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# METRO DETROIT BARBER COLLEGE

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## 2021 Catalog

(Revised November, 2021) Volume 2  
7443 W. McNichols Detroit, MI 48221  
313 342-4400  
[mdbcollege.org](http://mdbcollege.org)  
school code: 042487

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**Approved 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

Metro Detroit Barber College is Accredited by NACCAS

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street, Alexandria, VA 22314

(703) 600-7600

The Michigan State 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> Further

information can be obtained at:

U.S. Department of Veterans Affairs

VA Regional Office

PO Box 66830

St. Louis, MO 63166-6830

1-888 442-4551

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## MISSION STATEMENT

The Metro Detroit Barber College mission statement is to train students to become professional, licensed barbers in compliance with the rules and regulations of the State of Michigan.

## PROGRAM OFFERED

Metro Detroit Barber College programs are Barbering and Student Barber instructor. We have Day and Evening classes available depending on the program. Program lengths vary from 11 to 22 months completing. The programs are designed to give the student a strong foundation of history, theory, and the business of the profession while gaining the practical proficiencies and skill necessary for a career of leadership in the barbering industry.

## OCCUPATIONS

Metro Detroit Barber College provides training that upon graduation prepares students for such occupations as: Barbering and Barber instructor. Possibilities include hairstylist, barber stylist, texture specialist, specialist, educator, platform artist, shop manager or shop owner. Compensation will vary based on the type of shop, the location, and the number of hours worked.

## EDUCATIONAL OBJECTIVE

The educational objective of Metro Detroit Barber College is to provide state of the art training for men and women in the art of barbering. We provide them with the skills necessary to locate and retain a job in the barber industry. Our goal is that our students will be confident and comfortable with providing grooming services for any client. We offer professional education to a diverse and talented student body. Our program is responsive to the challenging needs of society. We accomplish our mission by:

- Providing a strong foundation
- Providing the knowledge and skills essential for career success
- Integrating teaching and service in ways that enhance the learning experience
- Providing an environment where openness and creativity are fostered

## COLLEGE PHILOSOPHY

Metro Detroit Barber College holds to our philosophy of professionalism and service to others while allowing each student to realize their full earning and production potential. We seek to provide the barbering industry with graduates who are an asset to the college, their employer and the barbering profession. We at Metro Detroit Barber College strive to prepare our students to become skilled barbers who are capable of meeting the demands of the public.

## LOCATION

Metro Detroit Barber College is located at 7443 West McNichols, Detroit, Michigan 48221.

## SCHOOL BACKGROUND

Metro Detroit Barber College opened in 2009, located at 7443 W. McNichols, Detroit, Michigan. It is a high performing school that has developed a curriculum to meet the needs of a diverse student population. The college focuses on preparing students for the future while maintaining a safe learning environment.

## 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 that 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, since many ancient superstitions revolved around it.

## CALENDAR

New classes start the second Tuesday of the following months: JANUARY, APRIL, JULY, and OCTOBER. Classes are from 8:00 am to 8:00 pm. Tuesday through Saturday; except the following holidays:

NEW YEARS	LABOR DAY
MEMORIAL DAY	THANKSGIVING DAY
JUNETEENTH	CHRISTMAS
INDEPENDENCE-DAY	

## COURSE COSTS

### BARBERING COURSE

Tuition (1800 hours) .....	\$12,595.00
School Registration Non-Refundable ....	\$100.00
Books and Tools Non-Refundable .....	<u>\$1,405.00</u>
Total.....	\$14,100.00

### STUDENT BARBER INSTRUCTOR

Tuition (1000 hours) .....	\$1,722.00
School Registration Non-Refundable....	\$100.00
Books Non-Refundable .....	<u>\$178.00</u>
Total.....	\$2000.00

## ADDITIONAL COSTS

Barber Student License Fee Non-Refundable	\$80.00
Student Barber Instructor License Fee Non-Refundable	\$50.00

Requirement - for the purpose of registering as a student with the State of Michigan Board of Barber Examiners. All students must apply and receive a student Barber License through the State of Michigan in order to enroll in college. The application forms are available at the college.

