

PERSONAL TOUCH BEAUTY and BARBER COLLEGE

Student Catalog



Personal Touch Beauty and Barber College
128 West Mill Street
Kingstree, SC 29556
(843)355-7785

PTBB COLLEGE

September 2024

VOLUME 12

This catalog is written in English - All courses are taught in English.

IMPORTANT, PLEASE READ

This catalog is for information purposes only. It is published to inform prospective and current students about admission requirements, tuition and other fees, and policies. It is current and accurate as the date shown on the front cover. The school reserves the right to make changes to the catalog. Students are expected to read and understand the information in this catalog.

We here at Personal Touch Beauty and Barber College (PTBB College) appreciate your interest in our school. Your decision to start school is very admirable. To ensure your success, we have listed below some particularly important issues that should be addressed before you start:

1. Ensure you have reliable transportation. Have a backup plan just in case something unexpected occurs.
2. Ensure you have adequate childcare. Let your friends and family know that you are going back to school, and you may need them to assist you if your regular childcare provider is unavailable.
3. Ensure you are here as scheduled; be on time and ready to learn. You may be doing great on all your coursework but have a low attendance rate. Your attendance can affect your ability to earn the necessary hours needed for graduation.
4. Ensure that all your financial obligations are taken care of, or you have made the appropriate arrangements.
5. Let your employer know that you are going back to school. It has been our experience that most employers will work in and around students' schedules.
6. When you attend school, come with a positive attitude and ready to learn. Remember that you are in school to achieve your goals, regardless of what others do. Do not give others power over you by allowing them to disrupt your education.
7. If a personal problem does arise that prevents you from coming to school, call the school. We are here to help you achieve your goal.

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Personal Touch Beauty and Barber College

Personal Touch Beauty and Barber College (PTBB College) welcomes you to an invigorating college experience. For students looking for a wide range of instruction and focused on becoming skilled hair care professionals, Personal Touch Beauty and Barber College is for you! PTBB College's goal is to provide a quality choice for students who want to pursue a career in the hair care industry.

Description of Facility

The PTBB College facility has definite strengths in its size and location. We are centrally located at 128 West Mill Street in Kingstree, South Carolina. PTBB College conveniently provides you with easy access, personalized and quality instruction. Our facility is elegant in its decorum and is a smoke-free environment. The facility is equipped with classrooms, clinical and laboratory for direct and hands-on instruction. PTBB College has adequate parking in rear of the building and parking on the street. The college is surrounded by other businesses such as US Postal Service, finance companies, county library, pharmacies, restaurant, and several banking institutions. The level of traffic in this area ensures that PTBB College will always have a busy clinic floor for our students to practice.

Program Offered at Personal Touch Beauty and Barber College

Barber/Master Hair Care Specialist

PTBB College Outcomes			
Year	Graduation	Licensure	Placement
2022	67%	100%	100%

Governance of Personal Touch Beauty and Barber College

Under the ownership and leadership of Christopher Battle and Frangetter Wallace, both licensed Barbering/Master Hair Care Specialist and instructors, students will be well prepared upon completion of the program to be skillful and professional operators. Christopher and Frangetter have been in business for over 27 years and have sponsored numerous students under the Barbering program in the State of South Carolina. Christopher and Frangetter bring to the business community a vast array of experience, knowledge, and success. Having participated in many local and national beauty show competitions and teaching seminars, they are prepared to impart these skills into the aspiring women and men interested in joining the hair industry as professionals.

An Advisory Committee works collaboratively with the president and staff of PTBB College in implementing and fulfilling the mission of PTBB College. The role of the Advisory Committee is to consult and provide direction for the staff of PTBB College. It is comprised of people who represent post-secondary education, business and hair industry, and accounting.

