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# METRO DETROIT BARBER COLLEGE

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7443 West McNichols

Detroit, MI 48221

Phone (313) 342-4400

[mdbcollege.org](http://mdbcollege.org)

FAFSA ID #042487

## **Student Catalog**

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This is true and correct in content and policy. **Executive Director's signature:** *Raymond Ware*

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## **History of Barbering**

The word "barber" comes from the Latin word "barba," meaning beard. The barber's art of shaving beards and cutting hair is an ancient tradition. Razor blades have been found among the relics of the Bronze Age. Barbering began with primitive men who believed that good and bad spirits entered individuals through the hair. The spirits inhabited the body and the only way to drive the bad ones out was by cutting one's hair. The earliest records show that barbers were the medicine men and the priests of the tribe. In many tribes, the barber was the most important man in the village. Throughout history hair has been very important socially and religiously and many ancient superstitions revolved around it.

## **Licensing and Approving Agencies**

### **Approved to Operate By:**

#### **Michigan Department of Labor & Economic Growth Bureau of Commercial Service Licensing Division**

P.O. Box 30018  
Lansing, MI 48909  
(517) 241-0199

### **Michigan State Board of Barber Examiners**

#### **Contact Information**

##### **LARA – Bureau of Professional Licensing**

Phone: (517) 373-8068

FAX: (517) 241-2389

Web: [www.michigan.gov/bpl](http://www.michigan.gov/bpl)

Email: [BPL-BoardSupport@michigan.gov](mailto:BPL-BoardSupport@michigan.gov)

*Metro Detroit Barber College is accredited by*

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

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600

### **U. S. Department of Education (USDE)**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
1-800-872-5327

### **Veteran's Education Benefits**

The Michigan state Veteran's Approving Agency has approved programs at Metro Detroit Barber College for enrollment of those eligible to receive GI Bill® Benefits. (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. Additional information can be obtained at:

U.S. Department of Veterans Affairs  
VA Regional Office  
P.O. Box 66830  
St. Louis, MO 63166-68301  
(888) 442-4551

### **Mission Statement**

The mission of Metro Detroit Barber College is to train students to become professional, licensed Barbers and Barber Instructors in the state of Michigan and gain entry level employment in their field.

### **Facilities and Equipment**

Metro Detroit Barber College is located at 7443 West McNichols, Detroit, Michigan, 48221. The 3,700 square foot educational facility features state-of-the-art equipment, a spacious school barber clinic, a student lounge, student lockers, a classroom, 2 offices, a client waiting room, and 4 restrooms. There are 20 complete Barber/Styling Stations, which consist of counter, cabinet, mirror, sanitizer, and a barber chair. There are brooms and dustpans at every other station. There are 4 hair dryers for students to use and 4 shampoo bowls. The client waiting area offers 18 theater seats for the customers. Metro Detroit Barber College is equipped to enroll 20 students per shift.

### **Programs**

Metro Detroit Barber College is currently offering **Barbering (1800 hours)**, and **Barber Instructor (1000 hours)** programs.

### **Instructional Language**

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

### **Visa Services**

This institution admits students from other countries but doesn't provide visa related services.

## Admissions Policy

Metro Detroit Barber College is accepting students for admission once the following criteria have been met:

- Must be 18 years of age or older.
- Applicant must provide a valid, current, government-issued picture ID, such as a Michigan Driver's license, Michigan ID Card, other state issued ID, or Passport.
- Provide their Social Security number or TIN.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or 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 equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- Evaluation of the validity of a High School Diploma: Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English.
- Metro Detroit Barber College will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
- The school maintains a list of known diploma mills for the admission's staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.
- **Veteran Students Only:** Veteran Students applying to use Veteran's Education benefits shall provide Metro Detroit Barber College with all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable*.
- **Barber Instructor students only:** must have and provide a Michigan state barber license prior to enrollment and no less than 2 years' experience as a Barber.
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institutions *prior to* enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result

in not being able to apply those hours that could be accepted toward your enrollment at Metro Detroit Barber College.

- **Transfer Students Licensed in Cosmetology:** As prescribed by Michigan Occupational code 339.1110 (6) students with a Michigan Cosmetology license may transfer 900 hours from their cosmetology education to the institution's barbering program, if a valid Michigan cosmetology license is presented to the school prior to enrollment. Cosmetology transfer students will then complete 130 theory hours and 770 practical hours to complete their barbering program.
- **All Students:** All students must apply and receive a student Barber License through the State of Michigan to enroll in college. The application forms are available at the college.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.
- **Ability to Benefit Exam (ATB):** Metro Detroit Barber College does not currently accept ATB exams for enrollment, at this time.
- Once an application is completed by the student and the school application fee of \$100 is paid, the student is ready to complete an enrollment agreement.
- There is no registration fee.

#### **Transfer Hours (from another Institution)**

The transferability of credits or services you earned at another institution and are deemed transferable are at the sole discretion of Metro Detroit Barber College administration. You may be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. Veteran Students applying to use Veteran's Education benefits shall provide all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable*.

#### **Re-entry (Re- Enrollment Policy)**

A student who withdraws from Metro Detroit Barber College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment, ***if re-entry occurs within 180 days of last day of attendance***. A student who was terminated for behavior reasons ***may not*** be eligible for re-entry. Students who re-enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services they will receive credit for, and such review and transferring of hours will be at the sole discretion of the school's Director. At time of re-entry another \$100.00 registration fee must be paid.

Once accepted for re-entry the student will be credited for hours previously earned and will be charged the current rate for tuition on any hours remaining to be completed. Re-enrolling students must purchase book(s), uniform(s) and equipment that are missing from the student kit or tools not in professional working order.

