2024
SCHOOL CATALOG

Cutting Edge Barber Academy
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**All policies included in the School Catalog are subject to change at the institution's discretion.*

**The Cutting Edge Barber Academy may hereafter be referred to as barber school, barber academy, school, academy, or institution.*

Ownership/Administration/Staff

Owner/Instructor – Amit Corso (License #BT000441)
Campus Director/Admissions/Financial Aid – Zachary Wise

All instructors below have regular scheduled days and are used as substitute instructors as needed.

Instructor – Daniel Pena (License #BT000602)
Instructor – Caitlyn Reichert (License #BT000662)
Instructor – Luis Mendez-Cordova (License #BT000672)

Licensed By

Pennsylvania Department of State, Bureau of Professional and Occupational Affairs
PO Box 2649,
Harrisburg, PA 17105
(717) 783-3402

Accredited By

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin St,
Alexandria, VA 22314
(703) 600-7600

Approved By

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

Pennsylvania Department of Education, Bureau of Postsecondary and Adult Education
Division of Veterans & Military Education
333 Market Street, 12th Floor,
Harrisburg, PA 17126
(717) 787-2414

U.S. Department of Veterans Affairs
810 Vermont Ave., NW,
Washington, DC 20420
1-800-827-1000

PA Office of Vocational Rehabilitation (OVR)
2550 Kingston Rd Suite 101,
York, PA 17402
(717) 771-4407

Facilities/Equipment/Enrollment Limitations

The Cutting Edge Barber Academy is a 2800 sq/ft multifaceted education center. Our clinic floor and practical learning area features 14 stations, 7 wash stations, and all other necessary equipment needed for hands-on training. Our classroom is equipped with a smart TV, laptops, a white board, and other teaching aids to facilitate the theory aspect of our programs. Our classroom also includes a multipurpose room featuring mannequin workstations. Our facility also has handicap accessible laboratories for men and women and an admissions office. Our clinic floor has sufficient waiting area for walk-in clientele and a reception area. A studio space is located downstairs for scalp micropigmentation practical training.

Our school maintains a student to teacher ratio of 20:1. At any given time, there may be two students per station.

School Operating Hours/Class Schedules

First Shift Student Schedule (35.00 scheduled hours per week):

- Full-Time Student Schedule (1st Shift): 8:30 am – 4:00 pm, Monday to Friday.
- Theoretical Training (Classroom): 8:45 am – 10:00 am, Monday to Thursday.
- Practical Training (Clinic Floor): 10:00 am – 4:00 pm, Monday to Friday.

Second Shift Student Schedule (26.50 scheduled hours per week):

- Full-Time Student Schedule (2nd Shift): 2:30 pm – 7:00 pm, Monday to Friday; 8:30 am – 12:30 pm, Saturday.
- Theoretical Training (Classroom): 2:30 pm – 4:00 pm, Monday to Friday.
- Practical Training (Clinic Floor): 4:00 pm – 7:00 pm, Monday to Friday; 8:30am – 12:30pm, Saturday.

Part-Time Student Schedule (21.00 scheduled hours per week):

- Barber Teacher's Program Only: Varies, at least three days per week

Client Services (Clinic Floor):

- 10:00 am – 6:00 pm, Monday to Friday; 8:30 am – 11:30 am, Saturday.

**Scalp Micropigmentation Program Student Schedule: Varies*

School Calendar/Holidays

Observed school closures include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, and Christmas Day. School in-service days and other school closures vary and are published well in advance via signage and bulletin board at the discretion of the Owner and Campus Director.

Inclement Weather

In the case of inclement weather, the Cutting Edge Barber Academy may close for the day. If weather conditions are severe or hazardous, students should watch the designated station posted by the school for closings and late openings. Students will also be notified by phone, text message, or social media.

Note: Training days and hours missed due to inclement weather may be made up during the school's make-up hours and/or at the end of the program.

Transportation Options

Lancaster Station (Train Station)
53 McGovern Ave,
Lancaster, PA 17602
(800) 872-7245

Red Rose Transit Authority (Bus Station)
225 N. Queen St,
Lancaster, PA 17603
(717) 397-5613

Lancaster City Cabs (Taxi Service)
542 S. Prince St,
Lancaster, PA 17603
(717) 824-4488

Uber/Lyft (Transportation Service) – Downloadable app on any Android and Apple device

Parking Options

On-street parking within blocks of the school. Metered parking is also available.

Prince Street Parking Garage
111 N. Prince St,
Lancaster, PA 17608
(717) 299-0907

Water Street Parking Garage
220 N. Water St,
Lancaster, PA 17603
(717) 299-0907

Covenant United Methodist Church
110 N. Mulberry St,
Lancaster, PA 17603
(717) 393-1561

Mission Statement

The mission of Cutting Edge Barber Academy is to teach, equip, and inspire the future generation of barbers, barber teachers, and scalp micropigmentation practitioners. Our primary objective is to prepare our students to meet and exceed the requirements necessary to become a licensed barber, licensed barber instructor, or certified scalp micropigmentation practitioner in Pennsylvania. By promoting personal and professional development and upholding our students to high standards, our graduates will possess the desired habits, values, knowledge, and skill set needed for entry-level employment. We are committed to being leaders in the barbering and beauty industry by cultivating successful professionals and delivering excellence to our students and clients.

General Objectives

The school's mission will be accomplished through the following performance objectives:

- Offer well-organized programs of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and practical skills development.
- Introduce and teach the latest techniques involved in barbering and scalp micropigmentation.
- Create the best learning environment available by emphasizing short-term progress, individualized attention, contemporary and traditional teaching methods, and relevant use of practical education.
- Develop professional qualities within each student by teaching them the importance of good public relations and customer service.
- Teach students the proper and current sanitation, hygiene, and sterilization procedures, and the Pennsylvania laws and regulations.
- Administer fair and equitable admissions policies.
- Employ instructors qualified by preparation, education, and experience to carry out the educational objectives of the institution.
- Maintain effective methods of organization and administration appropriate to the educational programs offered.
- Produce a reasonable profit, which will ensure growth and improvement in the students, staff, facilities, and equipment.
- Improvement of institutional effectiveness through assessment of student achievement and performance.

Admissions/Enrollment Requirements

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin. The Cutting Edge Barber Academy does not recruit students already attending or admitted to another school offering similar programs of study. The Cutting Edge Barber Academy requires that each student enrolling in the Barber Program, Barber Teacher's Program, Crossover Program, or Scalp Micropigmentation Program meet the following admissions and enrollment requirements:

- Schedule a visit to the school and attend an admissions interview.
- Complete and enrollment agreement.
- Proof of at least 16 years of age (one of the following):
  - Submit a copy of driver's license or state ID
  - Submit a copy of a Social Security Card
- Submit evidence of successful completion of the equivalent of 12th grade (one of the following):
  - copy of high school diploma
  - copy of high school transcript (MUST show completion of 12th grade)
  - copy of GED
  - copy of a state issued credential for secondary school completion, if home schooled
  - copy of an academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree
- Possess a sufficient understanding of the English language (read, write, and speak).
- Students enrolling in the 695-hour Crossover Program must meet all the above requirements and submit a copy of a current, active cosmetology license.
- Students enrolling in the 1250-hour Barber Teacher's Program must meet all the above requirements and submit a copy of a current, active barber license or barber manager license.
- Students enrolling in the 40-hour Scalp Micropigmentation Program must meet all the above requirements and submit a copy of a current, active barber, cosmetology, or esthetician license.
- If a student wishes to transfer or withdraw the following requirements must be met: a student may transfer or withdraw from the program at any time. The school will refer to the Refund Policy to determine the full amount owed to the school by the student or the refund amount owed to the student, if applicable. If transferring, the school will forward an official academic and attendance transcript to the school or apprenticeship that the student is transferring to, once ALL financial obligations owed to the Cutting Edge Barber Academy are paid in full. Students seeking to transfer hours from another institution will be reviewed and accepted after an approved transcript is received from the previous institution. The Cutting Edge Barber Academy has the right to accept all, part, or none of the transfer hours accumulated at the previous institution. Transfer students will be credited a maximum of 625 clocked hours for the Barber Program and Barber Teacher's Program, and a maximum of 347 clocked hours for the Crossover Program. Transferred hours are treated as both completed and attempted hours in determination of the student's pace of completion. All transfer hour requirements must be met prior to enrollment. Accepted transfer students will be charged a $100.00 application fee. Students may be charged for an additional kit of equipment on a case by case basis, dependent upon the condition and quality of their current kit. Tuition will be based off transferred hours and the Cutting Edge Barber Academy's hourly rate at the time of enrollment ($15.12/hour). A permanent record is maintained in the student's folder documenting this information.
- If a student that withdrew from the school chooses to re-enter, ALL financial obligations previously owed to the Cutting Edge Barber Academy MUST be paid in full. For a student to officially re-enter the school, they must pay a $100.00 re-entry fee and their first monthly payment, due on the 1st of the month before their start date. The student's new tuition cost will be based off their remaining hours and the school's hourly rate at the time of enrollment ($15.12/hour). Re-entry students will re-enter in the same progress status as when they left. Students re-entering will be responsible for any work that they missed. Assignments/tests missed will have to be made up through self-study and test make-up days. Students re-entering the program will be responsible for replacing any item(s) in their kit that may have been lost or damaged. If a student is terminated from the school, it is at the discretion of the school to allow a student to re-enter the program. After 5 years from the date of withdrawal or termination, a student MUST start the program from the beginning.