Personal Touch Beauty and Barber College is a licensed School of Barbering by the:

State of South Carolina
Department of Labor, Licensing & Regulation Board of
Barber Examiners
Post Office Box 11329
Columbia, South Carolina 29211-1329
License #: 19
Telephone: (803) 896-4588

Personal Touch Beauty and Barber College is an accredited school through the:

National Accrediting Commission of Career Arts & Science (NACCAS)
3015 Colvin Street
Alexandria, Virginia 22314
Telephone: (703) 600-7600
Ref: 050045-00

Personal Touch Beauty and Barber College is a program participant of South Carolina Vocational Rehabilitation:

South Carolina Vocational Rehabilitation
405 MLK Jr., Avenue
Kingstree, South Carolina 29556
Telephone: (843) 354-9399
(843) 354-5388

MISSION

Personal Touch Beauty and Barber College (PTBB College) is established to provide students a training program that thoroughly prepares them to work in various fields of barbering/hair care where instruction emphasizes quality customer service, product knowledge and the ability to perform services necessary to succeed in the workforce.

STUDENTS

PTBB College serves a diverse group of people from the community of Williamsburg County and surrounding areas. It is opened to receive students from all cultural backgrounds. PTBB College does not discriminate based on sex, race, age, color, ethnic origin, or religion.

STAFF

PTBB College is staffed with personnel highly qualified and equipped to provide exceptional service to all students. It is the goal of PTBB College to demonstrate and model the high level of customer service we want our students to learn.

President: Frangetter Wallace

Vice-President: Christopher Battle

- Oversee the overall operation of PTBB College.
- Develop primary goals, operating plans, policies, and short and long-range objectives for the organizations.
- Implement the goals following Board of Directors approval.
- Direct and coordinate activities to achieve profit and return on capital.
- Establish organizational structure and delegate authority to subordinates.
- Lead the organization towards objectives.
- Meet with and advise staff members and review results of business operations.
- Determine action plans to meet need of all stakeholders.
- Represent organization to- financial community, major consumers, government agencies, shareholders, and the public.
- Interview, evaluate, and hires all employees.
- Signs-off on students' refund, withdrawals, etc.

Administrative Officer Assistant: John D. Wilson

- Provides administrative support services to President & Vice-president and Advisory Committee.
- Uses independent judgment in completing activities and operates under general supervision.
- Oversees administrative procedures and processes for assigned area.
- Confers and reports with the Advisory Committee on major decisions pertaining to the college.

Admission Director: Ciara Holmes

- Responsible for interviewing prospective students.
- Assembles and analyzes complex information or data. Maintains student database and files.
- Track student attendance and prepares monthly reports of student activity.
- Maintains meeting minutes from advisory committee, staff, and instructors' meetings.
- Assist with budget preparation and control
- Acts as an administrative liaison with internet and/or external sources.

Financial Aid Director: Ciara Holmes

- Directs the overall financial plans and accounting practices of the organization.
- Participates in strategic planning in finance and budget issues.
- Serves as the accounts receivable and account payable personnel for the organization.
- Oversees treasury, accounting, budget, tax and audit activities of the organization.
- Responsible for maintaining and staying abreast of changes in tax laws, payroll laws and federal laws governing financial aid.
- Oversees financial and accounting system controls and standards
- Ensures timely financial and statistical reports for management and/or Board use.
- Secures an outside accounting firm for annual audits and financial statements.

FACULTY

All faculty of PTBB College are required to hold teaching credentials in compliance with the State of South Carolina requirements. Copies of all applicable licenses are placed in the personnel file of all instructors. All original licenses are prominently displayed in the main lobby area of the school.

Instructors: Frangetter Wallace, Christopher Battle

- Maintain instructor license.
- Provide direct instruction to students.
- Share knowledge and experience of working in the field.
- Work in the capacity of an advisor to the students for personal and professional development.

Career Outlook

CAREER OPPORTUNITIES

There are many opportunities in the world of hair care. Overall employment in the hair industry is projected to grow 13% from 2016 to 2026. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic haircare services. The demand for hair coloring, straightening, and other advanced hair treatments and techniques has risen in recent years and expected to continue. The median expected salary for barbers and master hair care specialists is \$33,369. (Reference: Bureau of Labor Statistics – May 2023) The average barber/master hair care specialists salary in SC is \$32,670 as of August 27, 2024 (Salary.com)

In addition to barbering, the following is a list of other possible areas of employment within the Barbering field:

- Professional Stylist, Hair Color Specialist, Makeup Technician, Texture Service Specialist, Wig or Extensions Specialist, Product Representative, Platform Artist, Competition Champion, Stylist for Entertainment personalities

