

www.nashvillebarberandstyleacademy.com

**NASHVILLE**  
**BARBER & STYLE**  
**ACADEMY**

**NASHVILLE BARBER AND STYLE  
ACADEMY, INC.**

**968 Madison Square  
Madison, TN. 37115  
(615) 612-2505**

**Student Catalog  
Revised JULY 2016**

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Dear Nashville Barber and Style Academy Student,

On behalf of the staff and administration at Nashville Barber and Style Academy, we would like you to know that whatever your goal, you will find Nashville Barber and Style Academy to be your best choice for a hair artist education. We are pleased to offer you one of the highest quality program available in Tennessee.

Nashville Barber and Style Academy maintains a commitment to excellence in its program. Nashville Barber and Style Academy has a very professional and up-to-date school in the industry of barber and Cosmetology. So in choosing Nashville Barber and Style Academy, you have chosen the best.

We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you take advantage of the valuable programs available and wish you success as you work toward your degree.

Sincerely,

Mr. Melvin Smith

CEO/Owner

## **Mission Statement/Education Goals**

The mission of Nashville Barber and Style Academy is to train student to become top in their field by offering a curriculum that is high in technical skills. Through knowledge of the theory sciences and practical applications so the student will be prepared to pass there state board exams and find employment in their field of study and become financially successful. The educational goal is to give the students the knowledge to work as a Master Barber, shop or salon manager, salon or shop owner, educator, Sales Rep and Platform artist

## **Facilities and Equipment**

Nashville Barber and Style Academy is equipped with 8 shampoo bowls and shampoo chairs, 17 styling stations, 6 hair dryers and 5 manicure stations, separate waxing and facial rooms. The facility also has 3 large classrooms 2 student lounges and large clinic area, and 4 rest rooms. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

## **Hours of Operation/Class Starts**

The Academy is open Tuesday thru Friday from 9am to 8pm and Saturdays from 9am to 3pm. New classes begin on the first Tuesday of each month

## **Admission Requirements**

Students must be at least 16 years of age and must furnish a copy of a high school diploma, GED or transcripts. High School diplomas in languages other than English, the student must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic is equivalence to a U.S. high school diploma. The Academy does not accept ability to benefit students or online diplomas. The Academy does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion

## **Admissions Procedures**

The following are the required for admission to all programs at the Academy

- Copy of proof of education
- Copy of Social Security card or other forms of citizenship
- Copy of Driver's license or Birth certificate
- Registration fee, Enrollment application and Reference form

## **Transfer Policy**

### **Previous Training, Experience and Transfer of Credits**

Transferability of credit hours is at the sole discretion of the Academy. The credit toward any of approved programs may be obtained from the hours transferred from another postsecondary institute which are congruent and applicable to the Academy's programs and validated the Academy and the hours or credits earned must be within the past 5 years. All students transferring into the Academy will be evaluated on theory and practical knowledge received at the prior institution to see where the student fits within the Academy curriculum. Students must achieve at least a 75% on the written and practical portion of the test. Based on the results of the testing a transferring student may be required to enroll for additional hours to complete the Academy curriculum. The transferring student must have the same admission requirements as stated above under admission requirements

Regardless of the testing results the transferring student is only allowed to transfer 600 hours into the program selected, from the academy. NOTE: *The transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institute of the student's choice.*

## **Re-Entry**

A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. At this time the student's academic records will be evaluated. A student who has terminated for any reason must have an interview with the Director and show cause why he/she should be re-instated. Students who are re-entering the program before 180 days have lapsed may be re-instated into the program as if the student had never left. The student may be charged a \$150.00 re-instatement fee but no increase of tuition and if the student is a Financial Aid student their disbursements will continue when the required hours have been met. The student will be re-instated with the same satisfactory progress determination as when the student left.

## **Re-Enrollment**

Students who have been gone for over 180 days must re-roll as a new student. Tuition will be adjusted with any current tuition increase. If the student has a balance upon withdrawal that balance will be added to the new contact. The student will re-enroll with the same satisfactory progress as when the student withdrew.

