Cosmetology Teacher Examination and seek employment.

Barber and Beauty Academy of Pennsylvania will assist graduates in finding suitable employment by posting employment opportunities and teaching job readiness, but placement is not guaranteed.

**Job Shadowing = Observation experience in the job field**

**Business Etiquette = The Job Experience/Portfolio**

**Entrepreneurship = Opening your own Salon**

**Community Service Hours (2)**

**PA State Exam = Required for licensing**

## CONSUMER INFORMATION

### Cosmetology Teacher

**Licensure and educational requirements:** Students must complete 600 hours in the Cosmetology Teacher course and pass the PA State Board Examination. Physical requirements may include standing for prolonged periods of time. Students study various teaching methods of such as, lesson plan development, teaching strategies, professional practices, salon management to include Pa State Cosmetology Law.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania is an equal opportunity education institution and will not discriminate on the basis of religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and useable by handicapped person(s), contact Aynyess George, Admissions Director 3605 N. Progress Ave, Suite 102, Harrisburg, PA 17110 (717) 234-8463.

<b>Tuition Fee:</b>	\$7,175.00 = 600 hours
<b>Registration Fee:</b>	\$25.00 (non-refundable)
<b>Enrollment Fee:</b>	\$100.00 (non-refundable)
<b>Technology Fee:</b>	\$100.00 (non-refundable)
<b>Kit Fee:</b>	\$350.00 (Includes Textbook, Supplies & Smock)*HALF NON REFUNDABLE
	<b>TOTAL COST : \$7,750.00</b>

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 enrollment fee. Instructor applicants must meet all of the above requirements and: hold a current license as a practitioner in the field they wish to teach, and complete an application for enrollment. Must have 6 months of work experience.

**Transfers:** Transfer students are not accepted in the Cosmetology Teacher Program.

**Graduation Requirements:** Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study; required tests; practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirements; completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.

**COURSE DESCRIPTION FORMAT**

**Title of Program:** Esthetics  
**Program Director:** Aynyess George  
**Email Address:** [barberandbeautyacademyofpa.com](http://barberandbeautyacademyofpa.com)  
**Cosmetology Office#:** (717) 234-8463

**Course Overview:**

This course follows the criteria prescribed by the Pennsylvania State Board of Cosmetology, which includes 300 hours of study. Classroom and clinic experiences are provided in the care and beautification of the Skin. Area of study includes safety, professional ethics, laws, regulations, sterilization, sanitation, anatomy, facials, makeup, temporary hair removal, salon management, entrepreneurship and job skills.

Graduates of the program must pass the PA State Esthetics Examination to become a licensed Esthetician. The salary range can vary from approximately \$25,000.00 to more than \$50,000.00 per year depending on the salon and services they offer.

Related careers may include: sales, beauty editor, platform artist, or personal esthetician/make-up artist.

**Detailed Course Description -Units of Instruction**

Subject		Required Hours	
<b>Professionalism</b>		<b>Temporary Hair Removal</b>	
Your professional Image	5 hrs	Tweezing	1 hrs
Infection Control	10 hrs	Hot Waxing	2 hrs
Safety	5 hrs	Cold Waxing	1 hrs
PA Cosmetology Law	10 hrs	Shaving	2 hrs
The Salon Business	10 hrs	Threading	1 hrs
		Cosmetic Dermatology	3 hrs
<b>Total Hours</b>	<b>40</b>	<b>Total Hours</b>	<b>10</b>
<b>Cosmetology Sciences</b>		<b>Makeup</b>	
Anatomy & Physiology	10 hrs	Color Theory	15 hrs
Disorders/Disease	40 hrs	Daytime /Casual Look	5 hrs
Histology /Functions	40 hrs	Formal/Evening Look	5 hrs
Chemistry & Electricity	10 hrs	Stage/Clown	10 hrs
		Face Painting	5 hrs
		Dramatic/Fantasy	10 hrs
<b>Total Hours</b>	<b>100</b>	<b>Total Hours</b>	<b>50</b>
<b>Facial Treatments</b>			
Skin Care Products	5 hrs		
Types of Massage	10 hrs		
Dry Skin Facial	15 hrs		
Oily Skin Facial	15 hrs		
Facial w/Machine	20 hrs		
Acne Facial w/Mask	20 hrs		
Electro/Light Therapy	15 hrs		
<b>Total Hours</b>	<b>100</b>		
<b>TOTAL PROGRAM HOURS</b>		<b>300 HOURS</b>	

During the course, students will be introduced to the basic theory and practical skills of esthetics and should be able to demonstrate the skills needed to take the PA State Esthetics Program Examination and seek employment.

Barber and Beauty Academy of Pennsylvania will assist graduates in finding suitable employment by posting employment opportunities and teaching job readiness, but placement is not guaranteed.

**Job Shadowing = Observation experience in the job field**

**Business Etiquette = The Job Experience/Portfolio**

**Entrepreneurship = Opening your own Salon**

**Community Service Hours (2)**

**PA State Exam = Required for licensing**

## CONSUMER INFORMATION

### Esthetics

**Licensure and educational requirements:** Students must complete 300 hours in the esthetics program and pass the PA State Board Examination. Students study various methods of facials, temporary hair removal, make up, professionalism and cosmetology science.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania is an equal opportunity education institution and will not discriminate on the basis of religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and useable by handicapped person(s), contact Ayness George, Admissions Director 3605 N. Progress Ave, Suite 102, Harrisburg, PA 17110 (717) 234-8463.

**Tuition Fee:** \$6,090.00

**Registration Fee:** \$25.00 (non-refundable)

**Enrollment Fee:** \$100.00 (non-refundable)

**Technology Fee:** \$100.00 (non-refundable)

**Kit Fee:** \$650.00 (Includes Textbook, Supplies & Smock)\* HALF NONREFUNDABLE

**TOTAL COST : \$6,965.00**

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 enrollment fee.

**Transfers:** Transfer students are not accepted in the Esthetics Program.

**Graduation Requirements:** Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirement; completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.

