FAMILY

BARBER COLLEGE

STUDENT CATALOG

Published 2026

TABLE OF CONTENTS

Introduction to Family Barber College.....	2
Hours of Operation.....	2
Mission Statement.....	3
Facility.....	3
Programs and Equipmemt.....	3
Licensing, Accreditation, and Foreword.....	3-4
Our Staff.....	4
School Cancellation and National Holidays.....	4
Admissions Policy and Requirements.....	4-5
Transfer and Re-entry Policy.....	5
Program Tuition and Fees.....	6-7
Payment Plans, Scholarships, and Financial Aid.....	7-8
Student Support Services.....	8
Curriculum.....	9-22
Satisfactory Academic Progress (SAP) Policy.....	23-26
Tardiness Policy.....	26
Excused and Unexcused Absences.....	26
Breaks.....	26
Dress Code.....	26
Textbooks.....	27
Copyright Infringement Policy.....	27
Required Tools.....	27
Distance Education, Seminars and Conferences.....	27
Notice of Changes.....	28
Refund Policy.....	28-29
Terminations, Grievance Process and Policy.....	29
General Terms & School Destruction.....	29-30
Academic Integrity.....	30
Certificate of Completion/ Graduation Requirements.....	30
FERPA and Student Access to Files.....	30
Confidential Records/ Release of Information.....	31
Unauthorized Use and Entry.....	31
Tobacco.....	31
Illegal Drugs.....	31
Expectations and Job Placement.....	32
Physical Demands.....	32
Safety Requirements.....	32
Required Licensing.....	33
Additional Requirements.....	33
Occupational Requirements.....	33

FAMILY BARBER COLLEGE (FBC) STUDENT CATALOG

2246 Glenwood Ave
Youngstown, OH 44511
Phone: (234)228-8905 Fax: (234)228-8904

Website: www.fbc-ohio.com
Published 2026

Introduction:

The history of Family Barber College, hereafter referred to in this handbook as FBC, began in Youngstown, Ohio, in 2026 and continues through the achievements of each student and graduate. FBC was founded to honor the tradition, discipline, and craftsmanship of barbering while preparing students to succeed in today's professional barbering and grooming industry. Family Barber College is committed to providing educational opportunities that enrich lives, strengthen families, and inspire individuals to succeed, serve, and care for others. Through hands-on training, career-focused instruction, and professional development, FBC provides students with the technical skills, confidence, and knowledge needed to build rewarding careers in a flexible and exciting profession**.** FBC is proud to serve the Youngstown community by providing a supportive educational experience that encourages both personal and professional growth. We believe every student has the potential to create a successful future, make a positive impact within the community, and carry forward the proud legacy of the barbering profession.

All programs at Family Barber College are taught in English.
All catalogs, agreements, and any materials used at Family Barber College are in English.

Family Barber College offers students:

- A well-rounded educational program, equipping students with the skills to meet the demands of the barber and beauty industry.
- Instruction to maximize student employability in the field
- Practical knowledge and theory of hairstyles ranging from standard to modern hairstyles.
- Experience with all clientele requests such as permanents, hair coloring, shaving, scalp-care, etc.
- Hope, confidence, and opportunity to anyone regardless of age, creed, color, or national origin.
- An educational experience surpassing the current standard

Family Barber College offers the community:

- A new hub for economic development and growth.
- A fresh new business adding tax revenue back into the community.
- Employable graduates, ready to work and pay taxes (in many cases, getting off some form of public assistance).
- Crime reduction by providing past offenders a different path, skills and employability thus reducing the potential for recidivism.
- An institution, bringing students in from the outside the community.

HOURS OF OPERATION AT FBC: Doors open at 8:30am. Classes are taught Tuesday - Saturday from 8:45am - 5:15pm. FBC has open enrollment every Tuesday. Distance Education (optional) offered Monday - Saturday from 8:45am – 7:15pm (10 Hours)

OUR MISSION STATEMENT

Family Barber College is a professional school that is committed to maintaining its standard of excellence. Family Barber College provides students with training, educational experiences, and tools necessary to prepare for a successful and fulfilling career in today's barber and beauty industry.

The major goals of our college include:

- Provide each student with a superior and extraordinary level of education.
- Prepare students to successfully pass the state board examination with confidence.
- Assist students with career placement and aid in developing the student's entrepreneurial skill.

ACCREDITATION AND APPROVALS

The Ohio State Cosmetology and Barber Board (herein known in this document as OSCBB) institutionally approves FBC, located at 5025 Bradenton Ave Suite 130 Dublin, Ohio 43017 (phone: 614-466-3834).

FBC FACILITY

FBC consists of a lobby area, main cutting floor with proper ventilation, practical room, break room, classroom, supply room for safe product storage, laundry room, male/ female restrooms, instructor's office, and director's office. First aid kit is located at the front desk or utility rooms. Evacuation procedures are posted in case of fire or emergencies.

FBC PROGRAMS/ EQUIPMENT

Barbering consists of haircutting, barbershop management, shaving, trimming the beard, coloring the hair, applying hair tonics, facial and scalp massages, treatments with oils, creams, lotions, or other preparations, either by hand or other mechanical appliances. Equipment consists of barber chairs, clippers, shears, textbooks, mannequins, shampoo stations, washer and dryer, biohazard containers, overhead projectors, big screen televisions, lockers, desks, tables, microwaves, and vending machines.

Cosmetology consists of haircutting, salon management, coloring the hair, applying hair tonics, facial and scalp massages, treatments with oils, creams, lotions, or other preparations, either by hand or other mechanical appliances. Equipment consists of salon chairs, clippers, shears, textbooks, mannequins, shampoo stations, washer and dryer, biohazard containers, overhead projectors, big screen televisions, lockers, desks, tables, microwaves, and vending machines.

Manicuring consists of performing manicures and pedicures, shaping and polishing nails, applying artificial nail enhancements, nail art, cuticle care, hand and foot treatments, sanitation and infection control procedures, and salon management. Equipment consists of manicure tables, pedicure chairs, nail drills, UV/LED curing lamps, hand rests, textbooks, mannequin hands, sterilization and disinfection supplies, biohazard containers, overhead projectors, big screen televisions, lockers, desks, tables, microwaves, and vending machines.

Students are not allowed to perform service on themselves. Any property left on premises after ten (10) days following termination or unenrollment becomes property of FBC.

FOREWARD

This student catalog is designed to provide you with a better understanding of FBC's policies and procedures. This student catalog includes general information regarding school's policies and procedures, school operations, admissions, and education that apply to your during your educational experience with FBC. These policies and procedures are guidelines to follow and complete as reasonably possible. However, they are not all-inclusive. Company management may make changes at any time by adding to, deleting, revising, or totally revoking any existing policies, practices, and procedures without notice. Circumstances may arise that were not anticipated; therefore, management may vary from stated policies and practices, if, in their opinion, the circumstances dictate. Students will be notified of any changes made.

The information contained in this Student Catalog supersedes all prior oral and written representations or statements regarding personnel policies, practices, and procedures of the school. Final interpretation of any policy, practice, procedure, etc. is at the discretion of the Owner/ Director. Violations of these policies are based on our Disciplinary Policies and may result in disciplinary actions that could include immediate termination of a student. Our success is strengthened by our student's commitment to growth and continued excellence. We look forward to teaching you and hope your experience with FBC will be a happy and successful one. Once again, welcome to Family Barber College!