## PAYMENT METHODS

### BARBER TRAINING SCHEDULE & PAYMENT PLANS

#### 7 Hour Barber Training Schedule (51 ½ Weeks)

8:00 A.M.-3:00 P.M.-7 Hours  
 1:00 P.M.-8:00 P.M.-7 Hours  
 10 ½ months \$3,000.00 down \$1,120.00/month

#### 6 Hour Barber Training Schedule (60 Weeks)

8:00 A.M. - 2:00 P.M. - 6 Hours  
 2:00 P.M. - 8:00 P.M. - 6 Hours  
 12 1/2 months \$2,500.00 down \$966.00/ month

### **5 Hour Barber Training Schedule (72 Weeks)**

8:00 A.M. - 1:00 P.M. - 5 Hours

3:00 P.M. - 8:00 P.M. - 5 Hours

15 months \$2000.00 down \$806.00/month

The student (or his/her guardian) agrees to pay the Metro Detroit Barber College (monthly) in the form of cash, check, money order. Tuition payments are due the 1st of every month. The balance must be paid off by 1700 clock hours. Late payments will access a late fee of \$30.00. 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 CHARGES**

The school will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.00 per hour, or any part thereof, payable in advance until graduation. The 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.

## **CLASS SIZE**

Class sizes are limited to 20 students.

## **TIME OF ENROLLMENT**

An applicant may register for enrollment Tuesday through Friday 10:00 am to 3:00 pm.

## **ADMISSION REQUIREMENTS AND PROCEDURES**

- High School Diploma or GED
- Valid state issued identification
- \$80 payment on debit or credit card, required by the State of Michigan for online application fee
- Veterans will need a copy of their honorable DD214 and a Certificate of eligibility which will waive \$80.00 fee

Students enrolling in the Student Barber Instructor program in addition to the above must provide a copy of their current Michigan Barber license with not less than 2 years of experience.

In case of cancellation on or before the beginning date, the registration fee will be retained by Metro Detroit Barber College, for processing fees. Upon being licensed, a student may render barber services to the public, but only under the supervision of a licensed instructor. A student shall not receive compensation for performing barber services. A student license is valid for two

(2) years, and may be renewed for one (1) additional year.

## **VETERAN STUDENT ADDENDUM**

This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs education GI Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs) benefits while attending Metro Detroit Barber College. More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the policies, rules and regulations of Metro Detroit Barber College.

### **Prior Credit Policy**

Per, 38CFR 21.4253 (d) (3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD 214 discharge certificate and submit to an evaluation road test.



## Attendance Policy

Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected in order to arrange make-up sessions. If attendance falls below 67%, VA benefits will be terminated. Students whose absences result from authorized mitigating circumstances, as determined by the school Director, will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the Director.

## Conduct Policy

Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination of veterans educational benefits, and possible dismissal from Metro Detroit Barber College. Re-admittance after conduct dismissal requires reapplication to the school.

## Academic Progress Policy

Students receiving VA education benefits must maintain 75% grade point average on tests and in written practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result in being placed on probation. If the criteria are not met by the end of the probationary period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

## Pro-Rata Refund Policy for Veterans and other Eligible Students

Per CFR 21.4255, Metro Detroit Barber College, Inc. has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

## Equal Opportunity Statement

Metro Detroit Barber College Inc. does not discriminate on the basis of race, color, religion, sex, age, disability or national origin.

## Program Completion

The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate.

## Retention of Records

Metro Detroit Barber College will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

## Covered Individual Policy

Based on Title 38 United States Code Section 3679(e) as a part of the Veterans Benefits and Transition Act of 2018. Effective August 1, 2019, Metro Detroit Barber College will not impose any fees or penalties and will not deny any access to classes, libraries, or other institutional facilities to covered Veteran Affairs (VA) students that are apart of Chapter 31 or 33 of the G.I. Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs), Vocational Rehabilitation and Employment, and Post- 9/11. More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>

- Metro Detroit Barber College reserves the right to impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA benefit disbursement.
- Students are required to submit a certificate of eligibility for entitlement to the educational assistance no later than the first day of a course of education.
- The student seeking VA benefits will request to use such entitlement
- The student must provide additional information if needed to the proper certification of enrollment by the educational institution.

