

MYSTROS BARBER ACADEMY
(INTERNATIONAL S.K.I.L.L.S, Inc.)

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MYSTROS BARBER ACADEMY



STUDENT HANDBOOK

2019

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GENERAL
INFORMATION

ABOUT US

Mystros Barber Academy, a subsidiary of International Skills Inc. 501C3 non-profit organization. The school, which opened in 2013, is located on the Northside of Houston at 1434 Cypress Creek Parkway, Suite B, 77090. The school suite occupies approximately 4000 square feet within a commercial and shopping area building. Mystros Barber Academy is a non-smoking facility and we welcome inquiries about our school.

Mystros Barber Academy, maintains a tradition of excellence in preparing its undergraduates for creative work in the barber industry. Its curriculum is designed to prepare an individual for entry, development, and promotion in the barber field. As a result, Mystros Barber Academy has a well-established history of providing exceptional services to its communities.

The school is designed to best accommodate three areas of instruction: **Theory**, **Practical**, and **Clinical** work. All areas are fully equipped with modern barbering stations and equipment to serve the public.

Eros Shaw, founder and CEO of International Skills, Inc. has a number of barber shops and salons in the Houston area. He has served the beauty and barber schools for over ten years through classes and workshops on clipper cutting and the latest in styling techniques for men. He too provides exceptional services to the community through his volunteer work.

MISSION STATEMENT

The mission of Mystros Barber Academy is to create outstanding career schools producing the best licensed graduates, in the field of barbering. The ultimate mission is to ensure that its graduates are prepared to successfully enter the job market and succeed.

PHILOSOPHY

Mystros Barber Academy maintains the philosophy that our students come to us for educational enhancement, skill development, and career advancement. Our belief in the equal opportunity of all students, reinforced with excellence in training, and placement assistance in secure, productive positions, has enabled our graduates to become enterprising professionals.

OBJECTIVES

The objectives of the school are to

1. Create an outstanding career school to produce the best licensed student graduates.
2. Strive for a reputation of upholding the highest ethical standards and providing a quality education for our students.
3. Develop self-discipline, self-reliance and self-direction in all of our students.
4. Become well-known and successful in the barber and beauty industry.
5. Have graduates enter the national work force as productive and successful individuals.

FACULTY STAFF AND ADMINISTRATIVE

President.....	Eros Shaw
Barber Instructor (One year experience).....	Eros Shaw
Class "A" Barber.....	Eros Shaw
Cosmetology Operator to Class A Barber (Crossover).....	Kimala Griffin
Registrar Administrator	Donnis Samuel
Admissions.....	Lindsey Brezell
Financial Aid Administrator	Chasity Hall
Certified Public Accountant.....	N. Ferguson

HIERARCHY of the BARBER INDUSTRY

The barbering profession provides many opportunities. For example; some opportunities include:

Class "A" Barber
Educator
Inspector
Platform Artist
Board Member
License to Practice
Barber School Owner
Barber School Director
Barber Hair Technician
State License Examiner
Public School Instructor
Barber School Instructor
State Barber Commission
Barber Salon/Shop Owner
Barber Salon/Shop Manager
Manufacturer's Representative



***ENROLLMENT
AND
ADMISSIONS***

The school may be closed at management's discretion (for example, due to inclement weather, etc.).

POLICY ON ENROLLMENT

Candidates for enrollment into the Mystros Barber Academy's programs need a high school diploma, GED (or equivalent), and must be a minimum age of 17.

The **Instructor Program candidate** must at least 18 years of age; have a high school diploma; GED (or equivalent); and have a valid Class "A" Barber license.

The Academy complies with the Civil Rights Act of 1964, as amended in 1991, and all requirements imposed which provides for the elimination of discrimination in the private and Federal workplace on the basis of sex, race, age, color, religion and national origin.

Those students with handicaps wishing to pursue training in the field of barbering will be evaluated on an individual basis to determine if:

1. They can benefit from the training offered by the school.
2. The instructional and physical facilities are accessible to potential students.

ENROLLMENT SCHEDULES

A candidate may register at any time by setting up an appointment with the Admissions Department at the Academy. All classes begin the first week of each month

ENROLLMENT TIME

"Enrollment Time" is defined as the time elapsed between the actual starting date and the date on which the student officially terminates enrollment by graduating or withdrawing from the institution.

Termination shall occur upon student's last day of physical attendance in the school.

ENROLLMENT AGREEMENT

The student must sign an enrollment agreement agreeing to abide by all rules and regulations in effect or which may become effective in the school during any period of enrollment. The barber student understands that he/she will be eligible to take the State examination as a Class “A” Barber or Instructor under the State Law when he/she has satisfied all monetary obligations to the school, and has received a completion certificate or diploma of graduation from the school.

TRANSFER STUDENT

Mystros Barber Academy abides by the rules and regulations of the Texas Department of Licensing and Regulation for defining policies on the transfer of a student from other institutions for the Class “A” Barber and Instructor program. Each transfer student is considered on an individual basis. The transfer student will be required to take a written and practical test to determine his/her class placement

All hours are officially kept by the Texas Department of Licensing (TDLR). It is the responsibility of the transfer student to interact with TDLR to get all of their hours from other schools posted and released in the TDLR system. The tuition charged per hour is based on the total number of hours that the transfer student has to complete, not to exceed the full program discounted tuition price.

If the transferred student’s hours are not posted or released in TDLR, upon enrollment, a contract for the entire program is written. If a transfer student’s previous hours are released in TDLR, within 60 days of enrollment, a new contract based on the TDLR hours will be written and the student will be charged accordingly; and, if necessary, placement in classes will change.