FBC STAFF

Chris Mercury	**Director / Barber Instructor**
Christin Cylar	**Cosmetology Instructor**
Asiah Rhodes	**Director of Admissions**
Kelan Bilal	**Substitute Instructor**

OPENINGS AND NATIONAL HOLIDAYS

FBC offers year around programs. Classes are held Tuesday- Saturday 8:45am-5:15pm (Barber, Barber with Cosmetology License, Cosmetology, and Manicurist programs). Open enrollment is every Tuesday. FBC recognizes national holidays of religious and historic importance. FBC will be closed the following days:

NEW YEAR'S DAY	**MEMORIAL DAY**	**INDEPENDENCE DAY**
LABOR DAY	**THANKSGIVING DAY**	**CHRISTMAS DAY**

CANCELLATION OF CLASS

Due to inclement weather or other school crisis, FBC will notify students via phone call or text message. You can also check the local (WKBN Channel 27 news) for FOX Channel 8 news closures.

ADMISSIONS POLICY

As part of the admission process, you will be given a tour of FBC facilities, an orientation, given a copy of the most recent student catalog with the most updated annual report statistics and state licensing requirements. The pre-enrollment orientation is to evaluate motivation and determine any factors that could preclude employment in your desired program elected.

Upon completion of all pre-enrollment requirements, a formal executed enrollment agreement will become part of your student file. Scholarships are on a first come, first serve basis.

FBC does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of sex, age, race, color, religion, ethnic origin, sexual orientation, gender identity, nor does it recruit student already attending or admitted to another school offering similar programs of study.

The school requires that each student enrolling at Family Barber College:

1. Complete an application for enrollment
2. Has access to a copy of the student catalog
3. Pre-enrollment checklist has been completed, and in their file.

NOTE: The Barber with Cosmetology license program requires a valid Ohio Cosmetology License and must meet all the above requirements

The OSCBB requires students to submit specific documentation during the exam application, therefore, the following documents are required for submission to Family Barber College and/or OSCBB:

1. Birth certificate (Must be 16 years or older to enroll)
2. Valid driver's license or a state issued ID
3. College degree, High School diploma, GED, proof of 8th grade education or higher with 225-hour assessment test

Upon receipt of your application and registration fee, FBC will confirm a space on condition that all admission requirements are met. FBC reserves the right to reject any applicant for admission not meeting the requirements for the course selected. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects of such invalid or unenforceable provision was omitted.

RE-ENTRY POLICY

Students who have withdrawn, been dropped, or terminated, may apply for re-entry. Students who are re-admitted into the program are at the discretion of the director. This will depend on what steps the student has accomplished to rectify any previous problems, if applicable. If a student is requesting re-entry 30 days or more after withdrawal, being dropped, or termination, FBC requires the student to pay a fee of $150.

TRANSFERS

The board must receive a discontinuance from the school the student is transferring from stating the total amount of hours completed and that the school is releasing the student's hours. Once the discontinuance is completed, FBC will assess to see how many hours will be allowed for transferring. The discontinuance form can be found at https://cos.ohio.gov. Once the discontinuance process is completed, FBC will begin the admission process.

PROGRAM HOURS

	Total Hours	Weeks	Scheduled Hours
Baber Program (FT, 40 hrs/wk)	1800	45	1800
Barber Program (PT, 20 hrs/wk)	1800	90	1800
Barber with Cosmetology License Program (FT, 40 hrs/wk)	1000	25	1000
Barber with Cosmetology License Program (PT, 20 hrs/wk)	1000	50	1000
Cosmetology Program (FT, 40 hrs/wk)	1500	37.5	1500
Cosmetology Program (PT, 20 hrs/wk)	1500	75	1500
Advanced Cosmetology Program (FT, 40 hrs/wk)	300	7.5	300
Advanced Cosmetology Program (PT, 20 hrs/wk)	300	15	300
Advanced Manicuring Program (FT, 40 hrs/wk)	100	2.5	100
Advanced Manicuring Program (PT, 20 hrs/wk)	100	5	100
Manicuring Program (FT), 40 hrs/wk)	200	5	200
Manicuring Program (PT), 20 hrs/wk)	200	10	200

TUITION AND FEES

BARBER PROGRAM (1800)

Occupational Level achieved at completion: Licensed Barber

Registration Fee (Non- Refundable)	$100.00
Tuition	$14,400.00
Tool Kit Fee (Non-Refundable)	$550.00
Exam Kit Fee (Non- Refundable)	$250.00
Textbook (Non-refundable)	$100.00
Uniform (Non- Refundable)	$100.00
Total Program Price	**$15,500.00**

BARBER WITH COSMETOLOGY LICENSE PROGRAM (1000)

Occupational Level achieved at completion: Licensed Barber

Registration Fee (Non-Refundable)	$100.00
Tuition	$8,000.00
Tool Kit Fee (Non-Refundable)	$625.00
Exam Kit Fee (Non-refundable)	$250.00
Textbook (Non-refundable)	$100.00
Uniform (Non-refundable)	$100.00
Total Program Price	**$9,175.00**

ADDITIONAL FEES

State Exam Fee	**$55.00**
License Fee	**$30.00**
Total Exam Fees	**$85.00**

COSMETOLOGY PROGRAM (1500)

Occupational Level achieved at completion: Licensed Cosmetologist

Registration Fee (Non- Refundable)	$100.00
Tuition	$14,250.00
Tool Kit Fee (Non-Refundable)	$700.00
Exam Kit Fee	$250.00
Textbook	$100.00
Uniform	$100.00
Total Program Price	**$15,500.00**

ADVANCED COSMETOLOGY PROGRAM (300)

Occupational Level achieved at completion: Licensed Advanced Cosmetologist

REGISTRATION FEE (NON- REFUNDABLE)	$100.00
TUITION	$2,850.00
TEXTBOOK	$100.00
UNIFORM	$100.00
TOTAL PROGRAM PRICE	**$3,150.00**

ADVANCED MANICURING PROGRAM (100)

Occupational Level achieved at completion: Licensed Advanced Manicurist

Registration Fee (Non- Refundable)	$100.00
Tuition	$950.00
Textbook (As Needed)	$100.00
Uniform (As Needed)	$100.00
Total Program Price	**$1,250.00**

MANICURING PROGRAM (200)

Occupational Level achieved at completion: Licensed Manicurist

Registration Fee (Non- Refundable)	$100.00
Tuition	$1,900.00
Tool Kit Fee (Non-Refundable)	$400.00
Exam Kit Fee	$100.00
Textbook	$100.00
Uniform	$100.00
Total Program Price	**$2,700.00**

ADDITIONAL FEES

State Exam Fee	**$40.00**
License Fee	**$45.00**

Supplemental material is included in the Kit fee. Cost of books and uniforms/ smocks re not included in the kit fee. Tuition, kit, and registration fees are subject to change and updates will be done here applicable.

FBC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the department of Veterans Affairs under chapter 31 or 33.

PAYMENT PLANS AND SCHOLARSHIPS

Tuition costs may be paid in full when registering or paid in monthly installments of cash, check, or money order. When available, the institution will assist eligible applicants with various types of financial assistance programs. Eligibility for tuition assistance/scholarship:

- Must have at least 80% GPA (Practical and theory)
- Must have 90% attendance
- Must have ZERO school policy infractions
- Must be active in community events
- Must complete 250- word essay on why you should receive assistance

Any student admitted to FBC will make sure that the receptionist and Instructor has the correct name, address, phone numbers, and emergency contact information on file in the case of an emergency or when it is necessary to contact the student.

ALL MONEY OWED TO THE INSTITUTE MUST BE PAID IN FULL OR A PAYMENT PLAN BEFORE RECEIVING GRADUATION PAPERWORK.

ELIGIBILITY FOR TITLE IV/ FINANCIAL AID (IF APPLICABLE)

- Student must have a High School Diploma, GED certification, or student must pass an independently administered test approved by the US Department of Education.
- Be enrolled as a regular student in an eligible program.
- Be a United States Citizen or an eligible non-Citizen
- Have a social security number
- Maintain a Satisfactory Academic Progress report
- Sign a statement of updated information
- Sign a statement of educational purposes or certification statement on refunds and default.