## STUDENT FINANCIAL AID INFORMATION

Students who are interested in applying for Federal Title IV aid programs at Metro Detroit Barber College should begin by creating a Personal Identification Number (PIN) at 'Once a PIN has been obtained, you may proceed with completing the Free Application for Federal Student Aid. If you would like assistance with completing the FAFSA or have any questions please contact the financial aid office. **Our school code is 042487**

### GATHERING THE DOCUMENTS NEEDED TO APPLY

The FAFSA asks for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, when you filed taxes or what tax form you used), you will need the following information or documents as you fill out the FAFSA:

1. Your Social Security number (it's important that you enter it correctly on the FAFSA!)
2. Your parents' Social Security numbers if you are a dependent student
3. Your driver's license number if you have one
4. Your Alien Registration Number if you are not a U.S. citizen
5. Federal tax information or tax return transcripts including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student.
6. Records of your untaxed income, such as child support received, interest income, and veterans non-education benefits, for you, and for your parents if you are a dependent student
7. Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which you live;; and business and farm assets for you, and for your parents if you are a dependent student.

To be considered for federal financial aid programs, a student must meet all of the following criteria:

1. Demonstrate financial need. Financial need is the difference between the Estimated Cost of Attendance and the Expected Family Contribution (EFC). The calculated amount the student and family can be expected to provide based on the information provided on the FAFSA;
2. Be working towards a degree or certificate in an eligible program
3. Have earned a High School Diploma, General Equivalency Diploma (GED) or equivalent
4. Maintain satisfactory academic progress;
5. Be a U.S. citizen or eligible noncitizen;
6. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDLS), Federal Stafford Loan (formerly GSL), Federal PLUS Loan or Federal Supplemental Loan for Independent Students (SLS);
7. Have a valid social security number;
8. Be registered with the Selective Service, if applicable;
9. Have not been convicted of an illegal drug offense while receiving Title IV funds.
10. Provide all documents required by either the Financial Aid Office and/or the Department of Education; Once the FAFSA is processed by the federal government, you should receive a Student Aid Report (SAR). Once the FAFSA is processed by the federal government, you should receive a Student Aid Report (SAR). Students who intend to utilize federal financial aid programs to assist with their education expenses at Metro Detroit Barber College should complete all financial arrangements prior to registering for classes. Additional forms and documents might be required by the Metro Detroit Barber College Financial Aid Department. Students must reapply each academic year for federal financial aid programs

### RE-ADMISSION POLICY

A student is allowed (1) re-admission and may not re-enter after another withdrawal or termination unless mitigation circumstances are determined on a case by case basis. To be eligible for re-admission after termination or voluntary/involuntary withdrawal a student must wait a minimum of ninety (90) days before requesting re-admission unless mitigating circumstances. All regular admission procedures will apply.

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 not in professional working order.

## TRANSFER POLICY

Metro Detroit Barber College makes no guarantee that credits or hours of training or education received at another barber school will be applied to The Barbering Program requirements for graduation. Credits and hours are examined on a case by case basis. Eligible hours must be accepted, received, and verified by the Michigan State Board of Barber Examiners. Veterans must provide the school with official copies of all transcripts of all previous training.

## REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION FROM METRO DETROIT BARBER COLLEGE

Barbering and Barbering Instructor students will be granted a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. **Diplomas are issued at graduation.** The student is then eligible to take the Barber examination conducted by the State Board of Barber Examiners. The exam is administered by the State of Michigan and payable by cash or money order. This examination is two examinations, theory and practical. The theory examination covers the subjects studied in Theory and it may pertain to any subject found in the curriculum and the State Barber Laws and Regulations. The theory testing sites include Southfield, Grand Rapids and Marquette, Michigan. The practical examination pertains to the practical work of barbering such as: haircutting, shaving, shampooing, perms, relaxing, tinting, styling and facials on one model furnished by the examinee. The practical examination site is Southfield, Michigan.

## AFTER GRADUATION

After graduation, students are eligible to take the State Barber Board Examination. Scheduling for the exam takes place approximately two weeks prior to the exam. An application accompanied by an examination fee is submitted to the State of Michigan who administers the exam.