#### **Non-Discrimination Policy**

Metro Detroit Barber College admission, training, and graduation policies preclude discrimination based on race, creed, color, religion, sex, age, ethnic origin, financial status, or based on handicap as required by Section 504, 34 Code of Federal Regulations. Metro Detroit Barber College's administration is designated to coordinate Metro Detroit Barber College compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).



The school does not recruit students already attending or admitted to another school offering similar programs of study.

**Notice of Acceptance, Denied Applicants & Wait Lists**

Students will be notified of their acceptance by phone, email, or in person within 14 days of their application being received. Students who are denied acceptance may re apply. In the event of a wait list for enrollment, students will be enrolled on a first come first serve basis from the time all admissions requirements have been met.

**School Hours of Operation**

Metro Detroit Barber College hours of operation are 8:00 A.M. to 8:00 P.M., Tuesday through Saturday.

**Administration Hours**

Metro Detroit Barber College has administrative staff on site from Tuesday through Friday, 10:00 am to 3:00 pm for inquiries about enrollments or by appointment. To schedule an appointment, call the school @ (313) 342-4400 or email metrodetbarber@yahoo.com.

**Program Start Dates and School Holidays**

New classes start the **second Tuesday** of the following months: January, April, July and October.

**Detroit Metro Barber College recognizes the following Holidays in 2024:** New Year’s Day, Martin Luther King Jr Day, Memorial Day, Juneteenth ( June 19<sup>th</sup> & 20<sup>th</sup>, 2024), July 4<sup>th</sup>, Labor Day (September 4<sup>th</sup> & 5<sup>th</sup>), Thanksgiving Holiday November 28<sup>th</sup>-29<sup>th</sup>, Christmas Break (December 23<sup>rd</sup>- January 2<sup>nd</sup>, 2025). **If a holiday falls on a Sunday or Monday, the school will recognize the holiday by closing on the next day (Tuesday).**

**Additional Holidays and Closures:** A special holiday may be declared for staff training, COVID-19 closures, weather emergencies or other reasons; in the event of a special closure students will be notified via social media, local news, or text.

**Program Schedules**

Program	Tuesday	Wednesday	Thursday	Friday	Saturday	Breaks
<b>Barbering</b> 1800 hours 7 hours a day 35 hours/ week 51.5 weeks total	8:00 am to 4:00 pm	8:00 am to 4:00 pm	8:00 am to 4:00 pm	8:00 am to 4:00 pm	8:00 am to 4:00 pm	1- Hour lunch 2- 15- minute breaks

<b>Barbering</b> 1800 hours 7 hours a day 35 hours/ week 51.5 weeks total	12:00 pm to 8:00 pm	12:00 pm to 8:00 pm	12:00 pm to 8:00 pm	12:00 pm to 8:00 pm	12:00 pm to 8:00 pm	1- Hour lunch 2- 15- minute breaks
<b>Barbering</b> 1800 hours 6 hours a day 30 hours a week 60 weeks total	8:00 am to 2:00 pm	8:00 am to 2:00 pm	8:00 am to 2:00 pm	8:00 am to 2:00 pm	8:00 am to 2:00 pm	2- 15-minute breaks
<b>Barbering</b> 1800 hours 6 hours a day 30 hours a week 60 weeks total	2:00 pm to 8:00 pm	2:00 pm to 8:00 pm	2:00 pm to 8:00 pm	2:00 pm to 8:00 pm	2:00 pm to 8:00 pm	2- 15-minute breaks
<b>Barbering</b> 1800 hours 5 hours a day 25 hours a week 72 weeks total	8:00 am to 1:00 pm	8:00 am to 1:00 pm	8:00 am to 1:00 pm	8:00 am to 1:00 pm	8:00 am to 1:00 pm	2-15-minute breaks
<b>Barbering</b> 1800 hours 5 hours a day 25 hours a week 72 weeks total	3:00 pm to 8:00 pm	3:00 pm to 8:00 pm	3:00 pm to 8:00 pm	8:00 am to 3:00 pm	8:00 am to 3:00 pm	2-15-minute breaks
<b>Barber Instructor</b> <b>1000 hours</b> 5 hours a day 25 hours a week <b>40 weeks total</b>	9:00 am to 2:00 pm	9:00 am to 2:00 pm	9:00 am to 2:00 pm	9:00 am to 2:00 pm	9:00 am to 2:00 pm	2-15-minute breaks

### Orientation Day

Students **must** attend an orientation prior to beginning their program. No clock hours are earned at orientation. Orientation will review school policies and regulations as well as course outline(s) and evacuation drills.

### Tuition and Fees

	<b>Registration*</b>	<b>Books**</b>	<b>Kits &amp; Tools**</b>	<b>Tuition</b>	<b>Total</b>
<b>Barbering</b>	\$0	\$250	\$1,155	\$14,595	\$16,000
<b>Barber Instructor</b>	\$0	\$178	\$0	\$1,722	\$1,900

\*Nonrefundable

\* \*Nonrefundable after 7 days of signing enrollment agreement.

\*\*\* Application fee of \$100 is paid prior to enrollment, is nonrefundable and not listed here.

### **Tuition for Transfer Students**

The tuition portion of a transfer students fees, *excluding any tools, or kits* required will be computed on a pro rata basis of the number of the hours they are contracting of the current tuition rate. The college will determine at their sole discretion if transfer students need to purchase new books and tools, on a case-by-case basis.