Federal Student Aid awards are based on financial need. Need is the difference between your cost education (expenses such as tuition, fees, books, supplies, and other related expenses) and the amount that you and your family are expected to contribute towards your education.

SELECTIVE SERVICES REGISTRATION

To be eligible to receive Title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student who is below the age of 18 or was born before January 1, 1960, does not have to register with selective services).

STUDENT SUPPORT SERVICES

FBC assists students and graduates with employment assistance by connecting them with local barbershops in the community. Excalibur Barbershop, The Barbershop, Look Good Feel Good, and many other barbershops and salons in the surrounding areas. FBC aims to not only give our students extraordinary education, but we also want to help them in any way possible with issues outside of school.

Youngstown Metropolitan Housing Authority (YMHA)
Low-income Housing
(330) 744-2161

Gloris Counseling Services
Mental Health
(330) 330-8332

Mahoning County Mental Health & Recovery Board
Mental health
(330) 746-2959

Barber Program Curriculum (1800 Hours)

Program Overview

The Barbering program is designed to provide competency-based knowledge, theory, and hands on fundamentals associated with the barber industry. The program provides both simulated and authentic environments that enable students to develop technical skills. Course work includes instruction in all phases of professional barbering: history, sanitation and safety, hair design, related sciences, and business principles. This program prepares student to take the Ohio State Board Examination required for licensing.

Course Description

The Barber Program will introduce students to basic barbering skills. Students will also work toward the skills and techniques that are the foundation for barbering. Topics include barbering occupations, safety, professional image, and communication as well as hair grooming, cutting, and trimming. Various hands-on activities as well as textbook- based work, lectures, and group discussions will reinforce students' learning. Throughout the course students will obtain hours, which can be used toward the Ohio State Licensing requirements.

Pre-Requisites: N/A

Course Objectives:

1. Students will gain an understanding of the field of barbering and what type of physical and technical qualifications are needed to be a successful barber
2. Students will develop necessary skills such as time management, communication, and professionalism as well as hand-eye coordination and fine motor skills.

Equipment and Supplies

FBC will provide a barbering textbook and introduction to barbering kit that students will use for the entire course. A list of supplies will be in included in the kit.
The student is required to wear a closed toe, rubber shoe, worn for safety while working in the barbershop/ lab.

Textbook

Milady. Milady Standard Professional Barbering, 6th Edition. Clifton Park, NY: Cengage, 2017 is used for training.

Grading:

Minimum of 70% Written Grade

- Test, quizzes, homework, vocabulary, etc.

Minimum of 70% Practical Grade

- All hands- on activities

School Name: Family Barber College

Subject Area: 1800/BARB	Core Hours Clinic 1800	Clinic Minimum 50%	Theory Minimum 25%
General Sciences Infection Control Principles/Practices Standard Precautions General Anatomy and Physiology Electricity Basics & Chemistry Basics	**80**	**40**	**20**
Properties of the Hair & Scalp Diseases & Disorders Chemistry Hair Structure	**80**	**40**	**20**
Hair Procedures Practices & Treatments Shampoos/Rinses/Treatments Draping Hair Replacement	**40**	**20**	**10**
Haircutting Haircutting I - Basics/Tapers Haircutting II – Style/Trend Cuts Haircutting III - Styling Haircutting Techniques Barber Implements/Tools	**600**	**300**	**150**
Chemical Procedures/Practices/Products Chemical Texturizing Permanent Wave Chemical Relaxers Hair Color Single/Double Process Lighteners/Bleach Toners/Special Effects Color Theory	**300**	**150**	**75**
Facial Shaving & Beard Trimming Identifying Facial Shaving Areas Razor Positions & Strokes Body Positioning Types of Shaves Beard Trimming Honing & Stropping	**400**	**200**	**100**
Skin Care Procedures & Practices Basic Facial Procedures/Skin Type/Products Skin Anatomy Structure/Diseases/Disorders/Conditions	**200**	**100**	**50**
Shop Operations & Communication Skills Shop Operation & Management Career Dev/Professional Image/Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Barber History Human Trafficking – One **(1)** Hour Required	**100**	**50**	**25**

Clinic Hours	**900**
Theory Hours	**450**
Flexible Learning Hours	**450**
Curriculum Total Hours	**(Must equal 1800) 1800**
Distance Learning Hours (Cannot exceed 360 hours)	**360**
Distance Learning Platform Used	**Zoom, Google Classroom, Kahootz**

Flexible Learning Hours may be used:

- **At the school's discretion throughout the curriculum**
- **To create an Individualized Learning Plan**
- **For internship Hours.**

Distance Platform box must be completed if Distance Hours are used.

Barber with Cosmetology License Program Curriculum (1000 Hours)

Program Overview

The Barber with Cosmetology License Program is similar to the Barber Program as it is designed to provide competency-based knowledge, theory, and hands- on fundamental associated with the barber industry. The program provides both simulated and authentic environments that enable students to develop technical skills. Course work includes instruction in all phases of professional barbering: history, sanitation and safety, hair design, related sciences, and business principles. This program prepares students to take the Ohio State Board Examination required for licensing.

Course Description

The Barber with Cosmetology License Program will introduce students to basic barbering skills. Students will also work toward the skills and techniques that are the foundation for barbering. Topics include barbering occupations, safety, professional image, and communication as well as grooming, cutting, and trimming. Various hands-on activities as well as textbook- based work, lectures and group discussions will reinforce students' learning Throughout the course, students will obtain hours which can be used toward the Ohio State Licensing requirements.

The specialized Barber with training will include additional subject areas that are crucial to barbering such as:

- Haircutting Shaving
- Sanitation and Hygiene
- Scalp Massage
- Shampooing
- Facials
- Shop Management
- Laws and Regulations
- Hair Coloring
- Hair Relaxing
- Hair Pieces
- Hair Styling

Pre-Requisites:

- Valid Cosmetology License

Course Objectives:

1. Students will gain an understanding of the field of barbering, and what physical and technical qualifications are needed to be a successful barber.
2. Students will develop necessary skills such as time management, communication, and professionalism.
3. Students will develop hand-eye coordination and fine motor skills through hands-on activities.

Equipment and Supplies

FBC will provide Barbering textbook and an Introduction to Barbering Kit that students will use for the entire course. Students will be held responsible to replace any missing items they may need to complete their training. A list of supplies will be included in the kit. The approximate cost to replace the kit is $500. Student will be required to wear a closed toe, rubber shoe worn for safety while working in the barbershop/ lab.

Textbook

Milady. Milady Standard Professional Barbering, 6th Edition. Clifton Park, NY: Cengage, 2017 is used for training.

Grading

Minimum of 70% Written Grade

- Tests, quizzes, homework, vocabulary, etc.