## COURSE DESCRIPTION FORMAT

**Title of Program: Nail Technology**

**Program Director: Aynyess George**

**Email Address: info@barberandbeautyacademyofpa.com**

**Cosmetology Office#: (717) 234-8463**

### Course Overview:

This course follows the criteria prescribed by the Pennsylvania State Board of Cosmetology, which includes 300 hours of study. Classroom and clinic experiences are provided in the care and beautification of the Nail. Area of study include safety, professional ethics, laws, regulations, sterilization, sanitation, anatomy, manicures, pedicures, artificial nails, nail art, salon management, entrepreneurship and job skills. Graduates of the program must pass the PA State Nail Technician Examination to become a licensed Nail Technician. The salary range can vary from approximately \$25,000.00 to more than \$50,000.00 per year depending on the salon and services they offer.

Related careers may include: sales, beauty editor, platform artist, or personal nail technician.

### Detailed Course Description – Units of Instruction.

Subject	Required Hrs
<b>Professionalism</b> Your professional Image Infection Control Safety PA Cosmetology Law The Salon Business	<b>25 Hours</b>
<b>Cosmetology Sciences</b> Histology 15 hrs Chemistry 15 hrs Physiology 10 hrs Cosmetic Dermatology 20 hrs Electricity 15 hrs	<b>75 Hours</b>
<b>Nail Care</b> Manicuring Pedicuring Artificial Nail Applications Nail Art	<b>100Hours</b>
<b>TOTAL PROGRAM HOURS</b>	<b>200 Hours</b>

During the course, students will be introduced to the basic theory and practical skills of nail technician and should be able to demonstrate the skills needed to take the PA State Nail Technician Examination and seek employment. Barber and Beauty Academy of Pennsylvania will assist graduates in finding suitable employment by posting employment opportunities and teaching job readiness, but placement is not guaranteed.

**Job Shadowing = Observation experience in the job field**

**Business Etiquette = The Job Experience/Portfolio**

**Entrepreneurship = Opening your own Salon**

**Community Service Hours (2)**

**PA State Exam = Required for licensing**

## CONSUMER INFORMATION

### Nail Technology

**Licensure and educational requirements:** Students must complete 300 hours in the nail technician course and pass the PA State Board Examination. Students study various methods of manicure, pedicures, advanced nail technology, nail art, professionalism and cosmetology science.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania Academy is an equal opportunity education institution and will not discriminate on the basis of religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and useable by handicapped person(s), contact Aynness George, Admissions Director at 3605 N Progress Avenue Suite 102, Harrisburg PA 17110

**Tuition Fee:** \$5,090.00 = 200 hours

**Registration Fee:** \$25.00 (non-refundable)

**Enrollment Fee:** \$100.00 (non-refundable)

**Technology Fee:** \$100.00 (non-refundable)

**Kit Fee:** \$650.00 (Includes Textbook, Supplies & Smock)  
\* HALF NON REFUNDABLE

**TOTAL COST : \$5,965.00**

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 enrollment fee.

**Transfers:** Transfer students are not accepted in the Nail Technician Program.

**Graduation Requirements:** Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirements; completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.

## COURSE DESCRIPTION FORMAT

**Title of Program:** Natural Hair Braider  
**Program Director:** Aynyess George  
**Email Address:** info@barberandbeautyacademyofpa.com  
**Cosmetology Office#:** (717) 234-8463

### Course Overview:

This course follows the criteria prescribed by the Pennsylvania State Board of Cosmetology, which includes 300 hours of study. Classroom and clinic experiences are provided in the care and beautification of Natural Hair Braiding. Area of study include braids, locks, artificial enhancements, safety, professional ethics, laws, regulations, sterilization, sanitation, anatomy, styling and designing natural braids, salon management, entrepreneurship and job skills.

Graduates of the program must pass the PA State Natural Hair Braider Examination to become a licensed Natural Hair Braider. The salary range can vary from approximately \$25,000.00 to more than \$60,000.00 per year depending on the salon and services they offer. Salon owners can make considerably more.

Related careers may include: desairology, sales, beauty editor, platform artist, or personal natural hair braiding stylist.

### Detailed Course Description

Subject	Required Hrs
<b>Professionalism</b>	50 Hours
Your professional Image	5 hrs
Infection Control	15 hrs
Safety	5 hrs
PA Cosmetology Law	15 hrs
The Salon Business	10 hrs
<b>Cosmetology Sciences</b>	125 Hours
Anatomy & Physiology	20 hrs
Trichology	10 hrs
Histology	10 hrs
Properties of Hair & Scalp	30 hrs
Principles of Hair Design	30 hrs
Shampooing/Conditioning	25 hrs
<b>Hair Care</b>	125 Hours
Braiding Techniques (invisible under/overhand)	50 hrs
Artificial Hair Applications (weave, bond & sew on)	25 hrs
Braid Designing, Styling Shaping & removal	50 hrs
<b>TOTAL HOURS</b>	<b>300 Hours</b>

During the course, students will be introduced to the basic theory and practical skills of the natural hair braider and should be able to demonstrate the skills needed to take the PA State Natural Braider Examination and seek employment.

Barber and Beauty Academy of Pennsylvania will assist graduates in finding suitable employment by posting employment opportunities and teaching job readiness, but placement is not guaranteed.

**Job Shadowing = Observation experience in the job field**

**Business Etiquette = The Job Experience/Portfolio**

**Entrepreneurship = Opening your own Salon**

**Community Service Hours**

**PA State Exam = Required for licensing**

## CONSUMER INFORMATION

### Natural Hair Braider

**Licensure and educational requirements:** Students must complete 300 hours in the natural hair braiding course and pass the PA State Board Examination. Physical requirements may include standing for prolonged periods of time. Students study various methods of hair braiding, locks, artificial enhancements, professionalism and cosmetology science.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania is an equal opportunity education institution and will not discriminate based on religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and useable by handicapped person(s), contact Aynyess George Admissions Director at 3605 N. Progress Ave, Suite 102, Harrisburg, PA 17110 (717) 234-8463.

