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2021-2022
Student Catalog

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Table of Contents

History / Ownership	3
Mission / Objective	3
Accreditation / License	3
Approval Status	3
Facility / Faculty / Officials	4
Calendar	4
Dress Code	5
Class Schedules	5
Theory / Clinical	5
Veteran Affairs (VA) Class Schedules	6
Licensing	6
Enrollment Procedures	7
Barber Program Outline	8
Enrollment Requirements: Refresher / Crossover I Outline	9
Tuition / Fees / Financial Aid	11
Attendance	11
Division of Vocational Rehabilitation (DVR) Requirements	12
Veterans Affairs (VA) Requirements	12
Transfer of Credits	13
Completion Requirements	13
Standards of Progress	14
Incomplete / Withdrawal	14
Make-Up Hours	14
Grades	15
Refund Policy	16
Absentee Policy	17
Leave of Absence	18
Program Dropout	18
Reinstatement	18
Transcripts / Records	18
Student Services	19
Complaint Policy	20
Rules & Procedures	22
Milady's Standard: Professional Barbering Course Book	25

History / Ownership

A Better U Beauty Barber Academy opened its doors for student enrollment on November 13, 2007, under the joint ownership of Patrick Jenkins and Shawn Ledet. Mr. Jenkins, after 15 years of working in the Barber and Cosmetology field, had a vision to pass his skills and business knowledge to help people in the community, gain the skills to become future barbers. Since opening, A Better U Beauty Barber Academy has enrolled over 300 students to date and continues to grow.

Mission Statement / Objectives

A Better U Beauty Barber Academy is committed to providing a high level of education and service. With the quality we provide, students are able to graduate and become successful beauty professionals, who will be of service to themselves and their community. To ensure the career success of students, we focus on the following objectives:

- Provide a positive learning environment
- Employ a qualified faculty to carry out educational objectives of the school
- Maintain effective organization and administration appropriate to the programs
- Provide equipment , instructional space to meet educational needs and safety
- Provide program of supportive services to include academic advising and employment opportunities
- Monthly student evaluation to assist the student to develop satisfactory achievement
- Provide students career opportunity to enrich their lives and create professionals in the hair artistry industry

Accreditation / License

A Better U Beauty Barber Academy is accredited by the Commission of Council of Occupational Education, 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 (770) 396-3898.

We are licensed by the New Mexico Board of Barbers and Cosmetologists, 2550 Cerrillos Rd., P.O Box 25101, Santa Fe, NM 87504 and the New Mexico Higher Education Department, 2044 Galisteo St., Ste. 4, Santa Fe, NM 87505

Approval Status

New Mexico State Approving Agency

Division of Vocational Rehabilitation

New Mexico Employment Security Division

Trade name registered November 13, 2012 – *ABU Enterprises, Inc.*

Facility

A Better U Beauty Barber Academy is located at 5400 Phoenix Ave NE, Albuquerque, NM 87110. The school building measures 5,500 square feet, divided approximately as follows: classroom, 1,013 square feet; clinic area, 3,845 square feet; waiting area, 334 square feet; instructor office, 178 square feet, media center, 129 square feet, bathrooms, 269 square feet; administrative office and reception area, 231 square feet; storage and miscellaneous, 1,000 square feet. The college has 24 chairs and 4 shampoo bowls. The college can enroll 1.5 students per chair for a total of 36 students.

During the COVID-19 Pandemic, the school will follow the Center for Disease Control (CDC) and Interim Guidance for Administrators of US Institutions of Higher Education (IHE) guidelines and the New Mexico Public Health Order.

These guidelines include:

All students, staff and clients, avoid contact with sick people, if sick, stay home and limit contact with others. Clean and disinfect surfaces and objects to prevent the spread of contaminated germs. Wash hands often with soap and water for at least twenty seconds, if soap and water are not available, use hand sanitizer with at least sixty (60) percent alcohol. Wear a face mask which covers the nose and mouth in public settings and practice social distancing by maintaining six (6) feet from other people.

Faculty / Officials

- Patrick Jenkins – Chief Administrator, Instructor Licensed Barber, Albuquerque Barber College
- Shawn Ledet – Owner, Finance Administrator
- Vacant – Director
- Kim Love – Financial Aid Director
- Virginia Clarke - Office Administrator, Records Custodian
- Vacant– (Full-Time) Lead Instructor
- Isaiah Romo – Instructor, Licensed Barber, Vogue Beauty Academy
- Selah Carrasco – Instructor, Licensed Cosmetologist, Toni & Guy Hairdressing Academy
- Anna Chavez – Instructor (Part Time), Licensed Barber, Albuquerque Barber College

Calendar

Classes are held Monday through Friday 9:00 a.m. to 8:00 p.m. and Saturday from 9:00 a.m. to 5:30 p.m. ABU will accept clients Monday through Saturday 9:00am to 5:00pm.

