



STUDENT CATALOG

A BETTER U BEAUTY
BARBER ACADEMY

2025-2026

A Better U Beauty Barber Academy

2025–2026 Student Catalog

Effective Date: December 16, 2025

CONTACT INFORMATION

Address: 5400 Phoenix Ave NE, Albuquerque, New Mexico 87110

Phone: (505) 265-4777 | **Fax:** (505) 265-4844

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1. HISTORY & OWNERSHIP

A Better U Beauty Barber Academy opened for student enrollment on November 13, 2007, under the joint ownership of Patrick Jenkins and Shawn Ledet. With over 15 years of experience in the barbering and cosmetology field, Mr. Jenkins envisioned a school dedicated to passing on professional skills and business knowledge to help individuals in the community become licensed barbers. Since opening, the academy has enrolled over 300 students and continues to grow.

2. MISSION STATEMENT & OBJECTIVES

A Better U Beauty Barber Academy is committed to providing a high level of education and service. We strive to prepare students to graduate as successful beauty professionals who can serve themselves and their communities.

Objectives include:

- Providing a positive learning environment
 - Employing qualified faculty to carry out educational objectives
 - Maintaining effective organization and administration
 - Providing equipment and instructional space that meet educational and safety needs
 - Offering supportive services including academic advising and employment opportunities
 - Conducting monthly student evaluations
 - Providing career opportunities to enrich lives and create professionals in the hair artistry industry
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3. ACCREDITATION & LICENSING

Accredited by:

Council on Occupational Education
7840 Roswell Road, Building 300 Suite 325
Atlanta, GA 30350
(770) 396-3898

Licensed by:

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

4. APPROVAL STATUS

- New Mexico State Approving Agency
 - Division of Vocational Rehabilitation (DVR)
 - New Mexico Employment Security Division
 - Trade name registered November 13, 2012 – ABU Enterprises, Inc.
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5. FACILITY & FACULTY

Facility Details:

- Location: 5400 Phoenix Ave NE, Albuquerque, NM 87110
- Total Area: 5,500 sq. ft.
- Includes: Classroom (1,013 sq. ft.), Clinic Area (3,845 sq. ft.), Waiting Area (334 sq. ft.), Offices, Media Center, Bathrooms, Storage
- Capacity: 24 chairs, 4 shampoo bowls, 36 students maximum
- COVID-19 Protocols: Follows CDC, IHE, and NM Public Health Order guidelines

Key Faculty & Officials:

- Patrick Jenkins – Chief Administrator & Instructor
- Shawn Ledet – Owner & Finance Administrator
- Kim Love – Financial Aid Director
- Virginia Clarke – Office Administrator & Records Custodian
- Isaiah Romo – Instructor
- Selah Carrasco – Instructor
- Anna Chavez – Part-Time Instructor

(Some positions may be vacant at time of printing.)

6. ACADEMIC CALENDAR & DRESS CODE

Class Hours:

- Monday–Friday: 9:00 AM – 8:00 PM
- Saturday: 9:00 AM – 5:30 PM
- Client Hours: Monday–Saturday 9:00 AM – 5:00 PM

Observed Holidays 2021–2022:

- Martin Luther King Jr. Day – Jan 17, 2022
- Good Friday – Apr 2, 2021 / Apr 15, 2022
- Memorial Day – May 31, 2021 / May 30, 2022
- Fourth of July – July 5, 2021 / July 4, 2022
- Labor Day – Sep 6, 2021 / Sep 5, 2022
- Columbus Day – Oct 11, 2021 / Oct 10, 2022
- Veteran’s Day – Nov 11, 2021 / Nov 11, 2022
- Thanksgiving – Nov 25–27, 2021 / Nov 24–26, 2022
- Christmas – Dec 23–25, 2021 / Dec 23–25, 2022
- New Year – Dec 31, 2021 / Dec 30–31, 2021

Dress Code:

- ABU polo shirt or smock with dark shirt underneath
- Black pants/skirts (no jeans except Fridays)
- All-black shoes (including soles and laces)
- Fridays: ABU or Steadyhand T-shirt with jeans allowed
- Hoodies/sweatshirts with logo allowed in classroom only
- Clean, professional appearance required
- Smocks/aprons must be worn on clinic floor

