

MADE IN MICHIGAN  PREMIUM BARBERS

# MICHIGAN

## BARBER SCHOOL

≡ SINCE 1947 ≡

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[www.michiganbarberschool.org](http://www.michiganbarberschool.org)

## CATALOG



*“The Mission of the Michigan Barber School, Inc. is to train potentially the finest Barbers in America”*

## HISTORY

The Michigan Barber School, Inc was founded January 1946 in Detroit, Michigan to provide tonsorial instruction and related sciences. Since its inception, the school has relocated three times in the Detroit area, and with each move the school has enjoyed continuous growth together with substantial improvement in physical facilities, equipment, and curriculum.

Forrest F. Green, the founder, successfully managed the school from 1946 until his retirement in 1974, after which his son, Forrest F. Green Jr., became the President/Director of the school and has served in that position until his untimely passing September 3, 2011. The local community, barber/styling industry, and the field of post-secondary education have suffered a great loss.

Darryl L. Green, the youngest son of Forrest Green continued to carry forth the legacy of training of tonsorial instruction by offering a valuable education and service to the Metropolitan Detroit area. Mr. Darryl Green met his untimely demise in October 30, 2015 and the torch of "*training potentially the finest Barbers in America*" was handed over to Mr. Rodrick Samuels.

## SCHOOL'S PHILOSOPHY

The purpose of the Michigan Barber School is *to train potentially the finest Barbers in America*. The school's philosophy is to provide successful, **LICENSED** Barber/Stylists in a profession that is virtually unaffected by economic conditions, employment cycles, age, creed, color, or any standing in society.

## ADMINISTRATION

Saul Green .....	Director
Cherelle Bond .....	Assistant Director
Nina E. Lowery.....	Financial Aid Administrator
Tina Barber .....	Admissions Officer
Darryl L. Green Jr. ....	Clerical Assistant

## FACULTY

James Almon .....	Instructor
Matthew Bryant .....	Instructor
Hobson Colvin .....	Instructor
Christopher Waymaster .....	Instructor

## AFFILIATIONS

- Michigan Barber School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- Licensed by the Michigan Department of Consumer & Industry Services, Bureau of Commercial Services.
- Approved by the U.S. Department of Education for Federal Student Aid Programs.

## OBJECTIVES

The Michigan Barber School's primary educational objective is to prepare students for entrance or advancement in the Barber/Styling occupation, requiring technical and/or career oriented competencies and skills. The school's Educational Objectives are career oriented and provide students with the necessary competencies, skills, and level of education for employment in the Barber/Styling field of study. The Michigan Barber School must ensure that all required courses and assistance are available to enable students to complete their program of study. The school is committed to training each student with 225 hours of theory detailing the written aspect of the barber industry and 1575 hours of practical, "on the floor training," as mandated by the Board of Barber Examiners of the State of Michigan.

The school provides the textbooks and tools, cutting and styling techniques and procedures necessary to perform as a Barber/Stylist. The Barber/Styling program is taught in the classroom and on the practical floor, simulating a barber shop environment.

Our Barber/Stylists are trained and equipped to walk into any barber shop, beauty shop, unisex salon, or any other cutting/styling environment and receive employment or become shop owners in the field for which training has been provided.

## LOCATION

Michigan Barber School occupies the two floors at **8988-90 Grand River Ave, Detroit, MI 48204**. Both the Practice Section and Theory Classroom consist of sufficient equipment and space to accommodate sixty-seven students per shift.

The school is conveniently located for city transportation since the Grand River/Joy Road bus lines stop practically in front of the school.

## SCHOOL CALENDAR

The school operates on a continuous basis and is open five days a week with the exception of Sundays and Mondays and the following legal holidays:

**New Year's Day**  
**Fourth of July**

**Memorial Day**  
**Thanksgiving**

**Labor Day**  
**Christmas Day**

Classes begin quarterly (January, March, July, and October) on the second Tuesday of the month. All classes are full-time and students are expected to complete the course in 14 to 18 months, depending on the schedule chosen.