RE-ENTRY POLICY

Students who were dropped or were terminated and wish to re-enter Mystros Barber Academy must do so by submitting a written request, which will be reviewed by the Appeals Committee. The decision of re-entry will be made by the Appeals Committee. A student may re-enter Mystros Barber Academy after being terminated or withdrawn for unsatisfactory progress, at the same satisfactory academic progress status as in place at the time the student was terminated or withdrawn. Satisfactory standards of progress are grade and attendance average minimum of 67%. Students returning will re-apply at the current rate of tuition. Placement in class will be determined on a case-by-case basis. Arrangements for satisfying payments of any applicable balance owed under previous enrollment must be made prior to re-enrollment. Arrangements for purchasing a new kit or books may be made with the School Director or Registrar.

STUDENT CONSUMER INFORMATION POLICY

The student should consider carefully all aspects of his/her decision to attend Mystros Barber Academy. There are federal laws that require schools to publish all pertinent facts for public information. One such law is Section 493A of the Federal Higher Education Act of 1965, as amended by Public Law 94-482 in 1977. This consumer information law covers many items in different parts of this catalog. Generally, the items include, but are not limited to:

Facilities	Financial Aid
Placement	Refund Policy
Academic Programs	Faculty

Mystros Barber Academy schools adhere to the Federal Educational Rights and Policies Act and the disposal rule of the Fair and Accurate Credit Transactions Act of 2003, as appended in 2005 and 2008 Federal Register 16 Code of Federal Regulations, Part 682.

MILITARY RE-ADMISSION

For a student to be considered for Military re-admission, the student must have been enrolled in the school and making satisfactory academic progress prior to being called to active duty. The student must return within 5 years of the last day of attendance, and re-enroll within 60 days of the end of their tour of duty. They must prove they were in good standing with the military upon the completion of their tour of duty.

The process for a military re-admission is same as a new student with the rate of tuition at the time in which the student originally enrolled, not to extend beyond 5 years of withdrawal. Books and any supplies will be no lower than cost.

TEXAS DEPARTMENT OF LICENSING AND REGULATION PERMITS

All Barber program students are required to submit an application for a Texas Department of Licensing and Regulation (TDLR) Student Permit. This application must be accompanied by two (2) small pictures and \$25.00. The application and fee must be mailed by Mystros Barber Academy. Each student enrolled must have a TDLR permit.



STANDARDS OF PROCESS

GRADING SYSTEM

The academic progress of a student is reported at various intervals throughout the program.

The grading system used is as follows:

- A Represents a numerical grade of 90 - 100 (Superior)
- B Represents a numerical grade of 80 - 89 (Above Average)
- C Represents a numerical grade of 75 - 79 (Average)
- F Represents a numerical grade of 0 - 74 (Failing)
- I Represents an Incomplete

MYSTROS BARBER ACADEMY

SATISFACTORY ACADEMIC PROGRESS POLICY

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

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

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 payment 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 payment 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.

TITLE IV, HEA AND ACADEMIC PROGRESS

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:

90% - 100%	A	EXCELLENT
80% - 89%	B	GOOD
75% - 79%	C	AVERAGE
Below 74%	D	FAILING

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 determination that has resulted in the status of probation.

Title IV, HEA Academic Year Definition:

For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

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

****Academic Year – Defined as 900 clock hours and see each program below for the weeks.**

Scheduled Evaluation Periods Are As Follows:

CLASS “A” BARBER COURSE 30 HOURS PER WEEK – 1500 CLOCK HOURS

450 Hrs.	900 Hrs.	1200 Hrs.	1500 Hrs.
Scheduled	Scheduled	Scheduled	Scheduled
(15 Wks.)	(30 Wks.)	(40 Wks.)	(50 Wks.)

CLASS “A” BARBER COURSE 25 HOURS PER WEEK – 1500 CLOCK HOURS

450 Hrs.	900 Hrs.	1200 Hrs.	1500 Hrs.
Scheduled	Scheduled	Scheduled	Scheduled
(18 Wks.)	(36 Wks.)	(48 Wks.)	(60 Wks.)

BARBER CROSS OVER COURSE 30 HOURS PER WEEK – 300 CLOCK HOURS (FULL TIME NON TITLE IV PROGRAM)

150 Hrs.	300 Hrs.
Scheduled	Scheduled
(5 Wks.)	(10 Wks.)

BARBER CROSS OVER COURSE 25 HOURS PER WEEK – 300 CLOCK HOURS (PART TIME NON TITLE IV PROGRAM)

150 Hrs.	300 Hrs.
Scheduled	Scheduled
(6 Wks.)	(12 Wks.)

BARBER INSTRUCTOR COURSE 30 HOURS PER WEEK (FULL TIME)

300 Hrs.	750 Hrs.
Scheduled	Scheduled
(12.5 Wks.)	(25 Wks.)

BARBER INSTRUCTOR COURSE 25 HOURS PER WEEK (PART TIME)

300 Hrs.	750 Hrs.
Scheduled	Scheduled
(15 Wks.)	(30 Wks.)

Non Title IV Eligible

Barber Instructor Course 30 Hours

250 hours 500 hours

(10 wks) (20 wks)

Barber Instructor Course 25 hours per week

250 hours 500 hours

(15 wks) (30 wks)

MAXIMUM TIME FRAME

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

COURSE

MAXIMUM TIME ALLOWED

<u>WEEKS</u>	<u>SCHEDULED HOURS</u>
Barber A (30 hrs. /wk.) - 1500 Hours	
75 Weeks	2250
Barber A (25 hrs. /wk.) – 1500 Hours	
90 Weeks	2250
Barber Crossover (30 hrs. /wk.) – 300 Hours	
15 Weeks	450
Barber Crossover (25 hrs. /wk.) – 300 Hours	
18 Weeks	450
Barber Instructor (30 hrs. /wk.) – 750 Hours	
37.5 Weeks	1125
Barber Instructor (25 hr. /wk.) – 750 Hours	
45 Weeks	1125

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 Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of Title IV, HEA probation.