**Tuition Fee:** \$4,975.00

**Registration Fee:** \$25.00 (non-refundable)

**Enrollment Fee:** \$100.00 (non-refundable)

**Technology Fee:** \$100.00 (non-refundable)

**Kit Fee:** \$550.00 (Includes Textbook, Supplies & Smock)\* HALF NON REFUNDABLE  
**TOTAL COST : \$5,750.00**

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and pay a \$100.00 enrollment fee.

**Transfers:** Transfer students are not accepted in the Natural Hair Braider Program.

**Graduation Requirements:** Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirements; completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.



**COURSE DESCRIPTION FORMAT**

**Title of Program: Barbering**  
**Program Director: Aynyess George**  
**Email Address: info@barberandbeautyacademyofpa.com**  
**Cosmetology Office #: (717) 234-8463**

**Course Overview:**

This course follows criteria as prescribed by the PA State Board of Barbering, which includes 1250 hours of study. Classes and clinic experience are provided in everything from haircutting, color, texture to skincare, shaving and grooming. While also providing the business and personal skills you need to become productive leaders of this industry. Other areas of study include: safety, infection control, professional ethics, hair coloring, texturizing, hair care, salon/shop management, entrepreneurship, and job skills.

Graduates of the program must take the PA State Barber exam to become a licensed barber. The salary range can vary from approximately \$15,000.00-\$50,000.00 or more depending on the salon and the services they offer.

**Detailed Course Description – Units of Instruction**

Subject	Required Hours	Subject	Required Hours
<b>Professionalism:</b> State Barber Laws, Rules and Regulations 50 hrs Sterilization and Sanitation 50 hrs Hygiene 25 hrs Professional Ethics and Barbershop Demeanor 25 hrs Manager-Barber Instruction, Instruments 50 hrs Shop Management, Orientation and Preparation for related Examination Total Hours: 200		<b>Chemical Services:</b> Haircoloring 25 hrs Hair Waving or Curling (Perms) 25 hrs Straightening or Relaxers 25 hrs Total Hour: 50	
<b>Sciences:</b> Scalp and Skin Disease 50 hrs Physiology 50 hrs Bacteriology 25 hrs Electricity (ultraviolet, high frequency Infrared and curling irons) 25 hrs Total Hours: 150		<b>Shaving Care:</b> Honing and Stropping 25 hrs Shaving & various use of the straight razor 240 hrs Total Hours: 265	
<b>Hair Care:</b> Haircutting, Hairstyling and Hairpieces 535 hrs Shampoo and Scalp Massages 25 hrs Total Hours: 560		<b>Skin Care:</b> Massaging 25 hrs	
<b>TOTAL PROGRAM HOURS</b>		<b>1250 HOURS</b>	

During the course, students should be able to demonstrate skills involving hair, skin and customer service all necessary to take the PA State Barber Exam and seek employment.

Our School will assist graduates in finding suitable employment by posting employment opportunities and teaching job readiness, but placement is not guaranteed.

**Job Shadowing = Observation experience in the job field**

**Business Etiquette = The Job Experience/Portfolio**

**Entrepreneurship = Opening your own Shop**

**Community Service Hours (4)**

**PA State Exam = Required for licensing**

## CONSUMER INFORMATION

### Barbering

**Licensure and educational requirements:** Students must complete 1250 hours in the barbering program and take and pass the PA State Board Barber Examination. Physical requirements may include standing for prolonged periods of time. Students study various methods of hair & skin care, professionalism, and barber science.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania is an equal opportunity education institution and will not discriminate on the basis of religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and useable by handicapped person(s), contact Aynyess George, Admissions Director at 3605 N. Progress Ave, Suite 102, Harrisburg PA 17110 (717) 234-8463.

<b>Tuition Fee:</b>	\$18,750.00
<b>Registration Fee:</b>	\$25.00 (non-refundable)
<b>Enrollment Fee:</b>	\$100.00 (non-refundable)
<b>Technology Fee:</b>	\$100.00 (non-refundable)
<b>Kit Fee:</b>	\$1250.00 (Includes Textbook, Supplies & Smock)* HALF NON REFUNDABLE
	<b>TOTAL COST : \$20,225.00</b>

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, or a state certification of home- school completion and be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 enrollment fee.

**Transfers:** Barber transfers are accepted only if previous training was earned at a Verifiable Institution. The Academy will evaluate students for previous barber hours with no more than 600 transferable hours to be applied towards the 1250 hours required by the PA State Board of Cosmetology.

**Graduation Requirements:** Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirements, completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.

**Title of Program:** Barber Teacher Trainee  
**Program Director:** Aynyess George  
**Email Address:** info@barberandbeautyacademyofpa.com  
**Cosmetology Office#:** (717) 234-8463

**Course Overview:**

This course follows the criteria prescribed by the Pennsylvania State Board of Barbering, which includes 1250 hours of study. Classroom and clinic experiences are provided in subject related teaching methods such as, lesson plan development, teaching strategies, professional practices, salon management to include Pa State Cosmetology Law and student salon monitoring.

Graduates of the program must pass the PA State Barber Teacher Examination to become a licensed Barber Teacher. The salary range can vary from approximately \$25,000.00 to more than \$75,000.00 per year depending on the school and courses they offer.

Related careers may include: Platform Artist, Educator, Barber School Director or State Board Examiner.