## ADMISSION REQUIREMENTS

Applicants seeking enrollment in the school must comply with the following requirements:

1. Provide proof of high school graduation (Diploma or transcripts) or GED Certification **(Official GED Transcripts only)**.
2. Complete a Michigan Barber School Admission application.
3. Complete a Student Barber License application accompanied with an \$80.00 money order payable to "State of Michigan-Barbers," which is non-refundable. *(Additional information may be required.)*
4. Be prepared to write a short essay on *"Why I Would Like To Attend Michigan Barber School."*
5. Applicants applying for Financial Aid (*Title IV Funds*), must provide verification of the previous year income. **(Please call for more details and to make an appointment)**.
6. Provide copy of **Valid Government Identification (Drivers license/ ID)**.
7. All prospective students must visit the facility to receive registration materials. **Applicants who live long distances (more than 20 miles or 30 minutes) from the school and cannot meet this requirement must tour the facility prior to signing the Enrollment Agreement.**

## ADMISSION PROCEDURES

The Orientation schedule includes the following admission procedures:

1. Disbursement of registration package.
2. A 30-45 minute scheduled interview where potential students are provided a tour of the facility and instructions on completing all admissions applications.
3. All applications will be reviewed and processed, and acceptance or rejection letters will then be sent to all applicants in a timely manner before orientation day. The rejection letters will specify reasons for denial.
4. Applicants who receive an acceptance letter will be expected to be in attendance at the orientation date specified via email. At that time, a presentation will be given which will include an overview of the school; the disbursement and completion of additional enrollment materials.

## ATTENDANCE POLICY

The attendance policy of Michigan Barber School states that all students must maintain reasonable attendance. Failure to do so will result in termination. The termination criteria consist of the following:

1. Fourteen (14) consecutive days absent.
2. Continuous absenteeism on Saturdays and pre-holidays
3. Failure to return from an authorized Leave of Absence.

All classes are full-time; students must maintain a minimum amount of hours per month, as shown below, based on their required schedule:

**6 Hour per Day Student ----- 90 Hours per Month**  
**5 Hour per Day Student ----- 72 Hours per Month**

The maximum time frame shall not exceed 1.5 times the number of clock hours required to complete the program. If a student fails to complete the school's program within the maximum time frame and is placed on probation, the school will document the mitigating circumstances warranting the probation.

## GRADING SYSTEM

Student evaluation is made in accordance with the following grading system:

<u>Grade Standard</u>	<u>Grade</u>	<u>Numeric Grade</u>
Excellent	A	90-100%
Good	B	80-89%
Average	C+ - D+	65-79%
Below Average	D	60-64%
Failure	F	59%-Below

Amendments to the Education Act of 1965 require institutions to establish standards to determine if students who are receiving financial assistance under Federal programs are making satisfactory progress toward completion of their course of study.

## SATISFACTORY PROGRESS STATEMENT

Satisfactory progress is necessary in order to maintain student eligibility for Title IV Assistance programs. In order to be considered as making satisfactory progress towards course completion, students must maintain both specified grade averages and appropriate attendance percentages. Programs of study at Michigan Barber School are designed to be completed in 1800 clock hours. Full time students can take a maximum of one and one-half times (150%) the normal time frame of 15 months to complete the program, or a maximum time not to exceed 22 months. In order to satisfy academic and attendance requirements, students must not fall below 67% to continue to receive Title IV funding.

# MEASUREMENT OF SATISFACTORY PROGRESS

## SATISFACTORY PROGRESS STATEMENT

### MEASUREMENT OF SATISFACTORY PROGRESS

(Quantitative Measurement)		(Quantitative Measurement)
Physical Hours To Be Complete	Hours Scheduled To Be Complete	Grade Point Average Requirements
1	2	3
450	675	75%
900	1350	75%
1350	2025	75%
1800	2700	75%

As a student reaches each segment of 450 hours, displayed above in column 1, the student must not have any more than the corresponding number of scheduled hours as shown in column 2. In addition to completing a minimum number of hours of attendance during each segment of the course time frame, the student must also maintain a 75% grade average through the entire course. If a student falls below either criteria, consultation with a school official will be scheduled. At that time, the student will be placed on SAP Warning. Students are allowed to receive Title IV funding one **(1)** time while on SAP Warning. If a student does not meet SAP requirements while on SAP Warning a second time, the student will become FSA Ineligible in which Title IV funding will be withheld.