Title IV, Financial Aid WARNING

Students who fail to meet minimum requirements for attendance or academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. 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 that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will lose Title IV, HEA eligibility; with the right to appeal. The student will be placed on a Title IV, HEA Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

APPEAL PROCEDURES FOR LOSS OF TITLE IV, HEA FUNDING

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

A student, who wished to appeal Academic Development Status and loss of Title IV, HEA eligibility, must submit a **written request** to the School Director within ten (10) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal they will then be placed on **Financial Aid Probation**, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

Title IV, HEA FINANCIAL AID PROBATION

Any student that prevails upon the appeal process shall be placed on Title IV, HEA Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Title IV, HEA Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institutions SAP standards and may also need to complete an Academic Improvement Plan, which will be developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods, at which time a student must meet SAP prior to having eligibility reinstated at the next payment period.

REQUIREMENTS OF THE ACADEMIC IMPROVEMENT PLAN

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain a 75% grade point average. (The higher grade point is required to raise the standard to help the student make up for areas that may have been previous lacking.
- Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the School Director (or designate).
- The school will notify the student each month on their academic improvement status during the progress report/advising session. Status of the students' progress will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

REESTABLISHMENT OF Title IV, HEA STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: Making up missed tests and assignments and increasing grade average to 75% or better, and/or Increasing cumulative attendance to 80% by the end of a Warning or Probation period.

REINSTATEMENT OF Title IV, HEA FINANCIAL AID

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

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.

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay the registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit.

Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Re-enrollment is at the discretion of the school administration.

SATISFACTORY ACADEMIC PROGRESS EVALUATION PERIOD

Students are evaluated at the following hour marks:

Class A Barber:	450, 900, 1200 scheduled hours
Barber Instructor:	375 scheduled hours
Cosmetology Operator to Class "A" Barber:	150 Scheduled hours

Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

DETERMINATION OF PROGRESS

Evaluation of progress for all students enrolled in Mystros Barber Academy will be conducted by the School Director (or school official), monthly, to review the actual hours for academics and attendance. Students can receive a copy of their Satisfactory Academic Progress Report from their instructor or the Director.

ATTENDANCE/TARDINESS POLICIES

Attendance is extremely important. All students are expected to attend class, daily, and on time.

1. Excessive absences or lateness negatively impact the satisfactory progress of the student. Students must be in class to learn the materials and practice the skills to succeed.
2. All students must inform the office of absences or tardiness.
3. Attendance records are maintained, electronically and manually, which, clearly show the attendance of a student. These records indicate the student's presence, absence, or tardiness for each scheduled day. These records are maintained, in such a manner, as to make the student's attendance readily determined by anyone authorized to inspect such records.
4. All classes begin at 9:00AM. If a student arrives late, the student cannot clock in for that class.
5. When a student is absent, it is up to the student to find out if there was a test. The student has one week to make up the test. If the student does not make-up the text, within that week, the student will receive a 59 grade.
6. If a student exceeds the contracted graduation date of their program, the student will be responsible for over contract tuition for all hours needed based on the current hourly rate.

LEAVE OF ABSENCE POLICY

A Leave of Absence can only be granted under the following conditions:

1. The student has made a written request to be granted Leave of Absence (LOA)
2. The Institution has given permission for the LOA, in writing.
3. The LOA does not involve any additional charges by the school to the student.
4. LOA cannot be less than five days and cannot exceed 60 calendar days.
5. Student must have attended for at least 30 days prior to requesting LOA.
6. In a 12-month period, a student may not have more than two LOAs, which may not exceed more than a 120 days, combined.
7. Student requesting LOA in the first 90 days of enrollment must be making Satisfactory Academic Progress. Additionally, the student must provide documentation of hardship with the LOA.

A student must re-enter on the first day after expiration of the LOA. If the student DOES NOT resume attendance of their classes the first day after expiration of the LOA, the student will be withdrawn. If the student wants to re-enter, they may do so, as specified, in the Re-Entry Policy.

Students returning from LOA or other official interruption of training, must return to school in the same satisfactory progress status they had prior to their departure. For a student on approved LOA, upon return, their contract will be extended by the same number of days taken during the LOA.

WARNING

Students are given a warning when they do not meet the minimum requirements for attendance and/or academics progress. Students must attend classes at least 80% of the time to be in compliance. Students must maintain a C grade average to be considered making satisfactory progress to be in compliance.

A student who receives a warning for not attending classes at least 80% of the time or for academics for not maintaining a C grade average will be considered not making satisfactory academic progress during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the warning period, the student has not met both the attendance and academic requirements, the student may be placed on probation.

STATUS OF PROBATION

Students failing to meet minimum progress requirements after a warning period, will be placed on probation until the hours of the evaluation period are met and through the next scheduled evaluation period. A student must appeal prior to being placed on probation.

Grades of theory tests and practical work are used to evaluate the student's academic progress. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their

specific academic plan will be considered making Satisfactory Academic Progress.

The student will be advised, in writing, of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has not met both attendance and academics required for satisfactory academic progress or by the academic plan, the student will be determined as not making satisfactory academic progress and will be terminated from the school.

Termination under Satisfactory Academic Progress

At times, the change in satisfactory academic progress status can result from the failure of a student to meet the minimum cumulative requirements for rate of attendance and academic performance, resulting in a termination of enrollment.

However, under the Satisfactory Academic Progress Policy, a termination is not necessarily final. Rather, a student whose enrollment is terminated under satisfactory academic progress often has the option of filing an appeal requesting to re-start the program. A student can appeal a termination under satisfactory academic progress, subject to a limit of one appeal.

Re-entry after a termination under Satisfactory Academic Progress

A student who re-starts at Mystros Barber Academy after termination under satisfactory academic progress will retain the attendance and academic history from his or her previous enrollment at Mystros Barber Academy. Additionally, as noted above, a student re-starting after an appeal from satisfactory academic progress termination will re-start the program with the same satisfactory academic progress status in place at the time the student was terminated or withdrawn. The student must regain minimum satisfactory progress levels before the next required satisfactory academic progress evaluation point. The student will also be subject to the policies in the student re-starts section of this handbook. Students on warning or probation for any evaluation period will be notified in writing.