Minimum of 70% Practical Grade

- all hands- on activities

School Name: Family Barber College

Subject Area: 1000/BARB	Core Hours Clinic 1000	Clinic Minimum 50%	Theory Min. 25%
General Sciences Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics & Chemistry Basics	**40**	**20**	**10**
Properties of the Hair & Scalp Diseases & Disorders Chemistry Hair Structure	**20**	**10**	**5**
Hair Procedures Practices & Treatments Shampoos/Rinses/Treatments Draping Hair Replacement	**20**	**10**	**5**
Haircutting Haircutting I - Basics/Tapers Haircutting II – Style/Trend Cuts Haircutting III - Styling Haircutting Techniques Barber Implements/Tools	**350**	**175**	**87.50**
Chemical Procedures/Practices/Products Chemical Texturizing Permanent Wave Chemical Relaxers Hair Color Single/Double Process Lighteners/Bleach Toners/Special Effects Color Theory	**90**	**45**	**22.50**
Facial Shaving & Beard Trimming Identifying Facial Shaving Areas Razor Positions & Strokes Body Positioning Types of Shaves Beard Trimming Honing & Stropping	**400**	**200**	**100**
Skin Care Procedures & Practices Basic Facial Procedures/Skin Type/Products Skin Anatomy Structure/Diseases/Disorders/Conditions	**40**	**20**	**10**
Shop Operations & Communication Skills Shop Operation & Management Career Dev/Professional Image/Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Barber History Human Trafficking – One (1) Hour Required	**40**	**20**	**10**

Clinic Hours	**500**
Theory Hours	**250**
Flexible Learning Hours	**250**
Curriculum Total Hours	**(Must equal 1000) 1000**
Distance Learning Hours (Cannot exceed 200 hours)	**200**
Distance Learning Platform Used	**Zoom, Google Classroom, Kahootz**

Flexible Learning Hours may be used:

- **At the school's discretion throughout the curriculum**
- **To create an Individualized Learning Plan**
- **For internship Hours.**

Distance Platform box must be completed if Distance Hours are used.

Cosmetology Program Curriculum (1500 Hours)

Program Overview

The Cosmetology program is designed to provide competency-based knowledge, theory, and hands on fundamentals associated with the cosmetologist *industry. The program provides both simulated and authentic environments that enable students to develop technical skills. Course work includes instruction in all phases of professional* cosmetologist*: history, sanitation and safety, hair design, related sciences, and business principles. This program prepares student to take the Ohio State Board Examination required for licensing.*

Course Description

The cosmetologist Program will introduce students to basic cosmetology skills. Students will also work toward the skills and techniques that are the foundation for cosmetology. Topics include cosmetology occupations, safety, professional image, and communication as well as hair grooming, cutting, and trimming. Various hands-on activities as well as textbook- based work, lectures, and group discussions will reinforce students' learning. Throughout the course students will obtain hours, which can be used toward the Ohio State Licensing requirements.

Pre-Requisites: N/A

Course Objectives:

1. Students will gain an understanding of the field of cosmetology and what type of physical and technical qualifications are needed to be a successful cosmetologist.
2. Students will develop necessary skills such as time management, communication, and professionalism as well as hand-eye coordination and fine motor skills.

Equipment and Supplies

FBC will provide a cosmetology textbook and introduction to cosmetology kit that students will use for the entire course. A list of supplies will be in included in the kit. The student is required to wear closed toe, rubber shoe, worn for safety while working in the salon/ lab.

Textbook

Milady. Milady Standard Cosmetology*, 14th Edition. Clifton Park, NY: Cengage, 2022 is used for training.*

Grading:

Minimum of 70% Written Grade

- Test, quizzes, homework, vocabulary, etc.

Minimum of 70% Practical Grade

- All hands- on activities

1500 Hour Advanced Cosmetology Curriculum

School Name: Family Barber College

Subject Area: 1500/COS	Core Hours Clinic 1500	Clinic 1500 Min.50%	Theory Min. 25%
General Sciences Infection Control Principles/Practices Universal Precautions Anatomy Electricity Basics & Chemistry Basics	80	40	20
Properties of the Hair & Scalp/Trichology Diseases & Disorders Hair Texture/Wave Patterns Chemistry	80	40	20
Hair Procedures /Practices/Styling Client Protection Shampoos/Rinses/Treatments Wet/ Finish/Formal Hair Styling Thermal Styling Techniques Braiding Wigs & Hair Additions	140	70	35
Haircutting Haircutting Basics Haircutting Techniques Tools (Shears/Razor(Texturizing/Clippers/Trimmers	230	115	57.5
Chemical Procedures/Practices/Products Chemical Texturizing Permanent Wave Chemical Relaxers Curl Re-forming/ Corrections Hair Color Single Process Lightening Toner/Special Effects	390	195	97.5
Nail Procedures & Practices Nail Anatomy Diseases/Disorders/Conditions Tools/Equipment Basic Manicure & Pedicure Nail Enhancements/Maintenance Massage	120	60	30
Skin Care Procedures & Practices Skin Anatomy Diseases/Disorders/Conditions Basic Facial Procedures/ Skin Type/Products Hair Removal Tools/Equipment Makeup	370	185	92.5
Artificial Lashes/Extensions	10	5	2.5
Salon Operations & Communication Skills Salon Operation & Management Career Dev/Professional Image/Communication/Life Skills Ohio Administrative Code & Ohio Revised Code Inspection/Enforcement/Policies/Procedures Continuing Education Human Trafficking-One (1) Hour Required	80	40	20

Clinic Hours	750
Theory Hours	375
Flexible Learning Hours	375
Curriculum Total Hours	(Must equal 1500) 1500
Distance Learning Hours (Cannot exceed 300 hours)	300
Distance Learning Platform Used	Zoom, Google Classroom, Kahootz

Flexible Learning Hours may be used:

- **At the school's discretion throughout the curriculum**
- **To create an Individualized Learning Plan**
- **For internship Hours.**

Distance Platform box must be completed if Distance Hours are used.

Advanced Cosmetology Curriculum (300 Hour)

Program Overview

The Advanced Cosmetology Program is designed to provide a high-level competency-based knowledge, theory, and hands on fundamentals associated with the cosmetologist *industry. The program provides both simulated and authentic environments that enable students to develop technical skills. Course work includes instruction in all phases of professional* cosmetologist*: history, sanitation and safety, hair design, related sciences, and business principles. This program prepares student to take the Ohio State Board Examination required for licensing.*

Course Description

The Advanced Cosmetologist Program will introduce students to advanced cosmetology skills. Students will also work toward the skills and techniques that are the foundation for cosmetology. Topics include cosmetology occupations, safety, professional image, and communication as well as hair grooming, cutting, and trimming. Advanced techniques/services, Salon Supervision and Management, Specialized Equipment Use and Control, Product and Service Sales Training, Communication Skills. Various hands-on activities as well as textbook- based work, lectures, and group discussions will reinforce students' learning. Throughout the course students will obtain hours, which can be used toward the Ohio State Licensing requirements.

Pre-Requisites: N/A

Course Objectives:

1. Students will gain an understanding of the field of advanced cosmetology and what type of physical and technical qualifications are needed to be a successful cosmetologist.
2. Students will develop necessary skills such as time management, communication, and professionalism as well as hand-eye coordination and fine motor skills.

Equipment and Supplies

FBC will provide a cosmetology textbook and introduction to cosmetology kit that students will use for the entire course. A list of supplies will be in included in the kit. The student is required to wear closed toe, rubber shoe, worn for safety while working in the salon/ lab.

Textbook

Milady. Milady Standard Cosmetology*, 14th Edition. Clifton Park, NY: Cengage, 2022 is used for training.*

Grading:

Minimum of 70% Written Grade

- Test, quizzes, homework, vocabulary, etc.

Minimum of 70% Practical Grade

- All hands- on activities

300 Hour Advanced Cosmetology Curriculum

School Name: Family Barber College

SUBJECT AREA	300 Hour Core	Clinic Minimum 50%	Theory Minimum 25%
Cosmetology Laws & Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedure	10	0	10
Public Health & Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety	50	25	12.5
Advanced Techniques Advanced techniques/services Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills	240	120	60
Total	**300**	145	82.5
Flexible Learning Hours	72.5		
Distance learning hours (Cannot exceed 60 hours)	**60**		
Distance learning platform used	**ZOOM, GOOGLE CLASSROOM, KAHOOTZ**		

Manicuring Program Curriculum (200 Hours)

Program Overview

The Manicuring program is designed to provide competency-based knowledge, theory, and hands on fundamentals associated with the Manicuring industry. The program provides both simulated and authentic environments that enable students to develop technical skills. Course work includes instruction in all phases of professional Manicuring: history, sanitation and safety, nail design, related sciences, and business principles. This program prepares student to take the Ohio State Board Examination required for licensing.