The following Holidays are observed:

- Closed Sundays
- Martin Luther King Jr. Day – January 17, 2022

- Good Friday – April 2, 2021 / April 15, 2022
- Memorial Day – May 31, 2021 / May 30, 2022
- Fourth of July – July 5, 2021 / July 4, 2022
- Labor Day – September 6, 2021 / Monday, September 5, 2022
- Columbus Day – October 11, 2021 / October 10, 2022
- Veteran’s Day – November 11, 2021 / November 11, 2022
- Thanksgiving – November 25 – 27, 2021 / November 24 – 26, 2022
- Christmas – December 23-25, 2021/ December 23 – 25, 2022
- New Year – December 31, 2020 / December 30-31, 2021

Dress Code

All students must be in uniform, which consists of the ABU polo shirt or smock with a dark shirt underneath. Pants/skirts must be black; pants can be slacks or khaki type material, no jeans. ABU or Steadyhand T-shirts can be worn on Fridays only, with jeans. Shoes must be all black, including soles and shoestrings. All uniforms must be clean and presentable. Hoodies, Sweatshirts, baseball caps with Steadyhand Logo are allowed in the classroom, not on the clinical floor. If students are cold, they may wear a long sleeve black shirt under the ABU polo or Steadyhand T-shirt (on Fridays). Clothing with words, pictures, multi-colors or sayings, may not be worn to school. Smocks and aprons must be worn while on the clinical floor

Class Schedules

Programs start the first Tuesday of every month and students may enroll at other times if there is a vacancy. Students scheduled for full time sessions will attend class Tuesday through Friday 9:00 a.m. to 5:30 p.m. and Saturday 9:00 a.m. to 5:30 p.m. Students scheduled for part-time sessions attend classes Tuesday through Friday 4:00 p.m. to 8:00 p.m. and Saturday 9:00 a.m. to 5:30 p.m. Students are assigned staggered lunch periods of 30 minutes each day. All students will receive a thirty (30) minute lunch at six (6) hours or more.

Theory

Monday thru Friday - 9:00 a.m. to 10:00 a.m. (full time)

Monday thru Friday – 7:00 p.m. to 8:00 p.m. (part time)

Clinical

Tuesday thru Friday - 10:00 a.m. to 5:30 p.m. (full time)

Saturday – 9:00 a.m. to 5:30 p.m. (full time)

Tuesday thru Friday – 4:00 p.m. to 8:00 p.m. (part time)

Saturday - 9:00 a.m. to 5:30 p.m. (part time)

Additional theory classes may be conducted during the day when warranted.

Veteran Affairs (VA) Class Schedules

Class Schedules for VA Programs will start several times per year (dates to be determined). Part-time schedules are no longer available. Students scheduled for full time sessions attend classes Tuesday through Friday 9:00 a.m. to 5:30 p.m. and Saturday 9:00 a.m. to 3:30 p.m. (the first 8 weeks). Weeks nine (9) through graduation schedules will be Tuesday through Friday 9:00 a.m. to 5:30 p.m. with 1 flex day at 3:30 p.m., chosen by student (some exceptions apply/maximum 4 students off on Friday) and Saturday 9:00 a.m. to 5:30 p.m.

Completion Requirements:

Students must successfully complete the required number of clock hours with an 80% or 3.0 grade point average and meet all financial obligations to the school before completion to receive a certificate of completion.

Attendance:

Students are required to maintain an 85% attendance rate or higher to be considered satisfactory.

- When a student's attendance is below 85% on a monthly evaluation, the student will be placed on probation until the next 30 day evaluation.
- If the student again fails to achieve attendance of 85% or higher the next 30 day evaluation, the student will be kept on probation and receive counseling.
- If the student fails to achieve attendance of 85% or higher the third 30 day evaluation, the student will be terminated.

Students are allowed to miss no more than 20 clock hours while in Phase 1 (first 8 weeks). Students are allowed to miss no more than 10 clock hours of classroom theory while in Phase II and Phase III (weeks 9 until graduation). Students who miss more than the allotted hours will have to restart the current Phase. Exceptions will only be made in extenuating circumstances.

Faculty / Instructor Session

Instructors will be available for tutoring outside of scheduled class hours by email or make an appointment to meet with an instructor.

Monday	10:00 am to 12:00 pm
Friday	7:00 am to 9:00 am

Licensing

To become a licensed barber in the state of New Mexico, the student must:

1. Complete 1200 hours of instruction in practical and theory work.
2. Pass the examination conducted by the New Mexico State Barber Board with an overall score of 75% on the Practical Exam and a 75% in the Theory Exam

Barber Licensing Requirements:

To receive a Master Barber license in the State of New Mexico, the student must meet the following requirements:

1. Be at least 17 years of age
2. Have completed at least the 10th grade or equivalent
3. Successfully complete a minimum of 1,200-hour course of instruction in a licensed school of barbering.
4. Successfully pass the National-Interstate Council of State Boards of Cosmetology (NIC) theory & practical and State law examinations

The minimum score required to pass both the theory and practical examination is 75%. Once you pass both the theory and practical examination, you will receive a *Notice of Completion*, which will include information regarding how to apply online for your license. The barber license fee is \$50.00, barber theory exam fee is \$130.00 and barber practical exam fee, is \$73.00.

Examination requirements:

1. Admission Notice (practical) or Theory Authorization to Test (ATT) Letter (theory)
2. A current 2" x 2" passport type color photo (selfies are not accepted)
3. Two (2) forms of identification-one form must be government issued photo ID
4. Examination supplies (if taking practical examination)

All required examinations must be taken, passed and the license obtained, within 12 months of the date the training was completed.