To re-establish satisfactory progress, a student must improve their attendance or grade average to the designated standards listed above. In the event the student fails to improve attendance or grades within the next **450 hours**, Title IV funds will be suspended until the required amount of work or hours are completed. In addition, students who reach a subsequent evaluation period without the required grade average or hours will be suspended indefinitely unless there are mitigating circumstances which would warrant the student receiving an additional **450 hours** of probation. Such circumstances will be documented and placed in the student's file. Students who continue to have failing grades or excessive absences will be terminated. Students who are suspended or terminated may appeal these decisions to the Director of the school.

These standards of satisfactory progress apply to **ALL** students—not solely for students who are receiving financial aid assistance.

### Appeal Process

A student may appeal a determination of unsatisfactory academic progress by submitting a written appeal to the school Director or Director of Finance explaining why he or she did not meet satisfactory academic progress and what has changed that will allow him or her to meet satisfactory academic progress if the appeal is approved to allow continued enrollment in school. Special consideration will be made only for mitigating circumstances, e.g., illness, death in the family, or other extenuating circumstance. The appeal must be received within 14 days of the student being notified of his or her SAP status. The decision of the Director shall be final. If the appeal is approved, a student will be allowed to reenter or continue in school for one payment period under a financial aid probation period and will be considered to be in satisfactory academic progress and eligible for Title IV funding.

### Financial Aid Probation

If a student does not meet the satisfactory academic progress requirements at the end of the financial aid warning period, and the student files an appeal (as described above) that is approved by the school Director, the student will be allowed to reenter or continue in school for that one payment period under **financial aid probation** status. The student will be considered to remain in satisfactory academic progress status and eligible for Title IV funding during that one next payment period of enrollment following the period in which the student was previously on financial aid warning. The student must again meet the standard satisfactory academic progress requirements by the end of the financial aid probation period in order to continue receiving aid subsequent to that payment period.

# BARBER/STYLING COURSE OUTLINE

Michigan State Board of Barber Examiners requires each student to complete at least 1800 clock hours of instruction and maintain a passing grade before a diploma is awarded. All classes are on a full-time schedule, which will take a student 15 to 18 months to complete, depending on the schedule that is chosen.

The course consists of 225 hours of theory and 1,575 hours\* of practical instruction.

\*Clock hour = 60 minutes.

## THEORY

The following is the approximate number of hours spent in Theory.

<b>History and Fundamentals of Barbering</b> .....	5 hours
Origin, custom, and traditions: Glacial Age to modern times.	
<b>Hygiene &amp; Ethics</b> .....	5 hours
Personal grooming and hygiene: Professional ethics and attitude.	
<b>Bacteriology</b> .....	10 hours
Identifying and defining different types of bacteria.	
<b>Sanitation and Sterilization</b> .....	10 hours
Methods of Sanitation and Sterilization: First Aid and public sanitation.	
<b>Implements, Tools &amp; Equipment</b> .....	10 hours
Proper use of primary and secondary implements, optional equipment proper care and maintenance.	
<b>Disorders of the Hair, Scalp &amp; Skin</b> .....	25 hours
Definitions and identification of types of diseases in relation to the Hair, Scalp & Skin	
<b>Hair &amp; Scalp Treatments</b> .....	10 hours
Methodology in relation to shampoos, conditioners and how it affects the hair and scalp.	
<b>Barber Laws &amp; Rules for the State of Michigan</b> .....	20 hours
General rules, regulations and fee structure from the Department of Commerce Barber/Styling Handbook.	
<b>Facial Massage &amp; Treatments</b> .....	10 hours
Theory of facial and skin treatments; methods of facial massage therapy.	
<b>Razor Shaving, Honing &amp; Stropping</b> .....	10 hours
Method and use of different implements, fundamentals and techniques in relation to shaving, honing and stropping.	
<b>Haircutting</b> .....	10 hours
Basic fundamentals and principles of haircutting and styling men and women's hair.	
<b>Hairstyling</b> .....	10 hours
Methodology in curling iron techniques and basic fundamentals of finger waving.	