## **Student Advising.**

Students are advised on academic and attendance issues only. All other advising will be by outside agencies.

## **Holidays**

The Academy is closed on the following holidays

New Year's Eve

Memorial Day

The week of 4<sup>th</sup> of July

Labor Day

Thanksgiving Day

The week of Dec 25<sup>th</sup>

## **Career Planning**

**Placement-** the Academy works hard to maintain relationships with salon and shop owners to have the opportunity to place our graduates. Periodically owners are invited to visit the Academy to encourage our graduates to apply for employment.

We encourage our students to start looking well before graduation for the new career they will be starting. We promote a proactive approach in seeking employment. If a student is not placed prior to graduation we will contact the student with leads and job opportunities. Even though the Nashville Academy tries to help place all students they **do not guarantee placement.**

## **Reciprocity**

Licensed Barbers from Tennessee may apply for licenses in their field of expertise in other states but must comply with the state's laws and rules to become licensed there.

## **Housing**

Contact the admissions staff for assistance in location housing.

## **Graduation**

After a student completes the hours, services, pass the final exams with at least 75% and all financial obligations to the school are paid a diploma is awarded.

## Licensing Requirements

To become licensed in the State of Tennessee for the barber course you must complete the hour required, graduated from an approved school and pass the state board exam

### Over Contract Charges

Students will be charged \$150 per week dollars after contracted graduation date.

### Make-up Hours and Academic work:

Make-up work is required for any absence. There is no charge for make-up work.

Students will be provided with opportunities to make up hours. Students are allowed to make up **ONLY hours** missed to avoid paying overtime charges.

Students will be allowed to make up hours on days the student is no scheduled to attend. Arrangements to make up hours and work will be set and confirmed at the director's discretion.

## Master Barber 1500 hour program

### Program Objective

Our objective for this program is to provide instruction and practical experience in all phases of barbering for students to qualify for the Tennessee State Board's required practical and written exam for a barber license

### Program Description

The 1500 hour barber course is 54 week program that has instructor classroom and clinical training as well as practical hands on application. There is lecture, demonstrations and other combinations of learning approaches. The barber student will learn about hair cutting, curling, waving, straightening, coloring, bleaching, shaving, beard and mustache trimming, building skills in management and career development, and employability skills. The Barber School trains in a matter to address proper technical skills, work habits, communication skills/customer service, safety skills and critical thinking and lifelong learning skills. The students receive education through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic requirement, implements, and products are comparable to those used in the industry.

### Instructional Methods

The barber course is taught using several types of learning methods such as lecture, Videos, hand-on techniques, demonstrations, overheads, power point, and internet research.

### Grading Scale

100 To 95	Excellent
94 To 85	above Average
84 To 75	average
74 & below	Unsatisfactory

<b>Courses Descriptions</b>	<b>Total Clock Hours</b>	<b>Theory Hours</b>	<b>Lab</b>	<b>Services</b>
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<p><b>Classroom theory on Sanitation/Orientation/Client protection/Laws of Tennessee /Hair Structure and Chemistry/ Anatomy/ Employability Skills/History of Barbering</b></p> <p>Safety and sanitation techniques and requirements, orientation which outlines the policies of the institute and the laws of Tennessee Barber implements, chemistry including scalp and hair analysis, bacteriology, infection control, Employment which includes job search, resume preparation, personal presentation, payroll taxes, salary plans and salon management. Guest relations, reviews an State Board testing</p>	470	170	0	300
<p><b>Shampooing and Rinses/ Scalp Treatments and Hair Care</b> Selecting product analysis, procedures and techniques, draping for wet and dry chemical services, learning the correct shampoo and conditioners. The use of conditions that maintain, improve and correct the condition of the hair. Blow drying, curling, and hair arranging.</p>	300	20	200	80
<p><b>Hair Shaping</b></p> <p>Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation. Training in the service of freehand, shear over comb, clipper over comb and men women and children style cuts. The art of shaving/trimming mustache and beards</p>	520	20	400	100
<p><b>Chemical Waving and Relaxing</b></p> <p>Permanent restructuring history of permanent waving and chemical relaxing. Chemistry of solutions and neutralizers. Pre service analysis, wrapping selection and chemical blow outs.</p>	210	15	145	50
<b>TOTALS</b>	<b>1500</b>	<b>225</b>	<b>745</b>	<b>530</b>

Diploma

**Program      Cosmo/Barber                      750 hours**

## Objectives

The objectives of this program is to train licensed Cosmetologist to obtain there barber license to be more employable because they are dueted licensed.