2021 New Mexico Practical Examinations have been postponed until further notice due to the COVID-19 Pandemic.

Crossover licensing requirements:

1. Hold a current New Mexico Cosmetology license
2. Successfully complete the 150-hour course of instruction, in shaving, in a licensed school
3. Successfully pass the NIC "shaving" portion of the practical examination

Enrollment Procedures

Individuals interested in enrolling at A Better U Beauty Barber Academy may request enrollment information in writing, by telephone or visiting the school. All applicants are given a tour of the facility and are interviewed by the Director. The interview will familiarize applicants with the school, programs, career openings, and answer any questions a student

may have. The Director will determine if the applicant meets the requirements needed to enroll in the school.

This institution does not offer degree programs. The school is open to all individuals regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.

Enrollment Requirements: Barber

- Must be at least 17 years of age
- Must provide legal proof of age
- Must have proof of a 10th grade level of education, Diploma or GED
- Must be interviewed by the Director and given a tour of the school
- Must pay a \$25.00 registration fee by money order or cashier's check payable to the New Mexico Board of Barbers and Cosmetologist

Barber Program - 1200 Hours

Course Objectives:

The objective is to prepare the student for an entry level position in the barber industry and to acquire the necessary license to practice the art of barbering. This can lead to positions such as a barber shop manager or owner, a competition and platform specialist, product demonstrator or a sales representative. These experiences can prepare the barber for a barber instructor position.

The Barber Program consists of 1200 clock hours of training, 32 hours a week for approximately 38 weeks to complete. A clock hour is based on an actual hour of attendance. The maximum time frame shall not exceed 1.5 times the normal duration of clock hours required to complete the program. Upon successful completion of the program, the student will receive a certificate and will be eligible to take the New Mexico State Board Examination.

Program Outline Breakdown for Barber Hours

	Theory	Practical	Total
Theory	20	55	75
Chemical Rearranging-Perms and Relaxers	40	160	200
Hairstyling	10	140	150
Facials	20	155	175
Shampoo and Scalp Treatments	20	55	75
Hair Coloring - Bleaching	25	100	125
Hair Cutting & Beard Trimming	20	230	250

Sterilization, Sanitation, Bacteriology	20	55	75
Salon Business, Retail Sales	10	40	50
Miscellaneous	5	20	25
TOTAL HOURS	190	1010	1200

Enrollment Requirements: Refresher / Crossover I

- Must be a licensed Barber or Cosmetologist
- Must be interviewed by the Director
- Must pay a \$25.00 registration fee by money order or cashier's check payable to the New Mexico Board of Barbers and Cosmetologist

Refresher / Crossover I Program - 150 Hours

Course Objectives:

The objective for this course is to train the student in current instructional areas that will enable each student to progress as rapidly as capability permits. Include in every program of study, subject areas, which is most needed in the barber industry, and to emphasize those most needed for success. Prepare students for the ability to pass the New Mexico State Board of Barbers and Cosmetologist Examination and assist in finding employment at the conclusion of their training.

The Refresher / Crossover I Program is for those individuals who are licensed barbers or cosmetologists seeking specialized training in other courses. The course consists of 150 clock hours which can be completed in approximately four (5) weeks. The student will be issued a certificate upon the completion of the training.

The Barber Refresher program is for barbers, whose license expired, who have not been active in the field for an extended period of time or for the barber who wishes to return to the profession and want to practice, review and refresh their skills.

This program is required by the New Mexico State Board of Barbers and Cosmetologists. An evaluation by the Director will determine how the 150 hours will be divided for each student. This program provides the additional Refresher/Crossover hours required for out of state transfer students.

Cosmetologists seeking to receive a Barber License can enroll in this program. The program focuses on shaving, honing, stropping, and additional hair cutting techniques for those students to obtain a dual Barber / Cosmetologist License. Upon completion of this program, the student will receive a certificate and will be eligible to take the New Mexico State Board Examination.

****Crossover I Beard Trimming& Shaving Program – 150 Hours**

Course Objectives:

This course is designed to teach cosmetologists the basics of barbering, such as men hairstyling, facials, massage techniques, shaving and all other skills not related to the field of cosmetology and performed in barbering. This program will prepare a student for the New Mexico practical exam of a basic shave.

The crossover course is for students who have completed 1600 hours, in a New Mexico or state approved cosmetology school and would like to become a barber. Please provide our school with a valid New Mexico Cosmetology license or “Proof of Training” documents, from an approved New Mexico Cosmetology school.

Outline includes related theory, anatomy, physiology, preparation-procedures-practices, products-materials-implements, beard trimming, shaving, honing & stropping.

Students who are licensed professionals in cosmetology and esthetician can receive specialized training in barbering. The Director will evaluate the student and the New Mexico State Board of Barber and Cosmetologist will approve the required hours needed to complete the course.