Course Description

The *Manicuring* Program will introduce students to basic *Manicuring* skills. Students will also work toward the skills and techniques that are the foundation for *Manicuring*. Topics include *Manicuring* occupations, safety, professional image, and communication as well as *Manicuring* grooming, cutting, and trimming. Various hands-on activities as well as textbook- based work, lectures, and group discussions will reinforce students' learning. Throughout the course students will obtain hours, which can be used toward the Ohio State Licensing requirements.

Pre-Requisites: N/A

Course Objectives:

1. Students will gain an understanding of the field of *Manicuring* and what type of physical and technical qualifications are needed to be a successful *Manicuring*.
2. Students will develop necessary skills such as time management, communication, and professionalism as well as hand-eye coordination and fine motor skills.

Equipment and Supplies

FBC will provide a *Manicuring* textbook and introduction to *Manicuring* kit that students will use for the entire course. A list of supplies will be in included in the kit. The student is required to wear closed toe, rubber shoe, worn for safety while working in the salon/ lab.

Textbook

Milady. Milady Standard Nail Technology 8th *Edition. Clifton Park, NY: Cengage, 2021 is used for training.*

Grading:

Minimum of 70% Written Grade

- Test, quizzes, homework, vocabulary, etc.

Minimum of 70% Practical Grade

- All hands- on activities

COURSE DESCRIPTION

The Manicurist course has been established for students who are only interested in the nail care area of cosmetology. During this course, each student will be introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in the clinic. Advanced training with artificial nail application and maintenance, nail wrapping, and nail tips are included in the course. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. They are taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed Manicurist for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. Our school offers the advanced licensing program to give our students additional training in salon management and operations. This course is taught in English.

COURSE GOALS & EDUCATIONAL OBJECTIVES

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of a manicure, pedicure, and several different types of artificial nails, as well as manage a manicuring salon.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures. To ensure continued career success, Family Barber College offers free continuing education for life to all graduates to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

200 Hour Manicuring Curriculum

School Name: Family Barber College

SUBJECT AREA	Recommended 200 Hour Core	Recommended Clinic 50% Core	Recommended Theory 25% Core
General Sciences **Infection Control Principles/Practices** **Universal Precautions** **General Anatomy** **Nail Structure & Growth** **Nail Diseases & Disorders** **Electricity Basics** **Chemistry Basics**	30	15	7.5
Nail Care **Client Protection** **Client Consultation** **Basic Manicure** **Basic Pedicure** **Massage** **Tools & Equipment** **Color Theory, Polish**	10	5	2.5
Nail Enhancements **Application/procedures/Maintenance/Repair** **Wraps** **Tips** **Monomer and polymer nail enhancements** **UV Gel** **Electric Filing** **Product Chemistry, Embellishments**	10	5	2.5
Salon Operations & Communication Skills **Salon Operation & Management** **Career Development/Professional Image** **Communication/Life Skills** **Ohio Administrative Code & Ohio Revised Code** **Inspection/Enforcement/Policies/Procedures** **Continuing Education, Human Trafficking- One (1) Hour Required**	55	27.5	13.75
Clinic Hours	100		
Theory Hours	50		
Flexible Learning Hours	50		
Curriculum Total Hours	200		
Distance Learning Hours **(Cannot exceed 40 hours)**	40		
Distance Learning Platform Used	**ZOOM, GOOGLE CLASSROOM, KAHOOTZ**		

Advanced Manicuring Program Curriculum (100 Hours)

Program Overview

The Advanced Manicuring program is designed to provide competency-based knowledge, theory, and hands on fundamentals associated with the Advanced Manicuring industry. The program provides both simulated and authentic environments that enable students to develop technical skills. Course work includes instruction in all phases of professional Manicuring: history, sanitation and safety, nail design, related sciences, and business principles. This program prepares student to take the Ohio State Board Examination required for licensing.

Course Description

The *Advanced Manicuring* Program will introduce students to basic *Advanced Manicuring* skills. Students will also work toward the skills and techniques that are the foundation for *Advanced Manicuring*. Topics include *Advanced Manicuring* occupations, safety, professional image, and communication as well as *Advanced Manicuring* grooming, cutting, and trimming. Various hands-on activities as well as textbook- based work, lectures, and group discussions will reinforce students' learning. Throughout the course students will obtain hours, which can be used toward the Ohio State Licensing requirements.

Pre-Requisites: Licensed Manicurist

Course Objectives

1. Students will gain an understanding of the field of *Advanced Manicuring* and what type of physical and technical qualifications are needed to be a successful *Advanced Manicuring*.
2. Students will develop necessary skills such as time management, communication, and professionalism as well as hand-eye coordination and fine motor skills.

Equipment and Supplies

FBC will provide a *Advanced Manicuring* textbook and introduction to *Advanced Manicuring* kit that students will use for the entire course. A list of supplies will be in included in the kit. The student is required to wear closed toe, rubber shoe, worn for safety while working in the salon/ lab.

Textbook

Milady. Milady Standard Nail Technology 8th *Edition. Clifton Park, NY: Cengage, 2021 is used for training.*

Grading:

Minimum of 70% Written Grade

- Test, quizzes, homework, vocabulary, etc.

Minimum of 70% Practical Grade

- All hands- on activities

COURSE DESCRIPTION: The Advanced Manicurist course has been established for students who are only interested in the nail care area of cosmetology. During this course, each student will be introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to patrons in the clinic. Advanced training with artificial nail application and maintenance, nail wrapping, and nail tips are included in the course. This course is also designed to teach students all areas of salon management, such as hiring new employees, payroll taxes, etc. They are taught good business techniques and practices as well as potential salon problems and their correction and prevention. This course will prepare the student to take the Ohio State Board exam to become a licensed Advanced Manicurist for an entry-level position in a salon as an independent contractor. The Ohio State Cosmetology and Barber Board does not require an advanced license to work alone in a salon. Our school offers the advanced licensing program to give our students additional training in salon management and operations. This course is taught in English.

COURSE GOALS & EDUCATIONAL OBJECTIVES

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Project professionalism, visual poise, and proper grooming.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of a manicure, pedicure, and several different types of artificial nails, as well as manage a manicuring salon.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information, and related matters to assure sound judgments, decisions, and procedures. To ensure continued career success, Family Barber College offers free continuing education for life to all graduates to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

100 Hour Advanced Manicuring Curriculum

School Name: Family Barber College

SUBJECT AREA	100 Hour Core	CLINIC 50% Core	Theory 25% Core
Cosmetology Laws & Rules Ohio Revised Code Statutes; Ohio Administrative Rules; License & Permit Policy & Procedures. Continuing Education Policies & Procedures; Inspection & Enforcement Policies & Procedures	10	0	10
Public Health & Safety Sanitation Practices & Procedures; Sterilization Practices & Procedures; Dispensary Operations & Procedures; Bacteriology, Contagious & Communicable Disease Control; Salon Operations & Procedures; Consumer & Product Safety	40	20	10
Advanced Techniques Advanced Anatomy of Hair & Scalp; Advanced Haircutting & Styling; Advanced Chemical Ser- vices; Salon Supervision & Management; Specialized Equipment Use & Control; Product & Service Sales Training; Communication Skills	50	25	12.5
Flexible Learning Hours	22.5		
Total	**100**	45	32.5
Distance learning hours	**20**		
Distance learning platform used	**ZOOM, GOOGLE CLASSROOM, KAHOOTZ**		

Satisfactory Academic Progress (SAP) Policy (I-XII)

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

Students are provided with a School Catalog on or before the first day of class that includes the terms and conditions relating to FBC, if not accesses after the pre-enrollment interview.