**All requirements must be met prior to beginning class.*

***Should an enrolling student provide a foreign high school diploma, the institution will require the student to obtain a certified, English translated copy of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. The documentation must come from an outside agency.*

****The institution does not accept Ability-to-Benefit students.*

Enrollment Start Dates

The Cutting Edge Barber Academy has open enrollment all year round. Start dates are subject to change at the discretion of the school. Enrollment start dates are typically every 4-6 weeks, depending on availability. The first day of class will be a student orientation beginning at 8:30 am.

Career Considerations

The school wants to ensure that students interested in pursuing a career in barbering or scalp micropigmentation consider all aspects of such a decision. Individuals who want to become a professional in the barbering or scalp micropigmentation industry must:

- Have finger dexterity, and a sense of form and artistry.
- Enjoy dealing with the public and be able to follow a client's direction.
- Keep updated with the latest barbering and scalp micropigmentation techniques and technological innovations.
- Work long hours while building a personal clientele in order to earn the desired income.
- Make a strong commitment to the educational process and complete the course of study.
- Learn the skills necessary to operate a personal business.

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of the long hours standing.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include salary, salary plus commission, commission, sliding scale commission, retail commission, or independent contracting (renting space and equipment from an existing barber shop, salon, or scalp micropigmentation studio).

Career Opportunities

After graduating from school and obtaining your license, there are an array of job opportunities to explore in the hair industry. Below is a small sample of the jobs a licensed barber, barber instructor, and scalp micropigmentation practitioner may hold:

Barber	Barber Manager	Barber Instructor	Barber Shop Owner	Hairdresser
Master Barber	Men's Hairstylist	Product Designer	Platform Artist	Scalp Micropigmentation Artist
Celebrity Barber	Image Consultant	Barber School Owner	Hairpiece Specialist	Director of Education
Product Educator	Barber Magazine Editor	Barber Marketer	School Instructor	SMP Instructor

State Licensing Requirements

In order to begin training, an individual must be at least 16 years old. To work as a barber in Pennsylvania, an individual must possess an active barber license.

As per Pennsylvania State Board of Barber Examiners, Barber Act 589 of 1931, Section 3, to obtain a barber license, each applicant shall:

1. Be at least sixteen years of age.
2. Have completed the 12th grade or its equivalent.
3. Have completed a barber study and training period of at least 1250 hours in no less than 9 months, under the supervision of a licensed instructor.
4. Pay the prescribed application and examination fees.
5. Pass a theory and practical examination under the direction of the state board.

Section 3.2, a licensed cosmetologist who wishes to become a licensed barber shall:

1. Have successfully completed a 1250-hour cosmetology training course and shall possess a current, active cosmetology license.
2. Have completed a barber study and training program of at least 695 hours.
3. Pay the prescribed application and examination fees.
4. Pass a theory and practical examination under the direction of the state board.

Section 3 (d), an individual who wishes to become a licensed barber-teacher shall:

1. Be at least 23 years of age.
2. Have completed the 12th grade or its equivalent.
3. Have 5 years' experience as a licensed barber in a licensed barber shop, OR
4. Be a manager-barber who has trained for 1250 hours under a licensed teacher in a licensed barber school as a teacher-trainee.

Curriculum/Program Outlines

Barber Program – 1250 Total Hours

Approximate Hours: Theory = 375, Practical = 875

Education Objective:
Pennsylvania Barber License

Course Description:
The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic floor which offers barber services to the public.

Course Goals:
Upon completion of the course, the graduate shall possess the required knowledge and skills needed to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular and styled haircuts, shaves, facials, and shampoos with entry level professional barbering abilities.

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

Grading:

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

90% - 100% = A
80% - 89% = B
70% - 79% = C
0% - 69% = F (Unsatisfactory/Failing)

All theory, practical, and examination grades are given as numerical with a scale of 0 – 100. A grade of 70% or above is considered passing in all such situations. Clinic floor grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Each student shall be instructed in accordance with the following schedule:

Subject	*Approximate Hours*
Honing and stropping	25
Shaving and various uses of the straight razor	240
Haircutting, hairstyling, and hairpieces	535
Shampoo and scalp massages	25
Hair coloring	25
Massaging (facials)	25
Hair waving or curling (perms), straightening	25
Scalp and skin diseases	50
State barber laws, rules, and regulations	50
Physiology	50
Sterilization and sanitation	50
Hygiene	25
Bacteriology	25
Electricity (ultraviolet, high frequency, infrared, curling irons)	25
Professional ethics and barbershop demeanor	25
Manager-barber instructions, instruments, shop management, orientation, exam orientation and preparation	50
Total minimum hours of credit required	**1250**

Barber Teacher's Program – 1250 Total Hours

Approximate Hours: Theory = 450, Practical = 800

Education Objective:
Pennsylvania Barber Instructor License

Course Description:
The Barber Teacher's Program is designed to prepare licensed barbers to teach the art of barbering to students. Participants will be prepared to take and pass the Pennsylvania State Board of Instructor Licensing exam.

Course Goals:
Upon completion of the program, the graduate shall possess the required knowledge and skills needed to pass the Pennsylvania State Board of Barber Examiners Barber Instructor examination and gain entry level employment in the barber teaching profession. In addition to theoretical knowledge, the barber teacher shall be able to teach all barbering services including regular and styled haircuts, shaves, facials, and additional techniques to prepare students with entry level professional barbering abilities.

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

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

90% - 100% = A
80% - 89% = B
70% - 79% = C
0% - 69% = F (Unsatisfactory/Failing)

All theory, practical, and examination grades are given as numerical with a scale of 0 – 100. A grade of 70% or above is considered passing in all such situations. Clinic floor grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Each student shall be instructed in accordance with the following schedule:

Subject	*Approximate Hours*
Orientation	5
Educational instruction	50
Learning environment/teaching strategies	100
Student/instructor communication	50
Effective classroom management	25
Achieving learner results	25

Technology in the classroom/educational aids	75
The educator relationships	150
Learning requires fun	25
Basic teaching and learning methods	50
Basic learning styles and principles	50
Lesson planning and development/program review	100
The student clinic experience	200
Teaching success strategies	50
Teamwork	25
Teaching study and testing skills	50
Effective presentations	45
Student advising	25
Assessing process	50
Student retention tools	25
Career and employment preparation	25
Performance evaluation	50
Total minimum hours of credit required	**1250**

Crossover Program – 695 Total Hours

Approximate Hours: Theory = 125, Practical = 570

Education Objective:
Pennsylvania Barber License

Course Description:
The course teaches barber with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic floor which offers barber services to the public.

Course Goals:
Upon completion of the course, the graduate shall possess the required knowledge and skills needed to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular and styled haircuts, shaves, facials, and shampoos with entry level professional barbering abilities.

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

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

90% - 100% = A
80% - 89% = B
70% - 79% = C
0% - 69% = F (Unsatisfactory/Failing)

All theory, practical, and examination grades are given as numerical with a scale of 0 – 100. A grade of 70% or above is considered passing in all such situations. Clinic floor grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Each student shall be instructed in accordance with the following schedule:

Subject	*Approximate Hours*
State barber laws, rules, and regulations	25
Haircutting, hairstyling, and hairpieces	330
Shaving and various uses of the straight razor	240
Honing and stropping	50
Manager-barber instructions, instruments, shop management, orientation, exam orientation and preparation	50
Total minimum hours of credit required	**695**

**Upon applying to the state board, the student will receive 555 hours of credit for subjects previously covered in the cosmetology training course, to be applied to the 1250-hour training requirement.*

Scalp Micropigmentation Program – 40 Hours

Approximate Hours: Theory = 10, Practical = 30

Education Objective:
Scalp Micropigmentation Certification

Course Description:

The course was developed to meet the growing needs of the scalp micropigmentation industry. It is designed for students to learn, master, and effectively perform scalp micropigmentation services. Students blend theoretical and practical training. The theoretical training is conducted in a classroom setting consisting of lecture, text review, and demonstration. The practical training is performed through hands-on, systematic practice drills.

Course Goals:
Upon completion of the course, the graduate shall become certified scalp micropigmentation practitioner in Pennsylvania. The graduate shall possess the required knowledge and skill set needed to effectively perform scalp micropigmentation services and gain entry level employment in the scalp micropigmentation industry.

Course Format:
The course in taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, text review, hands-on practice, and testing.

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

90% - 100% = A
80% - 89% = B
70% - 79% = C
0% - 69% = F (Unsatisfactory/Failing)

All theory, practical, and examination grades are given as numerical with a scale of 0 – 100. A grade of 70% or above is considered passing in all such situations.