***Crossover I Beard Trimming & Shaving of 150 hours may be taken by VA students that are Cosmetologists seeking a Barber License.*

***Refresher courses do not apply to VA students.*

***The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.*

Program Outline Breakdown for Crossover I Hours

	Theory	Practical	Total
Ch. 12 and 13 Shaving and Facial Design	75	0	75
Honing	0	10	10
Stropping	0	10	10
Haircuts	0	55	55
TOTAL HOURS	75	75	150

Tuition / Fees

Tuition and fees are due and payable at the time of enrollment in the program unless another payment plan has been established. The school offers a tuition installment plan for students to ensure financing of the program. The required application fee cannot be paid on an installment plan. The Barber Kit / Supplies must be paid upon enrollment in the program. Barber Kit / Supplies for Financial Aid (Title IV) students will be prorated per each enrollment period.

Course	Barber	Refresher/ Crossover I
Clock Hours	1200	150
Application Fee	\$ 100.00	\$ 100.00
Tuition	\$16,364.37	\$2,577.12
Kit / Supplies / Books For Barber Program	\$1,600.000	\$1,600.00 *Optional
Taxes	\$1,535.63	\$322.88
Total Amount	\$19,500.00	\$4,500.00

***The cost for the Barber Kit / Supplies is not refundable.*

Financial Aid

Federal Financial Aid (Title IV) and in-house financing with deposit and a monthly payment plan is available for the cost of tuition. Effective August 1, 2020, a late fee of \$50.00 will be assessed to balance, if payment is not received by the 15th of each month.

Attendance

Student attendance is monitored on a weekly basis. Students are required to maintain a 75% attendance rate or higher to be considered satisfactory.

- When a student's attendance rate is below 75% on a monthly evaluation, the student will be placed on academic probation until the next 30 day evaluation.
- If the student again fails to maintain an attendance rate of 75% or higher on the next 30 day evaluation, the student will be kept on academic probation.
- If the student fails to maintain a 75% attendance rate or higher on the third 30 day evaluation, the student's enrollment will be terminated.

Students must complete their program within 1.5 times the normal duration of clock hours.

If a Leave of Absence is requested, an official form must be completed and submitted to the school. No more than two (2) Leaves of Absence is allowed within the program time frame.

VA will not pay more benefits than the number of SAA-approved program hours.

Division of Vocational Rehabilitation (DVR) Requirements

Students who qualify for DVR assistance must present an approved financial authorization from a DVR counselor with enrollment documents before program begins.

Veterans Affairs Requirements

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

This educational institution will not:

- Prevent a student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

Transfer of Credits from other Institutions

Applicants who have previous education in Barbering, Cosmetology, and Esthetician can receive credit when enrolling into a Barber Program. All transcripts will be reviewed by the Director and submitted to the New Mexico State Board of Barbers & Cosmetologists for evaluation. The New Mexico State Board of Barbers & Cosmetologists is the approving authority for the remaining hours needed to complete the Barber Program.

- Prior to admission and during the school visit applicants receive the policy on transferring previous earned credits.
- Applicants must submit all transcripts from previous institutions.
- The applicant must pay a \$25.00 registration fee by money order or cashier's check payable to the New Mexico Board of Barbers and Cosmetologists.
- Upon state approval of the transcripts, the applicant will be informed of the remaining hours needed to complete the Barber Program.
- The applicant will be counseled on the remaining requirements for desired program.

Completion Requirements

Students must successfully complete the required number of clock hours with a 75% or 2.0 grade point average and meet all financial obligations to the school before completion to receive a certificate of completion. Additional costs incurred by students prior to completion shall be paid before the release of their records to the New Mexico State Board of Barbers and Cosmetologists (as per State Board regulation). Upon successful completion of the course, the student will receive a certificate and will be eligible to take the New Mexico State Board Examination.

Standards of Progress

The grading system is based on the following:

Excellent	A	90-100%	4.0 grade point
Good	B	80-89%	3.0 grade point
Satisfactory	C	75-79%	2.0 grade point
Unsatisfactory	D	74-70%	1.0 grade point
Fail	F	69% and below	
Incomplete	I	-----	
Withdrawal	W	-----	

VA Progress Policy:

“Additional tutoring” is not additional hours, but rather that an instructor will spend additional time with the student in the classroom and/or on the shop floor.

I-Incomplete

- An incomplete theory grade will be given to a student who has missed one or more tests or assignments during a monthly evaluation period.
- The missed tests or assignments must be made-up by the following 30 day evaluation. During this period the student can receive extra tutoring.
- If the student again fails to make-up missed work by the third 30 day evaluation, the student will be terminated.

W-Withdrawal

If a student officially withdraws the grade of “W” is assigned. Should the student choose to re-enter the program, the student will start the program again at the hours initially completed.

Make-Up Hours

If a student needs to make-up hours missed, she/he must do so only by prior approval of the school Director and only within the hours designated by the school for make-up hours.

Make-up hours do not make up for time missed during regularly scheduled classroom and/or floor time for the purpose of the attendance policy.

Make-up hours must be completed by the end of the program.

If a student needs to change his/her schedule due to events beyond the student’s control, such change must be requested prior to making the change and must be approved by the Director. There is a \$200.00 charge for all contract changes which include transfer from part-time to full-time and full-time.