## LICENSURE REQUIREMENTS TO BECOME A BARBER IN MICHIGAN

Metro Detroit Barber College requires that all students have a high school diploma or equivalent (GED). Michigan Law requires the following:

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 not 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 has 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 has 6 months of instruction in the teaching of barbering at a barber college. Additionally, they must have graduated from high school or has 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.

## **AFTER THE ABOVE REQUIREMENTS HAVE BEEN MET A FEE IS REQUIRED TO THE STATE OF MICHIGAN.**

State Board Examine Fee \$167.00

State of Michigan Application Processing Fee

\$80.00 Biennial Barber License Renewal Fee

\$60.00

Subject to change based on the State of Michigan

## **FACILITIES & GENERAL PHYSICAL EQUIPMENT**

The school is divided into a junior department, advanced department, classroom, restrooms, patron's waiting room and office. We have adequate equipment for each and every student accepted for enrollment. Parking space is provided for our students during their school day. Handicapped parking and handicapped restrooms are available. Other accommodations are available and determined on an individual basis. There are 20 complete Barber/Styling Stations, which consists 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. The waiting area offers 18 theater seats for the customers.

## **ADDITIONAL FACILITY INFORMATION EQUIPMENT**

A complete list of issued books and tools the student purchases and is required to maintain while attending college. This equipment, once paid for, is the student's to keep.

## **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 result in penalties up to and including expulsion from the program.

## **ALCOHOL AND DRUG PREVENTION POLICY**

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 FACULTY AND STAFF**

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 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. A Person who intentionally files a false complaint under this policy is subject to discipline

## **STUDENT RECORDS AND TRANSCRIPTS**

Academic records are safely retained at the school under lock and key. Records of academic progress are furnished to the student. Student records will be provided only after receipt of a written request, which has been

made by the individual student. Student records are maintained for a minimum of seven (7) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

## STUDENT INFORMATION AND RELEASE POLICY

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, the United States Department of Education, the State Licensing Agency, and any other school official. No information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party

seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc. Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor.

Metro Detroit Barber College requires a release form be completed for each third party request of information. The institution maintains a record of all release forms and requests for information.

## 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 and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

## ABSENTEE POLICY

All students are expected to attend regularly. Excused absence must be documented in writing and approved by the school management. Any absenteeism causing a student to attend school beyond the twelve calendar months will warrant the school to assign that student to a later graduating class. All clock hours a student is absent (excused or unexcused) must be made up at the end of the course, until the required 1000 clock hours are completed for the instructor program or 1800 clock hours for the barber program.

## TARDINESS

Students are expected to arrive at college prepared for class before 8:00 am daily. Students are expected to do their scheduled hours. Any fraction of an hour, whether it be a tardy or absence, it will be recorded in increments of 15 minute intervals.

## MAKE-UP POLICY

1. The student has 30 days to make-up exams. If exams are not made up the grade becomes "0" i.e. no credit.
2. If the student drops or is terminated for any other reason, prior to completion of make-up work, upon return to college the student is expected to do the following:
  - A. Merge with current theory class.
  - B. Schedule make-up conference.
  - C. Schedule make-up exams with instructor.
  - D. Maintain current theory, as well as make-up theory.
  - E. All zeros and failing grades must be retaken with a passing score of at least 75% on each exam.

## STANDARDS OF CONDUCT

All students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of Metro Detroit Barber College student conduct policy include, but are not limited to, the following:

- Destroying or damaging Metro Detroit Barber College property.
- Missing school on Saturday or the day before a holiday is forbidden. Excessive absenteeism will result in termination.
- Profanity is forbidden.
- Theft will not be tolerated.
- No smoking.
- 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.
- No leaving the school while on the clock without receiving permission from one of the instructors.
- There will not be any 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 will not be tolerated.
- Early dismissals require approval in advance.

## GRIEVANCE/COMPLAINTS POLICY

Any student having a complaint (i.e. regarding the instruction or the general operation of the college) should express their concerns to the college management. Grievance procedures are provided for students who believe that they have been

unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student files. The grievance policy is as follows:

1. Complaints against 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

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact: Michigan State Board of Barber Examiners

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

## ADVISING & PROFESSIONAL ASSISTANCE POLICY

Metro Detroit Barber College does not provide housing, transportation or childcare for students. 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.

