

2016 BARBER PROGRAM CATALOG



**93 Onville Road
Stafford, VA 22556**

Phone: 540-720-1052 FAX: 540-720-1053

www.sewardsbarberacademy.com

Volume I, Edition III

Seward's Barber Academy, LLC. does not discriminate in its hiring, admissions, teaching, grading or graduation policies on the basis of race, creed, color, religion, handicap, financial status, gender, age or country of origin or residence.

Revised 01/2016

Mission Statement

Our mission is to train men and women in the art of barbering, and to prepare the students for entrance in the barbering occupation. We will equip each student with the tools necessary and adequate skills and knowledge to pass the Commonwealth of Virginia state barber board examination.

Completion Rate

2015 Completion Rate: 100%

Instructor/Student Ratio

The student to instructor ratio is 1 to 12 to ensure adequate attention is given to each student. While the Barber Academy does not guarantee employment upon completion of the program, we will keep graduates abreast of opportunities with local barber shops.

Academy Facilities

Seward's Barber Academy is located in Stafford, VA near CVS Pharmacy on Garrisonville Road (Onville Road). It is convenient to Interstate 95 and Jefferson Davis Highway (Route 1) as well as restaurants and shopping. The academy complies with Stafford County requirements of building occupancy, fire and health. The practical area is equipped with 7 barber chairs, mirrors, stations, a patron waiting area, reception area, an administration office, and a handicap equipped restroom. The facility has a separate clinical area with a shampoo sink and a hair drying station, as well as a separate classroom equipped with 12 desks, a large screen and audio/visual equipment. The practical area is open to the public to provide students with training experience. The entire area is air-conditioned and heated.

School Equipment

The equipment used by the students and instructors meet the standards as set forth by accrediting and licensing agencies. The equipment includes, but is not limited to barber chairs, towel warmers, sinks, shampoo bowls, sanitizer units, practice mannequins, and child booster chairs. Classroom equipment includes audio-visual equipment for presenting classes, chairs, desks, white board, anatomy charts, and demonstration materials.

Hours Required

The Virginia Department of Professional and Occupational Regulation (DPOR) requires the completion of 1,500 hours theory and practical training before taking the state examination. Classes are scheduled for 40 hours per week so that full-time students can complete the program in 12 months (50 weeks). Part-time students usually complete the program in 13-15 months. Textbook theory is tested on a weekly basis and a licensed instructor always checks practical work on the clinic floor. Practical experience gained from the public coming to the academy for hair care services is a strong point of this program. Students receive "hands-on" training, thereby putting textbook theory into practice. All students will be given a copy of the schedule for classes on the first day. This schedule has been developed to meet the state of Virginia Barber School curriculum requirements. A record will be kept of all theory and practical hours completed and reported to NTN (National Testing Network) at the end of every month.

Schedule of Academy Hours

Monday – Friday	9:00 a.m. – 7:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.

Tuition:

Seward’s Barber Academy, LLC does not offer Financial Aid; however, we offer in-house student financing at a zero-percent interest rate. Monthly payment plans are available. The tuition is \$7,000.00 with a **\$1,000.00 Nonrefundable Deposit**. Payment plan as follows:

- A. Payment in full \$7,000.00
- B. Deposit of \$1,000.00, balance of \$6,000.00 paid in full
- C. Deposit of \$1,000.00, balance of \$6,000.00 if paid in 30 days (\$500.00 Discount)
- D. Deposit of \$1,000.00, 12 months at \$500.00
- E. Deposit of \$1,000.00, 15 months at \$400.00

Nonrefundable Deposit pays for:

1. Administration Fee	\$30.00
2. Barber starter kit with professional tools (clippers, sheers, etc.)	\$550.00
3. Academy student smock (extra smocks available for purchase)	\$25.00
4. Laboratory Fee (Use of towels, shampoos, conditioners, sanitizer, etc.)	\$75.00
5. Textbooks & Workbooks (<i>Milady’s Standard Professional Barbering</i>)	\$150.00
6. State examination fee paid at completion of course	<u>\$170.00</u>
Total	\$1,000.00

ACADEMY POLICIES

Admissions/Registration

Prospective students desiring to apply for admission attend a personal interview and tour with the Academy Admissions Director and/or instructor. During this interview, we will answer your questions regarding the course, licensing, or just general questions regarding the barbering profession. Candidates must be at least 18 years-old (or at least 16 years-old with parental consent). Candidates must hold a high school diploma or GED from an accredited institution. At the time of signing the Registration Application, you will need to provide the following:

- 1. Proof of high school completion (copy of your diploma or GED certification)
- 2. Proof of Identification and alien residency (copy of driver’s license and social security card)
- 3. A non-refundable deposit of \$1,000.00 (US). The application fee will be refunded if the registration application is canceled within three days after the application has been signed.