## Description

The 750 program is 25 weeks that are primarily focused on barber techniques of using the clippers, razor and shaving the face, and trimming mustaches and trimming beards.

## Course Format

The program will utilize manikins, videos, theory lecture, overhead projector and internet projects.

### Grading Scale

100 To 95	Excellent
94 To 85	above Average
84 To 75	average
74 & below	Unsatisfactory

<b>Course Description</b>	<b>Total Clock Hours</b>	<b>Theory Hours</b>	<b>Lab</b>	<b>Service</b>
<b>Hair Shaping</b> Hair cutting and shaping, implements and techniques, sectioning, scissors, clippers, razors, client consultation. Training in the service of freehand, shear over comb, clipper over comb and men women and children style cuts. The art of shaving/trimming mustache and beards	650	150	500	100
<b>Shampooing and Rinses/ Scalp Treatments and Hair Care</b> Selecting product analysis, procedures and techniques, draping for wet and dry chemical services, learning the correct shampoo and conditioners.	50	15	85	20
<b>Barber Laws of Tennessee</b> – Barber shop regulations, Business ethics	50	50		
<b>TOTALS</b>	<b>750</b>	<b>165</b>	<b>585</b>	<b>120</b>

Diploma

Program Barber Instructors 450 hours

## Objectives

Our objective for this program to provide instruction and practical experience in all phases of barbering for students to qualify for the Tennessee State Board's required practical and written exam.

## Description

The 450 program is 17 weeks that primarily focus on instructing, lesson planning and teaching the master barber program.

### Course Format

The course will utilize lesson planning, teaching master barber course

### Grading Scale

100 to 95    Excellent  
94 to 85    above average  
84 to 75    average  
74 to 0     Unsatisfactory

Course Description	Total Clock Hours
Career Education Teaching Plan and Learning Basic Methods of Teaching Communicating Confidently Effective Presentations Effective Classroom Management	150
Achieving Learner Results Program Review, Development Educational Aids and Technology Assessing Progress and Advising	150
Supplementary Basic Teaching Career employment The Art of retaining students Educator relationships Teams at Work Evaluating Professional Performance	150
	450

## ACADEMY POLICIES

### Attendance Policy

The attendance policy at the Academy is **67%** for each program. If necessitated by an emergency or unanticipated absence the student must notify the school that morning to schedule make up work. All absences will be considered unexcused without proper documentation. Example, Doctors note, Funeral excuse documentation, certified court documentation. Without proper documentation, makeup work is done at the discretion of the director. It is the responsibility of the student to meet with the instructor to schedule any work missed during an excused absence. If the student goes over their contact due to unexcused absences will be subject to overtime charges (refer to Overtime Charges on page 5 of this catalog)

**VA students must attend a minimum of 80% of scheduled hours in order to receive VA benefits. Full time students attend 30 hours a week, Three Quarter time is 23 hours a week. Admissions will create the times of attendance with each individual student.**

### **Tardy Policy**

A student is considered tardy when the student clocks in after the scheduled contracted time. The school does take into consideration unforeseen problems that may occur when coming to school. Therefore, the school has given a 15 minute grace period before considering a student being tardy. Day time classes (full time students) start at 9:00 a.m. A student is considered tardy after 9:15 a.m. Each time a student is tardy the time lost goes against the students contracted graduation date which will possibly make the student pay \$150 a week until the finish of the program. These hours lost may be made up if approved by the director.