CAREER CONSIDERATIONS/OUTLOOK

Applicants interested in pursuing a career in Barbering/Hair Care should consider all aspects of such a decision including but not limited to:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques
4. Work long hours while building a personal clientele to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

LICENSING INFORMATION

To obtain licensure in Barber/Master Hair Care Specialist, a student must:

1. Complete the required training hours for the respective program.
2. Receive a diploma of completion of from PTBB College.
3. Submit application materials and verification of training to Professional Credential Services (PCS)/PSI Services, LLC (PSI).
4. Submit to PCS/PSI the appropriate examination and/or temporary permit fees. Applicants who have completed all training and are scheduled to take the examinations may be issued a non-renewable temporary permit to practice for up to 90 days. Contact PCS/PSI for further information and application materials.
5. Check the State Board's website at www.pcsdq.com or www.psiexams.com for examination dates.
6. Take and pass both the written and practical examinations.
7. Authorization to practice and a license will be mailed upon successful completion of the examination by PCS/PSI.
8. Provide verification of licensing information to the Registrar's Office within 10 days of receipt.

Admission Information

Actual start dates occur quarterly: January, April, July, and October. However, prospective students may apply for admissions at any time throughout the school year. Only students who have received an acceptance letter and completed all admission requirements will be allowed to start.

ADMISSION CRITERIA

Admission Criteria & Procedures: Students must meet the following criteria for admission to PTBB College:

- Complete an application for admission and financial aid (if applicable).
- Submit a High School Diploma, GED Certificate or Official, Sealed High School and/or college transcripts showing their completion date
- Successful interview with the President/Vice-President and/or Admission Director.

Steps for Student Admission:

1. Complete all application materials.
2. Submit completed application with \$50 non-refundable application fee.
3. Schedule an appointment for interview.
4. Receive acceptance/denial letter.
5. Receive a Student Catalog.
6. Complete the Contract/Enrollment Agreement.
7. Ensure that all materials are received by the Registrar's office by the required deadlines.
8. Attend the New Student Orientation Session.
9. Pay \$35 State Board Student Fee.

Re-Enrolling Students: Former students of PTBB College who wish to re-enroll, must request approval from the school administration. The request will be reviewed, and a decision made within thirty days of the request. Students who withdraw from enrollment two times may not be considered for re-enrollment. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. All students who re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal and will be charged for hours remaining; the current tuition rates at the time of re-entry will apply. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

Ability-to-Benefit Students: Students will be admitted on their ability to benefit. Prior to admission, a student will complete a nationally recognized, standardized, or industry developed test that measures the applicant's aptitude to successfully complete the program.

Transfer Students: PTBB College does not recruit students already attending or admitted to another school offering a similar program of study; however, prospective students interested in transferring course credit from another institution of higher education are welcome to apply for admission and are required to submit documentation of such credits for consideration. The granting of hours for previous training or experience (not to exceed 800 hours) is at the discretion of Personal Touch Beauty and Barber College. Credit for previous training will be evaluated on a case-by-case basis and must be verified in writing. If approved for enrollment, hours will be granted where appropriate, in accordance with PTBB College's grading, theory, testing & practical competency requirements. Transfer students' tuition will be pro-rated (remaining hours needed for graduation multiplied by the program's current hourly rate). No High School course will be considered for transfer credits.

The administrator will accept the following documentation for transfer hour consideration:

- Transcript from previous institution
- Course descriptions and program outline
- Number of classroom instruction hours
- Number of credit hours to be considered
- List of books or other curriculum utilized in the course(s)
- Number of actual completed hours from Department of Labor, Licensing & Regulation

Secondary Students: Current secondary students maybe concurrently enrolled in PTBB College's post-secondary program if they meet all the following:

- meet the state requirements for admission
- be at least 16 years of age (present proof of age)
- obtain permission in writing from the secondary school in which they are enrolled
- successfully complete a pre-enrollment evaluation as established by PTBB College
- acceptance status does not exceed the institution's secondary student limit

PTBB College admits no more than 10% of the number of students currently enrolled

The Admission Director is responsible for processing all admission material and conducting the pre-screening interview and collecting the application fee. The application materials are forwarded to the president/vice-president for final approval. PTBB College does not discriminate based on sex, age, race, color, religion, or ethnic origin in admitting students.