## 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.

## CAREER CONSIDERATIONS

The school wants to ensure that students interested in pursuing a career in Barbering or Barber Instructor consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest barber techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business Applicants and students should be aware that:
- The work can be arduous and physically demanding because of long hours standing over a stylist's chair.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing shop, salon or spa).
- The 2007 Job Demand Survey commissioned by NACCAS indicated that salons in Michigan planned to hire 9641 new employees in the next twelve months. The average annual salary for a shop professional in Michigan is \$34,266. This amount does not include tips and gratuities. Nationally, the average shop professional's salary is \$35,973. Most importantly, 75 percent of Michigan shop owners who attempted to hire new employees in 2006 said they were unable to find properly-trained.

## NON-DISCRIMINATION STATEMENT

Metro Detroit Barber College, does not discriminate on the basis of race, religion, creed, color, age, sex, ethnic origin, sexual orientation, national origin, ancestry, marital status, weight, height, medical condition or disability in admission to or employment in its education programs or activities it operates. Inquires may be referred to Raymond Ware, Executive Director.

## STUDENT TOOLS POLICY

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. The school reserves the right to distribute the student kit in intervals. The kit items may be changed at the discretion of the school.

## TERMINATION POLICY

May terminate a student's enrollment for noncompliance with General Policies, the enrollment contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

## OUTCOME RATES

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. As per the NACCAS Annual Report 2020, Metro Detroit Barber College boasts the

following statistics:

Graduation Rate: 85.71%

Placement Rate: 66.67%

Licensure Rate: 100%

## LEAVE OF ABSENCE POLICY

A Leave of Absence may be granted for the following reasons: death of a relative, an injury or illness of the student (medical), incarceration, or any other allowable special or mitigating circumstance determined by the director. **All Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence. The Leave of Absence must be approved by the school in order for it to be official.** An emergency Leave of Absence, without prior written request, may be granted provided the student completes the Leave of Absence form and returns it to the school via mail, email, or in person within reasonable resolution of the emergency. The Leave of Absence may not exceed 90 calendar days and may not be less than a period of 2 weeks (14 calendar days).

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. All kit and personal items must be removed from the premises. If the student does not return on the specified date, and has not notified the institution, the student's enrollment will be terminated. A leave of absence extends the students contract end date and maximum time frame by the same number of days taken in the leave. All students must complete an enrollment agreement addendum upon returning from the leave of absence.

## TELEPHONE AND CELL PHONE POLICY

Personal phone calls will not be taken by the school unless in cases 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.

## CURRICULUM

### Barbering – 1800 Clock Hours

The barbering course of instruction will be divided into Practical and Theory according to a curriculum approved by the Michigan Board of Barber Examiners.

#### Education Objective:

Michigan Barber License

#### Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. 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.

#### Course Goals:

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.

#### Course Format:

The course is taught in the English language using a variety of current educational instructional techniques



including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

#### **Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect: 93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

70 - 74 BELOW STANDARDS – UNSATISFACTORY

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

### **Practical Work - 1575 Hours**

#### **Safety and Sanitation:**

General (basic first aid, work stations); Bacteriology and diseases of hair, scalp, skin, nails, and glands; Implements (care, sanitation, maintenance); Laws and rules governing safety and sanitation, **45 hours**

#### **Haircut and shave:**

Haircutting; Hair styling; Razor honing and stropping; Shaving and beard trimming, **900 hours**

#### **Chemical services:**

Shampooing and conditioning hair; Hair waving and relaxing; Hair coloring and lightening, **315 hours**

#### **Secondary services:**

Skin care (facials, massage, and therapy); Hair and scalp treatments preparations, massage, and therapy); Selling and servicing hairpieces, **225 hours**

#### **Business management:**

Ethics; Merchandising; Bookkeeping; Taxes; Insurance **90 hours**

**THESE ACTIVITIES SHALL BE INCLUDED IN ACTIVITIES SPECIFIED IN SUBDIVISIONS HAIRCUT AND SHAVE, CHEMICAL SERVICES, AND SECONDARY SERVICES OF THIS RULE.**

### **Theory - 225 Hours Orientation:**

History of barber profession; Implements of barber profession, **9 hours**

#### **Safety and Sanitation:**

General (basic first aid, work stations); Bacteriology and diseases of hair, scalp, skin, nails, and glands; Implements (sanitation, maintenance, care); Laws and rules governing safety and sanitation, **54 hours**.