### **Textbooks and Tool Disbursement Policy**

For those students using Title IV funds, the charge for textbooks and tool items can be added to the institution charges and funds will be disbursed by the payment period. The textbook and tool costs are payable in the first academic year. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and tool items and will not have to give a written authorization for this purpose only. **NOTE:** The student using Title IV funds (financial aid) only receives Title IV funds if the student is making satisfactory progress or has been placed on financial aid warning. For those students that are on a cash payment plan, a down payment on tuition, plus books, tools and fees are paid prior to the first day of class and the remaining balance is paid prior to graduation. The textbook and kit items are non-refundable.

### **Non-Institutional Charges**

Fees for **translation services** for High School diplomas not in English are the responsibility of the student. First student transcript is free, subsequent copies are available upon advance payment of the transcript fee and *may* have a fee of \$25.

**Michigan state student licensing fee** is the responsibility of the student and is currently \$80 for the Barber Student License and \$50 for the Student Barber Instructor License. A student license is valid for two years and may be renewed for one (1) additional year. These fees are the responsibility of the student.

**Michigan State Board Exam and Licensing** fee is \$167 for the state of Michigan application and has a processing fee of \$80. Biennial Barber License Renewal Fee is \$60. These fees are the responsibility of the student.

### **Payment Methods**

Methods of payments accepted are cash, check or money order, Title IV funds and VA Educational benefits. A non-sufficient funds fee of \$25 will be added for returned checks. A late fee of \$30 for payments made after the 1<sup>st</sup> of the month will be assessed. If tuition payments should fall behind 30 days, the student will be placed on financial probation. If payments are not brought current by the 45th day, the student will be terminated from the program.

### Extra Instructional (Overtime) Charges

Students are expected to complete their training within the time specified in the enrollment agreement. Student's contract end date is calculated based on a 100% attendance rate, plus all holidays and school closures as well as 10 additional school days to allow for absences. If a student requires additional training beyond the contract end date, the institution will assess \$10.00/hour. **All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to graduation.**

### Tardy Policy & Early Out Policy

Students arriving more than 15 minutes after their scheduled start time, *may* not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

### Excused and Unexcused Absences

An absence is an absence at Metro Detroit Barber College and there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out, for scheduling purposes. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.

### Make Up Hours & Make Up Work

Students have 30 days to make-up exams or exams that a student has scored below 75%. If exams are not made-up the grade becomes their low score or if the exam wasn't taken, a zero. If the student drops or is terminated for any other reason, prior to completion of make-up work, upon reentry to college the student is required to schedule a make-up work conference.

### Course Descriptions/Program Outlines

<b>Barbering</b> 1800 hours	<b>Course Description Program Outline</b> <b>Barbering</b>
<b>Program / Course Description</b>	The <b>Barber</b> program is 1800 clock hours and offers its students a blend of theoretical and practical training. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public, with students providing services under the direct supervision of licensed instructors.
<b>Program Mission &amp; Objectives</b>	The mission of Metro Detroit Barber College is to train students to become professional, licensed Barbers and Barber Instructors in the state of Michigan and gain entry level employment in their field.
<b>Graduation Requirements</b>	To graduate from Metro Detroit Barber College and receive a <b>diploma and official transcript of hours</b> from the school, students must have completed the requisite clock hours and have paid all tuition and fees in full. Additionally, there is a final exam (both practical and written) which

	students must score 75% or higher. This is required to graduate. Students must also complete Title IV loan exit counseling, <i>if applicable</i> , as well as complete a Metro Detroit Barber College Exit Survey.												
<b>Total Clock Hours &amp; Attendance</b>	<p><b>Tardy Policy &amp; Early Out Policy</b></p> <p>The <b>Barber</b> program is 1800 clock hours. Students arriving more than 15 minutes after their scheduled start time, <i>may</i> not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.</p> <p><b>Excused and Unexcused Absences</b></p> <p>An absence is an absence at Metro Detroit Barber College there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out, for scheduling purposes. In the event a student is absent 14 <i>consecutive calendar</i> days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.</p>												
<b>Exams</b>	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory progress.												
<b>Grading System</b>	<p><b>Grading System</b></p> <p>Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative “C” average (75%) to maintain satisfactory academic status.</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>93% - 100%</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>85% - 92%</td> <td>B</td> <td>Very Good</td> </tr> <tr> <td>75% - 84%</td> <td>C</td> <td>Satisfactory</td> </tr> <tr> <td>0%- 74%</td> <td>D</td> <td>Unsatisfactory - Not Passing</td> </tr> </table>	93% - 100%	A	Excellent	85% - 92%	B	Very Good	75% - 84%	C	Satisfactory	0%- 74%	D	Unsatisfactory - Not Passing
93% - 100%	A	Excellent											
85% - 92%	B	Very Good											
75% - 84%	C	Satisfactory											
0%- 74%	D	Unsatisfactory - Not Passing											
<b>Employment Assistance/Professional Development</b>	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.												
<b>State Requirements/Laws and Regulations</b>	Students will learn the laws and regulations pertaining to Barbering in the State of Michigan.												
<b>Mode of Instruction</b>	Classroom and school clinic floor												