Make-Up Clinical

Missed clinical training must be made up by completing the required number of course hours in order to satisfy graduation requirements.

Veterans Affairs

Make-up hours are not to be factored into the calculation for meeting attendance standards.

Make-Up Tests

Upon request, the school will administer make-up tests on the last Friday of each month for those students who missed a test or received less than satisfactory on an exam.

Grades

Student grades are monitored on a monthly basis. Students are required to maintain a 2.0 grade point average (75%) or higher to be considered satisfactory.

- When a student's grade point average is below 2.0 (75%) on a monthly evaluation, the student will receive an academic warning until the next 30 day evaluation. During this time the student will receive extra tutoring to help improve the grade.
- If the student fails to achieve a grade point average of 2.0 (75%) or higher the next 30 day evaluation, the student will receive a second academic warning and review of how this may adversely affect satisfactory academic progress and financial aid eligibility and will again receive extra tutoring.
- If the student fails to achieve grade point average of 2.0 (75%) or higher on the third 30 day evaluation, the student will be terminated.

Veteran Affairs

Grades: Students are required to maintain a 3.0 (80%) grade point average or higher to be considered satisfactory.

- When a student's grade point average is below 3.0 (80%) on a monthly evaluation, the student will be placed on probation until the next 30 day evaluation. During this time the student will receive extra tutoring to help improve the grade.
- If the student again fails to achieve a grade point average of 3.0 (80%) or higher the next 30 day evaluation, the student will be kept on probation and will again receive extratutoring.
- If the student fails to achieve grade point average of 3.0 (80%) or higher the third 30 day evaluation, the student will be terminated.

Chapter & Major Tests:

Students will receive two (2) attempts on chapter tests with the highest score taken. Students will receive two (2) attempts on major tests. Major tests must be passed with a 75% or higher grade. After two (2) attempts, there will be a \$15.00 fee.

Refund Policy

- Refunds for classes canceled by the school: When tuition and fees are collected before the beginning of the start date and the school cancels the class, 100% of the tuition and fees will be refunded. The refund will be made within 45 days of the planned start date.
- Refunds for students who withdraw on or before the first day of class: If tuition and fees are collected before the beginning of the start date and the student does not begin classes or withdraw on the first day of the classes, the registration fee of \$100.00 will be retained and the rest of the tuition and fees will be refunded. The refund will be made within 45 days of the planned start date.

Refunds for Withdrawal After Classes Begin

New Mexico Higher Education Refund Policy

Date of student withdrawal as a % of the enrollment Period for which the student Was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
On 1 st class day	0%
After first day; within 10%	10%
After 10 %; within 25%	50%
After 25%; within 50%	75%
50% + or thereafter	100%

New Mexico State Board Refund Policy

0.1% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**The registration fee of \$100.00 will not be refunded. Kit / Supplies are not refundable. Refunds will be processed within 45 days of the last day of attendance upon written notification of withdrawal or from the date the student has been terminated from the program.

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a three day "cooling off" period. During the cooling off period the agreement can be withdrawn and all payments shall be

refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

Following the cooling off period, but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or five percent in tuition or fees, whichever is less, as the institution's registration charges.

In the case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or five percent in tuition or fees, whichever is less, as the institution's registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.

Absentee Policy

Notice of any absence or tardiness by a student is to be reported to the school by **8:45 a.m.** Three (3) unexcused tardiness (a tardy is a late arrival, which includes any time Monday through Saturday after 9:00 a.m.) is equal to one (1) unexcused absence. Three (3) unexcused tardies will equal one unexcused absence (8 hours). Five absences (40 hours), in succession, without any contact or notification from the student, requires the student to be placed on a success plan, student refusal to comply with the success plan is grounds for dismissal.

An unexcused absence is an absence that is not followed by any documentation or form justifying the absence. An excused absence is considered to be an absence with proper documentation, such as a doctor's note, mechanic slip / bill, police report / ticket, court notice or any other form with the approval of the Director. The proper documentation is at the discretion of the Director. Enrollment time is defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrollment. Termination shall occur upon the student's last day of physical attendance in school.

Student's refunds are determined as of the school's formal date of withdrawal. A student last date of attendance is the same as the formal date of withdrawal if the student submits a withdrawal letter or the student is terminated by the school Director with proper documentation and advising of reason for termination. The formal withdrawal date may differ

from the last date of attendance if a student is terminated for five (5) unexcused absences in succession without notification. In this instance, the formal withdrawal date is used to calculate the students refund calculations.

All refunds will be paid within 45 days of the students last day of physical attendance, or in the case of a student who is on an approved Leave of Absence, 45 days from the date the student was expected to return.

Leave of Absence

In the case of prolonged illness or accident, death in the family or other circumstances that make it impossible to complete the program, the school will calculate the remaining time left for the program and refund part of tuition and fees to student if applicable. Students are allowed Leave of Absence not to exceed 180 days. Student must complete Leave of Absence form and be approved by the Director.

Veteran Affairs' education benefits shall not be paid during periods of leave.

Program Dropouts

A Better U Beauty Barber Academy official will counsel students considering dropping the program. Students will be given the opportunity to reconsider; if the student then chooses to leave the program and re-enters program at a later date, a registration fee will be imposed at the time of re-entry. All students wishing to drop the program must submit a written letter within seven (7) days of their withdrawal.