#### **Client Services:**

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 diseases), referral for medical treatment;

Recommending services and follow-up maintenance. **27 hours**

#### **Haircut and Shave:**

Haircutting; Hair styling; Razor and stropping; Shaving and beard trimming. **54 hours**

#### **Chemical Services:**

Shampooing and conditioning hair; Hair waving and relaxing; Hair coloring and lightening. **40hours**

#### **Secondary Services:**

Skin care (facials, massage, and therapy); Hair and Scalp treatments (preparations, massage, and therapy); Selling and servicing hairpieces. **18 hours**

#### **Laws, Rules and Regulations**

#### **Business Management**

### **Governing the barber; governing the barbershop. 9 hours**

### **Ethics; Merchandising, Bookkeeping, Taxes Insurances, 14 hours**

#### **Student Barber Instructor – 1000 Clock Hours**

The barbering course of instruction will be divided into Practical and Theory according to a curriculum approved by the Michigan Board of Barber Examiners.

#### **Education Objective:**

Michigan Barber Instructor License

#### **Course Description:**

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. 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.

#### **Course Goals:**

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.

#### **Course Format:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing. **Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

70 - 74 BELOW STANDARDS – UNSATISFACTORY

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as

satisfactory or unsatisfactory.

### Course Breakdown

Subject	Theory Hours	Practical Hours	Total Hours
Orientation and review of the barbering curriculum	50	100	150
Introduction to teaching	60	0	60
Course outlining and development Lesson planning Teaching techniques Teaching aids			
Developing, administering, and grading examinations Laws and rules Record keeping	160	170	330
School administration Teaching	30	20	50
Assisting in the clinic and theory classrooms	0	150	150
Practice teaching in the clinic and theory classrooms	0	260	260
Totals	300	700	1000

### SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic progress Policy (SAP) is consistently applied to all students enrolled in the Barbering and Barber Instructor Program whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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 (DOE).

#### Evaluation Periods:

Students are evaluated for Satisfactory Progress as follows:  
 Barbering 450, 900, 1350 clocked (actual) hours  
 Barber Instructor 500 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course and/or program whichever occurs sooner.

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

#### Attendance Progress Evaluations:

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

#### Maximum Time Frame:

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Barbering - 1800 Clock Hours	2700 Clock Hours

Barber Instructor – 1000 Hours

1500 Clock Hours

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled hours.

#### **Academic Progress Evaluations:**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course

completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: 93 - 100 EXCELLENT  
85 - 92 VERY GOOD  
75 - 84 SATISFACTORY  
70 - 74 BELOW STANDARDS – UNSATISFACTORY

#### **Determination of Progress Status:**

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

#### **Warning:**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be deemed ineligible to receive Title IV funds, if applicable, and will be terminated from the program.

#### **Re-Establishment of Satisfactory Progress:**

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation.

#### **Interruptions, Course Incompletes:**

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 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.

#### **Noncredit and Remedial Courses:**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards. None of the courses are offered in a distance learning format.

#### **Transfer Hours:**

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

## REFUND POLICY

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

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal.

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.
2. A student (or in the case of a student under legal age, his/her parent or 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, 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 in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 10 school days.)
7. In type 2, 3, 4 or 5, 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.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If a course and/or program 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 provide completion of the course and/or program. If the school cancels a course and/or program and ceases to offer instruction after student have enrolled and instruction has begun, the school will either provide a full refund of all monies paid; provide a pro-rata refund of tuition; participate in a teach out agreement; or completion of the course at a later time.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of **\$150.00**. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit 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 this enrollment agreement.
- If a Title IV financial aid\* recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

- The College is currently eligible to participate in Federal Title IV Financial Aid Program.  
<https://studentaid.ed.gov/sa/fafsa> School Code: 042487

**Unofficial Withdrawals:**

Any student absent 10 consecutive school days will be terminated and will have to go through the enrollment process of test and interview to be reconsidered for reenrollment. Any items left in lockers will be held for 30 days (if the items can be identified as your property).

**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. REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

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