**Continuing tardiness may result into a termination.**

### **Leave of Absence Policy**

A leave of Absence is defined as a temporary interruption in a student's program or study. A LOA may be granted to a student during enrollment, but cannot exceed 180 days per calendar year. Student's wishing to obtain a LOA must submit in advance to the Director the reason for the LOA and how many days the student is requesting. The Director may approve or disapprove the request for a LOA. Circumstances may occur whereas a student may not have the opportunity to submit in writing in advance. The Director will note the student's account and information about the LOA and will be provided and documented in the student's file upon the student return. A LOA will extend the student's contract by the same number of days as the student requested.

### **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is given to all student prior to enrolling and applies to all students enrolled in the Nashville Barber & Style Academy, regardless of receiving Title IV funding or not. The Satisfactory Academic Progress Policy is reviewed and explained during the admission interview and again at orientation. The policy complies with the guidelines of our accrediting agency (NACCAS) and the federal regulations of the United States Department of Education.

In order to be considered making satisfactory progress toward a graduation diploma, a student must maintain at least a 75% grade point average which consist of theory grades and practical applications and attend of 67% of his/her schedule hours. The student must meet both the academic and attendance percent to be considered to be in Satisfactory Academic Progress. The academy will notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

### **GRADING SCALE**

100 To 95	Excellent
94 To 85	above Average
84 To 75	Average
74 & below	Unsatisfactory

In order to be making satisfactory academic progress and to complete the program within the maximum time frame, all educational programs at Nashville Barber & Style Academy must be completed within 150% of the normal length of the program.

<b>Course</b>	<b>Maximum Time Frame</b>
Master Barber	2250 Scheduled Hours
Cosmo/ Barber	1125 Scheduled Hours
Instructor	675 Scheduled Hours

All Students are evaluated for Satisfactory Academic Progress at the following actual hour:

Master Barber	450	900	1200	1500
Cosmetology/Barber			375	750
Instructor			225	450

All Students are apprised of their progress determination at the end of each evaluation period

All Students who are making satisfactory progress at any one of the evaluation periods will be considered making satisfactory progress until the next evaluation period.

All Students who are not making satisfactory progress at any one evaluation period will be placed on Financial Aid warning.

### **Financial Aid Warning**

All students regardless of tuition funding who are placed on academic or attendance warning will have until the next official evaluation period to improve their attendance or academics to regain satisfactory progress. Students who are on Federal Aid and are placed on Financial Aid Warning will be able to receive financial aid funds until the next evaluation period. At the next official evaluation period, any student still not making Satisfactory Academic Progress **all Financial Aid will be terminated and the student's tuition balance will become the responsibility of the student. The tuition owed must be paid prior to graduation.**

### **Appeal Procedures**

All student may appeal the negative determination. The student must submit a written appeal to the school with( supporting documentation of the reasons why the unsatisfactory progress determination should be reversed), within 3 days of the negative progress determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must tell the appeals committee what has changed in the student's situation that will allow them to achievement satisfactory academic progress at the next evaluation. In order for an appeal to be granted the school must first determine if the student can regain satisfactory progress by the time the student graduates. If such a schedule is not possible the appeal will be denied. Appeal documents will be reviewed by the appeals board which consist of at least 5 members with one of those members an owner of the school. The appeals board will report the decision to the student within 5 days of the receipt of the appeal request. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the federal financial aid will be reinstated. All appeal documentation will be placed in the students file.

### **Probation**

Students who are granted an appeal may be placed on probation until the next evaluation period. While a student is on probation Title IV funds will continue. If the student has not gained Satisfactory progress by the end of the probation period will no longer be eligible for Title IV funds.

### **Students Receiving Title IV Funds**

Students that do not achieve the minimum standards of progress are not eligible for Title IV funds. Students who loss their Title IV funds cannot regain eligibility until satisfactory progress has been achieved.

### **Re-Instated**

A student who re-enters school will return making the same satisfactory progress as when they withdrew, terminated or returning from an approved leave of absence if the absence has been . Students who are accepted with transfer hours from another accreted barber school are counted as both attempted and completed hours towards the student’s educational program.