<b>Distance Education</b>	None
<b>Learning Materials/Textbooks</b>	Milady Standard Professional Barbering textbook 6 <sup>th</sup> Ed ISBN#13: 9781435497153, Milady Standard Professional Barbering workbook ISBN#13: 9781435497139
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	All instructors are licensed to offer Barbering instruction in the state of Michigan.
<b>Instructional Methods</b>	Lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.
<b>Skills and competencies to be acquired by the student</b>	Upon completion of the course, the graduate should possess the required knowledge and skills to pass the State of Michigan Barbering Board examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials, and advanced design techniques with entry level professional barbering abilities.
<b>Practical Hours</b>	<p><b>Practical Hours - 1,575 Hours</b></p> <p>Safety and Sanitation <b>45 hours:</b></p> <p>General (basic first aid, workstations); Bacteriology and diseases of hair, scalp, skin, nails, and glands; Implements (care, sanitation, maintenance); Laws and rules governing safety and sanitation.</p> <p>Haircut and shave <b>900 hours:</b></p> <p>Haircutting; Hair styling; Razor honing and stropping; Shaving and beardtrimming.</p> <p>Chemical services <b>315 hours:</b></p> <p>Shampooing and conditioning hair; Hair waving and relaxing; Hair coloring and lightening.</p> <p>Secondary services <b>225 hours:</b></p> <p>Skin care (facials, massage, and therapy); Hair and scalp treatments preparations, massage, and therapy); Selling and servicing hairpieces.</p> <p>Business management professional development <b>90 hours</b></p>
<b>Theory Hours</b>	<p><b>Theory - 225 Hours</b></p> <p>Overview <b>9 hours:</b></p> <p>History of barber profession; Implements of barber profession.</p> <p>Safety and Sanitation <b>54 hours:</b></p> <p>General (basic first aid, workstations); Bacteriology and diseases of hair, scalp, skin, nails, and glands; Implements (sanitation, maintenance, care); Laws and rules governing safety and sanitation.</p> <p>Client Services <b>27 hours:</b></p> <p>Compositions, structure, function of skin, hair, head, face, and neck. Analysis of bone structure, skin and hair; Determination of services desired by client; Examination of client (identifying disorders and</p>

	<p>diseases), referral for medical treatment; Recommending services and follow-up maintenance.</p> <p>Haircut and Shave <b>54 hours</b>: Haircutting; Hair styling; Razor and stropping; Shaving and beard trimming.</p> <p>Chemical Services <b>40hours</b>: Shampooing and conditioning hair; Hair waving and relaxing; Hair coloring and lightening.</p> <p>Secondary Services <b>18 hours</b>: Skin care (facials, massage, and therapy); Hair and Scalp treatments (preparations, massage, and therapy); Selling and servicing hairpieces.</p> <p>Laws, Rules, and Regulations Business Management Governing the barber; governing the barbershop <b>9 hours</b> Ethics; Merchandising, Bookkeeping, Taxes and Insurances <b>14 hours</b></p>
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Barber Instructor	Course Description Program Outline Barber Instructor
<b>Program / Course Description</b>	The <b>Barber Instructor</b> program is a 1,000-hour course preparing its students to become licensed Barber instructors in the state of Michigan.
<b>Program Mission &amp; Objectives</b>	The mission of Metro Detroit Barber College is to train students to become professional, licensed Barbers and Barber Instructors in the state of Michigan and gain entry level employment in their field.
<b>Graduation Requirements</b>	To graduate from Metro Detroit Barber College and receive a <b>diploma and official transcript of hours and</b> graduate from the school, students must have completed the requisite clock hours and have paid all tuition and fees in full. Additionally, there is a final exam (both practical and written) which students must score 75% or higher. This is required to graduate. Students must also complete Title IV loan exit counseling, <i>if applicable</i> , as well as a complete a Metro Detroit Barber College Exit Survey.
<b>Total Clock Hours &amp; Attendance</b>	<p><b>Tardy Policy &amp; Early Out Policy</b></p> <p>The <b>Barber Instructor</b> program is 1,000 clock hours. Students arriving more than 15 minutes after their scheduled start time, <i>may</i> not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.</p> <p><b>Excused and Unexcused Absences</b></p> <p>An absence is an absence at Metro Detroit Barber College there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out, for scheduling purposes. In the event a student is absent 14 <i>consecutive calendar</i> days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.</p>
<b>Exams</b>	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning.

	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory progress.
<b>Grading System</b>	<p><b>Grading System</b></p> <p>Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative “C” average (75%) to maintain satisfactory academic status.</p> <p style="text-align: center;"> 93% - 100%    A    Excellent  85% - 92%    B    Very Good  75% - 84%    C    Satisfactory  0% - 74%    D    Unsatisfactory - Not Passing </p>
<b>Employment Assistance/Professional Development</b>	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
<b>State Requirements/Laws and Regulations</b>	Students will learn the laws and regulations pertaining to Barbering in the State of Michigan.
<b>Mode of Instruction</b>	Classroom and school clinic floor
<b>Distance Education</b>	None
<b>Learning Materials/Textbooks</b>	Milady Master Educator Ed 3rd ISBN 978-1133776598
<b>Internship/Externship</b>	None
<b>Faculty &amp; Qualifications</b>	Students must have a current Barber license in the state of Michigan prior to enrollment.
<b>Instructional Methods</b>	Lecture, demonstration, visual aids, textbook review and testing.
<b>Skills and competencies to be acquired by the student.</b>	Students will learn successful classroom management techniques, lesson planning, and gain other instructional tools commonly used in the classroom and school clinic floor, when training student barbers.
<b>Theory and Practical Hours</b>	<p>The course consists of <b>300 theory hours</b> and <b>700 practical</b> hours.</p> <p><b>Theory Hours 300 include:</b></p> <ul style="list-style-type: none"> <li>• Orientation and review of the barbering curriculum, <b>50 hours.</b></li> <li>• Introduction to teaching, course outlining and development, <b>60 hours.</b></li> <li>• Developing, administering, and grading examinations, laws and rules &amp; record keeping, <b>160 hours.</b></li> <li>• School administration teaching, <b>30 hours.</b></li> </ul>