## BARBER/STYLING COURSE OUTLINED (THEORY CONT'D)

<b>Permanent Waving</b> .....	15 hours
Product knowledge, scalp and hair analysis, procedures and safety precautions.	
<b>Chemical Hair Relaxing</b> .....	15 hours
Product knowledge, scalp and hair analysis, procedures and safety precautions.	
<b>Men's Hairpieces</b> .....	10 hours
Product knowledge, implements, fundamentals, and techniques.	
<b>Electricity and Light Therapy</b> .....	10 hours
Basic knowledge of light measurements and currents; implements and safety precautions.	
<b>Chemistry</b> .....	25 hours
Definitions and identification of types matter, compounds, and common elements; basic principles of cosmetic chemistry.	
<b>Shop Management</b> .....	5 hours
Knowledge of management functions, business plans, financing, equipment and recordkeeping.	
<b>Senior Review to prepare for State Board Exam</b> .....	10 hours
<b>Total</b> .....	<b>225 hours</b>

### PRACTICAL

The following is an approximation of the number of hours spent in practical work:

<b>Haircutting</b> .....	1000 hours
<b>Styling:</b> Including all basic and advanced methods.....	200 hours
<b>Shaving and Beard Trimming</b> .....	250 hours
<b>Honing and Stropping</b> .....	20 hours
<b>Shampoo and Conditioning Treatments</b> .....	80 hours
<b>Hair coloring</b> .....	25 hours
<b>Hair Relaxing and Permanent Waving</b> .....	50 hours
<b>Facial Massage</b> .....	50 hours
<b>Patron Protection &amp; Tool Maintenance</b> .....	40 hours
<b>Demonstrations &amp; Modern Trends</b> .....	15 hours
<b>Clinic Management</b> .....	10 hours
<b>Senior Review:</b> Preparation for State Board Exam.....	10 hours
<b>Total</b> .....	<b>1575 hours</b>

### CREDITS/TRANSFER HOURS

Applicants who have attended other Barber Schools are eligible to transfer their previous hours upon receipt of Transcripts from the previous school/s and have been approved by the State of Michigan Barber Board. For information regarding transferring Credit hours (used in other States) to Clock hours (State of Michigan), contact the administrative office for those calculations.

## **LEAVE OF ABSENCE**

Michigan Barber School policy states that a student can request a Leave of Absence (LOA) due to extenuating circumstances. The student MUST complete a written form and submit documentation to verify the reason. The LOA cannot exceed 180 days in a 12-month period of time. The school must determine that there is a reasonable expectation that the student will return to school at the end of the LOA.

If the student does not return to school at the end of the LOA, the last day of attendance will be their termination date and they will be subject to the school's refund policy.

## **MAKE-UP POLICY**

Any student that misses theory class due to illness or other major circumstances, may, at the discretion of faculty be administered make-up exams covering the missed classes. Class work can be made-up by making arrangements with the Theory instructor.

If the student drops or terminates for any reason, prior to completion of make-up work, upon reinstatement, the student is expected to comply with the following procedures:

1. Schedule a return-to-school conference with an instructor.
2. Schedule dates for make-up exams and class work with an instructor.

## **CONDUCT**

A student will be dismissed for any action or conduct that, in the opinion of the Director of the school, disrupts the school program or educational process of other students, violates Campus Safety and Security / VAWA (Violence Against Women Act) regulations, or reflects unfavorably upon the school. The students conduct is governed by the rules and regulations of Michigan Barber School. Failure to obey these rules is grounds for dismissal. When each student enrolls, they are required to sign a copy of the rules and Campus Safety and Security Statistics, then housed in their folders. The student also receives a copy of the rules and Safety Statistics for personal reference.

## **TARDINESS**

Student's time is recorded in 15-minute increments. The time clock allows each student a 10 minute grace period for every 30 minutes. The school understands that situations may arise that may cause tardiness, but it is of the utmost importance that the student makes up the time that is missed.

## **TERMINATION AND REINSTATEMENT**

The following are grounds for termination:

1. Failure to maintain satisfactory academic progress.
2. Failure to maintain satisfactory attendance.
3. Failure to comply with the rules and regulations of Michigan Barber School.

Reinstatement policy states that a student who is terminated or dropped can be reinstated without loss of hours previously earned. Reinstatement also requires the following:

1. Update permanent record.
2. Renewal of student barber license.
3. Renewal of Financial Aid.

## RECORD MAINTENANCE

All student records are permanently maintained at the school in accordance with federal regulations. Information regarding a student's status, progress, estimated completion dates, etc, will not be released by Michigan Barber School officials without the written consent of the student, or parent/guardian of the student if the student is a minor.