Students who take an approved leave of absence will have their contract extended the same number of days as the leave.

Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy, and do not apply to this Academy.

## **Refund & Cancellation Policy\_**

**Termination by Institute; Deemed Withdrawal.** Nashville Barber and Style Academy, may terminate the Student’s enrollment by written notice to Student upon the occurrence of any of the following: (a) Student’s non-compliance with rules and policies, including those stated in the Academy Catalog and the Pre-enrollment Materials, such as attendance requirements; (b) conduct that reflects unfavorably upon the Institute or its students, including the failure to promptly pay any amount due under a student loan; (c) creating a safety hazard to other students; (d) unsatisfactory academic progress; (e) excessive absences or tardiness; (f) failure to pay tuition or fees when due; (g) cheating; (h) falsifying records; (i) breach of this Agreement; (j) disobedient or disrespectful

### **REFUND POLICY**

**a Notice.** Any notice sent from one party to another under this Agreement, including any notice of termination: shall be in writing; (b) shall be sent by United States mail, or delivered in person; (c) shall be sent to the receiving party at its address set forth in this Agreement, or to such other address as such party may, by written notice, designate to the other parties from time to time; (d) if sent to the Academy, shall be sent to the attention of the Institute Director; (e) will be deemed to be given on the date of cancellation of the postmark if sent by United States mail, and on the date of receipt by the recipient, if delivered in person

**b Termination upon Non-acceptance or Within Three Business Days.** If the applicant is not accepted by the Academy, or if enrollment is terminated and the Termination Date is within three (3) Business Days after Student signs this Agreement and makes an initial deposit (the “Enrollment Date”), then the Academy will refund to Student all monies paid by Student, including the \$100.00 registration fee. This policy applies regardless of whether or not Student has actually started training. “Business Day” means any day that the Academy administrative offices are open for business.

**c Termination after Three Business Days, but Prior to Starting Class.** If the Termination Date is more than 3 Business Days after the Enrollment Date, but before Student begins the first class, the Academy will refund all monies paid by the Student, except the \$100.00 registration fee.

**d Termination after Starting Classes, After Three Business Days.** If enrollment is terminated after the Student has started classes, and the Termination Date is not within 3 Business Days after the Enrollment Date, then the Student will be entitled to a refund to the extent that (i) the total amount received and retained by the Academy on the Student’s behalf (and not subject to return below or otherwise), exceeds (ii) the total amount to which the Academy is entitled hereunder. In the event of such termination, the Academy will be entitled to receive (or retain, to the extent already paid) the \$100.00 registration fee, the Kit Fee, and a percentage of the total Tuition, determined as follows:

<b>Total of Scheduled Clock Hours Completed</b>	<b>of Total Tuition Owed to Institute</b>
0 % to 4.9 %	20%
5 % to 9.9 %	30 %
10 %to 14.9 %	40 %

15 % to 24.9%	45 %
25 % to 49.9%	70 %
50% or Over	100 %

“% of Scheduled Clock Hours Completed” is calculated based on the total number of Clock Hours that were scheduled between the Student’s actual starting date and the Student’s Last Attendance Date, **whether or not the Student actually attended the scheduled Clock Hours**. The “Student’s Last Attendance Date” means the last date of actual attendance by the Student.

**e Determination Date.** Student’s “Termination Date” will be deemed to be the date on which Student or Academy gives notice of termination pursuant to Sections 1 through 4 above, except that: (i) in the event of a Deemed Withdrawal, the Termination Date shall be the date on which the Academy determines that a Withdrawal has occurred; and (ii) in the event that Student is on an approved leave of absence and notifies the school in writing that he or she will not be returning, the Termination Date shall be the earlier of the date of expiration of the leave of absence or the date on which the student gives notice. The withdrawal date, for refund computations purposes, is the last day of actual attendance by the student. If the student is absent 30 consecutive calendar days the student will be considered withdrawn. The determination date will be the last day of physical attendance of the student.. All student refunds will be paid within 45 days of withdrawal. Attendance is monitored on a monthly basis to determine unofficial withdrawals.