	<p><b>Practical Hours 700 include:</b></p> <ul style="list-style-type: none"> <li>• Orientation and review of the barbering curriculum, <b>100 hours.</b></li> <li>• Developing, administering, and grading examinations, laws and rules &amp; record keeping, <b>170 hours.</b></li> <li>• School administration Teaching, <b>20 hours.</b></li> <li>• <b>Assisting in the classroom, 150 hours.</b></li> <li>• Practice teaching in the clinic and theory classrooms, <b>260 hours.</b></li> </ul>

### Dress Code and Professional Image

Metro Detroit Barber College dress code is as follows. Failure to comply **may** result in being sent home to change and may subject the student to the school's conduct policy. Barber jackets must be worn on school clinic floor at all times. Students are reminded here they will have to clock out and in again when sent home to change and will lose the hours. Barber jackets must be worn on school clinic floor at all times.

### Telephone and Cell Phone Policy

Personal phone calls will not be taken by the school unless it is a case of emergency (i.e. accident, sick child, etc.). All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls. During class and clinic time, cell phones need to be turned off or set to "silent" mode and stored away.

### Conduct Policy and Conduct Probation

Metro Detroit Barber College requires that all students always conduct themselves in a courteous & professional manner. Refusal to conduct themselves in an orderly and considerate manner, complying with all rules and regulations of the college, will be subject to the institution's conduct policy. Metro Detroit Barber College has a **progressive Conduct Policy**, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations. **The following may be deemed violations of the conduct policy:**

- Violating School's Cell phone policy
- Destroying or damaging Metro Detroit Barber College property intentionally or unintentionally.
- Missing school on Saturday or the day before a holiday.
- Excessive absenteeism
- Using profanity
- Theft of school supplies or property
- Exhibiting violence, insubordination or inappropriate language toward anyone.
- Leaving the school while on the clock is considered theft of hours and is subject to conduct policy.
- Loud talking or singing while on the clinic floor.
- Barber jackets are required to be worn at all times while on the clinic floor.
- Tardiness
- Clocking out early without advance permission from staff.

## Terminations for Conduct

The following acts *may* result in **immediate termination** from Metro Detroit Barber College

- Missing school for 14 sequential calendar days
- Engaging in activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.
- The sale, possession, use or distribution of any illegal drugs or alcohol while on Metro Detroit Barber College property.
- Exhibiting violence, insubordination or inappropriate language toward anyone.

## Career Opportunities in the Barbering Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #39-5011 Barbers; this applies to the **Barbering** and **Barber Instructor** course is classified as #12.0413.

## Housing

Metro Detroit Barber College does not have any dormitory facilities under our control; the program is *non-residential*. We assume no responsibility to find or assist a student in finding housing.

## Graduation Requirements

To graduate from Metro Detroit Barber College and receive a **diploma and official transcript of hours**, students must have completed the requisite clock hours and have paid all tuition and fees in full.

Additionally, there is a final exam (both practical and written) which students must score 75% or higher. This is required to graduate. Students must also complete Title IV loan exit counseling, *if applicable*, as well as a complete a Metro Detroit Barber College's Exit Survey.

## Michigan State Licensure Requirements

Applicants for Michigan state licensing exam(s) must meet all the following requirements to sit for their **Barbering** exam:

Applicants for a **barber license** must be at least 17 years of age, satisfactorily complete 1,800 hours of coursework at a licensed barber college, pass an examination approved by the board and the department, must have completed at least the tenth grade of school or possess an equivalent education, and be of good moral character.

Applicants for a **barber instructor** license must be a licensed barber with no less than 2 years of experience unless they have completed 1 year of instruction in the teaching of barbering at a licensed barber college or have successfully completed 60 semester hours or 90 term hours in a course of instruction approved by the board at an accredited college or university and have 6 months of instruction in the teaching of barbering at a barber college. Additionally, they must have graduated from high school or have an equivalent education as approved by the

department, passed an examination approved by the board and the department to determine the individual's fitness to practice as an instructor, and be of good moral character.

Students that have criminal convictions are encouraged to contact the Michigan State Board of Barbers to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment.

### **Industry Pre-Requisites and Physical Demands**

Prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a Michigan state licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, the professional in the barbering field must be in good physical health as he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands, and ability to follow instructions of employers and regulators.

### **Constitution Day**

Metro Detroit Barber College celebrates Constitution Day on each September 17<sup>th</sup>. If the day falls on a day that students are not scheduled to be on campus the institution will schedule the annual Constitution Day to take place on day students are scheduled on campus.

### **Leave of Absence Policy**

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. Metro Detroit Barber College will review requests for a Leave of Absences (LOA) for **all** students. An LOA is granted or denied at the sole discretion of the school Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days, together with any additional LOAs previously granted LOAs, in any 12-month period. A written signed request for LOA can be submitted in-person to the school Administration Office, via email at email metrodetbarber@yahoo.com. or by mail at 7443 West McNichols, Detroit, Michigan, 48221. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by the school's administration. **All students must follow Metro Detroit Barber College policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. Metro Detroit Barber College may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the

beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student’s contract period and maximum time frame by the same number of calendar days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student’s contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement, must be signed by all parties, **or initialed by all parties if made to the original enrollment agreement.**
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student’s withdrawn date for the purpose of calculating the refund will be the student’s last date of attendance.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

**Satisfactory Academic Progress Policy**

Metro Detroit Barber College’s Satisfactory Academic Progress is consistently applied to **all** students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. The policy complies with the 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. Metro Detroit Barber College’s Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on actual hours. The chart below details the evaluation points applicable to each program:\

<b>Program</b>	<b>Course Length</b>	<b>Evaluation Points in Actual Hours</b>
<b>Barbering</b>	1,800 Clock Hours	<ul style="list-style-type: none"> <li>• 450 hours &amp; 13 weeks</li> <li>• 900 hours &amp; 26 weeks</li> <li>• 1,350 hours &amp; 39 weeks</li> </ul>
<b>Barber Instructor</b>	1000 Clock Hours	<ul style="list-style-type: none"> <li>• 450 hours &amp; 13 weeks</li> <li>• 900 hours &amp; 26 weeks</li> </ul>

\*The institution operates all programs according to a schedule of 900 hours & 26 weeks of instruction.