Reinstatement

Students requesting reinstatement must submit written notice and complete new application. Reinstatement shall be at the sole discretion of the Director.

Transcripts

All students receive an official transcript upon completion of the program. The school maintains all transcripts indefinitely and files are protected against fire, vandalism and other perils in fire proof, steel-cemented, locked cabinet. Additional transcripts may be requested upon written request for a \$30.00 fee.

Records

A student's permanent educational and necessary financial records are maintained and protected against fire, vandalism and other perils in a fire proof, steel-cemented, locked cabinet. The school maintains records of initial employment of its graduates covering the last three years. All statements regarding percentage of placement are based upon these records.

1. For in-person request to the record custodian, picture identification may be used,

(such as driver's license, state identification card or passport).

2. For requests by telephone to the records custodian, the student's identity may be confirmed via a combination of authenticating information unique to that student (such as birth date and ABU assigned pin number).
3. Information requested will then be released to the student by the records custodian

The institution student's records are maintained in a fire proof cabinet for three years. After three years, the records are kept in a secured offsite storage facility.

In the event of the institution closure, all student records will be sent to Parchment for public access.

All transcripts will be digitalized and distributed accordingly.

Student Services

Job Placement: All students will be assisted with job placement by the Instructor and Director. Students will be counseled by an Instructor and Director on job opportunities throughout enrollment. It is our goal to ensure all students obtain employment as a barber upon completion of the program. A Better U Beauty Barber Academy partners with established barbershops and salons in the greater Albuquerque area. The Director will assist students with resumes and references for job vacancies. Job placement is not guaranteed.

Housing: A Better U Beauty Barber Academy does not provide housing facilities on campus for students. Reasonable living accommodations are in the school community. Students will be assisted in finding satisfactory living quarters upon request.

Counseling: The faculty is available to counsel students with any school related problems by appointment from 7:30 a.m. to 4:00 p.m. Tuesday through Friday. Any student requiring further advice may schedule an appointment with the Director. The school maintains the documentation of student advising sessions by date and place.

Disabilities: Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. "In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities". An employer must assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship.

Complaint Policy: School / COE/State Board/Higher Education

The procedure for submitting a formal complaint is as follows: Student must first file a written complaint using the Complaint/Grievance Form to the Director of the school. The goal of A Better U Beauty Barber Academy is to resolve student grievances earliest as possible. No adverse action will be taken against aggrieved party for making a complaint. All complaints will include an impartial representative of the academy. All complaints will be documented and put into student/staff files. Failure to adhere to the specific steps will result in a nullified grievance.

Step 1-In the event a student feels he/she has a basis for a grievance, he/she shall discuss the alleged grievance with his/her instructor and attempt to resolve the situation on an informal basis.

Step 2-If the action of Step 1 fails to resolve the grievance satisfactorily to the aggrieved party, the aggrieved shall, within FIVE (5) business days, submit such grievance in writing to the Director or Financial Advisor of the school. In the event the grievance is directed at the Director, the complaint will be made to the Financial Advisor. The Financial Advisor/Director shall reply in writing within FIVE (5) business days after the presentation of the written grievance.

Step 3-If the action of Step 2 fails to resolve the situation to the satisfaction of the affected party, the aggrieved shall, within FIVE (5) business days, submit such grievance in writing to the ABU Occupational Advisory Committee for resolution. The ABU Occupational Advisory Committee shall review the grievance and hold a hearing, if necessary, within THIRTY (30) days of receipt of the alleged grievance. The ABU Occupational Advisory Committee shall respond to the grievance in writing within FIFTEEN (15) days thereafter and the decision of the ABU Occupational Advisory Committee shall be final subject to appeal by the aggrieved party to the Council on Occupational Education.

The address for Council on Occupational Education is:

Council on Occupational Education

7840 Roswell Road

Building 300 Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898

Telephone (Toll Free): 800-917-2081

Fax: 770-396-3790

<http://www.council.org>

The next step would be to write to NM State Board of Barbers and Cosmetologists regarding the nature of the complaint including a signature. For contact numbers/address of the NM State Board, see your Rules and Regulations handbook.

Board and Commissions Divisions
Toney Anaya Building
2550 Cerrillos Road
Santa Fe, New Mexico 87505
(505) 476-4500

The next step would be to write to NM Higher Education. The contact information is:
New Mexico Higher Education
2044 Galisteo St, Suite 4.
Santa Fe, New Mexico 87505
(505) 476-8400

Complaint Policy: Employees

In the event a member of the staff wishes to raise a grievance, it is preferable for the grievance to be resolved at the supervisory level. It is the goal of A Better U Beauty Barber Academy to resolve grievances quickly and to the satisfactory of all parties involved. Failure to adhere to the specific steps will result in a nullified grievance.

Step 1-An employee with a grievance should complete the Faculty & Staff Complaint/Grievance Form and submit it to the school Director. In the event the grievance is directed at the Director, the complaint will be made to the Financial Advisor. All grievances are to be made in writing and in a timely manner.