Progress towards the course objective is measured by evaluations in accordance with the school's published policies. The standard is the same whether the student is receiving Federal Financial Aids or not. The components of progress, which weigh equally in student evaluations are: ***Attendance records, Grades, and Adherence to the School rules and regulations***

I.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows (Scheduled Hours):

Barber Program	450, 900, 1350 Hours
Barber with Cosmetology License Program	450, 900 Hours
Cosmetology Program	375, 750, 1125 Hours
Advanced Cosmetology Program	150 Hours
Manicuring Program	100 Hours
Advanced Manicuring Program	50 Hours

All evaluations are completed and made available to students no later than 7 school business days from the actual evaluation being ran. Transfer students- midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for the satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course. The student will access a copy of their evaluation thereby making them aware of his/her status and that satisfactory progress has been evaluated in a timely manner.

II.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance scheduled to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met 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 80% cumulative attendance since the beginning of the course that indicates that. Given the same attendance rate, the student will graduate with the maximum time frame allowed. Students failing to make satisfactory progress will be given a warning and have until the next evaluation period to improve. Students who do not make satisfactory progress by the next evaluation point will be placed on probation and will be given until the next evaluation period to improve. At the next evaluation, if the student has not improved and met satisfactory progress, they will be terminated from the program.

III.

MAXIMUM TIME FRAME

Students who exceed the maximum time frame will be terminated. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE

	Total Hours	Max Weeks	Max Hours
Baber Program (FT, 40 hrs/wk)	1800	67.5	2700
Barber Program (PT, 20 hrs/wk)	1800	135	2700
Barber with Cosmetology License Program (FT, 40 hrs/wk)	1000	37.5	1500
Barber with Cosmetology License Program (PT, 20 hrs/wk)	1000	75	1500
Cosmetology Program (FT, 40 hrs/wk)	1500	56.25	2250
Cosmetology Program (PT, 20 hrs/wk)	1500	112.5	2250
Advanced Cosmetology Program (FT, 40 hrs/wk)	300	11.25	450
Advanced Cosmetology Program (PT, 20 hrs/wk)	300	22.5	450
Advanced Manicuring Program (FT, 40 hrs/wk)	100	12	150
Advanced Manicuring Program (PT, 20 hrs/wk)	100	24	150
Manicuring Program (FT, 40 hrs/wk)	200	9	300
Manicuring Program (PT), 20 hrs/wk)	200	18	300

All Hours including transfer hours are considered when completing within 150% of the course length.

IV.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. All students must maintain at least 70% to be satisfactory. Students are assigned academic learning and a minimum number of practical and written experiences. Academic learning is evaluated after each unit of study. Practical and written assignments are evaluated as completed and counted toward course completion only when rated at least 70% or better (grades will reflect completion of the practical assignment as a 100% rating). If the performance does not meet the satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skill evaluations will be conducted during the hours of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

To determine academic progress, students are assigned theory study, and a minimum number of practical experiences required for course completion. Theory 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. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Numerical grades are considered according to the following scale:

90-100%	A	EXCELLENT
80-89%	B	VERY GOOD
70-79%	C	SATISFACTORY
69% & under	F	FAILING

Students must maintain a written average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments within 30 days of the missed assignment or they will receive a failing grade. Make up test can only be scored as high as a 70%. Student progress is monitored monthly using the test scores from the chapters covered in that month. Students failing to make satisfactory progress will be given a warning and have until the next evaluation period to improve. At the next evaluation, if the student has not improved and met satisfactory progress, they will be terminated from the program.

V.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirement for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a

hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations so that they are aware of howe financial aid may be affected if eligible. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding, if receiving, interrupted, unless the student is on warning or has prevailed upon appeal resulting in status of probation.

VI.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the waiting 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 academic requirements, he/she may be placed on probation and, if applicable, student be deemed ineligible to receive the Title IV funds.

VII.

PROBATION

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

VIII.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

IX.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Students who withdrawal prior to completion of the course (i.e., course incomplete), and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

X.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination including the death of a relative, an injury, or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along 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 period. 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.

XI

NONCREDIT, REMEDIAL, COURSES, REPETITIONS

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

XII

TRANSFER

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

TARDINESS POLICY

Tardiness interrupts the learning environment. Instructors are required to arrive at school before 8:45 am. Students are required to arrive at school and punch- in on the time clock before 8:45 am. Any classes missed must be made up to meet the state curriculum requirements mandated by the Ohio Cosmetology & Barber Board. Each student will receive a copy of these requirements and their program curriculum on the first day of their class.

To encourage students to be punctual, the school has implemented the following policy:

- 1st Tardy, you will be docked 1 hour.
- 2nd Tardy, you will be docked 2 hours.
- 3rd Tardy, you will be given a writing assignment or suspended for 3 days.
  No Call, No Show (by 8:45 am or agreed start time) is a 3- day suspension.

Saturdays are "Mandatory", $16.00 per hour will be given on Saturdays. There will be a 7-day suspension if you miss a Saturday, and it was not pre-approved. If you are late coming from your lunch break, you will be docked an additional 1 hour and subject to suspension.

Continued tardiness will NOT be tolerated. You must appear in person to receive your suspension. Do not just take your suspension on your own, the Director or Instructor must give you that suspension in writing or verbally.

EXCUSED AND UNEXCUSED ABSENCES

An excused absence is defined by FBC as any absence due to death in family (spouse, siblings, parents, or children only). Hospital stays with proper documentation or Court Appearances with proper documentation. Any other absences are **unexcused**, and the student will be subject to paying for the absence or probation, suspension, or terminated as outlined in the SAP.

BREAKS

There will be a 30- minute lunch break, you must clock in and out. After your 30- minute lunch break, you must be ready for the next school assignment. Lunch is between 11:30 am-1:30pm. Based on the client's request, breaks may be delayed. You will also be allowed two 15-minute breaks, throughout the day (if the schedule permits). All students must park in designated area.

DRESS CODE

Students must come dressed daily in smocks (provided by FBC), smocks must be zipped up all the way, black pants **only**, and black footwear (not provided by FBC). During warmer months, shorts and skirts can be worn (must be knee-length). All hats must be FBC approved (has logo). Tattoos of explicit nature must be covered. No sunglasses. No sagging of any kind (if belt-loops are available, a belt is required), no ripped pants, flip-flops, or open toed shoes, No crocs with holes. No visible marks on neck area. Please see instructors for clarification. Any student not dressed accordingly will be asked to clock out and leave to correct their attire. Cell phones must be kept on **silent or vibrate at all times**. **No Cell phones** will be permitted while on the cutting floor or in the classroom during scheduled class time. NO EXCEPTIONS. **No food or drink** will be permitted outside of the breakroom. The refrigerator is emptied every Saturday. No open containers in your lockers (i.e., bag of chips, etc.). FBC will inspect lockers regularly.

TEXTBOOKS

Books and supplemental material are provided by FBC, students are responsible for their book during the course.

Milady Standard Professional Barbering, 6th Edition. Clifton Park, NY: Cengage, 2017 is used for training.
Milady Standard cosmetology, 14th Edition. Clifton Park, NY: Cengage, 2022 is used for training.
Milady Standard Nail Technology 8th Edition. Clifton Park, NY: Cengage, 2021 is used for training.

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REQUIRED TOOLS

Students are required to purchase kits prepared by FBC to assure the correct materials are received and their materials are consistent with what is deemed necessary for proper instruction. Your kit fee is not included in your tuition; but all students must have needed equipment to begin class.