**Attendance Progress**

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and one-half (1 1/2) times the length of the course (150%).

**Qualitative Progress**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published policy for Scheduling and Grading, Make-Up Work, Incomplete’s and Repetitions.** A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*.

**Maximum Time Frame**

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school’s admissions policy.

<b>Program</b>	<b>Maximum Weeks 150%</b>	<b>Maximum Hours</b>
<b>Barbering</b> 1800 hours 7 hours a day 35 hours/ week 51.50 weeks total	77.25 weeks	2,700 Hours

<b>Barbering</b> 1800 hours 6 hours a day 30 hours a week 60 weeks total	90 weeks	2,700 Hours
<b>Barbering</b> 1800 hours 5 hours a day 25 hours a week 72 weeks total	108 weeks	2,700 Hours
<b>Barber Instructor</b> 1000 hours 5 hours a day 25 hours a week 40 weeks total	60 weeks	1,500 Hours

### Grading System

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a cumulative “C” average (75%) to maintain satisfactory academic status.

93% - 100%	A	Excellent
85% - 92%	B	Very Good
75% - 84%	C	Satisfactory
0%- 74%	D	Unsatisfactory - Not Passing

### Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding, *if applicable*, until the next scheduled evaluation. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

### Probation

In the event a student is not making SAP by the end of their warning period, a SAP probation period for students not considered meeting minimum standards at this time may be allowed if:

- a. The institution evaluates the student’s progress and determines that the student did not make satisfactory academic progress at the end of the warning period; and
- b. The student **appeals the decision in writing**, and prevails upon appeal of a negative progress determination prior to being placed on probation; and

- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

### **Appeal Procedure (SAP)**

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 include 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 point. Appeals are reviewed and decided on by a team involving the Director, Financial Aid and Academics. A response to the Appeal will be provided to the student **within 10 days of receipt**. The appeal decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be changed to the status of Probation and federal financial aid will be reinstated, *if applicable*.

### **Interruptions of Title IV and Veteran's Funding**

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### **Reestablishment 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.

### **Academic Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable*.

### **Evaluation Results (SAP Reports)**

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period. Students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

### **Access to Satisfactory Academic Progress Reports**

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

### **Interruptions, Leave of Absences & Withdraws**

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

### **Incompletes, Repetitions, and Non-Credit Remedial Courses**

Incompletes, withdrawals, and repetitions do not apply to the institution and have no effect upon the institution's satisfactory academic progress standards as the institution has no such items or policies.

### **Transfer Students and SAP**

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

### **Federal Financial Aid**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

- Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

### **Who Qualifies for Federal Financial Aid**

- To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:
- Be a U.S. citizen or eligible non-citizen.
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program.
- Not be enrolled simultaneously in elementary or secondary school.
- Have a valid Social Security number.
- Be registered with Selective Service, if required.
- Sign a Statement of Educational Purpose certifying that federal student financial aid will



only be used to pay educational costs.

- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder.
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable.
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.
- Not be liable for an overpayment of a Title IV grant.

### **Return of Title IV (for Federal Student Aid)**

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

### **Order of Returns**

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The college may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days.

All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

**If any student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:**

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Institutional Refund Policy**

Metro Detroit Barber College's institutional refund policy applies to all regularly enrolled students who terminate for any reason by either party including student decisions, course cancellation or school closure. **Metro Detroit Barber College complies with the mandated policy.**

**Cancellation or withdrawal shall occur on the earlier of the following dates:**

- **When an applicant is not accepted by school.** In this case students who are not accepted by the school are entitled to a refund of all monies paid, except a non-refundable application fee of \$100.
- **A student cancels the contract, in writing, within 3 business days of signing the enrollment agreement** (regardless of if student has started training). In this case the cancellation date will be determined by the postmark on the written notice, or the date the information is delivered to the school, in person. In this case a student is entitled to a full refund of all monies paid, less the \$100 application fee.
- **Students who cancel their enrollment after 3 business days from signing, but prior to starting class,** are entitled to a full refund of all monies paid, less the \$100 application fee. In this case, the cancellation date will be determined by the postmark on the written notice, or the date the information is delivered to the school, in person.
- **Student notifies school of intent to withdraw.** In this case the cancellation date will be determined by the postmark on the written notice, or the date the information is delivered to the school, in person.
- **Student is expelled by school.**
- **A student on an approved Leave of Absence** notifies the school they will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of the return, or the date the student notifies the school they will not be returning.

**Any student cancels contract after 3 business days of signing contract and has begun class**, are entitled to a pro -rata refund bases on the schedule below, less the \$100 application fee and any non- refundable fees for kits & tools or books received.