Registration

Enrollment is continuous as long as there is an opening. Registration applications may be submitted Monday through Friday from 9:00 a.m. to 5:00 p.m. and on Saturday from 12:00 p.m. to 5:00 p.m. Please read our academic policies before registering.

Statement of Ownership

Seward’s Barber Academy is a private co-educational institution owned and operated by Seward’s Barber Academy LLC.

Statement of Non-Discrimination

Seward’s Barber Academy enrolls all applicants meeting the admissions requirements without regard to age, sex, race, creed, color, religion, or national origin.

Policy on Sexual Harassment

Sexual harassment is illegal under federal, state and local laws. It is defined by the Equal Employment Opportunity Commission (EEOC) as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment/enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual or
- The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile, or offensive working environment.

The types of behaviors that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- Unnecessary touching, patting, pinching or attention to an individual's body;
- Physical assault;
- Unwanted sexual compliments, innuendos, suggestions, or jokes; or
- The display of sexually suggestive pictures or objects.

Harassment Complaint Procedure

The academy expects that everyone will act responsibly to establish a pleasant, friendly, and professional environment. However, if an employee/student feels he or she has been subjected to any form of harassment or discrimination, the employee/student should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once. The employee/student should also report any discrimination or harassment to his or her supervisor/instructor using the grievance form. Likewise, if an employee/student witnesses such conduct, he/she should report the conduct as well. The investigation of the discrimination or harassment claim will begin immediately, in as confidential a manner as possible; however, interviews will be conducted with the complainant, with the person who allegedly engaged in the prohibited conduct, and anyone who may have witnessed the prohibited conduct. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee/student engaging in discrimination or harassment. Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited. However, an employee/student who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including termination and legal action. Occasionally, talking with a supervisor/instructor about harassment is not an option. If an employee feels uncomfortable approaching one of these individuals, or feels that his or her complaint has not been or cannot be properly handled, he or she may report the complaint to the Admissions Director. Please note that it is the academy's responsibility to take calculated actions to ensure a quick response to all harassment and discrimination complaints. This policy has been written to ensure that all students and staff feel that our school is a safe, friendly, and professional place to learn and work.

Student Conduct Policy

- The student shall not cause a disruption of the classroom or learning environment.
- The student shall not challenge any employee or instructor of Seward's Barber Academy, LLC.

- The student shall not speak in a loud tone or display actions that may be determined to be violent, i.e. throwing materials, cursing, pushing, or shoving others, threatening either verbally or emotionally another student, instructor, or customer.
- The student shall always act professionally on the clinic floor, keep voices down, act calm and polite, and wear the barber smock at all times.
- If asked to leave the premises, the student will do so without causing any damage to the facility, furnishings, or equipment.
- The student shall not place any derogatory information about the school, staff, or program on the Internet via social media.

Financial Aid

Financial aid is not available at this time. Please see payment options under the Tuition section.

Transfer credit

Credit for prior experience or training is not provided.

Academy Calendar

Seward’s Barber Academy is opened 52 weeks a year, 6 days per week. We are closed on Sundays. We observe the following holidays: New Year’s Day, Martin Luther King’s Holiday, Presidents’ Day, Memorial Day, Fourth of July, Labor Day, Thanksgivings Day, and Christmas Day.

2015 Class Starting Date

January 5, 2015
 February 2, 2015
 March 2, 2015
 April 6, 2015
 May 4, 2015
 June 1, 2015
 July 6, 2015
 August 3, 2015
 September 1, 2015
 October 5, 2015
 November 2, 2015
 December 7, 2015

Projected Graduation Date

December 31, 2015
 January 31, 2016
 February 28, 2016
 March 31, 2016
 April 30, 2016
 May 31, 2016
 June 30, 2016
 July 31, 2016
 August 31, 2016
 September 30, 2016
 October 31, 2016
 November 30, 2016

Housing

Seward’s Barber Academy does not provide housing facilities.