ATTENDANCE PROGRESS

1. **Maximum Time:** The maximum time that a student has to complete a course is 150% of the program length.
2. **Attendance:** Students must maintain at least an 80% cumulative attendance average to be considered making satisfactory progress and to complete the program within the maximum time frame.
3. **Required Completion Rate for Barber Students** must progress toward successful completion of the program within the maximum time frame.

Class “A” Barber: 1500 Clock Hours

Normal Time Frame - 50 weeks Maximum Time Frame - 75 weeks

1. At 22.5 weeks, a student should have completed 450 hours
2. At 45 weeks, a student should have completed 900 hours
3. At 67.5 weeks, a student should have completed 1200 hours
4. At 75 weeks, a student should have completed 1500 hours

Barber Instructor: 500 Clock Hours

Normal Time Frame - 16 weeks Maximum Time Frame - 24 weeks

1. At 10 weeks, a student should have completed 200 hours
2. At 18 weeks, a student should have completed 360 hours
3. At 24 weeks, a student should have completed 480 hours
4. At 36 weeks, a student should have completed 750 hours

Barber Instructor: 750 Clock Hours

Normal Time Frame - 24 weeks Maximum Time Frame - 36 weeks

1. At 5 weeks, a student should have completed 100 hours
2. At 12.5 weeks, a student should have completed 250 hours
3. At 20 weeks, a student should have completed 400 hours
4. At 24 weeks, a student should have completed 500 hours

Cosmetology Operator to Class “A” Barber: 300 Clock Hours,

Normal Time - 9 weeks Maximum Time Frame - 13.5 weeks

1. At 5 weeks, a student should have completed 100 hours
2. At 10 weeks, a student should have completed 200 hours
3. At 15 weeks, a student should have completed 300 hours

WITHDRAWAL POLICY

A student may officially withdraw from school at any time by notifying the school in writing; and, the withdrawal will be effective on the day the notification is received.

A student will be unofficially withdrawn from the school if they are not currently on approved leave of absence and miss 5 (five) scheduled days without contact, or if a student has made contact but fails to return within 30 school days (Monday through Saturday). In these cases, the student's withdrawal date will be the 5th day without contact or on the 30th school day without attendance.

A student who is on approved leave of absence but fails to return will be withdrawn from the school on the schedule date of return; and, this will be the student's withdrawal date.



FINANCES AND REFUNDS

TUITION AND FEES

CLASS "A" BARBER

1500 HOURS

Full-Time: 11 Months

Part Time: 18 Months

<i>DESCRIPTION</i>	<i>AMOUNT</i>
Enrollment Fee	\$250.00
Texas Department of Licensing/Regulation Fee	\$25.00
Tuition	\$12,500
Books	\$300.00
Kit	\$1454.00
Smock/T-Shirt/Badge/Identification	\$50.00
Total Cost	\$14,579.00

BARBER INSTRUCTOR

500 HOURS

Full-Time: 6 Months

Part Time: 9 Months

<i>DESCRIPTION</i>	<i>AMOUNT</i>
Enrollment Fee	\$250.00
Texas Department of Licensing/Regulation Fee	\$25.00
Tuition	\$4000.00
Books / Kits	\$1754.00
Smock/T-Shirt/Badge/Identification	\$50.00
Total Cost	\$6,079.00

BARBER INSTRUCTOR

750 HOURS

Full-Time: 9 Months

Part Time: 14 Months

<i>DESCRIPTION</i>	<i>AMOUNT</i>
Enrollment Fee	\$250.00
Texas Department of Licensing/Regulation Fee	\$25.00
Tuition	\$5625.00
Books / Kits	\$1754.00
Smock/T-Shirt/Badge/Identification	\$50.00
Total Cost	\$7704.00

COSMETOLOGY OPERATOR TO CLASS "A" BARBER

300 HOURS

Full-Time: 2.5 Months

Part Time: 4.5 Months

<i>DESCRIPTION</i>	<i>AMOUNT</i>
Enrollment Fee	\$250.00
Texas Department of Licensing/Regulation Fee	\$25.00
Tuition	\$1500.00
Books	\$300.00
Kit/Supplies	\$750.00
Smock/T-Shirt/Badge/Identification	\$50.00
Total Cost	\$2,875.00

STUDENT FINANCIAL CONSUMER INFORMATION

Mystros Barber Academy is licensed under the Texas Department of Licensing and Regulation. Documentation regarding the Institution's licensing is available to any student, upon request. Mystros Barber Academy works with Texas Department of Assistive and Rehabilitative Services to help individuals with physical, emotional or vocational handicaps, which are detrimental to obtaining employment. They may be eligible for funds for tuition, fees, books and, in some cases, maintenance and transportation allowances.

DIPLOMA PROGRAMS

DESCRIPTION	HOURS	FULL-TIME	PART-TIME	TUITION
Class A Barber	1500	50 Weeks	83 Weeks	\$12,500
Barber Instructor	500	16 Weeks	28 Weeks	\$4,000
Barber Instructor	750	25 Weeks	42 Weeks	\$5,625
Cosmetology Operator to Class "A" Barber (Crossover)	300	9 Weeks	17 Weeks	\$1,500

METHODS OF PAYMENT

1. Cash paying students will have scheduled interest-free payments.
2. Credit Cards: Master Card, Visa, American Express, and Discover.

All tuition, registration, kit, book, smock, outer wear, and supply fees are due and payable on the first day of attendance at Mystros Barber Academy (payment plans may be arranged.)

EXTRA-INSTRUCTIONAL CHARGES POLICY

All contracts between Mystros and its students have a contract completion date. Any student that does not graduate by the contract completion date will be allowed to continue school on the current hourly rate. The amount will be figured by multiplying the number of remaining hours needed to graduate by the current rate. This new amount will be noted on a student's ledger card as "Over Time Charges". The maximum time frame to finish a program is 1-1/2 time the normal length of the program. Any student reaching this maximum time frame will be dropped from the program and will be able to re-enroll after 60 days at the current rate of the program.