**Detailed Course Description -Units of Instruction**

Subject	Required Hours
<b>Professional Practices</b> Your professional Image            5 hrs Infection Control                    10 hrs Safety                                    10 hrs PA Barber Law                        15 hrs The Salon Business                 5 hrs Entrepreneur Learning Unit        40 hrs Professional Portfolio             40 hrs	125 Hours
<b>Teaching Techniques</b> Lesson Plans - 6 minimum Strategies and Task	300 Hours
<b>Student Teaching</b> Hair, Skin or Nail Care            75 hrs Safety                                    25 hrs	100 Hours
<b>Salon Management Theory</b> Inventory Control                    15 hrs Purchase Orders                    15 hrs State Law                               15 hrs Telephone Techniques             10 hrs Student Infractions                10 hrs Customer Service                    10 hrs	75 Hours
<b>Student Salon Floor Monitoring</b> 650 hrs	650 Hours
<b>TOTAL PROGRAM HOURS</b>	<b>1250 HOURS</b>

During the course, student teachers will be introduced to the basic techniques of teaching theory and practical skills in their licensed area and should be able to demonstrate the skills needed to take the PA State Barber Teacher Examination and seek employment.

Barber and Beauty Academy of Pennsylvania will assist graduates in finding suitable employment by posting employment opportunities and teaching job readiness, but placement is not guaranteed.

- Job Shadowing = Observation experience in the job field**
- Business Etiquette = The Job Experience/Portfolio**
- Entrepreneurship = Opening your own Salon**
- Community Service Hours (2)**
- PA State Exam = Required for licensing**

## CONSUMER INFORMATION

### Barber Teacher Trainee Program

**Licensure and educational requirements:** Students must complete 1250 hours in the Barber Teacher Trainee program and pass the PA State Board Examination to become a teacher in the field of Barbering. Physical requirements may include standing for prolonged periods of time. Students study various teaching methods such as, lesson plan development, teaching strategies, professional practices, salon management to include Pa State Barber Law and student salon floor monitoring.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania is an equal opportunity education institution and will not discriminate based on religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and usable by handicapped person(s), contact Ayness George, Admissions Director at 3605 N. Progress Ave. Suite 102, Harrisburg, PA 17110 (717) 234-8463.

**Tuition Fee:** \$6600.00 = 1250 hours

**Application Fee:** \$25.00 (non-refundable)

**Registration Fee:** \$100.00 (non-refundable)

**Technology Fee:** \$100.00 (non-refundable)

**Kit Fee:** \$350.00 (Includes Textbook, Supplies & Smock)

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application. Students must pass the exam to receive licensure.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 registration fee. Barber Teacher Trainee applicants must meet all of the above requirements and hold a current license as a barber manager practitioner in the barbering field.

"All VA Eligible applicants must submit a Certificate of Eligibility."

**Transfers:** Transfer students are not accepted in the Barber Teacher Trainee Program.

**Graduation Requirements:** Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study; required tests; practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirements; completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.

## Cosmetology State Board Prep

**Licensure and educational requirements:** Students must have completed the requested hours in a cosmetology program as a prerequisite. This course prepares the student to pass the PA State Board Examination. Students study the preparation necessary to complete the PA State Exam application, have the required practical skills demonstrated properly, demonstrated properly packing the exam bag, given a mock practical exam with scoring and review the theory & State Law required to pass all program examinations.

**Non-discriminatory clause:** Barber and Beauty Academy of Pennsylvania is an equal opportunity education institution and will not discriminate based on religion, ethnic origin, race, color, national origin, sex, handicap and/or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding grievance procedures, or information regarding services, activities and facilities that are accessible and useable by handicapped person(s), contact Aynyess George, Admissions Director at 3605 N. Progress Ave, Harrisburg PA 17110 (717) 234-8463.

**Tuition Fee:** \$510.00-Cosmetology & Barbering Program: 30 hours  
\$255.00 – Esthetics, Nail Technician, Natural Braider, and Cosmetology  
Teacher: 15 hours

**Registration Fee:** \$25.00 (non-refundable)

**Technology Fee:** \$100.00 (non-refundable)

**State Board Examination Fee:** The student will be responsible for paying the PA State Board examination fee, which is required when submitting the exam request application.

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate or a state certification of home- school completion, be at least 16 years of age and supply a transcript of completed cosmetology program hours. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee.

**Transfers:** Transfer students are not accepted for the Cosmetology State Board Prep.

**Completion Requirements:** Students must satisfactory complete the PA State Mock Exams in the selected cosmetology program state board prep course.

## ADMISSIONS AND ENROLLMENT REQUIREMENTS POLICY

Barber and Beauty Academy of Pennsylvania does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires and validates that each student enrolling in the Cosmetology, Nail Technician, Natural Hair Braider, Esthetics, Teacher, Barbering or Barber Teacher Trainee program, their diploma be evaluated for validity and if the institution has reason to believe the high school diploma is not valid or was not obtained from an entity that provides secondary school education, they must utilize a credential validation agency at their own expense and must:

**Admission Requirements:** Complete an application for enrollment. Provide proof of completion of high school or its equivalent such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion, be at least 16 years of age. Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 registration fee. Teacher and Barber Teacher Trainee applicants must meet all of the above requirements and:

Teacher applicants must hold a current license as a practitioner in the cosmetology field they wish to teach.  
and:

Barber Teacher Trainee applicants must hold a current license as a barber manager practitioner in the barbering field.

If a potential student has attended more than three post-secondary schools, prior to enrolling, may be requested to provide additional information before enrollment will be granted.

"All VA Eligible applicants must submit a Certificate of Eligibility."

## TRANSFER STUDENT POLICY

Cosmetology transfers are accepted only if previous training was earned at an Accredited Institution. The Academy will evaluate students for previous cosmetology hours with no more than 600 transferrable hours to be applied towards the 1250 hours required by the PA State Board of Cosmetology. This policy applies only to the cosmetology program. Transfers are not accepted for the limited license programs.

The student must obtain an official transcript of hours in order to be given proper hourly credit. Once the transcript is received, the student may be accepted after careful evaluation, including a review of the student's previous attendance and academic records. Tuition will be pro-rated on a per hour basis. The transferring student will pay tuition at an hourly rate for the remainder of hours required by the PA State Board of Cosmetology. The Academy endeavors to place students into classrooms according to educational experience and hour requirements; however, it cannot be guaranteed that individual curriculum deficiencies will be addressed.