## REQUIREMENTS FOR GRADUATION

The following requirements must be met in order to qualify for Graduation:

1. Achieve a final grade point average of 75% or higher.
2. Maintain a satisfactory attendance record throughout the course.
3. Complete tuition payments not later than the scheduled graduation date or payment arrangements must be made prior to final phase of training.
4. Prior to graduation, each student completes an exit interview and student critique.
5. Pass the practical and theory Certification Exam.

A Certificate is awarded to those meeting the graduation requirements.

## AFTER GRADUATION

Upon completion of training, each student becomes eligible to take the State Barber Board Examination. Scheduling for the exam takes place approximately four weeks in advance of the exam. The procedures are as follows:

1. The applicant must provide a VISA or MasterCard (Non-Reloadable Gift Card preferably) with \$241.00 open to buy.

\$80.00 - State of Michigan license fee

\$161.00 - PSI exam fee

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**\*\$241.00**

2. An on-line application is submitted to [mylicense.mdch.state.mi.us](http://mylicense.mdch.state.mi.us). (*Approval will be sent via e-mail to move on to the next step. Additional information may be required.*)
3. Upon receipt of "Approval" from the State of Michigan, another on-line application is submitted to [PSIexams.com](http://PSIexams.com) and a date is scheduled for the examination within 3-7 business days. (*The applicant **must** have all proper information for themselves and their model in order to schedule.*)

The written exam is administered daily in Southfield, MI. The practical exam is administered twice a month (Usually every other Monday). The written part must be passed with a minimum score of 75% out of a possible 100% and the practical must be passed with 47 out of 65 practical areas

## PLACEMENT ASSISTANCE

**(Michigan Barber School does not guarantee placement)**

However, the school does offer **assistance** in employment. During the training period, the student is taught the most up-to-date skills in barbering and barbershop management in preparation for entry into profession. At the time of graduation, each student completes an exit interview and student critique. From the exit interview we are able to determine the degree of assistance needed in placement.

Based on our 60+ years of operation, a substantial number of barbershop owners in and around the Metro-Detroit area are former students of Michigan Barber School. These and other shop owners inquire on a regular basis about available students approaching graduation. A file is kept of all inquiries and students approaching graduation, and those who have not secured employment are referred to shop owners seeking new barbers. Also the school makes available a bulletin board on the clinic floor with a display of shops in search of newly licensed barbers.

## COURSE COST

Tuition (1800 hours @ \$5.91 per hour) .....	\$ 10,638.00
School Registration Fee .....	\$ 150.00
Barber/Styling Tools .....	\$ 855.00
*Textbooks .....	\$ 257.00
<b>Total .....</b>	<b>\$ 11,900.00</b>

Students paying cash for the full tuition cost must make a down payment of %10 of the total Tuition cost on orientation day and expected monthly payments of \$630.00 per month over a 17 month period. **All financial obligations are expected to be paid on time. Any student with an outstanding balance will not be able to graduate until balance has been met.**

\*The Textbooks (bundled with workbook and examination practice book) that are currently in use is the Milady's Standard Professional Barbering book, 6<sup>th</sup> edition. This is the current reference materials in circulation for the State Board Licensing Examination. Each student is supplied with one (1) set on their first day of class. Additional textbooks are available for purchase here at Michigan Barber School. As of recent, the books are not available at any "Brick and Mortar" retailers; however, it is sold on some supported websites. **(See Chart Below)**

COURSE TITLE	BOOK TITLE	BOOK INFO ISBN#S	OUR PRICE
BARBER/STYLING 2	MILADY'S STANDARD PROFESSIONAL BARBERING (BOOK)	13:9781305100558	
BARBER/STYLING 2	MILADY'S STANDARD PROFESSIONAL BARBERING (WKBK)	13:9781305100664	
BARBER/STYLING 2	MISCELLANOUS SUPPLIES		
BARBER/STYLING 2	MILADY'S STANDARD PROFESSIONAL BARBERING (BNDL)		257.00

## ADDITIONAL COSTS

**Student Barber License Fee .....	\$ 80.00
State of Michigan Barber License Fee .....	\$ 80.00
PSI State Board Exam Fee .....	\$ 161.00