Leave of Absence and/or suspension will not extend the maximum time frame of the contract.

The hourly rate fees are:

Cosmetology Operator to Class "A" Barber: \$5.00 per hour

Barber Instructor 500: \$8.00 per hour **Instructor 750:** \$7.50 per hour

Class "A" Barber: \$8.35 per hour

REFUND POLICY:

Our refund policy is based on all tuition and fees paid on the first day of class; pursuant to Texas Department of Licensing and Regulation Refund Policy Guidelines for Barber students.

1. An applicant rejected by the school shall be entitled to a refund of all monies paid.
2. If the enrollment of the student was procured as a result of a misrepresentation made in the advertising or promotional materials of the school or a representation by an owner or representative of the school, all monies collected by the school shall be refunded.
3. If a student (or in case of a student under legal age, his/her parents/guardian) cancels his/her enrollment agreement and demands his/her money back in writing or in person, not later than midnight of the third day after the date on which the enrollment agreement is signed by the applicant, excluding Saturdays, Sundays, and legal holidays, and making an initial payment and prior to entering classes, all monies collected by the school shall be refundable.
4. If the student cancels his/her enrollment three (3) days after the signing of the enrollment agreement, all monies shall be refunded, less a registration fee of \$100.00. The registration fee applies to all courses.
5. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized in courses where student paid this fee. If student is on a payment plan, they will have to pay up to the schedule at withdrawal time (unless other arrangements are made).
6. Texas Department of Licensing and Regulation permit fee and books are neither refundable nor returnable. Kits, smocks, and school issued outer wear are neither refundable nor returnable due to sanitary precautions.
7. If tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the

student does not enter the program, not more than \$100 shall be retained by the school.

8. Withdrawn and/or terminated students may or may not owe monies to the school for tuition, according to State refund policies as outlined, previously.

REFUND POLICY CHART			
Clock Hours before Week 1 or 1st 10% (whichever is less)			
Description	Hours	Refund to Students	Student Owes School
Barber Instructor - 750	.01 to 40 or 50 hours	90%	10%
Barber Instructor - 500	.01 to 40 or 75 hours	90%	10%
Class "A" Crossover	.01 to 40 or 30 hours	90%	10%
Class "A" Barber	.01 to 40 or 150 hours	90%	10%
REFUND POLICY CHART			
Clock Hours after Week 1 or 1st 10% (whichever is less)			
Description	Hours	Refund to Students	Student Owes School
Barber Instructor - 750	40.01 to 50 hours	80%	20%
Barber Instructor - 500	40.01 to 75 hours	80%	20%
Class "A" Crossover	40.01 to 30 hours	80%	20%
Class "A" Barber	40.01 to 150 hours	80%	20%
REFUND POLICY CHART			
Clock Hours after Week 3 or 1st 10% to 25% (whichever is less)			
Description	Hours	Refund to Students	Student Owes School
Barber Instructor - 750	50.01 to 125 hours	75%	25%
Barber Instructor - 500	75.01 to 187.50 hours	75%	25%
Class "A" Crossover	30.01 to 75 hours	75%	25%
Class "A" Barber	150.01 to 375 hours	75%	25%
REFUND POLICY CHART			
Clock Hours after 1st 25% to 2nd 25% (whichever is less)			
Description	Hours	Refund to Students	Student Owes School
Barber Instructor - 750	125.01 to 250 hours	50%	50%
Barber Instructor - 500	187.51 to 375 hours	50%	50%
Class "A" Crossover	75.01 to 150 hours	50%	50%
Class "A" Barber	375.01 to 750 hours	50%	50%
REFUND POLICY CHART			
Clock Hours after 2nd 50% to 100% (whichever is less)			

Description	Hours	Refund to Students	Student Owes School
Barber Instructor - 750	250.01 to 500 hours	0%	100%
Barber Instructor - 500	375.01 to 750 hours	0%	100%
Class "A" Crossover	150.01 to 300 hours	0%	100%
Class "A" Barber	750.01 to 1500 hours	0%	100%



RULES AND REGULATIONS

A student may be immediately expelled, suspended or terminated for violating rules and regulations of the school.

1. Students destroying or damaging Mystros Barber Academy property.
2. The sale, possession, use, or distribution of any illegal drugs or alcohol while on Mystros Barber Academy property.
3. The appearance, smell or being under the influence of a controlled substance while on Mystros Barber Academy property.
4. Exhibiting violence, insubordination, or inappropriate language toward any staff, customer, or student.
5. Cheating on a school examination.
6. Any confrontations with fellow students, staff members, and above all, with customers will not be tolerated. Additionally, these actions are not professional and are interruptions to the educational process of Mystros Barber Academy and will not be tolerated.
7. Excessive tardiness and/or absences will result in failure of satisfactory academic progress criteria and may lead to termination from school.
8. No soliciting or selling of any kind is allowed.
9. Students engaging in idle gossip about a fellow student, staff member, or customer may be suspended or terminated.
10. Excessive incoming calls for a student (unless it is an emergency) will not be accepted.
11. NO CELL PHONES OR PAGERS are to be used in the building. Students must go outside building to use the phone, and will be required to clock out.
12. All services must be checked and graded by an instructor and recorded on the student requirement sheets.
13. Customers come here for the benefit of students practical experiences. Anyone refusing to service a customer will be suspended or terminated, immediately.
14. Students must clock out for lunch, even if they stay in the building.

TERMINATION POLICY

At the discretion of the School Director, a student can be immediately terminated from Mystros Barber Academy for any disciplinary action. After a waiting period, up to three (3) months, and based on the discretion of the Director, a student may re-apply.