Each student shall be instructed in accordance with the following schedule:

Subject	*Approximate Hours*
3-Day scalp micropigmentation workshop	20
• New student orientation	
• Bloodborne pathogens, sanitation, hygiene	
• Hair loss in men and women	
• Scar camouflage (FUT/FUE)	
• Color theory and mixing pigment	
• Introductory level of precision, depth, and symmetry	
• Creating hairlines, blending, and density	
• Demonstration observation	
• Hands-on training	
• Client consultation	
• Marketing and advertising	
Ongoing scalp micropigmentation training	20
Total minimum hours of credit required	**40**

Additional Program Information

Program Outcomes

Upon completion of the programs, the student shall be able to:

- Understand the importance of a professional image and how these skills relate to success.
- Understand the importance of and comply with the rules for infection control.
- Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.
- Name and describe the structures associated with the hair.
- List the factors that should be considered in a hair analysis.
- Discuss the different types of hair loss, their causes, and options for treatment.
- Recognize hair and scalp diseases and disorders.
- Demonstrate proper shampooing and conditioning procedures.
- Understand product knowledge, use, and safety.
- Demonstrate basic haircuts and be able to choose which techniques and tools are required.
- Apply the basic haircutting techniques to accomplish more advanced styles.
- Demonstrate shaving with a straight razor.
- Demonstrate the ability to handle tools and implement them properly.
- Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures.
- Define terms relating to skin disorders and discuss which disorders may be handled in the school/shop and which should be referred to a physician.
- Identify and apply business and marketing strategies to be successful in the shop.
- Describe the various types of shop ownership and operations procedures.
- Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.
- Understand the laws and regulations set forth by the Pennsylvania State Board of Barber Examiners.

Classroom Reading Material

- Milady Standard Barbering Textbook and Student Workbook
- Milady Master Educator Textbook and Exam Review Workbook
- Scalp Micropigmentation Training Manual

Lectures/Discussions

In addition to providing information, lectures and discussions are designed to:

- Help organize the reading materials.
- Highlight important facts.
- Discuss interpretations and experiences and provide viewpoints on the materials being studied.

Demonstrations

- Instructors will demonstrate techniques and procedures for performing tasks.

Exams, Tests, and Quizzes

- Chapter tests and a final exam will be given. Students must achieve a grade of 70% or higher. Quizzes and other assignments may be given.

Grading System

- Methods of evaluation include practical and written exams, workbooks, quizzes, and assignments.

Length of Program (Contracted Time)

All students must attend class in accordance with their Enrollment Agreement. The program must be completed by the student within their contracted time and the period of time prescribed below:

Barber Program/Barber Teacher's Program – First Shift (35.00 hours per week/1250 Total Hours), Second Shift (26.50 hours per week/1250 Total Hours)

The program may be completed in 1250 hours (excluding holidays and personal days). If a student fails to complete the program within the 1250-hour time frame, the student has a maximum time frame of 1787.5 scheduled hours to complete the program. If a student fails to complete the program within the maximum time frame, he/she will be terminated from the program. It is at the discretion of the school to allow a terminated student to re-enter the program.

Barber Teacher's Program/Part-Time (21.00 hours per week/1250 Total Hours)

The program may be completed in 1250 hours (excluding holidays and personal days). If a student fails to complete the program within the 1250-hour time frame, the student has a maximum time frame of 1787.5 scheduled hours to complete the program. If a student fails to complete the program within the maximum time frame, he/she will be terminated from the program. It is at the discretion of the school to allow a terminated student to re-enter the program.

Crossover Program – First Shift (35.00 hours per week/695 Total Hours), Second Shift (26.50 hours per week/695 Total Hours)

The program may be completed in 695 hours (excluding holidays and personal days). If a student fails to complete the program within the 695-hour time frame, the student has a maximum time frame of 993.85 scheduled hours to complete the program. If a student fails to complete the program within the maximum time frame, he/she will be terminated from the program. It is at the discretion of the school to allow a terminated student to re-enter the program.

Scalp Micropigmentation (40.00 Total Hours)

The program may be completed in 40 hours (excluding holidays and personal days). If a student fails to complete the program within the 40-hour time frame, the student has a maximum time frame of 57.20 scheduled hours to complete the program. If a student fails to complete the program within the maximum time frame, he/she will be terminated from the program. It is at the discretion of the school to allow a terminated student to re-enter the program.

Change of Program

A student may not change attendance of scheduled program hours after enrollment without the approval of the Campus Director. All administrative work must be completed prior to the change.

Rules and Regulations

1. Students must attend school regularly and arrive on time.
2. Students must only clock themselves in and out every day.
3. Students must be in the stated dress code. Smock or apron must be worn at all times while on the clinic floor.
4. Students must behave in a professional manner at all times.
5. Students must keep their work area clean and sanitary and clean up after themselves.
6. Students must be prepared to perform any service and have the necessary equipment.
7. Participate in the learning process.
8. Abide by all policies stated in the school catalog.
9. Absolutely NO profanity.
10. Smock, cape, chair, station, and floor must be clean and organized before servicing any client.
11. Follow the school steps of service.
12. If you are not engaged in a haircut, practice on mannequins, perform book work, and observe demonstrations. Do not be afraid to ask questions.

13. If you make a mistake on a haircut, do not draw attention or speak of it openly. Continue with the haircut and your instructor will be over to fix or help with any issues.
14. Clients who come into the shop will be directed into your chair.
15. The client in your chair is to receive your undivided attention. Please do not engage in lengthy conversations with others while performing services.
16. Cell phones are to be on silent or put away during a service.
17. No music can be played by students.
18. Gratuity is acceptable, but not to be expected or suggested in any way.
19. Before leaving for the day, stations must be broken down, mirrors cleaned, bases and chairs polished, and combs taken out of Barbicide.
20. Students are not allowed in the office alone.
21. No eating on the clinic floor.
22. The clinic floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
23. Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
24. Professionalism is a must at all times. Remember a good and positive attitude married with your talents is the key to your success.
25. No personal services allowed when the school is busy.
26. No loitering by friends or family.

Engaging With Clients

Try to commit a client's name to memory during the haircut and address him/her as such. Engage your client as much as possible. Use compliments and "ice breaker" questions to spark conversation and find similar interests.

Examples:

- "How did you hear about us?"
- "Are you from the area?"
- "Where do you usually get your hair cut?"
- "What line of work are you in?"
- Say goodbye to a client by saying, "Thank you for your patience" or "Thank you for the practice."
- Clients are to have your undivided attention during haircuts. No cell phones. Avoid lengthy conversations with others that do not include your client.

Barbershop and School Etiquette

1. Professionalism is a must at all times.
2. Be mindful and respectful of who is around you when engaging in certain types of conversation. Speak courteously and use proper grammar.
3. Major topics that are not to be discussed on the clinic floor, especially in the presence of a new client, include Politics, Religion, Sex, Race, Sexual Orientation, Gender Identity, or Disability.
4. We do not talk about clients in any way, especially in front of other clients.
5. Do not discuss your tips in front of clients.
6. Clients who are balding are often times very sensitive to the fact. We want to make clients feel good about themselves so be conscious of your words.
7. Issues or conflicts that may arise with any client will be handled by the instructor. Do not take issues into your own hands.
8. Quality Customer Service is our number one priority and key to our growth and continued success.
9. No foul language.
10. We are in the service industry; no student will be allowed to refuse a service to a client.

Cutting Children's Hair

1. Children under 5 years of age or children that appear unruly must be accompanied by a parent or guardian. The parent or guardian may have to sign a Liability Form located at the front desk. This is to protect our school against any claims that may come about if injury is caused by negligence due to your inexperience or due to their child's unruly behavior.
2. Exhibit a Calm composure while dealing with an unruly child. Your energy may have a direct effect on the child's comfort level and willingness to work with you.
3. Always keep one hand on the child's head with firm but comfortable pressure. This will allow you to know when to pull your clippers away and avoid any possible injury.
4. Never offer a child candy without quietly asking the parent for permission first.

Dress Code Policy

The Cutting Edge Barber Academy has established a standard dress code for all students to maintain a professional atmosphere. Students not in dress code may be asked to leave school to change, which will result in a loss of hours. The dress code is as follows:

- Smocks or aprons must be worn at all times while on the clinic floor.
- Black pants, slacks, dress pants, or jeans must be worn at all times.
- Black shirt, polo, button-up, or sweater must be worn at all times.
- Closed toed shoes must be worn at all times.
- No caps, hats, head wraps, hair nets, bandanas, or other headwear.
- No excessive jewelry.
- No shorts or sweatpants.
- No rips or bagginess. Belt is required if pants fit loosely.
- All clothing must be worn in a professional manner.

**Students must remove their smock or apron while on break, especially when smoking.*

Professional Image Policy

Appearance and presentation are powerful tools for making a positive impression and showing respect for self and others. Students at the Cutting Edge Barber Academy are expected to contribute to the public image of our school and the profession of barbering. This requires special attention to your appearance and clothing choices.

Grooming and Personal Hygiene

Neatness and cleanliness are the general appearance standard for all students. To create a favorable impression, one must be well groomed at all times. Both male and female students should choose clothing and hairstyles suitable for barbering. Hair for both male and female students should be clean, combed, and neatly arranged. Nails must be kept clean and of a moderate length. Students that smoke must always remove their smock before taking a smoke break and should use hand sanitizer afterward.

**Strongly scented perfume or cologne and offensive body odor is not acceptable. Deodorant and body spray is a must.*

***Tip: All students should carry gum or mints and use them as needed, especially when performing a service.*

Dress Code

Students should refer to the Dress Code Policy located in the Cutting Edge Barber Academy School Catalog. In general, students are expected to be in the stated dress code and clothing should be worn in a professional manner. No excessive rips or bagginess.