**Refund Table**

<b>Percentage length completed to total length of program, semester, term or billing period, per enrollment agreement.</b>	<b>Amount of total tuition owed to the school.</b>
<b>0.01 % to 4.9 %</b>	<b>20%</b>
<b>5% to 9.9 %</b>	<b>30%</b>
<b>10% to 14.9 %</b>	<b>40%</b>
<b>15% to 24.9 %</b>	<b>45%</b>
<b>25% to 49.9 %</b>	<b>70%</b>
<b>50% and over</b>	<b>100%</b>

- The ending date for refund computation purposes is the last date of physical attendance by the student.
- Refunds are calculated on a student’s **scheduled** hours.
- Total tuition is the amount stated on the contract or enrollment attributed to the program in which the student is enrolled.
- Program length is a period in clock hours for a clock hour program or calendar time for a credit hour program as specified in the enrollment agreement.
- All refunds will be issued within 45 days of official cancellation or withdrawal by the student or termination by Metro Detroit Barber College in the form of a check to the address of record. This applies whether withdraw is official or unofficial.
- Unofficial withdrawals are determined by the school by monitoring attendance at least every 30 days. **Withdrawals are based on the last date of attendance.**
- In addition to other applicable fees, the student *may* be charged a withdrawal fee of \$150.
- The percentage of clock hours that have elapsed is calculated by dividing the enrollment time by the program length, then by multiplying the result by one hundred.
- The cancellation date shall be the postmarked date if mailed, or the delivery date, if delivered in person. The termination date shall be the date of formal termination by the

school, the **14th day of consecutive (calendar) days** of absence, or the scheduled return date for a student who does not return from an official leave of absence.

- If Metro Detroit Barber College ceases to offer instruction after the student begins training, the student is entitled to a pro-rata refund of tuition based upon enrollment time. If the course is canceled before beginning training, the student shall be entitled, at the option of Metro Detroit Barber College to either a full refund of all money paid to the school, or completion of the course at another location.
- Books, kits & tools and the \$100 application fee non-refundable items, as per the enrollment agreement.

### **Collection Policy**

Metro Detroit Barber College collection procedures reflect ethical business practices, the name of its accreditor will not be used in any collection efforts. All correspondence regarding cancellation and settlement statement by or on behalf of the school will clearly acknowledge the existence of the withdraw and settlement policy. If promissory notes or contracts are sold to a third party, that third party must comply with the Institutional Refund policy and the Collection Policy of the school.

### **Official Withdrawals**

You may cancel your enrollment agreement with the school, without any penalties or obligations, within three business days. To cancel the enrollment agreement for school, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice, not later than three business days following the first day of class. **YOU MUST CANCEL IN WRITING.** You may not cancel by just telephoning the school or by not coming to class.

### **Job Placement Assistance**

Metro Detroit Barber College does not guarantee placement to its students or graduates. However, the college does make available a bulletin board with a display of shops in search of newly licensed barbers; shop owners/managers are invited into the school to inform students of available positions; a file is kept in the office of shops in the area; advice is given upon request of the student for potential employment. The school provides training in professional image, resume writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self-esteem, communication skills, continuing education, and building a clientele.

### **Student Advising and Professional Assistance**

Metro Detroit Barber College provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. Additionally, the faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community. A

student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits.

### **Statement on Academic Integrity**

Metro Detroit Barber College values academic honesty and integrity. Each student has a responsibility to understand, accept and comply with the college's standards of academic conduct. Cheating, collusion, misconduct, fabrication and plagiarism are considered serious offenses. Violations will not be tolerated and may be subject to the school's Conduct Policy.

### **Alcohol and Drug Prevention**

In order to assure a learning environment that promotes Metro Detroit Barber College's mission, the college prohibits unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on college property or as a part of any Metro Detroit Barber College activity. Federal and state sanctions also apply to such conduct.

### **Sexual Harassment by Staff and Students**

It is the policy of Metro Detroit Barber College to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the college. It diminishes individual dignity and impedes educational opportunities. Sexual harassment is a barrier to fulfilling the college's mission and it will not be tolerated. Sexual harassment can be a very serious matter having far reaching effects on the lives and careers of individuals. Intentionally making false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by the college.

### **Grievance Policy (Complaints)**

Any student having a complaint (i.e., regarding the instruction or the general operation of the college) should express their concerns to their instructor and/or college management. If any student does not feel the outcome of such is satisfactory, they should use the school grievance policy/ forms to submit a formal complaint/ grievance. This would apply to a student believing they were unfairly graded, discriminated against, unfairly treated, or harassed in any way. The grievance policy is as follows:

1. Complaints about students or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution.
3. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:
4. Michigan State Board of Barber Examiners, P.O. Box 30018, Lansing, MI 48909 phone (517) 241-0199.

Metro Detroit Barber College does not require a student to exercise or exhaust his or her rights under the above procedure before filing a complaint with NACCAS or another regulatory body if such requirement violates applicable laws or regulations.