Step 2-The Director or Financial Advisor will set up a date and time within 3 days of receipt of the grievance to discuss the grievance. If the grievance can be resolved at this level, the resolution will be noted on the Grievance Form and all parties will sign signifying they accept the decision/action.

Step 3-If the employee remains grieved and the issue remains unresolved, the employee may appeal in writing within 3 days of the initial meeting. The Director or Financial Advisor will arrange and hear the appeal with another management representative within 10 days. The decision of this review is final.

The person or persons to whom the grievance is directed will not be reviewed and a part of the appeal process. No adverse action will be taken against aggrieved party for making a complaint.

Rules / Policies – Student to sign Rules/Policies during new student orientation

- Student's promptness and attendance is the key to success in the school. Students may arrive at 8:55 am, be clocked in at 9:00 am, ready for school huddle (brief meeting with students, instructors and administration staff) at 9:05 am.
- The school is not responsible for lost or stolen personal property. Each student is responsible for their own property.
- Use of profanity, alcohol, illegal drugs, knives, firearms and any illegal weapon are prohibited on the premises. Any student found in violation will be terminated. Tobacco (including e-cigarette) use is prohibited outside of the designated smoking area at the west side of the building (near the stairway).
- A Better U Beauty Barber Academy is a public business with respect for others. We do not tolerate discrimination based on gender, age, sex, national origin and religion. All students must show mutual respect for staff, customers and students, there is zero tolerance for any one not adhering to this policy.
- Cell phones are prohibited in the classroom or lab floor area at any time. If a cell phone is used in any of these areas, student will be asked to remove it and disciplinary action will be taken.
- Student hours are: Full time 9:00am to 5:30pm, Tuesday through Saturday. Part time 4:00pm to 8:00pm Tuesday through Friday, unless otherwise stated by the school.
- Notice of any absence or tardiness, by a student, is to be reported to the school by 8:45am. Three unexcused tardies will equal one unexcused absence (8 hours). Five unexcused absences (40 hours) requires the student to be placed on a success plan, refusal by the student to comply with the success plan is grounds for dismissal.
- If a student is absent on the day before or after a holiday, he/she must have a doctor's statement signed on the day of the absence in order to return to school. There will be no exceptions and failure to produce a doctor's statement may result in disciplinary action and or suspension.
- A leave of absence will be granted for emergency purposes only (i.e. death in immediate family, illness of student and/or student family). Either student or doctor must provide a statement /documentation to the school's office.
- Absences will be excused for emergency purposes only with appropriate documentation from the student.
- No student is allowed to leave school premises without prior consent from his/her instructor. Absent from class for longer than one hour will be recorded as an unexcused absence.
- Sanitation duties are a requirement and are performed by all students. Student's duties are posted monthly with cleaning guidelines.
- Any refusal to perform a reasonable request given by an instructor, receptionist or administrative staff, will be just cause for disciplinary action up to and including suspension.
- Hats and sunglasses are not to be worn indoors during school hours. ABU or Steadyhand hats and beanies may be worn in the classroom and on the floor. Refusal to adhere will result in disciplinary action, up to and including dismissal.

- Gym or exercise attire is not allowed to be worn at school. Leggings are also prohibited. Refusal to adhere will result in disciplinary action.
- The school dress code consists of black khaki or dress pant, ABU polo shirt and all black shoes, including the soles.
- Dress code on Fridays may consist of jeans, Steadyhand branded T-Shirt, Steadyhand hat or beanie.
- Solid black hoodies or anything with the ABU logo is approved for wear on the floor and in the classroom.
- Capes worn by clients / customers must be ABU issued, with the ABU logo.
- Students out of dress code will be given a verbal warning, second infraction will be a write up, third will be sent home. All hours missed due to leaving for dress code, will be the responsibility of the student to make up hours, missed.
- Students are prohibited from coming into contact with client personal property and harassment in any way, which includes refusal to perform haircut, profanity, and inappropriate language.
- Three disciplinary write ups in a one week period is grounds for dismissal.
- Students are assigned staggered lunch periods of 30 minutes and two 10 minute breaks one in the morning and one in the afternoon. If a student takes more than the allotted 30 minutes for lunch he/she will be docked accordingly. If a student is late, those minutes will be added to the 30 minute lunch.
- The contract date is listed on the enrollment agreement, signed, during New Student Orientation. The contract includes 37.5 weeks (thirty two hours per week) full time and 75 weeks (twenty to twenty four hours per week) part time to complete the program. If the student has not completed the program by the end of the contract date, the training has not been completed, they are responsible for paying an over contract fee of \$400.00 for each week past the contract end date. (i.e. if expected graduation date is Saturday, February 14, and Adam has 80 hours to complete, he is 2 weeks over and is responsible for a financial obligation of \$800.00).
- All students must show respect for each other, clients and ABU staff. There is zero tolerance for not adhering to this policy.

Office Policies

- Students cannot enter the office without approval, but can make a prior appointment with the office staff for Student Service Support.
- The office telephone is for business purposes, no personal telephone calls except for emergencies. A message will be taken and a student may call their party back at their convenience on an alternate phone line.