DISTANCE EDUCATION (*OPTIONAL)

- Clock hours or credit hour equivalence earned through distance learning shall not exceed twenty per cent of the required program hours.
- Any hours or equivalent credit hours attained in this manner may not be recognized by other states, schools, or the agency of veteran affairs.
- The school must provide students with textbooks, supplementary instructional materials, and any additional equipment necessary to fulfill the program and course requirements.
- Students and instructors must have access to technical support for the educational course(s) or program(s) during the designated educational time frame established by the school to complete the assigned distance learning materials.
- Observable, measurable, and achievable student performance outcomes shall be identified so that courses and programs offered through distance learning can be compared to courses and programs with similar subject matter and objectives offered through traditional means. Schools must track and record student performance outcomes in such a manner as to allow an agent of the board to review the record for progress of any student engaged in distance learning.
- The school shall be responsible for the quality of the courses of study and programs offered through distance learning methods and the achievement of student performance outcomes, irrespective of any contractual arrangements, partnerships, or consortia entered into with third parties for the provision of components of a distance learning program or course of study. All distance learning content must be approved by the board before it is offered to students, and any changes in curriculum must be approved before being offered.

SEMINARS, CUTTING EVENTS AND CONFERENCES

Your participation is required and appreciated. These events will normally take place on Sundays and Mondays or could be an extension of your normal school day. A student can earn up to 10 hours per day.

NOTICE OF CHANGES

If there are any changes to any item listed in this catalog (i.e., fees, books, scheduling) student will receive at least a 2-week notice of any changes that will occur and will be asked to sign a statement stating they have been advised of any changes.

REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair, equitable and ethical settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course, or program cancellation, or school closure. A minimum adjustment requirement is followed to calculate refunds if applicable. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdraw.

A. Official cancellation or withdrawal shall occur on the earlier of the dates that:
    1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee, if applicable.
    2. A student or parent/ legal guardian cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded except a non-refundable application fee, if applicable, regardless of whether or not the student has actually started classes.
    3. A student cancels his/ her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee of $100, Tool kit fee of $625, Exam Kit Fee of $250, Textbook fee of $100, and smock/ uniform fee of $25, and a non-refundable application fee, if applicable.
    4. A student notifies the institution of his/her withdrawal in writing.
    5. A student is expelled by the school.
    6. In type 2, 3, 4, or 5 above, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

B. For students who enroll and begin classes, the following schedule of tuition earned by the school applies:

% OF SCHEDULED TIME ENROLLED	AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01 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% and over	100%

C. All refunds will be calculated for this clock hour school based on scheduled hours and the students last date of attendance.
D. Unofficial withdraws will for this clock hour school are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
E. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
F. In the case of disabling illness or injury, death in student immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
G. If the course is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid OR completion of the course at a later time.
H. If the course is cancelled after students have enrolled and instruction has begun, the school at its option, shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund for monies paid.
I. If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for students at the school option, to provide a pro-rata refund OR participate in a Teach-Out agreement.

J. No Accrediting agency has any part of this refund policy not in any collection efforts.
K. FBC will make sure all banks, lawyers, or any other third parties, clearly acknowledges the existence of the withdrawal and settlement policy, if applicable. If promissory note or contact for tuition are sold or discounted to third party, the third party must comply with the cancellation/ settlement policy of the institution.
L. If a student has exceeded their time, a refund will not be applicable, and the Tuition Adjustment Guidelines will not be needed.
M. Students who withdraw or terminate prior to course completion may be charged a cancellation or termination fee of $150.00.
N. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g., Extra materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
O. FBC complies with all state mandated policies, insuring ethical business practices.

STUDENT TERMINATION POLICY

The school reserves the right, without recourse on the part of the student to suspend or terminate their course of study at any time for **nonpayment of agreed upon tuition arrangement.**

DISRUPTIVE BEHAVIOR/ CONDUCT

Any person who disrupts classes or other educational functions on campus or off campus, verbal/ physical or insubordinate is subject to disciplinary action, which may result in suspension or termination. Director's agreements may be used in some cases to correct conduct issues to avoid possible suspension or termination. Any student placed on a suspension is not to return to the facility until the suspension is completed. Zero tolerance for cussing, bullying, or horseplaying. **Absolutely no fraternizing!!! (student to student or staff to student)** Dishonesty & theft of any kind will not be tolerated!!! Any person who maliciously utilizes social media to defame FBC, staff, students or customers will not be tolerated and will be subject to discipline up to and including termination.

GRIEVANCE PROCESS

Any student or staff grievance shall be in writing on designated grievance form. See the office for the proper form. The grievance will be reviewed by the owner/ director. The decision of the owner/ director is final and cannot be appealed. Any changes to this policy will be given in writing.

GRIEVANCE POLICY

- Student complaint must be made in writing on a designated complain/ grievance form provided by FBC within 60 days in which the act occurred.
- The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint.
- Depending on the nature and extent of the complaint, interviews with all involved parties may be necessary to reach a final solution.
- If the complaint cannot be resolved by FBC, contact the OSCBB at 5025 Bradenton Ave Suite 130 Dublin, Ohio 43017 (614) 466-3834.

GENERAL TERMS

FBC reserves the right to change or modify the program content, equipment, staff, or material and organization of classes as necessary, with approval of its accreditation agency if required. Such changes may be required to keep pace with technological advances and improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current enrolled students.

DESTRUCTION OF THE SCHOOL PROPERTY

Destruction or attempted destruction or damage to school's property, property area surrounding the college, or property belonging to the college or community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured or injured, and property of another real or personal, shall be subject to criminal prosecution up to and including termination from the program. Students are expected to respect the property of the college and that of others. Destruction of such property, deliberately or through carelessness, will be considered a serious breach of college standards.

ACADEMIC INTEGRITY

Academic integrity forms a fundamental bond of trust between colleagues, peers, educators, and students, for it underlies all genuine learning. At FBC, there is no tolerance for plagiarism or academic dishonesty in any form, including unacknowledged "borrowing" of proprietary material, borrowing pens, highlighters, pencils, copying answers on papers, or passing someone else's work as one's own. All assignments must be turned in prior to Friday test (students who fail to do so will receive a zero for the chapter)

A breach of ethics or acts of dishonestly can result in:

- Failure of a paper or exam within a course
- Failure of an entire course (Blatant plagiarism, cheating on a test or quiz)
- Academic suspension or Termination
- Make up test can only be scored as high as 70%.

GRADUATION REQUIREMENTS (APPLIES TO ALL PROGRAMS)

Students will be given a certificate after satisfactory completion of their training. Criteria for satisfactory completion are as follows:

- Completion of all program hours
- All tuition and fees have been paid in full or payment arrangement in place.
- All examinations have been satisfactorily passed (70% or above)

***The student must pass the state administered by the Ohio State Cosmetology and Barber Board before practicing in Ohio**

FERPA ACCESS TO THE FILES POLICY

Students and parents/guardians of minors have the right to gain access to their student records by written request, at which time an appointment will be set up with the Principal Administrator. Information pertaining to the student's record will be released to a third party only upon written instructions and/ or permission of the student, parent/ guardian unless the information is required by the accrediting body, government agency, or other agencies by law, a record will be maintained by any disclosures in the student's file. After graduation, the student records are retained on a disk and safely stored off the school premises. A copy of the student's file provided only is there is no balance due to the school.

FERPA RESPONSBILITIES AND STUDENT RIGHTS

A school is required to:

- Annually notify the students of their rights under FERPA
- Include in that notification the procedure for exercising their rights to inspect and review education records
- Maintain a record in the student's file listing to who personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or directory information).