**Application for transfer admission consideration must be accompanied by the following:**

- Application for admission
- A non-refundable \$25.00 registration fee; Money order made payable to Barber and Beauty Academy of Pennsylvania.
- An official high school transcript, diploma or its equivalent and provide State or Government issued identification.
- Students must request official transcript from prior cosmetology school attended at time of acceptance. Students will not be granted transfer hours from other cosmetology schools after acceptance.
- Letters of recommendation (optional)

## **RE-ENTRY POLICY**

Students who are withdrawn from a program may re-enter a program 30 days after the withdrawal determination date and pay a \$25.00 registration fee and a \$100.00 enrollment fee.

## **ATTENDANCE POLICY**

If the student will be absent, a phone call must be made the same day of the absence.

If the student will be absent for more than three consecutive days, the student must provide a medical excuse or the absence will be considered unexcused.

If the student fails to call for 14 days after the last day of attendance, the student will be considered for withdrawal.

The student must maintain the minimum SAP requirements. Students deemed not meeting Satisfactory Progress may have their Title IV Funding interrupted.

Students who come to school late, will not be admitted to class and will not receive hours for that day. Students must be “present and prepared”, accompanied with the school uniform in order to receive hours for the day.

## **EXTRA INSTRUCTIONAL CHARGES POLICY**

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

## CONTRACT ADDENDUM LEAVE OF ABSENCE (LOA) POLICY

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

New Contract End Date: \_\_\_\_\_

Scheduled Hours: \_\_\_\_\_ Actual Hours: \_\_\_\_\_

Attendance: % \_\_\_\_\_ Cumulative Academic Grade: % \_\_\_\_\_

Student is making satisfactory progress: \_\_\_\_\_ Yes \_\_\_\_\_ No

Duration of Leave: From \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Official Return Date: \_\_\_\_\_

Revised Graduation Date: \_\_\_\_\_

Withdrawal Determination Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
School Official Signature Date



## REFUND/WITHDRAWAL POLICY

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

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

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

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

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

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

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

If student misses three days within the first 30 calendar days, the academy has the right to withdraw student from the program.

## GRADING POLICY

### A. Task Competency Education:

1. **Theory:** The task sheet requires a student to pass all quizzes and test at a certain percentage of accuracy. If the student fails the quiz or test, the student will continue to take the quiz or test until the correct percentage of accuracy is obtained.
2. **Practical:** The task sheet requires a student to pass all the evaluation criterion sheets for a particular job sheet with a certain percentage of accuracy. If the student fails to meet the certain percentage of accuracy that is required for the evaluation criterion, the student will practice the skill until the correct percentage of accuracy is obtained.

**B. Theory includes all tests and quizzes given during any semester of the year.** Students must obtain a 75% or better or it is recommended that they retake the test. Students must obtain 100% on a safety test. **Test count as 40% of the students' total grade.**

**C. Practical (hands on) Skills count as 40% of the students' total grade.**

Students must obtain a 75% or better or it is recommended that they retake the performance test.

**D. Personal qualities count as 10% of the students' total grade.**

*Promptness to class*...at the start of class and upon return from breaks.

*Shop Dress*...wearing the proper shop apparel and cleanliness of shop clothing.

*Peer relationships*...ability to learn and associate with fellow students.

*Conduct*... displaying appropriate behavior in the learning environment.

*Safety*...performing skills in a safe and proper manner.

*Initiative*...works up to potential; meets expected target dates prompt on turning in assignments; retaking failed quizzes, test or missed practical assignments.

*Follows instruction*...does what is told to do without excessive prodding.

**E. Homework counts as 10% of the students' total grade.**

Essay and research assignments must be turned in by the due date. Not having access to a computer or the internet is not an excuse.

\*All students are encouraged to take advantage of "Second Chance Grading" to make-up work or to bring up a failing grade. Absences more than three days without written permission from a medical doctor will be considered unexcused. Students who miss more than fourteen unexcused days may be withdrawn from Barber and Beauty Academy of Pennsylvania.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog for review and the policy is provided to students prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS-ALL PROGRAMS are based on scheduled clocked hours.**

Students are evaluated for Satisfactory Progress as follows. All programs are based on a 900-clock hour/30 week academic year

<u>Program</u>	<u>Hours</u>	<u>Applicable Weeks</u>
Cosmetology or Barbering	450, 900	15, 30
Teacher	300, 575	10, 20
Esthetics, Nail Technician, Natural Hair Braider	150, 275	5, 8
Barber Teacher Trainee	450, 900	15, 30

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. For courses or programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods and the remainder of the programs is treated as a single evaluation period if the remainder is less than or equal to half of an academic year

### **ATTENDANCE PROGRESS EVALUATIONS**

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

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below: Students who exceed the maximum time frame are allowed to continue on a cash pay basis.

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>HOURS</b>
Cosmetology or Barbering (Full time, 30 hrs/wk) – 1250 Hours	63 Weeks	1875
Teacher (Full time, 30 hrs/wk) – 600 Hours	30 Weeks	900
Teacher (Part time, 15 hrs/wk) – 600 Hours	60 Weeks	900
Esthetics, Nail Technician & Natural Hair Braider (Full time, 30 hrs/wk)–300 Hours	15 Weeks	450
Esthetics, Nail Technician or Natural Hair Braider (Part time, 15 hrs/wk)- 300 Hours	30 Weeks	450
Barber Teacher Trainee (Full time, 30 hrs/wk) – 1250 Hours	63 Weeks	1875

The maximum time allowed for transfer students who need less than the full course requirements, will be determined based on and not to exceed 150% of the remaining hours needed to complete the course.