OUR PROFESSIONAL IMAGE IS IMPORTANT

Students are training to become professionals. As professionals and as students, your image is important when addressing the public as well as being employed in the world of beauty.

Cleanliness and neatness are key components of this business. As a result, the uniform code was determined so that all students will always look neat, clean, and professional.

School uniforms for Class "A" Barbers consist of SOLID black shirts (blouses), pants, socks and shoes. Men should wear solid colored ties. Women may wear black skirts or dresses instead of pants. Shoes must have black toes and must be covered with no holes or designs on the top of the shoes. No inappropriate or revealing clothing may be worn. An identification badge and Mystros Barber Academy jacket must be worn at all times.

School uniforms for Student Instructors consist of professional dark colored, solid pants and shirts, smocks, and closed toed-shoes with socks or hoses.

No exceptions or substitutions will be approved; and, violations in the dress code will result in being sent home to change. For repetitive infractions, a student may be placed on probation, suspended, or terminated.

SCHOOL POLICIES

Mystros Barber Academy is committed to spending extra time with those students whose progress is slow for natural reasons. However, for students who show no incentive on their own part, the institution may find it necessary to discharge them from the school. Furthermore, a student's training may be interrupted under the following conditions:

1. Has poor or failing grades;
2. Advancement and progress in the course are not acceptable;
3. Is careless and indifferent towards his/her work;
4. Is uncooperative with school staff or fellow students;
5. Lacks ability to make satisfactory progress in work;
6. Conducts self inappropriately, or acts in such a manner, which may be considered detrimental to the best interest of the School or student body;
7. Requests another student to assist in taking care of a patron without receiving prior approval from an instructor; and/or;
8. Clocks in or out for another student.

Mystros Barber Academy **does not** offer Program incompletes; Repeat Courses; or Non-Covered Remedial Courses.



HEALTH AND SAFETY

INCLEMENT WEATHER

If weather conditions are severe enough to warrant the closure of Mystros Barber Academy, the Director will place a message regarding the closure on the school telephone answering service. If classes are in session, when made aware of approaching inclement weather, such as tornadoes or hurricanes, the Director will notify all faculty to instruct students to move away from heavy glass, take cover under tables or desks, or, if possible, send the students home.

MEDICAL EMERGENCY CARE

During orientation, students are asked to complete an Authorization to Render Emergency Medical Care form, which is placed in their permanent records. All emergency medical information must be completed.

In the event of a student medical emergency, the student's medical history form is pulled from the student's records. The student's instructor will administer first aid, within their scope of practice. A decision will then be made by the School Director (or Manager on Duty) whether to return the student to class; send the student home; send the student to the doctor or hospital; or call an ambulance.

If an ambulance is called, the Director/Manager will remain with the student until medical help arrives. Any pertinent medical information will be relayed to the medical technicians by the school representative. School personnel will call the indicated person to be notified in the case of an emergency and then document the medical incident in the student's records.

UNWELCOME INTRUDER

In the case of an unwelcome intruder, employees and students are instructed not to confront or challenge the person. **Call 911 at the earliest possible time.**

WEAPONS POLICY

If a student enters the school with any form of firearm or any instrument that may be construed as a weapon, the student will be asked to leave the premises, immediately, and will be suspended or terminated.

HEALTH RISKS OF DRUG ABUSE

TOBACCO

Smoking of tobacco is the chief avoidable cause of death in America. Approximately, 170,000 people die each year from smoking-related coronary heart diseases. Also, lung, larynx, esophageal, bladder, pancreatic, and kidney cancers strike smokers at increased rates. Chronic lung disease such as emphysema and chronic bronchitis are ten times more likely to occur among smokers than nonsmokers. Cigarette smoke contains carcinogens which can produce eye, nose and throat irritations. The most dangerous substance in tobacco smoke is nicotine, which is highly addictive and makes quitting smoking difficult.

MARIJUANA (Cannabis)

All forms of marijuana have adverse physical and mental effects. Physical effects of usage are a substantial increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. And, the use of marijuana reduces short term memory and comprehension. Motivation and cognition can be altered and make the acquisition of new information more difficult. Marijuana can also produce paranoia and psychosis. Long-term users may develop psychological dependence and require higher dosage to get the same effect.

DEPRESSANTS (BARBITURATES, TRANQUILIZERS)

The effects of the depressants are similar to those of alcohol. However, large doses can cause respiratory failure, coma, and death. Using depressants can cause both physical and psychological dependence. Regular use of depressants may result in tolerance to the drug, causing the user to take larger quantities of the drug.

NARCOTICS (HEROIN, METHADONE, CODEINE, MORPHINE)

Narcotics produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Users may experience constrictive pupils, watery eyes, and itching. An overdose of narcotics can cause slow and hollow breathing, clammy skin, convulsions, coma, and even death.

ALCOHOL

Alcohol consumption causes changes in behavior. Even low doses can impair the judgment and coordination required to drive a car safely. Moderate to high doses causes marked impairments in higher mental function, severely altering a person's ability to learn and remember information. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake can produce withdrawal symptoms, including anxiety, tremors, convulsions, and hallucinations. Long term consumption of large quantities of alcohol can lead to permanent damage to the liver and brain.

COUNSELING FOR DRUG AND ALCOHOL ABUSE

The main source for currently active counseling centers are on the Internet listings (or sections of the telephone book) under alcohol or drug abuse prevention or treatment centers. If a student or employee is interested in counseling, please contact the School Director, which can be either in person or by telephone. The School Director will furnish that individual with several names and telephone numbers where counseling and treatment may be obtained on a confidential basis.

DRUG FREE WORK PLACE

Mystros Barber Academy is a drug free work place. Our drug abuse prevention program provides information concerning the risk involved with drug abuse, the school's policy on drug abuse, and the locations where students can get counseling and treatment for drug abuse.

A copy of our drug abuse prevention program is distributed to every student and employee. In keeping with all local, state and federal laws, our school prohibits the possession, use or distribution of drugs and alcohol by students or employees while on school property or when involved in any school sponsored activity.