Placement Assistance

While the Barber Academy does not guarantee employment upon completion of the program, we will keep graduates abreast of opportunities with local barber shops.

Uniform

The student uniform is casual attire with student smock. However, a professional public image is mandatory. Clothing with potentially offensive slogans, language, quotes, etc. is not allowed. Clothing that is sagging and exposes underwear and short shirts that exposes the midriff are not allowed. For safety reasons, no open toe shoes are allowed. As students will spend many hours standing, we recommend comfortable rubber sole shoes.

Drug/Alcohol/Tobacco Policy

Tobacco (cigarettes, cigars, chewing tobacco, etc.), illegal drugs and alcoholic beverages are prohibited at the academy. Violators are subject to expulsion without any refund of tuition.

Lateness and Early Leaving

A student is considered late if he/she enters class theory lectures after the beginning of a scheduled session. Students coming into class more than 10 minutes late or leaving more than 10 minutes before the class session ends will not receive credit for that session.

Progress Training Reports

Student training hours and theory grades are kept in the student's permanent training folder and entered into the Academy's database. Student training hours are calculated monthly and submitted electronically into the National Testing Network (NTN) database.

The grading system is as follows:

A = 90% - 100%, B = 80% - 90%, C = 70% - 80%, D = 60% - 70%, F = 0% - 59%

Leave of Absence

A leave of absence (more than two weeks off) will be granted for valid reasons. Request must be in writing and will be acknowledged in writing by the Admissions Director. Students who are granted a leave of absence may be considered for re-entry following an interview with the Director of Admissions. The decision of the admissions director will be final.

Student's Non-Voluntary Dismissal

Students will be dismissed from the academy for non-payment of tuition, insufficient progress, loud and rude behavior to patrons, fellow students or academy staff. Excessive absences, lateness, and failure to meet the rules and regulations of conduct as published herewith may also be cause for dismissal without refund of tuition.

Student's Voluntary Withdrawal

Student may withdraw from the academy by:

- A. Notifying the academy in writing
- B. Student who are absent for thirty (30) days consecutively without good cause and who have not notified the academy will be considered to have voluntarily withdrawn. In all cases of voluntary withdrawal, a refund (less \$1000.00 non-refundable deposit) may be calculated on a pro-rated basis. The student will be considered to have attended the academy from the first date of attendance to the date of withdrawal.

Make-Up Work

Every chapter of the textbook must be covered, so in the event a student is absent during classroom discussion and/or testing, it is the responsibility of the student to request make up work, and be tested on the chapter discussed. The instructor will make every attempt to reschedule within the same week when possible.

Refunds

If a refund (excluding the non-refundable \$1,000.00) is determined, the refund will be returned to the student within sixty (60) days after the effective date of termination or withdrawal. There will be no refund of state license fees, administrative fees, or tools, supplies, and textbooks, as these become the student's personal property.

The academy, upon termination in any form, shall retain or be due a percentage of the tuition and other fees for the number of clock hours completed, rounded up to the nearest 10%. The Academy shall make a pro-rated refund of the remaining tuition and fees, if any, as follow: The pro-rated refund due shall be calculated by dividing the total number of clock hours comprising the period of enrollment for which the student has charged into the number of clock hours remaining to be completed by the student. The refund due shall be rounded downward to the nearest 10 percent, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged. If the student terminates or withdraws after completing 60% or more of the program, the Academy shall retain or be due 100% of the tuition and other fees and no refund shall be made.

For example, in a 1500 clock hour course:

A student starts classes and completes 8% (120 hours), the Academy is due 10% of the tuition after deposit and fees (\$600.00). A student starts classes and completes 35% (525 hours), the Academy is due 40% of the tuition and fees (\$2,400.00). A student starts classes and completes 61% (915 hours), the Academy is due all tuition and fees (\$6000.00), and no refund shall be made.

BARBER COURSE OUTLINE

Virginia DPOR requires each student to complete 1500 clock hours of instruction and theory, and maintain a passing grade before a Certificate of Completion is awarded. It typically takes 10 – 15 months to complete the program, attending on fulltime basis. The course consist of 1500 hours of theory and practical instruction. The following is a list of the skills and knowledge you will receive from our Barber curriculum:

THEORY

History and Fundamentals of Barbering Origin, customs, and traditions: Glacial Age to modern times.