**f. Institute Closure; Program Cancellation.** If the Academy is permanently closed and no longer have offers instruction after the Student enrolled, Academy shall provide a pro rata refund of all monies paid by the Student. If a Program is cancelled subsequent to a Student’s enrollment, before instruction in the course and /or program has begun the Academy shall, at its option, either: (i) provide a full refund of all monies paid by the Student; or (ii) provide for completion of the Program. If the Academy cancels a course and/or program and ceases to offer instruction after the students have enrolled and instruction has begun, the Academy shall at it option (i) Provide completion of the course or(ii) Provide a full refund of all monies paid.

**.g. Withdrawal Fees.** If Student withdraws or is terminated from the Academy for any reason, then Student will be charged a \$150.00 withdrawal fee, unless such withdrawal takes place within three (3) Business Days after the Enrollment Date, as described in Section 5(a) above.

**h. Return of Unearned Funds From Title IV Programs.** The Institute will determine the amount of any Title IV aid to be returned in accordance with the Department of Education Guidelines. An eligible Title IV aid recipient who fails to complete over 60% of a payment period is considered to have not earned all the federal aid that may have been previously awarded. A required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. In many cases, this policy may also result in the student owing a refund to the Department of Education. The following is the distribution of unearned aid that must be returned: Federal Family Education Loan Programs, Federal Pell Grants, FSEOG, and then the Student. All Title IV refunds will be made within **45** Days of the determination of withdrawal.

**i. Return of Unearned Funds From Non-Title IV Loans.** If any portion of the Total Fee is funded through a loan other than a Title IV loan, then Student and any Responsible Guardian hereby authorizes Institute to pay any refund directly to the lender, up to the outstanding loan amount.

## GENERAL INFORMATION

Standards: Because every student is a future employee, manager or entrepreneur, standard of

professionalism must be met in preparation of the demands of the industry

The following is the standards are as follows:

- Student dress code must be observed
- No exposure of skin. Complete coverage of cleavage, bare midriff, or stomach or back while raising your arms, stooping, and bending
- No hoods or sweatshirts
- Tattoos must be covered if suggestive, sexual or offensive in nature.
- Headphone, cell phones, and pager are not allowed in the clinic, classroom, bathroom or hallways. They are only allowed in the lunch room when students are on break or lunch.
- No student is allowed to recline in clinic chairs
- Students who are disruptive in the classroom clinic floor (rudeness, foul language or other unprofessional behavior) will be sent home for the day.
- Food nor drinks are allowed on the clinic floor or classroom
- Smoking is only allowed behind the building. No one is to smoke in front of the building

### **Grounds for Termination:**

Unprofessional conduct which discredits the individual or the academy will be subject to termination.

Students must conduct themselves so they do not interfere with other students or the educator. The staff at Nashville Academy reserves the right to terminate a student on any of the following grounds:

- Non-compliance with the rules of the Academy's rules and regulations.
- Conduct that reflects unfavorably upon the Academy or its students.
- Creating a safety hazard to other students.
- Excessive absences or tardiness.
- Cheating.
- Falsifying records
- Disobedient or disrespectful behavior to faculty or other students.
- Unprofessional conduct.
- Entering the Academy while under the influence or effects of alcohol. Drugs, or narcotics.
- Carrying a concealed or potentially dangerous weapon.
- Sexual Harassment of any kind including intimidation and discrimination.
- Denying a service that the instructor assigned a student to perform.

### **SEXUAL HARASSMENT AND ANTI-HAZING POLICY**

The Academy is committed to ensure an educational environment that is free of sexual harassment, sexual violence or harassment based on sexual orientation.

1. Definition of Sexual Harassment unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:
  - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the Academy.
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic decision or other decisions about participating in student activities or other event activities sanctioned by the Academy.
  - c. Such conduct has the purpose or effect of threatening an individual's academic performance or creating an intimidating, hostile or offensive educational environment.
2. Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as Amended in 1972,(78 Stat. 253: 42 U.S. C. 2000e et seq.) This is punishable under both federal and state laws.