### **ACADEMIC PROGRESS EVALUATIONS**

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

93 - 100 EXCELLENT	75 - 84 SATISFACTORY
85 - 92 VERY GOOD	0 - 74 BELOW STANDARDS – UNSATISFACTORY

## (cont.) **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance and/or academic progress are placed on warning and considered to be making satisfactory 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. If at the end of the warning period, the student has still not met both the attendance and/or academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

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

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress, the student may appeal the determination for reasons such as, the death of a relative, an injury or illness of the student, or other allowable special circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **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 progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

**VETERANS SECTION**  
**(Specifically applies to those students using veteran education benefits)**

**Satisfactory Academic Progress (SAP) Policy**

**Evaluation Period (based on actual hours completed)**

Students receiving veteran education benefits will be evaluated for Satisfactory Progress at **300, 600, and 900** hours for the Barbering and Cosmetology programs, **150, 300, and 450** hours for the Cosmetology Teacher and Nail Technician - Esthetics programs, and **75, 150, 225** hours for the Nail Technician, Esthetics, and Natural Hair Braider programs.

**Maximum Time Frame**

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

**Warning**

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

Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP.

**Appeals**

Rules cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file.

Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program.

**Note:** The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted.

**Probation**

Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period, but who successfully appeal their case due to mitigating circumstances, are placed on probation and considered to be making satisfactory academic progress while on the probation period.<sup>12</sup>

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The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to **meet** requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP.

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If at the end of the probationary period, students that have met the SAP standards will be taken off probation. Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress.

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

## Barber and Beauty Academy of Pennsylvania Distance Learning Policy

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

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**Signature**

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**Date**

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

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

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

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

Grants must be disbursed within 45 days.

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

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

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

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



## ESAP- ELECTRONIC STUDENT ACCESS POLICY

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

## POLICY FOR RELEASING INFORMATION

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

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

## FERPA POLICY

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

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

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

## DRESS CODE POLICY

### APPEARANCE:

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

### POLICY:

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

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

### DRESS CODE:

- School Issued Uniform Smock must be worn to get regulated state board hours
  - ▶ Smock must be taken home and washed every Friday
- ALL BLACK: pants, shirt, dress, skirt and footwear – NO ADDITIONAL COLORS/ PATTERNS/ SIGNAGE
  - ▶ Dresses/Skirts must be a professional length
  - ▶ No bare stomachs or backs; shirts should cover waistline
  - ▶ If sleeveless shirts are worn, underarms must be properly groomed
  - ▶ All shoes must be in clean, neat condition; Peek-Toe shoes (2 or less) , no Flip Flops
- Hair and nails must be cleaned and well-groomed at all times
- No Hats, Scarves, Bonnets, Nets, Head Sleepwear Allowed
- Apply make-up and style hair prior to coming to school
- No student should be attired in such a manner as to be a distraction

NOTE: If a student has artificial hair or nails they must be available to service a client or other students and they will *not* be excused from doing any task.

## **SUBSTANCE ABUSE POLICY**

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

Violations of this policy may lead to an immediate termination and may also have legal consequences.

## **EMPLOYMENT ASSISTANCE POLICY**

While the school cannot guarantee employment for graduates, Barber and Beauty Academy of Pennsylvania will assist in finding suitable employment, by posting area job openings on a career opportunities bulletin board for students to review.

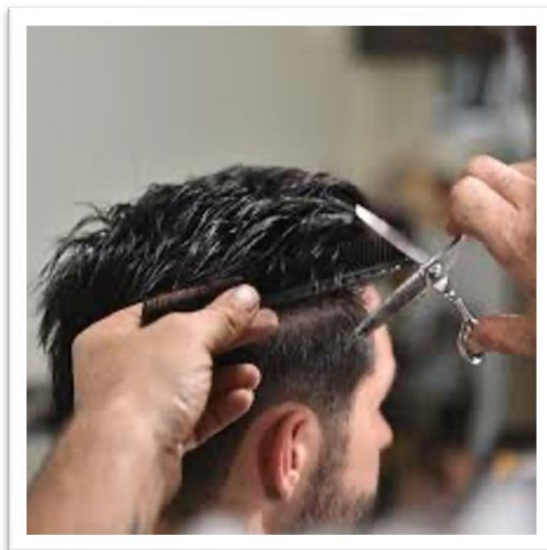
Students also receive training in professionalism and job search skills, including how to write a resume, complete employment application and prepare for effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation.

Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made available to graduates who graduate with a combined "B" average or better.

# Philosophy of Education

Education is the pathway to success. At Barber and Beauty Academy of Pennsylvania, we believe students bring their past experiences into the learning process and add new knowledge to what they already know in unique ways. Thus, different types of learning experiences should be provided for them.

Given this, our classroom environment includes textbooks, resource books, video, and computers with internet access, all coupled with hands-on experience.



At Barber and Beauty Academy of Pennsylvania, our philosophy also includes an essentialist view in the use of Pennsylvania Cosmetology, Barber and Academic Standards.

Our job as educators is to create a learning environment that is conducive to the ways students are able to learn. A teacher can be a tool of torture or an instrument of encouragement. We believe we can make the classroom a place where students want to come to gain positive, fruitful experiences and walk away better people.

## Constructive Activities

Each student will be assigned one of several chemical services to chart. This will give the student an understanding of the step process involved in performing chemical services. Special detail is also given to Advanced Nail technician, Esthetics, Natural Hair Styles and Hair Braiding.

### *Create Your Own Salon or Shop*

This project allows the student to weigh the options of one day owning a salon. Students are instructed to write all necessary agencies involved in opening a cosmetology salon. Next, in a large shoebox, students will make a model of their salon. They are encouraged to use scraps of carpet, tile, wallpaper and salon furniture made of construction paper or dollhouse furniture to complete their project. All agency guidelines must be met.



## *The Instructors' Goal*

To help our students succeed in cosmetology careers through:

- *A Task-Based, Hands-On Approach*
- *Industry and Community Resources*
- *Constructive Learning Activities*
- *Real World Work-Based Learning*
- *Effective Classroom Management*
- *Cosmetology Salon Shadowing*
- *Differentiated Instruction*
- *Educational Field Trips*
- *Integration of Textbooks and Technology*
- *Community Service Projects*

## Policies Continued

### **Contract Costs and Payment Terms**

Students and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$16 per hour, or any part thereof, payable in advance until graduation. The school may charge a \$10.00 transcript fee for the 2nd transcript request. The school will charge a registration fee for students enrolling or transferring to the school of \$25.00 (non-refundable). The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$25.00 (non-refundable). The tuition rates currently at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, certified check, credit card or money order. Students will pay a \$25.00 fee on any returned check or money order.