7. CLASS SCHEDULES & PROGRAM STRUCTURE

Program Start Dates: First Tuesday of every month

Full-Time Schedule:

- Tuesday–Friday: 9:00 AM – 5:30 PM
- Saturday: 9:00 AM – 5:30 PM

- 30-minute lunch after 6+ hours

Part-Time Schedule:

- Tuesday–Friday: 4:00 PM – 8:00 PM
- Saturday: 9:00 AM – 5:30 PM

Theory Hours:

- Full-Time: Monday–Friday, 9:00 AM – 10:00 AM
- Part-Time: Monday–Friday, 7:00 PM – 8:00 PM

Clinical Hours:

- Full-Time: Tuesday–Friday 10:00 AM – 5:30 PM, Saturday 9:00 AM – 5:30 PM
- Part-Time: Tuesday–Friday 4:00 PM – 8:00 PM, Saturday 9:00 AM – 5:30 PM

VA Student Schedule (Full-Time Only):

- Weeks 1–8: Tuesday–Friday 9:00 AM – 5:30 PM, Saturday 9:00 AM – 3:30 PM
 - Weeks 9–Graduation: Tuesday–Friday 9:00 AM – 5:30 PM (1 flex day at 3:30 PM), Saturday 9:00 AM – 5:30 PM
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8. LICENSING REQUIREMENTS

Barber License (New Mexico):

1. Complete 1,200 hours of instruction
2. Pass NIC theory & practical exams (75% minimum)
3. Pass State law exam
4. Be at least 17 years old
5. Have completed 10th grade or equivalent

Master Barber License:

1. Meet all barber license requirements
2. Pass NIC exams with 75% or higher
3. Submit application and fees to NM Board

Crossover License (Cosmetology to Barber):

1. Hold current NM Cosmetology license

2. Complete 150-hour shaving course
3. Pass NIC shaving practical exam

Exam Fees (Approximate):

- Barber License: \$50
- Theory Exam: \$130
- Practical Exam: \$73

Note: 2021 NM Practical Exams postponed due to COVID-19 until further notice.

9. ENROLLMENT PROCEDURES & REQUIREMENTS

Enrollment Process:

1. Request information in writing, by phone, or in person
2. Tour facility and interview with Director
3. Submit required documents and registration fee
4. Receive enrollment decision

Barber Program Requirements:

- At least 17 years old
- Proof of age
- Proof of 10th grade education (diploma or GED)
- Interview with Director
- \$25 registration fee (money order or cashier's check payable to NM Board of Barbers and Cosmetologists)

Refresher/Crossover I Requirements:

- Current Barber or Cosmetology license
- Interview with Director
- \$25 registration fee

Non-Discrimination Policy:

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.

10. TUITION & FEES

Item	Barber Program (1200 hrs)	Refresher/Crossover I (150 hrs)
Application Fee	\$100.00	\$100.00
Tuition	\$16,364.37	\$2,577.12
Kit/Supplies/Books	\$1,600.00	\$1,600.00 (Optional)
Taxes	\$1,535.63	\$322.88
Total	\$19,500.00	\$4,500.00

Kit/Supplies are non-refundable.

11. FINANCIAL AID

- Federal Title IV Financial Aid available
 - In-house financing with deposit and monthly payment plans
 - Late fee of \$50 if payment not received by the 15th of each month (effective Aug 1, 2020)
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12. ATTENDANCE & STANDARDS OF PROGRESS

Attendance Requirements:

- Minimum 85% attendance (Barber Program)
- Minimum 75% attendance (Financial Aid eligibility)

Probation & Termination:

- 1st failure: Probation
- 2nd failure: Probation + counseling
- 3rd failure: Termination

Make-Up Hours:

- Allowed with Director approval
- Must be completed within program timeframe
- Not counted toward VA attendance calculation

Leave of Absence:

- Maximum 180 days
 - No VA benefits during LOA
 - Requires approved form
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13. GRADING SYSTEM

Grade	Percentage	GPA
A	90–100%	4.0
B	80–89%	3.0
C	75–79%	2.0
D	70–74%	1.0
F	Below 70%	0.0
I	Incomplete	—
W	Withdrawal	—

VA Students: Must maintain 3.0 GPA (80%).