Telephone/Cell Phone Policy

- Personal phone calls will not be taken by the school unless it's an emergency (ex. accident, sick child, etc.).
- All personal phone calls need to be made during breaks. School phones are not available for personal, non-emergency phone calls.
- During class and clinic time, cell phones must be turned off or set to "silent" mode and stored away.
- Taking pictures/video of clinic floor work is acceptable with instructor approval.

Student Kit/Supplies/Personal Items Policy

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. The school reserves the right to distribute the student kit in intervals. The kit items may be changed at the discretion of the school. The cost of refills and additional supplies will be the responsibility of the student (ex. razors, disinfectant sprays, hair products, etc.). Some supplies may be purchased at the school.

Students will also need pens/pencils, a notebook, folders, and highlighters.

**The Cutting Edge Barber Academy and staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Students are expected to have their books and equipment ready for class and/or the clinic floor on a daily basis. Any student that fails to bring their kit or other equipment to school will be sent home for the day and a loss of hours for that day will occur.*

Personal Services

The instructor may grant permission for students to perform personal services on each other during down time. However, clients come first, and a student may be asked to stop a personal service to accommodate the client.

Cleaning/Sanitation Policy

Students are expected to maintain the highest level of cleanliness, sanitation, and hygiene. Each student is responsible for cleaning his/her area, tools, etc. This includes but is not limited to cleaning their station (ex. hair inside the drawer), storing their mannequin head, rinsing out bowls, etc. Students may also be assigned a daily cleaning/sanitation duty to help keep the school clean. All cleaning/sanitation duties will be checked by the end of the day.

Students that do not comply with the cleaning/sanitation policy will be subject to the following disciplinary actions:

- 1st – Verbal Warning
- 2nd – Written Warning
- 3rd – 1-Day Suspension
- 4th – Discretion of the School

Towel Policy

Towels that are provided by the school should only be used for servicing customers on the clinic floor. If a student is found taking towels with them when they exit the facility, this will be considered theft. The school will resort to the school's Theft/Vandalism Policy and the student will be subject to disciplinary action, including termination from the school.

Absences/Tardiness Policy

- Students are required to make up all assignments due to absence or tardiness.
- Students are required to email the school at the beginning of the day (no later than 9:00 am) to inform the Campus Director if they will be absent or late.
- Students arriving late may not clock in until 10:00 am (1st) or 4:00 pm (2nd) following Theory.
- Leaving early is not permitted. *Exceptions will be made for doctor's appointments or family emergencies.
- Permission to leave early due to an emergency or extenuating circumstance will be granted at the discretion of the school.
- Each student will be allowed 10 personal days (Barber Program/Barber Teacher's Program) and 5 personal days (Crossover Program).
- Request for days of must be given to the Campus Director via email or writing and must be approved.
- Personal days are not to be used on consecutive Fridays.
- All unexcused absences and tardiness will be subject to the Student Attendance Point System and Attendance Disciplinary Actions.

**Students have 48 hours to turn in a doctor's note for absences, tardies, and early departures.*

Student Attendance Point System

- Absence with email – 1 point
- Absence without email (no-call/no-show) – 2 points
- Tardy with email – ½ point
- Tardy without email – 1 point

Attendance Disciplinary Actions

- 3 points – written warning
- 5 points – 1-day suspension
- 7 points – 3-day suspension

**Disciplinary action(s) for additional absences/tardies will be at the discretion of the school, including, but not limited to, suspension or termination.*

No-Call/No-Show Policy

If a student fails to attend or contact the school for 5 or more consecutive days, without previous notification, the subsequent disciplinary actions are at the discretion of the Cutting Edge Barber Academy, including, but not limited to, immediate suspension or termination.

Time Accounting Policy

Student hours are documented via clock in/out at the register on the podium and are reported to the Pennsylvania State Board of Barber Examiners on a quarterly basis.

- Students shall sign only themselves in and out every day.
- Students are given credit only for the time shown as signed in.
- If a mistake is made, inform the Campus Director immediately for corrections.
- Hours are calculated on the basis of completed minutes.
- Students are expected to arrive on time. Tardiness will not be tolerated. One minute late is considered tardy.
- Lunch is thirty (30) minutes. Students do not receive hours for lunch.
- Students may not take break while servicing a client.

Make-Up Work Policy

Students are required to make-up hours and/or work that is missed. Tests missed due to an absence or tardiness can be made-up on any exam day. Failure to make-up exams will result in 0% and this grade will be added to the student's grade point average. Academic, practical, and additional assignments, required of all students, must be satisfactorily completed within the Satisfactory Progress Evaluation and Advising Period.

Transfer/Withdrawal Policy

If a student wishes to transfer or withdraw the following requirements must be met; a student may transfer or withdraw from the program at any time. The school will refer to the Refund Policy to determine the full amount owed to the school by the student or the refund amount owed to the student, if applicable.

If transferring, the school will forward an official academic and attendance transcript to the school or apprenticeship that the student is transferring to, once all financial obligations owed to the Cutting Edge Barber Academy are paid in full.

Students seeking to transfer hours from another institution will be reviewed and accepted after an approved transcript is received from the previous institution. The Cutting Edge Barber Academy has the right to accept all, part, or none of the transfer hours accumulated at the previous institution. Transfer students will be credited a maximum of 625 clocked hours for the Barber Program and Barber Teacher's Program, and a maximum of 347 clocked hours for the Crossover Program. Transferred hours are treated as both completed and attempted hours in determination of the student's pace of completion. All transfer hour requirements must be met prior to enrollment.

Accepted transfer students will be charged a $100.00 application fee. Students may be charged for an additional kit of equipment on a case by case basis dependent upon the condition and quality of their current kit. Tuition will be based off transferred hours and the Cutting Edge Barber Academy's hourly rate at the time of enrollment. A permanent record is maintained in the student's folder documenting this information.

Re-Entry Policy

If a student that withdrew from the school chooses to re-enter, all financial obligations previously owed to the Cutting Edge Barber Academy must be paid in full. For a student to officially re-enter the school, they must pay a $100 re-entry fee. The student's new tuition cost will be based off their remaining hours and the school's hourly rate at the time of re-enrollment.

Re-entry students will re-enter in the same progress status as when they left. Students re-entering will be responsible for any work that they missed. Assignments/tests missed will have to be made up through self-study and test make-up days. Students re-entering the program will be responsible for replacing any item(s) in their kit that may have been lost or damaged.

If a student is terminated from the school, it is at the discretion of the school to allow a student to re-enter the program.

After 5 years from the date of withdrawal, a student must start the program from the beginning.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in this 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 National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Barber Program (1250 hours/36 weeks)	450 clock hours (13 weeks), 900 clock hours (26 weeks), and 1250 clock hours (36 weeks)
Barber Teacher's Program (1250 hours/36 weeks)	450 clock hours (13 weeks), 900 clock hours (26 weeks), and 1250 clock hours (36 weeks)
Crossover Program (695 hours/20 weeks)	347 clock hours (10 weeks)
Scalp Micropigmentation Program (40 hours/26 weeks)	20 clock hours (1 week) and 40 clock hours (26 weeks)

**Transfer Students – Midpoint of the contracted hours or the established evaluation period(s), whichever comes first.*

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

Students will meet with an instructor to review and discuss their SAP evaluation. Students are required to sign their evaluation and receive a copy of it. A signed copy of the evaluation will also be kept in the student's file. At any time, a student can request to view their evaluation that is kept on file.

Attendance Progress Evaluations

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student maintained at least 70% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time frame (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	*Maximum Time Allowed Weeks (Scheduled Hours)*
Barber Program (Full-Time, 1st Shift, 35.00 hours/week) – 1250 Clock Hours (36 weeks)	51 weeks (1787.5 scheduled hours)
Barber Program (3/4 Time, 2nd Shift, 26.50 hours/week) - 1250 Clock Hours (48 weeks)	69 weeks (1787.5 scheduled hours)
Barber Teacher's Program (Full-Time, 35.00 hours/week) – 1250 Clock Hours (36 weeks)	51 weeks (1787.5 scheduled hours)
Barber Teacher's Program (Part-Time, 21.00 hours/week) – 1250 Clock Hours (60 weeks)	85 weeks (1787.5 scheduled hours)
Crossover Program (Full-Time, 35.00 hours/week) – 695 Clock Hours (20 weeks)	29 weeks (993.85 scheduled hours)
Scalp Micropigmentation Program – 40 Clock Hours (26 weeks)	26 weeks (57.20 scheduled hours)

The institution operates all programs according to a schedule of 900 clock hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 70% of the scheduled hours.

If a student fails to complete the program within the maximum time frame, he/she will be terminated from the program. It is at the discretion of the school to allow a terminated student to re-enter the program.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. 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 cumulative grade average of 70% 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
80% - 89% = B
70% - 79% = C
0% - 69% = F (Unsatisfactory/Failing)

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 evaluation. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and may have their Title IV funding interrupted.

**Any student awarded a scholarship from the Cutting Edge Barber Academy must maintain 80% for academics and attendance. Failure to do so will result in the loss of scholarship funds.*

Warning Period

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

**Students are notified immediately, in writing, if an evaluation will impact their eligibility for Title IV funding (financial aid) and/or other funding sources.*

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period (next SAP evaluation). Students wishing to return after termination for not meeting Satisfactory Academic Progress requirements will be considered and decided at the institution's discretion.