Hygiene & Ethics Personal grooming and hygiene: Professional ethics and attitude.

Bacteriology Identifying and defining different types of bacteria.

Sanitation and Sterilization Methods of Sanitation and Sterilization: First Aid and public sanitation.

Implements, Tools & Equipment Proper use, care and maintenance of primary and secondary implements, tools and equipment

Disorders of the Hair, Scalp & Skin Definitions and identification of types of diseases in relation to the Hair, Scalp, & Skin

Hair & Scalp Treatment Methodology in relation to, shampoos, conditioners and how it affects the hair and scalp.

Barber Law & Rules for the Commonwealth of Virginia General rules, regulations and fees structured from the Department of Commerce Barber/Styling Handbook.

Facial Massage & Treatments Theory of facial and skin treatments; methods of facial massage therapy

Razor Shaving, Honing & Stropping The method and use of different implements, fundamental and techniques in shaving, honing and stropping.

Haircutting Basic fundamentals principals, of haircutting and styling men and women's hair.

Hairstyling Methodology in curling iron techniques and basic fundamentals of finger waving.

Permanent Waving Product knowledge, scalp and hair analysis, procedures and safety precautions

Chemical Hair Relaxing Product knowledge, scalp and hair analysis, procedures and safety precautions

Men's Hairpieces Product knowledge, implements, fundamentals, and techniques.

Electricity and Light Therapy Basic knowledge of light measurements and currents; implements and safety precautions

Chemistry Basic principles, definitions, and identification of types of matter, compounds, and cosmetic chemistry

Shop Management Knowledge of management functions, business plans, financing, equipment and record keeping.

Instructor Review to prepare for the State Board Examination

All students will receive sufficient instruction and training in the subjects listed and will be properly instructed how to cut hair and render barbering services to all clients. Students will be properly prepared to apply for and take the examination given by the Board, and to provide barbering services in an establishment.

Refresher Course (300 Hour) \$1,200.00

Virginia licensed cosmetologists with a minimum of two years' work experience shall be eligible for the barber examination. Seward's Barber Academy offers a 300- Hour Refresher Course to prepare cosmetologists for the barber examination. Students are provided hands-on training, refresher theory courses, and practice examinations. The tuition fees does not include professional tools, which may be purchased separately if needed by the student.



REGISTRATION APPLICATION

APPLICANT INFORMATION			Date:
Last Name	First Name		M.I.
Street Address		Apt./Unit #:	
City	State	ZIP	
Phone: ()	Email:	Date of Birth:	
Driver's License/ID:	Social Security #:	Alien #:	
Course Applied for: 1500-Hour Barber <input type="checkbox"/> 300-Hour Refresher <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, are you authorized to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have any medical problems? Yes <input type="checkbox"/> No <input type="checkbox"/>		If so, what?	
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, explain	
CIRCLE ONE: Male / Female Single / Married / Separated / Divorced			
EDUCATION			
High School		Address:	
From	To	Did you graduate?	Degree
College		Address:	
From	To	Did you graduate?	Degree
Other		Address:	
From	To	Did you graduate?	Degree
Note: Outstanding child support or traffic tickets will delay the issuance of a barber license.			
EMERGENCY & REFERENCES			
Full Name		Relationship	
Address		Phone: ()	
Full Name		Relationship	
Address		Phone: ()	
DISCLAIMER AND SIGNATURE			
<p>_____ [Initial] I, have had a complete tour of Seward's Barber Academy, and have received the academy catalog. I consent to and authorize Seward's Barber Academy or its duly authorized agents to release/supply copies of my academy records that may be required/requested by duly authorized agencies or individuals. I understand that Seward's Barber Academy maintains a drug free policy, and I agree follow the drug-free policy and other policies as stated in the catalog. I HEREBY CERTIFY THE ABOVE TO BE TRUE STATEMENTS AND UNDERSTAND THAT ANY FALSIFICATION MAY BE JUST CAUSE TO REJECT MY APPLICATION FOR REGISTRATION.</p>			
Signature:			
Parent's signature if student is a minor:			