***The "Additional Costs" are not covered by Federal Student Aid.***

**\*\*Student License fees are paid in advance (during Registration) to the State of Michigan-Barbers.**

# MINIMUM CANCELLATION AND SETTLEMENT POLICY / REFUND POLICY

The following refund policy applies to the student when:

- An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school minus the application fee.
- A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/ her contract and demands his/her money back in writing within three business days of the signing of the enrollment contract. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- A student on an approved leave of absence notifies the school that he/she will not be returning. That 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.
- Any monies due to a student who officially withdraws from the institution shall be refunded within 30 days of official cancellation or withdrawal or by a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored at a minimum monthly and a determination is made to withdraw a student who has been absent from school for 14 consecutive days. The point of withdrawal will be the last date of attendance.
- When situations of mitigating circumstances are in evidence such as serious illness or a disabling accident or death in the immediate family, the school will make a settlement, which is reasonable and fair to both parties.
- All extra costs, such as books, equipment, graduation fees, application/evaluation fee, rentals and other such charges are not considered in the tuition adjust computation if the charges are itemized separately in the enrollment contract. Tools and textbooks are not required to be returned to the school.
- Monies paid for supplies and equipment are non-refundable after three days of signing the enrollment contract. Unused equipment that is not bundled may be returned for a full refund.
- For students who terminate prior to completion, an automatic withdrawal fee of \$50.00 will be assessed and appear on the student ledger.
- For students who have received Title IV financial assistance, the federal Return of Title IV funds calculation will be completed first and applicable funds returned.
- Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- If a course is canceled after a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
- If the school closes permanently and no longer offers instruction after a student enrolled, the school will provide a pro rata refund of tuition to the student.
- The school shall provide a full refund of all monies paid (outside of the non-refundable application fee of no more than \$150) if either (i) the student was accepted for enrollment but was unqualified for entrance or (ii) the student's enrollment was procured as the result of any written or oral misrepresentation made by the school or its agents.

The following chart displays the percentage used to determine any institutional funds that were credited to the student account. (See below)

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM OR COURSE			AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL		
0.01%	TO	4.99%		20%	
5%	TO	9.99%		30%	
10%	TO	14.99%		40%	
15%	TO	24.99%		45%	
25%	TO	49.99%		70%	

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

- Title IV federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which funds were awarded.
- If a financial aid recipient withdraws from school after beginning attendance, the amount of Title IV grant earned by the student must be determined.
- The school uses a 3<sup>rd</sup> party student data system (FAME) to calculate the amount of Federal Title IV funds to be returned for a student who has withdrawn from the program.
- If a student receives SFA (Student Financial Aid) in the form of grants, withdraws from school after beginning attendance, the amount of PELL grant earned by the student must be determined.
- For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned.
- Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.
- If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement.
- If a student is eligible for this disbursement, the school will notify the student of the amount for which he/she is eligible.
- The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make the post-withdrawal disbursement to the student.
- The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the school.
- The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60 percent point in time in the payment period.
- The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS Loans and withdraws on or before completing 60 percent of the payment period.
- The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 70 percent point of time.
- The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g., if 40 percent was earned, 60 percent was unearned).
- The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.
- The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.
  - a. Unofficial withdrawal applies when a student is absent for 14 or more consecutive calendar days;
  - b. Official withdrawal applies when a student notifies the school in writing or in person.
- In both cases the last day of attendance will be used in the return to Title IV calculation.
- School scheduled breaks of five (5) or more consecutive days are excluded from the return to title IV calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned. This provides for more equitable treatment of students who officially or unofficially withdraw near either end of the scheduled break.
- Title IV funds will be returned to the United States Department of Education within 45 days.

In the event of a refund to students who are funded by one of the tuition assistance or Title IV Programs, the distribution of refunds will be as follows:

1. Pell Grant
2. JTPA
3. Vocational Rehabilitation
4. Cash Payments by Students

In the event a student has received all proceeds from any of the Title IV programs and also was awarded through other programs, the distribution of funds involving Title IV funds may precede any refunds due any other programs.