Interruptions, Course Incompletes, Withdrawals

The institution does not offer a Leave of Absence. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal. Course incompleteness does not apply to this institution. Therefore, this item has no effect upon the school's Satisfactory Academic Progress standards.

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.

Academic Advising

Academic advising is available for any student that needs additional assistance or would like to speak to an instructor. Complete an Academic Advising Form (available in the classroom), return it, and a 15-minute meeting will be scheduled within 3-5 business days. If any student needs academic counseling/tutoring, please refer to the Professional Assistance section in the school catalog.

Additional Evaluations

Students receive additional evaluations throughout the program. Students receive progress reports at 225 hours for all programs and 675 hours for the Barber Program and Barber Teacher's Program. Students also receive practical evaluations at 450 hours and 900 hours for the Barber Program and Barber Teacher's Program, and 347 hours and 550 hours for the Crossover Program.

Graduation Requirements

A diploma (Certificate of Achievement) will be issued to the student at the time of graduation provided the student has satisfied all of the following requirements:

1. Curriculum Requirements:
    a. Achieve a minimum GPA of 70% for theory.
    b. Achieve a minimum grade of 70% for practical.
    c. Complete 100% client services (gameboard)

2. Attendance Requirements:
    a. Complete 100% of required program hours.
    b. Must have a minimum attendance rate of 70% of the total program.

3. Financial obligations to the school must be satisfactory.

4. Attend an exit interview with the Campus Director and Financial Aid Office.

Students will receive a temporary license only after all state board paperwork is processed by the state.

**Students may not practice until they receive their temporary license from the state.*

***A meeting with the financial aid office may be required to clear up any outstanding balances. Any student late on monthly tuition payments while enrolled at the school should refer to the school's late payment policy.*

Optional: At no additional cost to the student, the school offers a licensure application submission service to help graduate students through the application process. Please see the Campus Director for more information.

Criminal Background Check Notice

The Pennsylvania State Board of Barber Examiners requires that all applicants for the barber or barber instructor licensure examination submit a criminal background check. Applicants with a criminal history will be dealt with on a case-by-case basis, including but not limited to an additional review of their application, an interview with a state board member, and/or receiving a probationary license.

To be successful in the pursuit of becoming a barber or barber instructor, it is essential for anyone with a criminal background to be honest and disclose any information regarding their convictions.

**If you have additional questions concerning the criminal background check requirements, we encourage you to contact the Pennsylvania State Board of Barber Examiners at (717) 783-3402*.

School Exit Interview

Students must attend an exit interview upon completion of the program of study. An appointment must be scheduled in advance, with the Campus Director, for the last day of attendance. All curriculum requirements must be completed, and financial obligations must be satisfactory prior to the scheduled appointment. At this time, the student will be awarded a school diploma (Certificate of Achievement) and official transcript, and all necessary administrative work will be completed for the student to apply for their Pennsylvania State Board of Barbering Licensure Examination. Students will also receive a copy of their financial account and any additional information pertaining to the student's balance and monthly tuition payments. All financial obligations must be satisfactory for a student to graduate and schedule their licensure exam.

Students are responsible for paying the prescribed fees for the licensure application and exam, including $140 for the Practical and Theory Exam (money order), $52 for the application fee and criminal background check (credit/debit card), and $10 for a notarized training affidavit (cash).

Optional: At no additional cost to the student, the school offers a licensure application submission service to help graduate students through the application process. Please see the Campus Director for more information.

Employment Assistance/Placement Advising

The Cutting Edge Barber Academy does not and cannot guarantee neither employment nor level of income or wage rate to any student or graduate. The school is not responsible for any failure to obtain employment or for any other related problems. However, the Cutting Edge Barber Academy will consistently post new job opportunities on the bulletin board located inside the school.

Upon successful completion of the program, graduates receive a diploma (Certificate of Achievement) and official transcript from the Cutting Edge Barber Academy. Graduate students have the option of utilizing the school's licensure application submission service to submit their state board application. Once the application is processed graduates will receive their temporary license, and authorization to test letter/email from Pearson Vue. Only after receiving the authorization to test letter/email will graduates have the ability to create a Pearson Vue account and scheduled their appropriate exams.

Once the graduate receives their temporary license, they will be legally eligible to enter employment. A temporary license has a 9 month expiration date. The graduate must successfully pass the required Pennsylvania State Board of Barber Examiners examination within the 9 month period.

Graduates from the Barber Teacher's Program will not receive a temporary license.

Student Records and Transcripts

Student academic records are safely retained at the school under lock and key. The school shall maintain all records of a student for at least 6 years after a student graduates or is terminated. After that the school is only required to maintain student records as regulated by the Pennsylvania State Board of Barbering Examiners. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed to the school. Additional transcripts are available to students upon written request and notification of permission for a fee of $10.00. Student records will be provided only after receipt of a written request, which has been made by the individual student.

Student Information and Release Policy

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

Privacy Act/Right to Access Student Records

The Cutting Edge Barber Academy guarantees the privacy of all student files unless specifically directed by the student in accordance with the Privacy Act of 1974 – Public Law 93.579. The Cutting Edge Barber Academy guarantees the students and parents, or guardians of dependent minor's, access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed. The records shall be made available upon written request. The school will provide and permit access to student and other school records as required for any agencies such as Pennsylvania Barber Board or will be seeking accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

Change of Name or Address

Students who have a change of name or address during the contracted program are responsible for reporting this change to the Campus Director. All administrative work must be completed prior to the change.

Student Conduct Policy

Students are required to comply with all school rules and operating policies as outlined in the enrollment agreement. All students are required to act in a manner that will reflect credit on himself/herself, the school, and the business or industry for which they are being trained. Students are required to follow all school policies at all times, including but not limited to the school's Dress Code and Cell Phone Policy. Failure to adhere to and observe school rules and operating policies may result in disciplinary action, including suspension, probation, and/or immediate expulsion. The school reserves the right to dismiss any student whose personal conduct is detrimental to others and deemed unsatisfactory by the Campus Director.

Altercation Policy

No student shall engage in any altercation, physically or verbally, with another student, instructor, staff member, or client of the Cutting Edge Barber Academy. Altercations include but are not limited to fighting, harassment, bullying, arguing, obscene language and threats, etc. This includes altercations that occur off campus as well. The Cutting Edge Barber Academy has "zero tolerance" for any altercation and disciplinary action will be at the discretion of the school, including suspension or termination.

Arrest/Conviction Policy

All students attending the Cutting Edge Barber Academy are required to act in a manner that reflects well on him/herself, the school, and the industry for which they are being trained. Any student arrested or convicted of a crime during their enrollment at the Cutting Edge Barber Academy is subject to disciplinary action, including immediate suspension or termination.

**The arrest/conviction does not have to occur in school facilities or on school grounds.*

Smoking Policy

The Cutting Edge Barber Academy is a non-smoking facility. All smoking shall be done outside, at least 25 feet away from the building. Discarded cigarettes must be disposed of in a designated container. Smoking is only allowed during breaks. Students must remove barber smocks before smoking.

Drug/Alcohol Policy

The use or sale of illegal drugs or alcohol, in any form, during the school day is prohibited. No illegal (or abused) drugs or alcoholic beverages are permitted in or around the school or facilities. Students who exhibit evidence of drug/alcohol abuse or intoxication in school may be subject to disciplinary action of suspension or expulsion. The school has the right and is solely in discretion to discharge any student and need not be supported by actual proof of drug or alcohol abuse. Possession of drug paraphernalia is subject to the laws of the State of Pennsylvania. Students that have a drug/alcohol problem affecting their progress should see the Campus Director for advising, and he/she will refer them to one of the community health agencies for counseling. All students are explained the school's drug prevention policy at orientation. Students are required to sign the acknowledgement of receipt of the Drug Prevention/Awareness Policy required by the DRUG FREE

WORKPLACE ACT OF 1988. (Students that are taking over the counter or prescribed medication which might impair/affect functioning should so inform the School Administration).

Unlawful Discrimination or Harassment

No student shall engage in discrimination or harassment of another student, instructor, or staff member of this school. This shall include discrimination or harassment based on sex, sexual orientation, gender, gender identity, race, age, color, religion, disability, and ethnic origin. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the school.

Sexual Harassment Policy

Sexual harassment is defined as any sexual advance, request for sexual favors and other verbal or physical conduct where submission to or rejection of such advance, request or when such advances, requests or conduct have the purpose or effect of unreasonable interfering with an individual's work or education by creating an intimidating, hostile, humiliating or sexually offensive environment. Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms - subtle and indirect or blatant and overt. Cutting Edge Barber Academy will not tolerate sexual harassment. All persons who work at or attend Cutting Edge Barber Academy have a responsibility to help maintain an environment that is free from all forms of sexual harassment. Complaints relating to sexual harassment incidents are to be addressed on an Incident Report form and directed immediately to the Campus Director, Director of Education, Teacher, or Owner. Individuals who violate this policy are subject to discipline rating from a written warning to dismissal. Frivolous or false accusations of sexual harassment have serious consequences on innocent individuals. This institution cautions that such complaints may result in action being taken against the complainant.

Cheating Policy

No student shall engage in behavior that, in the judgment of the instructor of the class, may deem as cheating. This may include, but is not limited to, acquisition without permission of school tests or other materials and/or distribution of these materials. Such behavior may result in the loss of a grade or suspension.