Students are responsible for paying the total tuition and fees and for repaying applicable loans  
**Payments are due every month beginning the 1st of the month, following the 1st day of class.**

### **GENERAL TERMS OF AGREEMENT**

#### **Barber and Beauty Academy of Pennsylvania:**

- Curriculum: Offering a cosmetology or Barber course of study prescribed by the Pennsylvania State Board of Cosmetology and Barber Examiners' Rules and Regulations for a cosmetology or barber student to the undersigned applicant. This course of study is designed to qualify the student for the Pennsylvania State Board examination in cosmetology under Cosmetology guidelines and barbering under Barbering guidelines.
- The student agrees to attend a minimum of 15 hours part-time or 30 hours full-time per week to acquire the required number of hours for his/her training program. Students must complete the State Board required minimum number of hours instruction for their program prior to working on the public.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- Absences: If the student will be absent, a phone call must be made the same day of the absence. If the student will be absent for more than three consecutive days, the student must provide a medical excuse, or the absence will be considered unexcused. If the student fails to call for 14 days after the last day of attendance, the student will be considered for withdrawal. The student must maintain the minimum SAP requirements. Students deemed not meeting Satisfactory Progress may have their Title IV Funding interrupted. Students who come to school late, will not be admitted to class and will not receive hours for that day.
- Tardiness: Students who arrive after their scheduled start time will be considered late. Students who arrive more than fifteen minutes past their scheduled start time, will not be allowed to come to school or receive hours for that day.
- Leave of Absence: An approved leave of absence may not exceed 180 days in any 12-month period. Enrollment time will be adjusted with no additional cost to the student.
- Termination: Termination from the program could result from failing to meet SAP requirements, disciplinary actions on the level of termination/expulsion, or from participating in illegal activities on the campus.
- Graduation Requirements: Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to States Program Hours requirements; completed all exit paperwork; return any borrowed materials; attended an exit interview and made arrangements for payment for school debts.

- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork.
- Return any borrowed materials; attended an exit interview and completed all exit paperwork; planned for payment of school debts as approved by the school.
- Will assist graduates in finding suitable employment by posting employment opportunities and teaching Job Readiness, but placement is not guaranteed.
- School will be closed for holiday breaks which fall during the regular Mon. - Thus. class schedule (New Year's Day, Dr. King Day, Presidents Day, Easter, Memorial Day, July 4th, Thanksgiving, Christmas, along with Spring Break (One Week) and Summer Break (Entire Month of August). Please be advised that any Holidays changes will be communicated to students in person.
- May terminate a student's enrollment for noncompliance with General Policies, this Contract, State Laws, and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property, theft, or any illegal act, with fees no to exceed \$150.00.

**Student:**

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct; State Law Regulations; Drug, Safety and General Policies; and educational requirements including clinic assignments.
- Agrees to provide all financial aid documents, if applicable, in designated time.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend class regularly as scheduled and abide by all rules and regulations.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that students who come to school more than fifteen minutes late, will not be admitted to class and will not receive hours for that day.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to always comply with the school's dress code and project a professional image representative of the cosmetology and image industry.
- Understands that if he/she is a Title IV financial aid recipient, \* minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.
- Dismissal – Barber and Beauty Academy of Pennsylvania reserves the right to dismiss any student for failure to attend class on a regular basis, for breach of rules, falsification of documents, health and other reasons that would affect co-workers, clients, or the establishment.

## **Barber and Beauty Academy of Pennsylvania Offers Quality Training with Credentials**

### **Licensed By:**

The Pennsylvania State Board of Cosmetology & Barbering  
Post Office Box 2694, Harrisburg, PA 17105  
(717) 783-7130

Commonwealth of Pennsylvania  
Department of Professional & Occupational Affairs

### **Accreditation:**

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
4401 Ford Avenue, Suite 1300, Alexandria, VA 22302  
(703) 600-7600he Pennsylvania State Board of Cosmetology

### **Affiliations:**

Association of Accredited Cosmetology Schools (AACCS)  
Cosmetology Educators Association (CEA)

### **Recognized By:**

United States Department of Education  
Pennsylvania Department of Education  
Veterans Administration  
Office of Vocational Rehabilitation  
Local & Surrounding School Districts

### **Administrative Staff:**

**Aynyess George - Program Director/Instructor & Owner**

**Aynyess George – Supervisor/Instructor**

**Samara George- Dean of Students**

**Marsha Blackston- Financial Aid Coordinator**

**Clenistine Dunson- Bookkeeper**



Barber and Beauty Academy of Pennsylvania *Royal Training in Hair, Skin, and Nail Care*

3605 N. Progress Ave

Suite 102

Harrisburg PA 17110

Telephone: (717) 234-8463 Fax: (717) (234-2374)

Email: [info@barberandbeautyacademyofpa.com](mailto:info@barberandbeautyacademyofpa.com)

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

## FINANCING YOUR FUTURE!

There are many affordable ways to finance your future. The staff Barber and Beauty Academy of Pennsylvania is committed to helping you through every step of the process. Tuition varies by program and state requirements. You'll learn all about the program costs from our Admissions and Recruitment Directors who are committed to helping you every step of the way.

### Financing options are designed to meet the needs for those who qualify. We:

- Create an individualized financial plan based on your enrollment application and eligibility for Barber and Beauty Academy of Pennsylvania's In-house financing.
- Explain Financial Aid and Student Loan options available to those who qualify and walk you through the financial assistance application process
- Encourage you to find and apply for grants and scholarships; that don't have to be paid back.

### Getting started is quick and easy

Enrollment is fast and hassle-free

At Barber and Beauty Academy of Pennsylvania, you'll meet fellow students as well as educators with more than 25 years of experience in the cosmetology field. We will be happy to set up an appointment for you to visit our school. At that time, you can tour our facility, meet our Commonwealth of Pennsylvania, Vocational Certified instructors, review program fees and discuss financing options.