HARASSMENT POLICY

Mystros Barber Academy complies with the Civil Rights Act of 1964, as amended in 1991, requirements. The Civil Rights Act provides for the elimination of discrimination or harassment in the private and Federal workplace on the basis of sex, race, religion and national origin.

SEXUAL HARASSMENT POLICY

(From the Equal Employment Opportunity Commission)

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination which is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or schooling, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual. Also, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes "hostile environment "sexual harassment. It is hostile environment "sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or schooling environment.

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee or student did not solicit or incite it, and in the sense that the employee or student regarded the conduct as undesirable or offensive.

All sexual harassment complaints must be handled in accordance with the Mystros Barber Academy Grievance Policy and will be dealt with, immediately.



STUDENT SERVICES

EXIT INTERVIEW AND JOB PLACEMENT

At least two months prior to graduating, interviews are arranged with the school officials in charge of the student records, finance, and placement. All outstanding balances due to Mystros Barber Academy must be cleared before the student may continue to clock their final hours.

GRADUATION REQUIREMENTS

Class "A" Barber: Complete a minimum of 1500 hours of training

Barber Instructor: Complete a minimum of 500 hours of training

Cosmetology Operator to Class "A" Barber (Crossover):

Complete a minimum of 300 hours of training

In all courses, students must complete all assignments with a passing grade of 70 or above.

All students are required to complete all theory, practical and financial obligations to graduate.

STATE LICENSE REQUIREMENT

All students who meet the academy enrollment criteria and complete their program will be qualified to take the state board examination. After passing the written and practical exams and paying the state required fees, they will be licensed and eligible to work in their field.

GRADUATION DAY

Once students have completed all the requirements of Mystros Barber Academy and the Texas Department of Licensing and Regulation, instructors complete a form stating that the student's practical and academic requirements have been successfully met. Formal graduation ceremonies occur annually. Pictures in caps and gowns are also taken on an annual basis for display in the schools. The school also allows impromptu celebrations when a student clocks their final hour in their program of study. As described, earlier, when the exit interviews are complete and all the hours are clocked, this information is relayed as quickly as possible to the Texas Department of Licensing and Regulation. State board examinations can be scheduled, once hours are completed and posted.

CERTIFICATES

Upon completion of the prepared course of study, each student is awarded a certificate or a diploma certifying that the school's requirements were met.

JOB PLACEMENT

Job Placement and Career skills are taught to all students to prepare them for job placement, if needed. Although no school can guarantee employment for its graduates, Mystros Barber Academy assists our graduates in obtaining employment

As part of the curriculum, throughout each program, students work on interviewing and resume writing skills, as well as current job search methods and techniques. Additionally, business and entrepreneurial skills are stressed to ensure that students will work and use their skills to secure a good future for themselves.

In most instances, our graduates are successfully employed. Mystros Barber Academy continues to assist our graduates whenever they seek employment or change employment. After a student is employed, the school follows up with students and employers to measure the success rate of our students.

JOB PRE-PLACEMENT REQUIREMENTS

For a student to receive continued job placement assistance, a student must graduate from their program, meet requirements such as license, and meet the physical demands of the position and have the ability to meet requirements set forth by employers.



PROGRAMS

CLASS A BARBER

The objectives of the Class “A” Barber program are to develop, in each student, the basic knowledge and techniques in barbering, hair shaping, shaving and beard trimming, and related services.

The purpose of the Class “A” program is to properly train the students on all aspects of the barber industry, which results in passing the state board examination and enjoying a rewarding career in the student’s chosen field.

INSTRUCTION IN THEORY CURRICULUM	CLOCK HOURS
A. Anatomy: Physiology; and Histology; consisting of the study of: (i)Hair, (ii)Skin, (iii)Muscles, (iv)Nerves, (v) Cells, (vi)Circulatory system, (vii) Digestion, (viii) Bones	50
B. Texas Barber Law and Rules	35
C. Bacteriology, Sterilization, And Sanitation	30
D. Disorders of The Skin, Scalp, And Hair	10
E. Salesmanship	5
F. Barbershop Management	5
G. Chemistry	5
H. Shaving	5
I. Scalp, Hair Treatments and Skin	5
J. Sanitary Professional Techniques	4
K. Professional Ethics:	4
L. Scientific Fundamentals of Barbering	4
M. Cosmetic Preparations	3
N. Shampooing and Rinsing	2
O. Cutting and Processing Curly and Over-Curly Hair	2
P. Haircutting, Male and Female	2
Q. Theory of Massage of Scalp, Face and Neck	2
R. Hygiene and Good Grooming	1
S. Barber Implements	1
T. Honing and Stropping:	1
U. Mustaches and Beards:	1
V. Facial Treatments:	1
W. Electricity and Light Therapy:	1
X. History of Barbering:	1
TOTAL	180
INSTRUCTION IN PRACTICAL WORK CURRICULUM	CLOCK HOURS

A. Dressing the hair, consisting of (i) Men's haircutting; children's haircutting; (iii) Women's haircutting; cutting and processing curly and over-curly hair; (v) Razor cutting	800
B. Shaving	80
C. Styling	55
D. Shampooing and Rinsing	40
E. Bleaching and Dyeing of the Hair	30
F. Waving Hair	28
G. Straightening	25
H. Cleansing	25
I. Professional Ethics	22
J. Barbershop Management	22
K. Hair Weaving and Hairpieces	17
L. Processing	15
M. Clipping	15
N. Beards and Mustaches	15
O. Shaping	15
P. Dressing	15
Q. Curling	15
R. First Aid and Safety Precautions	11
S. Scientific Fundamentals of Barbering	10
T. Barber Implements:	10
U. Haircutting or the Process of Cutting; Tapering; Trimming; Processing; and Molding and Scalp; Hair Treatments; and Tonics	10
V. Massage and Facial Treatments:	10
W. Arranging:	10
X. Beautifying:	10
Y. Singeing:	7
Z. Manicuring:	8
TOTAL	1320
COURSE TOTAL	1500

**TOTAL COURSE
HOURS**

1500

The approximate time for completion of the full time Class “A” Barber program is 50 weeks for full-time and 83 weeks for part time students.