3. Definition of Sexual Violence or Assault: acts of sexual violence, such as rape, acquaintance rape or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the Academy as such acts are inappropriate and create an environment contrary to the goals and mission of the Academy. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and /or possible action by appropriate law endorsement agencies

### **Complaint Procedures**

Most complaints arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. In the event a dispute cannot be successfully resolved at the institution level, which is usually resolved through the Director, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint, the CEO will meet with the complainant to resolve the problem. The CEO will respond to complaint within 30 working days from the time of the meeting.

If the complaint cannot be resolved by the CEO, the student may pursue the matter further through the accrediting agency after going through the school's complaint process.

National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street  
Alexandria, VA 22314  
37243-1148

Tennessee State Board of Examiners  
500 James Robertson Parkway  
Nashville, Tennessee

### **CAMPUS SECURITY**

By September 1 of each year, the school will publish and distribute the annual campus security report to all current students and employees, directly, by hand delivery. In addition, the report is provided upon request to all prospective employees. Such individuals are informed of the report's availability and given the opportunity to request a copy. The complete Campus Security, Crime Awareness and Drug Free Workplace Policy is a distributed after its revision, which occurs on September 1<sup>st</sup>.

### **STUDENT INFORMATION RELEASE POLICY**

Unless otherwise required by law or NACCAS or any other accreditation process the Academy requires written authorization from a student or parent/guardian, of a dependent minor, in order to release academic, attendance enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents/guardians of a dependent minor may deny authority to publish "directory information" such as name, address, phone number, etc.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Nashville Barber and Style academy complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All student's records are confidential. Students and parents or guardians of students under the age of 18, who are in regular attendance at Nashville Barber have the right to inspect and review the student's privacy or other rights. Students and or parents/guardians should schedule an appointment with the Academy Director to review the student's records

### **CHANGES MADE BY THE INSTITUTION**

If the academy cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or charge. If the academy is unable to make alternative arrangements that are satisfactory to both parties, the academy will provide a

prorated tuition adjustment and refund all money paid by the student the r\program that amount from the total amount paid. Any changes will be stapled to the catalog and sent to the students

**SCHOLARSHIPS**

All students requesting a scholarship must in writing submit an essay as to why they need the scholarship. Each scholarship is taken under advisement by the CEO of the Academy. All scholarships are based on completion of the program.

**FINANCIAL AID**

The Academy offers TITLE IV funding for those who qualify. The aid available is Pell Grants and the Direct Student Loans. Students may receive information regarding the financial aid may call 615-612-2505

**TUITION:**

**The methods of payment of monies owed to institution must be identified, i.e. cash credit card, money order, check, Title IV, loan etc.**

1500 hour Master Barber Course		750 hour Cos/Barber Course		Instructors Course	
Tuition	\$14,500.00	Tuition	\$8900.00	Tuition	\$5000.00
Reg. fee	100.00	Reg. fee	100.00	Reg. Fee	<u>100.00</u>
Kit book	<u>1,400.00</u>	Kit book	<u>1225.00</u>		<u>\$5100.00</u>
Total	\$16,000.00		\$10,225.00		

This school is licensed through the:  
 Tennessee State Board of Examiners  
 500 James Robertson Parkway  
 Nashville, Tennessee 37243-1148  
 (800) 480-9285 or (615) 741-1310

Institution is accredited by:  
 National Accrediting Commission of Career Arts & Sciences  
 3015 Colvin Street  
 Alexandria, VA 22314  
 (703) 600-7600

**Administrative and Faculty Staff**

- |                 |                                      |
|-----------------|--------------------------------------|
| Melvin J. Smith | CEO                                  |
| Judy Owens      | Director of Financial Aid/Compliance |
| Tamika Johnson  | Student Services/Admissions          |

Beulah Morgan

Lead Instructor of Barbering

Wakius Hereford

Lead Instructor of Barbering

Calvin Hampton

Lead Instructor of Barbering