## **COLLECTION POLICY; DELINQUENT TUITION AND FEES**

Students who graduate with tuition or other fees due to the school are requested to make arrangements for payment at the time of graduation. Students who fail to make or live up to such arrangements will be billed. If the account remains unpaid for thirty (30) days after graduation, a second billing will be sent. If no payment is received or arrangements for payments have not been made within five (5) school days of the last notice, the account will be submitted to a commercial collection agency.

## **CHANGES IN TUITION AND FEES**

Michigan Barber School reserves the right to change without notice the tuition fees herein stated.

## GENERAL PHYSICAL EQUIPMENT

There are 67 complete Barber/Styling stations, which consist of counter, cabinet, mirror, sanitizer, and a barber chair. There are cleaning utensils at every other station. There are also hooded hair dryers with seats for drying customer's hair. There is also a waiting area with seats for waiting patrons.

The classroom has over 100 chairs, multiple tables, barber chair for demonstration, sanitizer desk, computers, chalkboard, audiovisual equipment, file cabinets, and 60 years of barbering memorabilia.

## GENERAL PHYSICAL FACILITIES

The school is located on two-levels. The main level consists of the clinic floor, waiting area, four offices, dispensaries, bathroom facilities, faculty lockers, and conference room. The lower level consists of the classroom, school library, lunchroom, study area, student lockers, file room, other bathroom facilities, and offices.

The entire school is .....6, 158 sq. feet  
The Theory room is .....1, 024 sq. feet  
The clinic floor is .....4, 670 sq. feet  
Dispensary and Storage .....150 sq. feet  
Lunchroom, Lockers, etc .....464 sq. feet  
We also have an additional 3,192 sq. feet for equipment storage.

## USUAL CLASS SIZE

Average size Lecture .....30-75 students  
Average size Lab (Practical) .....30-75 students  
Maximum size Lecture .....135 students  
Maximum size Lab (Practical).....135 students



## CONSUMER FACTS AND INFORMATION

Education after high school is an investment of time, money, and effort. Prospective students should carefully evaluate the education and training under consideration. To help assist each prospective student to make a wise choice, information on our academic program, facility, cost of attendance, and any other information is available in the school and should be evaluated before a decision is made.

To help you make a good decision about whether to sign up for the **BARBER|STYLING** program, we want you to know that, according to the latest information.

1. 34% or 53 of the 156 students in this program scheduled to graduate in 2011 went on to graduate.
2. 57% or 30 of the 53 students scheduled to graduate in that year have found jobs in the industry.
3. 57% or 30 of the 53 students of this program taking the state board exam in 2011 passed that examination.

## PELL GRANT

Pell Grants are awards to help undergraduate students pay for their education after high school. For many students these Grants serve as a “foundation” of financial aid to which aid from other federal and non-federal sources may be added. Unlike student loans, grants do not have to be paid back.

Pell Payments are electronically transferred to the school’s federal account, which are then applied to the student’s account. Pell Grant disbursements are issued twice per academic year for every 450 hours of physical attendance, provided students are maintaining satisfactory progress according to the standards set by Michigan Barber School.

\*The Higher Education Opportunity Act (HEOA) disqualifies from receiving Pell grants students who are subject to an involuntary civil commitment following incarceration for a sexual offense (as determined under the FBI’s Uniform Crime Reporting Program).

## STUDENT SERVICES

The school’s Administration Office will assist all of our students with non-academic matters which relate to the students attendance and progress. Students are encouraged to keep the administration advised of changes of address, employment, marital status, etc. The Instructors are available to give assistance to students who are having academic problems.

Students are allowed personal Barber/Styling services Tuesday-Thursday with the permission of a Clinic Manager. If needed, substance abuse and advising referrals are available to students in the Administration office. Any personal information regarding a student is maintained in a confidential nature.

Prospective students who suffer from a disability are also admitted equivalent to other student’s. However, any handicapped person seeking admission should be aware that the Barber/Styling course requires a high level of manual dexterity, coordination, and the use of sharp edged implements. In addition, there are also extended periods of standing while on the clinic floor which is required for practical work. State Board Examinations test for speed and dexterity. Therefore, any handicapped person seeking admission should advise the management of the handicap and request a tour of the facility to determine if they are capable of meeting all course requirements.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Michigan Barber School admits students of any race, color, national origin and ethnicity to all the rights, privileges, programs and activities generally accorded or made available to students at the school. This policy is set for in the MBS catalog that is provided to all students at the time of enrollment and is enforced through the School Complaint Policy and Student/Grievance Procedure that are also detailed in the catalog.