## Family Educational Rights and Privacy Act - FERPA

Metro Detroit Barber College complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students who are in regular attendance at the institution have the right to inspect and review their educational, financial, and attendance records to ensure they are accurate and factual. Students may complete a record request form and forward it to Metro Detroit Barber College's Admissions Office or email to info @ metrodebarber.net and allow up to 10 business days for processing. Record request forms can be obtained at the school. Written consent is required before education records may be disclosed to a third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

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

- School officials with legitimate educational interest,
- Other schools to which a student is transferring,
- Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student,
- Organizations conducting certain studies for or on behalf of the school,
- Accrediting organizations,
- To comply with a judicial order or lawfully issued subpoena,
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

## Access to Student Records and Privacy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

## Records Retention & Academic Transcripts

Records must remain onsite for 7 years and transcripts are kept permanently in compliance National Accrediting Commission of Career Arts and Sciences (NACCAS) and the state of Michigan regulations, both. Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. **Transcripts are not provided to students who have ledger balances.** The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee and *may* have a fee of \$25. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

## Annual Outcome Rates

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate, as required by the National Accrediting

Commission of Career Arts and Sciences (NACCAS). **The most NACCAS annual report is for the calendar year 2022; Metro Detroit Barber College boasts the following statistics:**

<b>Program</b>	<b>Graduation Rate</b>	<b>Placement Rate</b>	<b>Licensure Rate</b>
<b>Barbering</b>	81.48%	100%	78.57%
<b>Barber Instructor</b>	N/A	N/A	N/A
<b>Total in CIP code 14.02</b>	81.48%	100%	78.57%

### **Administrative and Instructional Staff**

#### **Raymond Ware - Michigan Licensed Instructor, Executive Director**

Raymond identifies as is a strong advocate for the barbering industry. He received his Barber Training at Michigan Barber School. After years of being a Licensed Barber he decided to return to Michigan Barber School for Barber instructor training. His professional interests led him to open Metro Detroit Barber College in 2009. Because of his belief of hands-on and inquiry-based learning, he involves his students in a variety of community services. His professional interests focus on communicative approaches to teaching and cooperative learning, he once organized "Cuts for Education," a back-to-school event. To bring health awareness to the area Metro Detroit Barber College joined the Detroit Medical Center for a day of "Path to Health Education and Haircuts". Raymond is also the Executive Director of Metro Barber College.

#### **Tamala Ware - Administrative Director**

A product of Flint Community Schools, Tamala studied Psychology through the University of Michigan-Flint (2000). After graduating she continued her graduate study through Wayne State University and obtained a Master's degrees in social work (2004). She transitioned to the Management where she held the roles of a Foster Care Manger and now a Child Welfare Funding Manger and works as an administrator and Metro Detroit Barber College.

#### **Nicole Leaks - Financial Aid Advisor**

Ms. Leaks has attended Oakland Community College and State College of Beauty holds a teaching license and Nail Technician license in the state of Michigan, all giving her a passion for the industry. Ms. Leaks training doesn't end there; she has attended the Title IV Fundamentals Financial Aid Training Series and NACCAS workshop(s) along with trainings by FAME financial aid (FAME - FSA) and student information systems (SIS).

**Ibo Ware** - Michigan Licensed Instructor. ***Ibo shares:*** When a person has a professional haircut, it changes their mindset about life. I grew up in our family barber businesses where I learned the history and value of being a professional barber. After completing barber and business courses in college, I became the second person in my family to become a Barber Instructor. I enjoy cutting hair, teaching, sports, and providing great customer service. If you are

looking for a life changing haircut, or want to learn the barbering profession, I'm that guy that can support you. My passion is to change the world, one hair cut at a time!

### **Isoke Howard - Michigan Barber Instructor**

Her love for the tonsorial profession was born when she was a preteen having the experience of accompanying her dad and brother to barbershops to be groomed. The fascination of transforming people's overall appearance coupled with the innate artistry within, equated to her strong desire to learn "The Trade". This was a passion that had to be fulfilled. During the summer of 2011 she decided to volunteer at a Mission cutting hair to test her curiosity. That was all she wrote. By the fall of 2011, she enrolled at Metro Detroit Barber College and graduated in 2013. After passing the State Board Exam, she journeyed into the field of barbering. Five years later in 2018, she returned to Metro Detroit Barber College to further her career in her studies, with intent to become a barber instructor. In 2019, her mission was completed, and Mrs. Isoke Howard earned the title as a Licensed Barber Instructor. She remained at her Alma Mata, becoming a staff instructor. As of today, Mrs. Howard is more passionate than ever about her career. She is still thriving and mastering the art of barbering, while inspiring her students to become the best in their trade. And if asked if she still has the same feelings for barbering years later, she will always respond that she is just as in love with the trade as her 10-year-old self.

### **Maurice Reed - Michigan Barber Instructor**

Maurice Reed had several jobs as a young man. The first one being a Short Order Cook, a Window Maker, an Usher at local movie theater, a pizza deliverer and one of his favorites a horse groomer. It was not until, 1995 with no skills and nothing to lose, that he tried his chance as a Student Barber in 2012. He found his passion as a Student Barber Instructor. *Honestly, I love my job, and I have not looked back since I became a Barber Instructor at Metro Detroit Barber College.*

### **Ownership**

Metro Detroit Barber College is a Domestic Non-Profit Corporation, who's Executive Director is Raymond Ware.

### **Bankruptcy History**

Metro Detroit Barber College is a Domestic Non-Profit Corporation, does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).



**Metro Detroit Barber College**  
**Pre-Enrollment Disclosures Acknowledgements**

I have received a **school catalog** (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:

- **State Licensing Requirements:** I understand the state of Michigan Licensing requirements as put forth in the school's catalog.
- **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.
- **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.
- Most current program **Outcomes and Performance data for NACCAS** included in the school's catalog ( page 30). These statics are also posted on the school's web page.
- **Clery Act disclosures** and **Drug and Alcohol Policy disclosures** are on the school's web site.
- I have been given the school **return to Title IV policy (R2T4)** as it is included in the catalog.
- **Course Outline:** I understand my courses **Barbering (1800 hours)**, and **Barber Instructor (1000 hours) programs**, outline set forth in the catalog.

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**Student Name (Print):**

**Date:**

**Student Name (Sign):**