A student has the right to:

- Inspect and review any educational records pertaining to the student
- Request amendment to his/her records
- Request a hearing (if the request for the amendment is denied) to challenge the contents of the educational records, on the grounds the records are inaccurate, misleading, or violate the rights of the student.

CONFIDENTIAL RECORDS

Student's educational records and personal information are considered confidential and may not be released without the written consent of the student. Educational records include those records that contain information directly related to a student that are maintained as official working files by the College and the OSCBB. Examples include monthly reports, personnel records, and disciplinary records. College employees have access to students' information only for a legitimate use in the completion of their position responsibilities. Some information is considered public (sometimes called Directory Information) and can be released without the student's permission; however, the student may opt to consider this information confidential. Directory information includes name, address, telephone, and date of attendance and date of certification.

UNAUTHORIZED USE/ ENTRY OF THE SCHOOL OR PROPERTY

Unauthorized use of equipment, occupancy of, or unauthorized entry into or existing from the facility is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of the school's facilities that are locked, closed, or restricted to certain or all persons. Unauthorized entry or exiting into building and/or structures or to the school premises, or the aiding and assisting of such is prohibited. Disciplinary action will be taken up to and including permanent suspension and/or prosecution.

TOBACCO USE POLICY

Smoking will take place on student LUNCH HOUR or BREAKS in designated area ONLY. Smoking (vaping) and tobacco use is prohibited in the following locations:

- Inside all buildings in college owned or leased vehicles
- All classes taught by FBC personnel regardless of location

**** Violation of this policy may result in disciplinary action up to and including termination. Faculty and staff should be referred to the Director/ CEO. Students should be referred to their instructor or the Master Instructor.**

ILLEGAL DRUGS- CONVICTION FOR POSSESION OR SALE OF

Use, possession, trafficking, or strong odor of drugs is prohibited at FBC and is subject to disciplinary action up to and including termination. For safety concerns anyone that displays possible pinkeye (Conjunctivitis) conditions must seek medical attention prior to returning to FBC (Doctor Release required). A federal or state drug conviction can disqualify students for FSA funds. The student self-certifies in applying for aid that he/she is eligible. FBC is not required to confirm this unless there is evidence conflicting information.

ALCOHOL / DRUG USE

Due to the possible dangers while using sharp objects and equipment, students caught smelling like/or under the influence of alcohol or drugs will be subject to disciplinary action, which may result in suspension or termination.

STAFF SEPARATION

No individual enrolled as a student at FBC will be on FBC staff / payroll while enrolled in the program. This will ensure that there is no overlap between employment duties and instructional hours. Any person enrolled in the cosmetology program will be treated strictly as a student for purposes of attendance, instruction, hour tracking, and program compliance.

EXPECTATIONS OF SUCCESSFUL GRADUATE AND JOB PLACEMENT

- Once a student graduates and passes state board testing, the student will be licensed to practice barbering/cosmetology in the state of Ohio.
- Commission rates ranging from 50-75%
- About 44% of all self-employed many also work flexible schedules.
- Many own their own shop/salon and a growing number of the self- employed lease booth space or a chair from the shop/salon owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the owner, who is responsible for maintenance and utilities of the building
- It usually takes about six months to a year to be fully established. Some will begin with lower rates per hour until they are more experienced and better established.
- According to the National Bureau of Labor Statistics some can expect up to 25% job growth from 2022 to 2027, which is much faster than the average for all occupations.
- BLS Percentile wage estimates for barbers to range annually $41,120- $58,980. Projected hourly is $14.12-$29.83.

FBC does not guarantee employment after graduation; however extensive measures are executed from college to establish a relationship between our graduates and prospective employers. The college receives numerous calls from potential employers wishing to hire our graduates. The institution also offers "Shop Owner's Day", which allows owners from various barbershops/salons to informally meet the students approaching completed program hours. A directory is in constant development housing contact information of the local barbershop / salon owners. This college also believes that the graduates from FBC are capable, well trained, and are ready to succeed. Whether they desire to work as employees or aspire to open their own barbershop or salon.

PHYSICAL DEMAND OF THE BARBER / BEAUTY INDUSTRY

The profession requires use of eyes, upper body, hands, and long hours of standing on your feet. Many experience problems with shoulders, arms, legs, and backs due to the physical demands of the industry, Proper considerations (shoes, mats, etc.) will help alleviate these problems.

SAFETY REQUIREMENT

- Students must sanitize their hands upon entrance in the facility.
- Maintenance of sanitation standards and the application of safety precautions in the workplace environment.
- Safety requirements for this profession are explained in the *Rules Governing.*
- Sanitary Conditions of barbershops and salons in Ohio listed on their website and the specifically taught in College. (https://codes.ohio.gov/ohio-administrative-code/chapter-4713-15)
- Handle tools and implements with care to avoid unnecessary injuries. Read and follow the directions of all products as determined by the manufacturer.
- Always lower and lock your chair so that it does not spin before inviting the client to be seated or leave the chair.
- Do not allow children to play, climb, or spin on hydraulic chairs.
- Be safe in areas of water and electricity.
- Keep floor free of water, hair, and other debris to prevent falling
- Always test the water temperature on the inside of your wrist before applying to a client's hair or scalp.
- Shoes should have non- skid rubber soles with good support.
- Abide by instructions and testing of chemicals in some circumstances.

REQUIRED LICENSING

- Although requirements may vary from state to state, all barbers, cosmetologists, and manicurists in the state of Ohio need to pass a state exam including written and practical tests to obtain a license to practice. State licenses do not transfer across state lines, so licensed barbers, cosmetologists, and manicurists should obtain a license to the state in which you wish to seek employment.
- Barbers, cosmetologists, and manicurists that meet their state required combination of education, skill, and experience, may advance to become shop managers or to own their own barber shops or salon.
- OSCBB evaluates each applicant on a case-by-case basis at the time the application made for a license.

ADDITIONAL REQUIREMENTS

- State laws require barbers, cosmetologists, and manicurists to maintain a high level of hygiene and sanitation at their work area. If these standards are not adhered to, the license can be revoked. The barber, cosmetologist, and manicurist should sanitize all implements according to state board regulations.
- A barber, cosmetologist, and manicurist need certain people skills to communicate the services provided and make their guest feel more comfortable.
- License renewal is required bi-annually in State of Ohio (see OSCBB website for pricing)
- Continued education is required for license renewal in the state of Ohio (see OSCBB for CE laws)

OCCUPATIONAL LICENSING

The purpose of the OSCBB, located at 5025 Bradenton Ave Suite 130 Dublin, Ohio 43017 Tel: 614-466-3834, is to issue a licenser to those individuals that meet the criteria of the OSCBB. Individuals that meet with the OSCBB must have completed required classroom hours and clinical hours at FBC. The student will then, apply to take the Ohio State Board Licensing Exam. Upon passing a written and practical exam, they will be issued a Registered License.

- The OSCBB ensure that no person or combination of persons shall, either directly, or indirectly, practice or attempt to practice in the State of Ohio without first obtaining a certificate issued pursuant to provision of the General Statue by the State Board of Cosmetology and Barber Examiners.
- The OSCBB ensures that no person or combination of persons shall operate, manage, or attempt to operate or manage a school, barbershop, salon, or any place where services are rendered without first obtaining a permit, or school permit, issued by the State Board of Cosmetology and Barber Examiners.
- The OSCBB has the responsibility to see that inspections of barbershops, salons and schools are conducted to determine compliance with sanitary regulations.
- The OSCBB must review the licensing laws of other States and determine which the substantive equivalent of the laws of Ohio is for the purposes of its General Statue.
- The OSCBB must conduct examination of applicants for certificate of registration as a Registered School Instructor.