Barber and Beauty Academy of Pennsylvania is accredited by the

**National Accrediting Commission of Career Arts & Sciences (NACCAS).**

### Scholarship Opportunities

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

For more details visit [www.barberandbeautyacademyofpa.com](http://www.barberandbeautyacademyofpa.com)

\*For additional Scholarships, visit the American Association of Cosmetology Schools (AACS) at

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

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

Barber and Beauty Academy of Pennsylvania  
*Royal Training in Hair, Skin, and Nail Care*  
3605 N. Progress Ave  
Suite 102  
Harrisburg PA 17110  
Telephone: (717) 234-8463 Fax: (717) (234-2374)  
Email: [info@barberandbeautyacademyofpa.com](mailto:info@barberandbeautyacademyofpa.com)

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

# FINANCIAL ASSISTANCE AVAILABLE

(To Those Who Qualify)

Financial Student Aid Scholarships

Private Lenders

In-house Financing

VA Benefits Available



## ENROLLMENT SCHEDULE 2024/2025

Cosmetology	9/5/24 – 7/15/25	11/12/24 – 9/22/25	2/3/25 – 12/2/25	4/14/25 – 2/23/26	6/23/25 – 4/29/26
Barbering	9/5/24 – 7/15/25	11/12/24 – 9/22/25	2/3/25 – 12/2/25	4/14/25 – 2/23/26	6/23/25 – 4/29/26
Nail Technician	9/5/24 – 11/13/24	11/12/24 – 2/4/25	2/3/25 – 4/14/25	4/14/25 – 6/24/25	6/23/25 – 8/28/25
Esthetics	9/5/24 – 11/13/24	11/12/24 – 2/4/25	2/3/25 – 4/14/25	4/14/25 – 6/24/25	6/23/25 – 8/28/25
Natural Hair Braider	9/5/24 – 11/13/24	11/12/24 – 2/4/25	2/3/25 – 4/14/25	4/14/25 – 6/24/25	6/23/25 – 8/28/25
Teacher	9/5/24 – 2/6/25		2/3/25 – 6/25/25		
PT EVENING	9/16/23 – 2/6/25		2/3/25 – 6/25/25		
PT WEEKEND	9/7/25-11/19/25				

### School Holidays

Date	Description
4/14/2023	Friday Closing
4/10/2023	easter monday
4/7/2023	Friday Closing
3/31/2023	Friday Closing
3/24/2023	Friday Closing
3/17/2023	Friday Closing
3/10/2023	Friday Closing
3/3/2023	Friday Closing
2/24/2023	Friday Closing
2/20/2023	Presidents Day
2/17/2023	Friday Closing
2/10/2023	Friday Closing
2/3/2023	Friday Closing
1/27/2023	Friday Closing
1/20/2023	Friday Closing
1/16/2023	MLK Day
1/13/2023	Friday Closing
1/6/2023	Friday Closing
1/2/2023	Winter Break
12/30/2022	Winter Break
12/29/2022	Winter Break
12/28/2022	Winter Break
12/27/2022	Winter Break
12/26/2022	Winter Break
12/23/2022	Friday Closing
12/16/2022	Friday Closing
12/9/2022	Friday Closing
12/2/2022	Friday Closing
11/25/2022	Friday Closing
11/24/2022	Thanksgiving
11/18/2022	Friday Closing
11/11/2022	Veterans Day
11/4/2022	Friday Closing
10/28/2022	Friday Closing
10/21/2022	Friday Closing
10/14/2022	Friday Closing
10/10/2022	Columbus Day
10/7/2022	Friday Closing
9/30/2022	Friday Closing
9/23/2022	Friday Closing
9/16/2022	Friday Closing
9/9/2022	Friday Closing
9/5/2022	Labor Day
9/2/2022	Friday Closing
9/1/2022	Summer Break
8/31/2022	Summer Break
8/30/2022	Summer Break
8/29/2022	Summer Break
8/26/2022	Summer Break
8/25/2022	Summer Break
8/24/2022	Summer Break

### School Holidays

Date	Description
12/25/2025	Christmas Day
11/27/2025	Thanksgiving
11/11/2025	Veterans Day
10/13/2025	ColumbusDay
9/1/2025	Labor Day
7/4/2025	Independence Day
6/19/2025	Juneteenth
5/26/2025	Memorial Day
1/20/2025	MLK Day
1/1/2025	New Years Day
12/25/2024	Christmas Day
11/28/2024	Thanksgiving Day
11/11/2024	Veterans Day
10/14/2024	Columbus Day
9/2/2024	Labor Day
7/4/2024	Independence Day
6/19/2024	Juneteenth
5/27/2024	Memorial Day
4/1/2024	easter monday
2/19/2024	Presidents Day
1/15/2024	MLK Day
1/1/2024	new years day
12/28/2023	christmas break
12/27/2023	christmas break
12/26/2023	christmas break
12/25/2023	Christmas Day
11/23/2023	Thanksgiving
11/10/2023	Veterans Day
10/9/2023	columbus day
9/4/2023	Labor Day
8/25/2023	Friday Closing
8/18/2023	Friday Closing
8/11/2023	Friday Closing
8/4/2023	Friday Closing
7/29/2023	Friday Closing
7/21/2023	Friday Closing
7/14/2023	Friday Closing
7/7/2023	Friday Closing
7/4/2023	Independence Day
6/30/2023	Friday Closing
6/23/2023	Friday Closing
6/19/2023	Juneteenth
6/16/2023	Friday Closing
6/9/2023	Friday Closing
6/2/2023	Friday Closing
5/29/2023	memorial day
5/26/2023	Friday Closing
5/19/2023	Friday Closing
5/12/2023	Friday Closing
5/5/2023	Friday Closing
4/28/2023	Friday Closing
4/21/2023	Friday Closing

# Barber and Beauty Academy of Pennsylvania

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