Chapter & Major Tests:

- Two attempts allowed per test
- \$15 fee after second attempt
- Major tests require 75% to pass

14. REFUND POLICY

If School Cancels Class: 100% refund within 45 days of planned start date.

If Student Withdraws Before First Class: \$100 registration fee retained; balance refunded within 45 days.

Withdrawal After Classes Begin (NM Higher Education Policy):

% of Enrollment Completed	Tuition/Fees Retained by School
On 1st class day	0%
After 1st day, within 10%	10%
10%–25%	50%
25%–50%	75%
50%+	100%

NM State Board Refund Policy:

- 0.1%–4.9% completed: 20% retained
- 5%–9.9%: 30% retained
- 10%–14.9%: 40% retained
- 15%–24.9%: 45% retained
- 25%–49.9%: 70% retained
- 50%+: 100% retained

Cooling-Off Period:

- 3-day period after signing agreement
 - Full refund if withdrawn within cooling-off period
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15. STUDENT SERVICES

Job Placement:

- Assistance provided by instructors and Director
- Partnerships with local barbershops and salons
- Resume and reference help available
- *Placement not guaranteed*

Housing:

- Not provided on campus
- Assistance available upon request

Counseling:

- Available by appointment (Tuesday–Friday, 7:30 AM – 4:00 PM)

Disability Accommodations:

- Provided per ADA guidelines
 - Reasonable accommodations assessed case-by-case
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16. COMPLAINT & GRIEVANCE POLICY

Step 1: Discuss grievance with instructor

Step 2: Submit written grievance to Director/Financial Advisor within 5 business days

Step 3: Appeal to ABU Occupational Advisory Committee within 5 business days

Step 4: Further appeal to Council on Occupational Education, NM State Board, or NM Higher Education

Contact for Appeals:

- Council on Occupational Education: 770-396-3898
 - NM Board of Barbers & Cosmetologists: (505) 476-4500
 - NM Higher Education: (505) 476-8400
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17. SCHOOL RULES & POLICIES

General Conduct:

- No profanity, drugs, alcohol, weapons, or tobacco use outside designated areas

- Respect for all clients, staff, and students required
- Cell phones prohibited in classroom/clinic areas
- No discrimination tolerated

Attendance & Punctuality:

- Report absences/tardiness by 8:45 AM
- 3 unexcused tardies = 1 unexcused absence (8 hours)
- 5 unexcused absences = success plan; refusal = dismissal

Dress Code Enforcement:

- 1st violation: Verbal warning
- 2nd violation: Write-up
- 3rd violation: Sent home (make up missed hours)

Clinical & Classroom Rules:

- No refusing clients
- Maintain clean workstations
- Follow all NM state sanitation regulations
- No student-to-student critique during training

Parking & Smoking:

- Park in south lot only
- Smoke in designated west-side area only

18. CURRICULUM OUTLINE

Textbook: *Milady's Standard: Professional Barbering (6th Edition)*

Program Hours Breakdown:

Subject	Theory	Practical	Total
Orientation/Professionalism	20	55	75
Chemical Rearranging (Perms/Relaxers)	40	160	200

Subject	Theory	Practical	Total
Hairstyling	10	140	150
Facials, Shaving & Facial Hair Design	20	155	175
Shampoo & Scalp Treatments	20	55	75
Hair Coloring & Lightening	25	100	125
Hair Cutting & Beard Trimming	20	230	250
Sterilization & Sanitation	20	55	75
Salon Business & Retail	10	40	50
Miscellaneous/Field Trips	5	20	25
Total	190	1,010	1,200

19. IMPORTANT CONTACTS & APPENDIX

Council on Occupational Education

7840 Roswell Road, Building 300 Suite 325

Atlanta, GA 30350

(770) 396-3898 | www.council.org

New Mexico Board of Barbers & Cosmetologists

2550 Cerrillos Road, Santa Fe, NM 87505

(505) 476-4500

New Mexico Higher Education Department

2044 Galisteo St., Suite 4, Santa Fe, NM 87505

(505) 476-8400

U.S. Department of Veterans Affairs – GI Bill®

<https://www.benefits.va.gov/gibill>

END OF CATALOG

This catalog is effective March 10, 2021, and supersedes all prior versions.