Theft/Vandalism

No one shall engage in the theft or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the school.

Termination Policy

Students may be terminated from the school for non-compliance with the following: school policies, enrollment agreement, and/or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of the school; willful destruction of school property; nonpayment of fees; and theft or any illegal act.

If a student is terminated, the school will refer to the Refund Policy to determine the full amount owed to the school by the student or the refund amount owed to the student, if applicable. The school will provide an official academic and attendance transcript to the student, once all financial obligations owed to the Cutting Edge Barber Academy are paid in full.

**Terminated students must collect all their personal belongings on the day of termination. Terminated students are not allowed on the school's premises. It is at the discretion of the school to allow a terminated student to re-enter the program.*

Statement of Non-Discrimination

The Cutting Edge Barber Academy is an equal opportunity school with respect to both education and employment. The school's programs and policies are consistent with pertinent federal and state laws and regulations on non-discrimination regarding race, color, religion, age, ethnic origin, financial status, sex, sexual orientation, gender, or gender identity. The Cutting Edge Barber Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason of handicap will be excluded from enrolling in a program of instruction.

Safety and Security Policy/Emergency Evacuation Plan

The Cutting Edge Barber Academy has implemented a Safety and Security Policy and Emergency Evacuation Plan to ensure the safety of our students, staff, and customers.

Video Surveillance Policy

Video surveillance cameras at the Cutting Edge Barber Academy are used for the sole purpose of ensuring the safety of students, employees, customers, and guests. Security cameras are used to monitor the movement of people entering and leaving the building and to survey public areas on the school's premises. The purpose of the cameras is to prevent and/or report any criminal activities. The release of recorded video and images is restricted to police for criminal investigations and for administration to review and act, if needed.

Safety and Security Policy

The Safety and Security Policy is designed to inform all students and employees of the Cutting Edge Barber Academy about its safety and security procedures and policies. The safety of our students, employees, and customers is of the utmost importance. Please read these procedures and policies carefully and ask any questions if needed.

Crime and Accident Prevention

The Cutting Edge Barber Academy does not assume liability for stolen property. Students and employees should always keep their personal belongings stored in a safe, secure place. The school encourages students and staff not to bring expensive, valuable items to school with them. Such items should be left at home to reduce the chance of theft. The school reserves the right to prosecute any student or employee to the fullest extent of the state and federal law for any criminal violation committed on the school's premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination.

Criminal violations may include, but are not limited to the following:

- Murder
- Rape
- Forcible Sex Offenses
- Non-Forcible Sex Offenses
- Robbery/Theft
- Simple or Aggravated Assault
- Unlawful Consumption or Possession of Alcohol or Other Controlled and/or Illegal Substances
- Hate Crime

Further Preventative Measures

- Students and/or employees shall not be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
- Students and/or employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in immediate confiscation of the weapon, and possible prosecution and termination.
- Students and/or employees must never remain alone in the facility after closing without previous administrative approval. If approval has been given, the outside door must remain locked at all times and the student or employee must not allow any unauthorized individual to enter the building.
- All employees should make certain office doors are securely locked when leaving. Students should never enter the office area alone.
- Students and/or employees shall report hazardous conditions (i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.) to school administration immediately.
- Students and/or employees should not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to administration.
- Damaged or dangerous structural conditions shall be reported to administration immediately.
- Students and/or employees should handle all equipment correctly (i.e., within the manufacturer's specifications). The school will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
- Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
- Students and/or employees with unusual, serious health conditions must report such conditions upon enrollment or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among school administration.

Criminal and Accident Reporting Procedures

The Cutting Edge Barber Academy does not have specific campus security. All crimes are reported to the Lancaster City Police Department for investigation and action. We encourage all students and employees to report all crimes in a timely manner to their instructor or administrator, who will promptly contact local authorities to address the issue. Victims and witnesses are encouraged to report crimes.

In the event of a fire:

- All occupants should proceed to the nearest available exit in an orderly, calm manner.
- Leave all personal belongings behind.
- Assist the elderly, handicapped, and children to the nearest exit.
- Do not attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
- Once safely outside, stand in a group at a safe distance from the building (at least 30 feet away from the building). Instructors/administration will take a count to ensure nobody is still inside.
- Staff will call the fire department.

In the event of a burglary:

- Remain calm and agreeable with the culprit(s).
- Do not attempt any heroic measures.
- Report all burglaries to the local police.

In the event of a rape or aggravated assault:

- Remain calm.
- Calm the victim and call 911. If you are the victim, call 911.
- Report all such crimes to the proper local authority. Seek professional counseling or contact school administration for counseling referral.

In the event of an accident:

- Report the accident to the instructor. The instructor will determine if emergency help is needed.
- Fill out an accident report. Include the cause, name(s) of those involved, date, time, circumstances, and witness explanations.

- All information will be reported to administration.
- If necessary, parents or legal guardians will be notified.
- If a blood spill occurs, please refer to the blood spill procedure.

In the event of any general emergency within the school premises, please notify an instructor or school administration immediately and remain calm. If the instructor or school administration determine that students, staff, customers, or guests are in danger, an announcement will be made to calmly and safely exit the building. Please listen carefully to any directions given by the school staff to ensure your safety. The school will review its evacuation plans and safety procedures during orientation on the first day of class.

Emergency Evacuation Plan

In the event of an emergency or fire, refer to the emergency evacuation plan:

- There are two main exits to the building, at the front door and at the rear of the building. All occupants should proceed to the nearest available exit in an orderly, calm manner.
- Leave all personal belongings behind.
- Assist the elderly, handicapped, and children to the nearest exit.
- Do not attempt to contain a fire. Evacuate immediately and leave containment to trained professionals.
- Once safely outside, stand in a group at a safe distance from the building (at least 30 feet away from the building). Instructors/administration will take a count to ensure nobody is still inside.
- Staff will contact the appropriate local authority.
- Listen carefully to any directions given by the staff.
- Do not return to the building until authorized to do so.

Grievance Procedure

The Cutting Edge Barber Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are included in the school catalog and in the orientation packet, assuring that all students know the steps to follow if they need to register a complaint. 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:

- All student grievances should be brought to the instructor first. This is the first step in the grievance procedure.
- If the instructor is unable to come up with a reasonable resolution, or if the student is not satisfied with the instructor's resolution, they must provide a written explanation to the campus director. The student should use the Student Grievance Form for their written explanation, which are available to all students.
- 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 action(s) being taken regarding the complaint.
- If the complaint is of such a nature that it cannot be resolved by school management, it will be referred to an appropriate agency, if applicable.
- 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.
- Students must exhaust the institution's internal complaint process before submitting the complaint to:
  NACCAS
  3015 Colvin Street,
  Alexandria, VA 22314

Photo/Video Consent

Occasionally, the Cutting Edge Barber Academy may use students' photos or videos of students in promotional material, print material, etc. By initialing off on the Enrollment Agreement that you received a copy of the School Catalog, you're agreeing to the following:

- I authorize the Cutting Edge Barber Academy to record and edit their photo/video and related materials, my name, likeness, image, voice, interview, and performance. The Cutting Edge Barber Academy may use all or parts of the photographs or video. The Cutting Edge Barber Academy shall own all rights, title, and interest in and to the photograph or video, including the recordings, to be used and disposed of without limitation as the Cutting Edge Barber Academy shall in sole discretion determine.

Tuition

The fees for tuition, student books/kit, and application fee (non-refundable) represent the total funds to be paid by the student. Not included in the total cost are the cost for supplies and/or additional equipment for personal use.

Each student shall be supplied with a student kit within their first week of class. Student books/kit must remain at the facility until the student's books/kit fees are paid off in full. Replacement of lost, stolen, or misplaced items shall be the responsibility of the student. Students are required to maintain necessary supplies when they run out (ex. razor blades, disinfectant sprays, etc.).

As additional expenses, each student must provide themselves with a notebook, pens, pencils, and the required uniform (please refer to our dress code policy). At any time, students may purchase additional equipment and supplies, but must purchase and maintain the student kit recommended and provided by the school.

Barber Program (1250 Hours)

- Tuition: $19,900.00
- Books/Kit: $1,400.00
- Application Fee (non-refundable): $100.00
- **Total Cost: $21,400.00**

Barber Teacher's Program (1250 Hours)

- Tuition: $19,900.00
- Books/Kit: $265.00
- Application Fee (non-refundable): $100.00
- **Total Cost: $20,265.00**

Crossover Program (695 Hours)

- Tuition: $10,900.00
- Books/Kit: $1,400.00
- Application Fee (non-refundable): $100.00
- **Total Cost: $12,400.00**

Scalp Micropigmentation Program (40 Hours)

- Tuition: $8,000.00
- Books/Kit: $900.00
- Application Fee (non-refundable): $100.00
- **Total Cost: $9,000.00**

**All prices are subject to change.*

If a student chooses to pay their tuition in increments, a monthly in-school payment plan may be set up, contingent on approval by the Campus Director. All financing options may require a credit check and co-signer.