Classroom Policies

- Student is responsible for attending class with all required materials such as pen, paper and textbook. All students must remove their books, bags, and supplies daily. Sharing of textbooks, supplies and equipment is prohibited.

- Internet use for all students is restricted to using the internet for the purpose of A Better U Beauty Barber Academy research only. Students are prohibited to open any unwelcomed emails from outside sources but may open professional emails. Students may not enter websites that are less than professional such as pornography, racial discrimination, gender discrimination or any offensive material. If a student is found surfing or searching such material disciplinary steps will be taken including possible expulsion.
- Loitering outside or in the lobby during school hours is not permitted.
- Visiting of any nature between students while working on customers is not permitted.
- Respect others learning opportunity by reduce the noise in the classroom during training.
- Improper, illegal, or indecent conduct, intemperance, insubordination, willful destruction or defacing of school property and/or breach of peace will be just cause for dismissal.
- No student shall critique another student or make any gestures toward a student concerning training.
- Student progress reports are conducted monthly for all students.
- The Barbering Program consists of 1200 clock hours of training. The maximum time frame shall not exceed 1.5 times the normal duration of clock hours required to complete the program.

Clinical

- Students cannot refuse to take a client at any time. Customers are served on a first come first serve basis, unless customer request.
- If clients are unavailable during clinical hours, students are expected to study their textbook or working on training aids such as hair mannequins.
- In the case questions arise from the customer, students must call the instructor.
- Students must adhere to all New Mexico State regulations and laws pertaining to sanitation. All students will maintain a clean and orderly workstation daily throughout the day and upon departing.
- Each student before leaving his/her chair for break/lunch is required to verify all tools are accounted for and in good order. The student filling in will be responsible for these tools until the assigned student returns. If any tool is broken by a student filling in for another, that student will be responsible for replacing the tool with one of equal value.
- At no time are students allowed to open the classroom door unless there is an emergency.
- When a barber chair is not in use, lower the foot rest and lock chair for safety.

Parking Lot

- Students must park in the parking lot on the south side of the building.
- Students must smoke in the designated smoking area on west side of the building.

I have read and understand the above school rules agree to abide by them.

Signature _____ Date _____

A Better U Barber Academy Curriculum
Master Barbers Course Book is Milady's Standard: Professional Barbering (6th. Ed.)

THEORY - Ch.1, 2, 3, 4, 5, 6, 7, 8, 9 and 10

150 hours

- Orientation
- State Laws and Regulations
- History of Barbering
- Life Skills
- Professional image
- Infection Control
- General Anatomy
- Basics of Chemistry and Electricity
- The Skin-Structure, Disorders and Diseases
- Properties and Disorders of the Hair and Scalp

HAIR AND SCALP TREATMENTS - Ch.11

75 hours

- Related Theory
- Client Consultation
- Client Record Keeping and Safety
- Procedures and Practice
- Products, Tools and Implements
- Hair Analysis
- Disorders of the Hair and Scalp
- Hair and Scalp Treatments
- Shampoo and Scalp Ritual WRKSHPS

CHEMICAL REARRANGING: PERMS AND RELAXERS - Ch.17

200 hours

- Related theory
- Client Consultation
- Client Record Keeping and Safety
- Preparation, Procedures and Practice
- Products, Tools, and Implements
- Hair Analysis and Client Consultation
- Perm WRKSHPS
- Relaxer WRKSHPS

HAIRSTYLING - Ch.14 and 16

150 hours

- Related theory
- Client Consultation
- Client Record Keeping and Safety
- Preparation, procedures, and practice
- Products, Tools and Implements
- Hair analysis and client consultation
- Air Forming
- Thermal Styling
- Hair Extensions
- Braiding
- Care of Wigs and Hair Pieces
- Hairstyling WRKSHPS

HAIR COLORING AND LIGHTENING - Ch. 18

125 hours

- Related theory
- Client Consultation
- Client Record Keeping and Safety
- Preparation, procedures, and practice
- Products, Tools and Implements
- Hair analysis
- Hair Color
- Lightning, Toning, Up To Date Color Trends
- Hair Coloring WRKSHPS

HAIR CUTTING AND MEN'S HAIR REPLACEMENT - Ch.14, 15 and 16 **250 hours**

- Related theory
- Client Consultation
- Client Record Keeping and Safety
- Products, Procedures and Implements
- Proper Tool Practice WRKSHPS
- Women's Hair Cutting WRKSHPS
- Men's Hair Cutting and Beard Trimming WRKSHPS
- Facial Shaving WRKSHPS

FACIALS, SHAVING AND FACIAL-HAIR DESIGN - Ch.12 and 13

175 hours

- Related theory

- Client Consultation
- Client Record Keeping and Safety
- Preparation, Procedures and Practice
- Products, Tools and Implements
- Massage and Facial Treatments
- Facial WRKSHPS
- WAXING WRKSHPS
- Makeup Application WRKSHPS

SALON BUSINESS - Ch.19, 20 and 21

50 hours

- Related theory
- Preparing for Licensure and Employment
- Working Behind the Chair
- The Business of Barbering
- Retail Sales

MISCELLANEOUS

25 hours

- To be applied by the instructor to strengthen student performance in curriculum related areas or;
- For supervised field trips and other course related training;