### **COMPARABLE PROGRAM INFORMATION**

For comparable program information related to tuition, fees and program length, contact ACCSC, whose address and phone number is listed below.

### **SCHOOL COMPLAINT POLICY**

All complaints should be mailed to Michigan Barber School, Inc. or placed in the School Complaint Box located in the school's classroom (lower level). Only official staff members have a key to this box which is opened on a weekly basis. Complaints made by telephone will also be addressed. If a complaint would like to be made to the State of Michigan, one must complete a Statement of Complaint form that can be found in the administrative office at Michigan Barber School or online at [http://www.michigan.gov/documents/lara/LCE-992\\_474650\\_7.pdf](http://www.michigan.gov/documents/lara/LCE-992_474650_7.pdf).

All complaints are investigated and evaluated with an official response provided within 10 days. If the complaint involves all students, it will be addressed at the beginning of a class period. The following grievance procedure exists for use by any student who feels that a complaint has not been properly addressed by the school.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Commission for Career Schools/Colleges of the Career/College Association must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with the permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212**

To file online, go to [www.accsc.org](http://www.accsc.org).

A copy of the complaint forms are available in the office at Michigan Barber School and may be obtained by contacting the School Director.

# THE BARBER/STYLING INSTRUCTOR PROGRAM



*“The mission of the Michigan Barber School, Inc  
is to train potentially the finest Barber/Styling  
Instructors in America”*

# **THE BARBER/STYLING INSTRUCTOR** **PROGRAM**

## **OBJECTIVES**

The Michigan Barber School objective is to train licensed Barbers with the skills necessary to become Barber/Styling instructors upon their completion of two (2) years of employment in the Barber/Styling industry. The school is committed to training each Student Barber Instructor with 300 hours of Theory detailing the written, administrative, lesson planning, and classroom aspect and 700 hours of practical, on-the-floor training as mandated by the Board of Barber Examiners of the State of Michigan.

The school provides the teaching techniques and procedures necessary to perform as a Barber Instructor. The Barber/Styling Program is taught in the classroom and on the practical floor, simulating a Barber School environment.

## **STUDENT INSTRUCTOR ADMISSION REQUIREMENT**

1. Have a High School Diploma or GED approved by the U. S. Department of Education.
2. Have a State of Michigan Barber/Styling **License** and at least 2 years of experience in the field of Barber/Styling.
3. Must be of good moral character.

## **INSTRUCTOR ADMISSION PROCEDURES**

**The admissions procedures for being a Student Instructor are as follows:**

1. Complete One (1) year/1000 hours of instruction in the teaching of Barber/Styling.
2. Complete in a time frame of Fifty-Two (52) weeks or Twelve (12) months.
3. Become competent with teaching techniques and procedures.

During this time you will also master how to successfully pass the Barber/Styling State Board Examination.

# BARBER/STYLING COURSE INSTRUCTOR COURSE OUTLINE

SUBJECT	THEORY HOURS	PRACTICAL HOURS	TOTAL HOURS	MINIMUM PRACTICAL APPLICATIONS
Orientation and review of Barber curriculum	50	100	150	40
Introduction to teaching	60	0	60	0
Course outlining and development. Lesson planning. Teaching techniques. Developing, administering and grading examinations	160	170	330	20 (A minimum of 10 services in each category)
Laws and rules. Record keeping. School administration.	30	20	50	6
Teaching	0	150	150	30
Assisting in the clinic and theory classroom. Practice teaching in the clinic and theory room.	0	260	260	50
<b>TOTALS</b>	<b>300</b>	<b>700</b>	<b>1000</b>	

## AFTER GRADUATION

Upon completion of training, a student Barber/Styling Instructor becomes eligible to take the State Instructor Examination. Scheduling for the exam takes place approximately four weeks in advance of the exam. An application, accompanied by a money order for \$161.00 is submitted to "PSI", which administers the exam.

Also upon completion of training, the graduating Barber/Styling Instructor receives a diploma from the Michigan Barber School. Our Barber/Styling Instructors are now equipped to walk into any Barber/Styling school in America and receive employment in the field for which training has been provided.