Methods of Payment

- Cash or Check
- Title IV/Financial Aid
- Scholarship (Must maintain 80% or higher for In-House Scholarships)
- TFC Tuition Financing (Third-Party Lender)
- Other

The Cutting Edge Barber Academy reserves the Right to withhold proof of training until course is paid in full. Students may voluntarily choose a Third Party Private Lending Institution or TFC Tuition Financing to receive a loan to pay for the cost of their program. TFC Tuition Financing will require a co-signer on the account. The Third Party Lender is responsible to provide all disclosures to students according to the Truth in Lending Act of Title 15 of the United States Code.

Payment Policy

Our Campus Director will evaluate each student's needs and then create a customized financial package to assist students with their total educational costs. All students will follow the payment schedule on their enrollment agreement. In-house financing (cash payment plan) will be based on the total amount owed, divided by the number of months enrolled according to the scheduled graduation date on the enrollment agreement. Cash payment plans are scheduled on a monthly basis with the first payment due on the first day of class.

Excessive absences and tardiness may result in additional costs for the student, including loss of Title IV Funding (financial aid), Veterans Education Benefits, in-house financing or scholarships, or dismissal from the program.

Late Payment Policy

The Cutting Edge Barber Academy requires that all monthly payments are paid on the scheduled date set on the Enrollment Agreement. If any part of a payment is 5 or more days late, the student will be assessed a late charge of 10% of the payment due.

After 5 days of being late on a monthly payment, a student will be subject to the following disciplinary actions:

- 1st – Suspension until financial obligations are fulfilled.
- 2nd – 10-day suspension and financial obligations are fulfilled.
- 3rd – Discretion of the school.

Furthermore, if a student makes 1 or more late payments while attending school, the Cutting Edge Barber Academy has the right to withhold paperwork from being sent to the Pennsylvania State Board of Barber Examiners, even after finishing program hours, until 100% of the student's tuition is paid off.

Refund Policy

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

Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. In this case, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of $100.00.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement, regardless of whether the student has started training. In this case, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of $100.00.
3. A student cancels his/her enrollment after three business days of signing the enrollment agreement, but prior to starting classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of 100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
6. In type 2, 3, or 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark date on the written notification, or by the date said notification is delivered to the school administrator or owner in person.

Mailing Address: Cutting Edge Barber Academy, 114 W Orange St, Lancaster, PA 17603

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

Percent of scheduled time to total time	*Amount of tuition school shall retain*
0.01% to 4.9%	20% retained
5% to 9.99%	30% retained
10% to 14.9%	40% retained
15% to 24.9%	45% retained
25% to 49.9%	70% retained
50% and over	100% retained

All refunds will be calculated based on the students last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the program is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the program is canceled after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the program OR participate in a teach out agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to program completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (additional kit materials, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the school catalog and in the enrollment agreement.

TFC Credit Corporation Collections Policy

Any student that is financing through TFC Credit Corporation and defaults on their loan will have their TFC account and remaining balance sent to a collection agency. This will damage the student's credit and prevent them from registering and taking the State Barber Exams and receiving their Pennsylvania barber license.

The student will still be liable for their entire remaining balance even after it is sent to the collection agency. Furthermore, the student will accrue the following additional charges:

- 30% upcharge of the total balance that is sent to collections
- $250.00 penalty

**The upcharge and penalty fees are to be paid directly to the Cutting Edge Barber Academy after the remaining balance is satisfied with the collection agency.*

***Student paperwork will only be sent to the Pennsylvania State Board of Barber Examiners for testing once the remaining balance, upcharge, and penalty fees are paid in full.*

Temporary Barber License Expiration Policy

Graduate students that allow their Temporary Barber License to expire and need their application/paperwork resubmitted to the Pennsylvania State Board of Barber Examiners, will be subject to a $200.00 fee.

Barber Teacher's Program Scholarship Policy

This policy applies to the Barber Teacher's Program scholarship only.

The Cutting Edge Barber Academy is committed to helping individuals continue their education in the field of barbering. The Barber Teacher's Program Scholarship is a merit scholarship intended to help defray the cost of attendance and encourage individuals to advance their career by getting the training needed to become a licensed barber instructor.

Eligibility

The general eligibility, selection, and application requirements for the Cutting Edge Barber Academy's Barber Teacher's Program Scholarship are as follows:

- Barber Program or Crossover Program Graduate – Any student that has graduated from the Cutting Edge Barber Academy's Barber Program or Crossover Program with a 90% or above in both academics and attendance will automatically be eligible for the Barber Teacher's Program Scholarship.

- Other Applicants – All other applicants for the Barber Teacher's Program Scholarship, including graduate students that did not meet 90% or above in academics and attendance, will be required to submit an essay. Applicants should contact the institution for essays prompts. Scholarship essays will be reviewed by school ownership and administration in order to select the candidate best suited for the scholarship award.

- All applicants must meet the eligibility requirements established by the Pennsylvania State Board of Barber Examiners to become a licensed barber instructor in the State of Pennsylvania.

Continuing Eligibility

The Barber Teacher's Program Scholarship is subject to continuing eligibility requirements. Any student awarded a scholarship must maintain Satisfactory Academic Progress and at least an 80% or above in both academics and attendance during each evaluation period. Students that do not meet the academic and attendance requirements at the evaluation period will lose scholarship eligibility and must repay the scholarship amount. Students that lose scholarship eligibility and do not repay the scholarship amount may have their enrollment interrupted or be terminated from the program.

Scholarship Amounts

Any scholarship awarded will be applied directly to the student's ledger and deducted from the student's tuition cost. Scholarships cannot be applied to equipment kit, textbooks, or application fees.

The Barber Teacher's Program Scholarship amounts are as follows:

- Barber Program or Crossover Program Graduate – Any student that has graduated from the Cutting Edge Barber Academy and met the 90% or above academic and attendance requirements will receive a scholarship in the amount equal to 50% off of the Barber Teacher's Program tuition cost at the time of enrollment.

- Other Applicants – All other applicants that are selected for the Barber Teacher's Program Scholarship will receive up to $5,000 off of the Barber Teacher's Program tuition cost at the time of enrollment. Scholarship amounts will be determined by the quality of essay submitted and availability of funding at the time of enrollment.

Expiration of Eligibility

Any student that has been awarded the Barber Teacher's Program Scholarship must use it before the expiration date.

The Barber Teacher's Program Scholarship expiration of eligibility is as follows:

- Barber Program or Crossover Graduate – Any student that has graduated from the Cutting Edge Barber Academy's Barber Program or Crossover Program with a 90% or above in both academics and attendance will automatically be eligible for the Barber Teacher's Program Scholarship. If the student is 23 years of age or older, the scholarship expires two years from the date of graduation. If the student is under 23 years of age, the scholarship expires two years from the date of graduation or 3 months after turning 23 years of age, if longer than two years.

- Other Awardees – All other students that have been awarded the Barber Teacher's Program Scholarship, including graduate students that did not meet 90% or above in academics or attendance, must use the scholarship within 3 months from the date of being selected for the award.

Employment Requirements

Following graduation, any student that was awarded a Barber Teacher's Program Scholarship and is offered employment by the Cutting Edge Barber Academy, must sign a Non-Compete Agreement and work for the institution for at least one year or until their employment is terminated.

**The Barber Teacher's Program Scholarship is awarded based on availability of funding and may be limited per year.*

***According to requirements established by the Pennsylvania State Board of Barber Examiners, any individual who wishes to obtain their Pennsylvania Barber Teacher License must be at least 23 years of age.*

****Any graduate hired by the Cutting Edge Barber Academy must obtain their Barber Teacher License within 9 months from the date of hire.*

Return to Title IV (R2T4)

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans.

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

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you are scheduled to complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you are scheduled to have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the institutional refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. The institution's refund policy is located in the catalog and catalogs are provided to students prior to enrollment. You may also request the requirements and procedures for withdrawing from school, officially, from the campus director.

Post-Withdrawal Disbursement (PWD)

For a Title IV student who withdraws after the 60% point-in-time, there are no unearned funds. However, the student may be eligible for a post-withdrawal disbursement (PWD). A disbursement paid to the student's account after the student has 100% withdrawn from the payment period. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement of the earned aid that was not received. The Cutting Edge Barber Academy will offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew and any loan funds a student accepts within 180 days of the date the school determined the student withdrew.

- The school will notify in writing the student, or parent if a Direct PLUS Loan, prior to making any post-withdrawal disbursement of loan funds. The information provided will include the information necessary for the student, or parent to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of the school's determination that the student has withdrawn.

- The notification will request confirmation from the borrower of any post-withdrawal disbursement that the student or parent, wishes the school to make. It will also identify the type and amount of the loan and explain that the student, or parent may accept or decline all or a portion of the funds. It will explain to the student or parent their obligation to repay the loan funds if the student or parent authorizes such funds to be disbursed. It will also advise the student or parent about the advantages of keeping loan debt to a minimum.

- If loan funds are needed to pay educational costs, the notification will make clear that a student or parent will not receive as a direct disbursement any loan funds that the school wishes to credit to the student's account to pay educational costs due the school. If the student, or parent does not wish to accept some or all of the loan funds that the school wishes to credit to the student's account, the school will not disburse those funds.

- The school must receive the student or parent's written authorization accepting a post withdrawal disbursement no later than 14 days from the date posted on the notification the school sent to the student or parent. If authorization from a student or parent is received after the deadline and the school chooses not to make a post withdrawal disbursement of loan funds, the school will notify the student or parent in writing that the post-withdrawal disbursement will not be made and why.