Course Completion dates are subject to attending 32 hours per week for full-time or 18 hours per week for part time.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days.

GRIEVANCE POLICY

Internal Complaint Procedure

In accordance with Mystros Barber Academy’s mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are given at the time of orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to the State agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

If the student wishes to pursue the matter further, contact the State agency: ***Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 (770) 396-3898.*** Students must exhaust the institution's Internal Complaint to the school's State agency if applicable. You must also Contact: ***TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR)*** at <https://www.tdlr.texas.gov/index.htm> or 512-463-6599.

COSMETOLOGY OPERATOR TO CLASS A BARBER (CROSSOVER)

The objective of the Cosmetology Operator to Class “A” Barber Crossover program is to develop, in each student, an advanced knowledge of barbering. Students must be licensed Cosmetology Operators and will learn techniques in men’s hair cutting, shaving, mustache and beard trimming services.

The purpose of this program is to develop the knowledge and skills in the practice of barbering necessary for success on the state board exam and to gain entry and continual employment in the barber industry.

1. INSTRUCTION IN THEORY WORK CURRICULUM	CLOCK HOURS
A. History of Barbering	1
B. Barber Laws and Rules Review	1
C. Implements, Honing, And Stropping	5
D. Shaving	5
E. Men’s Haircutting and Tapering	5
F. Beard and Mustache Trimming and Design	1
G. Hair Color Review	1
H. Permanent Waving and Relaxing Review	1
I. Manicuring and Nail Care Review	1
J. Facial Treatments and Skin Care Review	1
K. Anatomy and Physiology Review	1
L. Blow-Dry Styling Review	1
M. Shampooing and Conditioning Review	1
TOTAL	25
2. INSTRUCTION IN PRACTICAL WORK CURRICULUM	CLOCK HOURS
A. Men’s Haircutting and Tapering	165
B. Shaving, Mustache, and Beard Trimming	85
C. Hair coloring	5
D. Permanent Waving and Relaxing	5
E. Facial Treatments	5
F. Shampooing and Conditioning and Blow-dry Styling	5
G. Manicuring	5
TOTAL	275

**TOTAL COURSE
HOURS**

300

The approximate time for completion of the full time Cosmetology Operator to Class “A” Barber (Crossover) program is nine (9) weeks for full-time and 17 weeks for part time students.

Course Completion dates are subject to attending 32 hours per week for full time students or 18 weeks for part time students.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days.

BARBER INSTRUCTOR (with one-year experience)

The objectives of the Instructor program are to develop, in each student instructor, the basic knowledge and techniques needed to effectively communicate instruction in all areas of barbering and related subjects. Students must have a valid Class “A” Barber license and one year of valid experience working as a barber.

The purpose of the Instructor program is to provide the skills necessary for success on the state board exam and to possess the qualifications needed for gainful employment in private or public schools of barbering.

1. INSTRUCTION IN THEORY WORK CURRICULUM	CLOCK HOURS
A. Lesson Planning	15
B. Personality and Professional Conduct	15
C. Development of A Barber Course	15
D. Student Learning Principles	10
E. Principles of Teaching	10
F. Basic Teaching Methods	10
G. Teaching Aids	10
H. Testing	10
I. Self-Evaluation	10
J. Teaching Adults	10
K. Classroom Problems	5
L. Classroom Management	5
TOTAL	125
2. INSTRUCTION IN PRACTICAL WORK CURRICULUM	CLOCK HOURS
A. Assisting with Students	250
B. Theory Class (Assisting Teacher, Observing, Teaching)	50
C. Learning Office Procedures and State Laws	50
D. Grading Test Papers (Assisting Teacher, Observing, Grading)	25
TOTAL	375

**TOTAL COURSE
HOURS**

500

The approximate time for completion of the full time Barber Instructor program is 16 weeks, and 28 weeks for part time students. Course Completion dates are subject to attending 32 hours per week for full time or 18 hours per week for part time attendance. Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days.

BARBER INSTRUCTOR – NO PREVIOUS EXPERIENCE

The objectives of the Instructor program are to develop, in each student instructor, the basic knowledge and techniques needed to effectively communicate instruction in all areas of barbering and related subjects. Students must have a valid Class “A” Barber license and do not need experience working as a barber.

The purpose of the Instructor program is to provide the skills necessary for success on the state board exam and to possess the qualifications needed for gainful employment in private or public schools of barbering.

1. INSTRUCTION IN THEORY WORK CURRICULUM	CLOCK HOURS
A. Lesson Planning	15
B. Personality and Professional Conduct	15
C. Development of A Barber Course	15
D. Student Learning Principles	10
E. Principles of Teaching	35
F. Basic Teaching Methods	35
G. Teaching Aids	10
H. Testing	10
I. Self-Evaluation	10
J. Teaching Adults	10
K. Classroom Problems	5
L. Classroom Management	5
TOTAL	175
2. INSTRUCTION IN PRACTICAL WORK CURRICULUM	CLOCK HOURS
A. Assisting with Students	350
B. Theory Class (Assisting Teacher, Observing, Teaching)	150
C. Learning Office Procedures and State Laws	50
D. Grading Test Papers (Assisting Teacher, Observing, Grading)	25
TOTAL	575

**TOTAL COURSE
HOURS**

750

The approximate time for completion of the full time Barber Instructor program is 25 weeks for full-time and 42 weeks for the part time students.

Course Completion dates are subject to attending 32 hours per week for full time or 18 hours per week for part time attendance.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days.



MYSTROS BARBER ACADEMY

"MY YES STARTS THE ROAD TO SUCCESS"