- If the school chooses to honor a late response, they will disburse all the funds accepted by the student or parent as applicable. The school will not credit the student's account in accordance with the student's request but decline to disburse post-withdrawal funds accepted as a direct disbursement.

- If a response is not received from the student or parent within the permitted time frame, or the student declines the funds, the school will return any earned funds that the school was holding to the Title IV programs.

- The school will document the result of the notification process and the final determination made concerning the disbursement and maintain that documentation in the student's file.

- The school will disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew.

Title IV Credit Balance (Refund)

A Title IV credit balance (refund) occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period. If Federal Student Aid disbursements to a student's account create a Title IV credit balance, the school will pay the credit balance directly to the student or parent no later than 14 days after the credit balance occurred. Any excess PLUS Loan funds will be paid to the parent. However, the parent may authorize the school to transfer the PLUS Loan credit balance directly to the student for whom the loan is made. The school requires students to complete the Title IV Credit Balance Authorization form at time of enrollment, so the student can inform the school what they'd like done with any credit balance that occurs, including holding it to cover additional expenses or using it to cover the cost of books/kit. The school is not required to pay a credit balanced that is less than $1.

Professional Assistance

The Cutting Edge Barber Academy provides a support system for each student. If a student has needs or issues that are beyond the scope of the school's capabilities, the school will refer the student to a professional service. Professional services are posted on the school's bulletin board and are listed in the school's catalog. Please refer to the list below for professional assistance:

ACADEMIC COUNSELING/TUTORING
Sylvan Learning of Lancaster
2064 Fruitville Pike,
Lancaster, PA 17601
(717) 826-0125

FINANCIAL ASSISTANCE
Community Action Program of Lancaster
601 S. Queen St,
Lancaster, PA 17603
(717) 299-7301

ADDICTION TREATMENT (DRUG OR ALCOHOL ISSUES)
White Deer Run of Lancaster
53 N. West End Ave,
Lancaster, PA 17603
(717) 869-0408

DOMESTIC VIOLENSE SERVICES
(717) 299-1249

FOOD BANK
(717) 291-2261

FINANCIAL ASSISTANCE
Tabor Community Services
308 E. King St, #1,
Lancaster, PA 17602
(717) 397-5182

SEXUAL ASSAULT HOTLINE
(717) 392-7273

Policies for Students Using Veterans Education Benefits

The policies listed below only apply to students using Veterans Education Benefits.

Military Leave of Absence Policy

The Cutting Edge Barber Academy recognizes that students who serve in the United States Armed Forces may encounter situations in which they may be called to fulfill their duties for training or deployment. The Cutting Edge Barber Academy has procedures in place to support students during service related absences.

Short Absence (Less than 30 days)
Military students (including those in the Reserve or National Guard) may have required military activities which cause the student to be absent from class for a short period of time (typically 2-3 weeks once a year). These absences qualify as "excused absences," which means that the absence, with proper arrangement, is not subject to penalty and coursework may be satisfied through an agreement between the instructor and the student, including self-study.

A copy of military orders should be presented to administration as soon as they are available.

Long Absence (Greater than 30 days)
In the case of a longer activation or deployment, the student should consult with his/her instructor and school administration to determine the best course of action based on the length of absence and percentage of the hours completed. The resolutions may include program withdrawal.

Satisfactory Academic Progress Policy for Veterans

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in this 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 National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Barber Program (1250 hours/36 weeks)	450 clock hours (13 weeks), 900 clock hours (26 weeks), and 1250 clock hours (36 weeks)
Barber Teacher's Program (1250 hours/36 weeks)	450 clock hours (13 weeks), 900 clock hours (26 weeks), and 1250 clock hours (36 weeks)
Crossover Program (695 hours/20 weeks)	347 clock hours (10 weeks)

**Transfer Students – Midpoint of the contracted hours or the established evaluation period(s), whichever comes first.*

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

Students will meet with an instructor to review and discuss their SAP evaluation. Students are required to sign their evaluation and receive a copy of it. A signed copy of the evaluation will also be kept in the student's file. At any time, a student can request to view their evaluation that is kept on file.

Attendance Progress Evaluations

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student maintained at least 70% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time frame allowed for students to complete each course at satisfactory academic progress is stated below.

Please note: Veterans may only get education benefits up to the hours approved for the program.

Course	*Maximum Time Allowed Weeks (Scheduled Hours)*
Barber Program (Full-Time, 1st Shift, 35.00 hours/week) – 1250 Clock Hours (36 weeks)	51 weeks (1787.5 scheduled hours)
Barber Program (3/4 Time, 2nd Shift, 26.50 hours/week) - 1250 Clock Hours (48 weeks)	69 weeks (1787.5 scheduled hours)
Barber Teacher's Program (Full-Time, 35.00 hours/week) – 1250 Clock Hours (36 weeks)	51 weeks (1787.5 scheduled hours)
Barber Teacher's Program (Part-Time, 21.00 hours/week) – 1250 Clock Hours (60 weeks)	85 weeks (1787.5 scheduled hours)
Crossover Program (Full-Time, 35.00 hours/week) – 695 Clock Hours (20 weeks)	29 weeks (993.85 scheduled hours)

The institution operates all programs according to a schedule of 900 clock hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 70% of the scheduled hours.

If a student fails to complete the program within the maximum time frame, he/she will be terminated from the program. It is at the discretion of the school to allow a terminated student to re-enter the program.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. 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 in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% 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
80% - 89% = B
70% - 79% = C
0% - 69% = F (Unsatisfactory/Failing)

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 evaluation. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and may have their Title IV funding interrupted.

**Any student awarded a scholarship from the Cutting Edge Barber Academy must maintain 80% for academics and attendance. Failure to do so will result in the loss of scholarship funds.*

Warning Period

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

**Students are notified immediately, in writing, if an evaluation will impact their eligibility for Title IV funding (financial aid) and/or other funding sources.*

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV funding, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period (next SAP evaluation). Students wishing to return after termination for not meeting Satisfactory Academic Progress requirements will be considered and decided at the institution's discretion.

Appeal Process

All students using Veterans Education Benefits who have not re-established satisfactory academic progress following the warning period, may file an appeal if there were extenuating circumstances that prevented the student from meeting SAP requirements. Students must complete a Satisfactory Academic Progress Appeal form and return it to the Campus Director. Students must clearly explain why satisfactory academic progress requirements were not met, provide proper documentation to support the extenuating circumstances, and indicate how they will improve their academic and/or attendance performance. Students will be notified via email of the status of the appeal within two weeks of the date of receipt. The notification will indicate if the appeal has been approved, denied, or if additional information is needed. If the appeal is approved, the student will be placed on probation for the next SAP evaluation period. If the appeal is denied, the student will be terminated from the program.

Interruptions, Course Incompletes, Withdrawals

The institution does not offer a Leave of Absence. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal. Course incompleteness does not apply to this institution. Therefore, this item has no effect upon the school's Satisfactory Academic Progress standards.

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.

Military and Veterans Additional Fees

For any military or veteran using educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33 (Post 9/11 Benefits), the Cutting Edge Barber Academy will not impose any penalty, including late fees, due to the delayed disbursement of funding from the VA.

For any military or veteran using educational assistance under Chapter 30, Chapter 35, and Chapter 1606, any monthly tuition payment that is 5 or more days late will be assessed a late payment fee of 10% of the payment due.

For any military or veteran that is required to cover a portion of their monthly tuition payment out-of-pocket, any monthly tuition payment that is 5 or more days late will be assessed a late payment fee of 10% of the payment due.

**An application fee of $100 is charged for all programs. For veterans, $10 of the application fee is non-refundable.*

***Textbooks and equipment kit become the property of the student once they are issued on the first day of class. The cost for textbooks and equipment kit becomes non-refundable once they are issued to the student.*

****The cost of refills will be the responsibility of the student (razors, disinfectant spray, hair products, etc.).*

Outcome Rates

The school tracks its annual performance with respect to student graduation rate, graduate licensure rate, and graduate employment rate.

NACCAS Definitions – Based on all students scheduled to graduate from their program in 2022:

- Graduation – Of the students scheduled to graduate in 2022, the percentage of students that actually graduated by November 30th, 2023.
- Licensure – Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam by November 30th, 2023, the percentage that passed all required parts of the state/national exam by November 30th, 2023.
- Placement – Of the graduates from the graduation cohort who are eligible for placement, the percentage who were placed by November 30th, 2023.

As per the NACCAS 2022 Annual Report, the Cutting Edge Barber Academy reported the following statistics:

Overall:	**Graduation: 100.00%**	**Placement: 100.00%**	**Licensure: 100.00%**
Barber Program:	Graduation: 100.00%	Placement: 100.00%	Licensure: 100.00%
Barber Teacher's Program:	Graduation: 100.00%	Placement: 100.00%	Licensure: 100.00%

**There are no Annual Report rates for the Crossover Program and Scalp Micropigmentation Program, as there were no students enrolled.*

School Catalog Disclaimer

All school policies, tuition costs, fees, and disciplinary actions are subject to change at the school's discretion.

TRUE AND CORRECT AS TO CONTENT AND POLICY AS OF 1/24/2024

CUTTING EGE BARBER ACADEMY
Owner/Barber Instructor/Scalp Micropigmentation Instructor – Amit Corso
Campus Director/Admissions/Financial Aid – Zachary Wise