ORIENTATION

Personal Touch Beauty and Barber College offers New Student Orientation to incoming students. During the orientation session, students are introduced to the history of PTBB College, policies and procedures, expectations, staff, and faculty, as well as services available to them as a student of PTBB College. Participation in New Student Orientation is mandatory for the enrollment process.

Student Information

Student Records: All student records are kept on permanent file at PTBB College in the Office of Admission where all files are safeguarded against loss or damage in a locked, fire-safe filing cabinets. Only members of the PTBB College administrative staff will have access to student records. Students, parents, and/or guardians of dependent minors have the right to inspect and review information contained in their education records. Students, parents, and/or guardians of dependent minors wishing to review their education records must make written request to the administrator of PTBB College listing the item or items of interest. PTBB College will make their files available within three (3) business days.

If PTBB College closed permanently, student records shall be disposed of in accordance with state laws.

Release of Student Information: PTBB College follows the guidelines set forth in the Family Education Rights and Privacy Act (FERPA) of 1974 in maintaining the privacy of student records. All requests for release of student information to third parties must be submitted in writing. There must be a separate request for each release. No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student except:

- to accrediting agencies carrying out their accreditation function
- to the U.S. Department of Education personnel
- to persons in compliance with judicial order
- to persons in an emergency to protect the health or safety of students or other persons

PTBB College will attempt to notify any student whose records have been requested through judicial order. PTBB College will not release directory information such as name, address and phone number of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school without providing the student or guardian opportunity to deny authority to publish one or more of these items.

Transcripts: Transcripts of a student's academic record will only be issued upon a student's written request to the Office of Admissions. An official transcript may be sent to the student when provided with appropriate address information. Transcript requests may take up to two weeks to process once a written request is received. A charge for processing a transcript is \$6.50 and for each additional request a \$3.00 fee will be assessed. Financial obligations to PTBB College must be cleared before transcripts are released.

Include with your transcript request:

- Full name (when attended PTBB College)
- Student ID
- Social Security number
- Birth date
- Years of attendance
- Complete mailing address
- Appropriate fee in the form a check, cashier check, money order or credit/debit card

PTBB College students who wish to continue their education at other institutions must not assume that their clock hours will be accepted by the receiving institution. It is the student's responsibility to research the requirements of that selected school.

Student Advising

Student Conduct: PTBB COLLEGE requires students to maintain respectful, professional conduct always. If a student is not appropriate as determined by the school administration, the student will discuss the matter with the Administrator or her designee. An appropriate plan of action will be implemented, and the student will be expected to cooperate with the plan. In the event the student does not follow the prescribed plan, or in the case of extreme behavior, a student may be dismissed from school at the Administrator's discretion.

If a student is dismissed from school for behavioral reasons, he or she may request a personal meeting with the Administrator. After the meeting, the Administrator, in consultation with the Advisory Committee will determine if re-admission is appropriate.

Dress Code: To effectively teach students how to appropriately dress in the barbering fields, a dress code will be strictly enforced. Students are to wear clean white, black, red, or royal blue uniforms (smocks), every day to class. Comfortable shoes should be worn to class with the choice of colors being restricted to only black or white. No open sandals or open-toe shoes will be allowed. No shorts, hats or scarves will be allowed as substitute attire.

Attendance and Tardiness: Students are expected to attend classes as scheduled and on time to ensure that they complete their training within the program length. Students are responsible to clock in and out appropriately to document their hours. No unexcused absences are allowed. Excused absences may only be granted by the instructor; however, other than in cases of extreme emergency, excused absences must be granted in advance. Any student missing over one-third of a course for any reasons, excused and/or unexcused absences, will be required to repeat the course. Students who miss **10** consecutive school days without communicating with a college official will be terminated on the **11th** consecutive school day. Students who persist in repeating patterns of tardiness and/or absenteeism will be counseled and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the college. PTBB College charges a student for extra instruction needed to complete his/her program if the absences allowed within the contract period have been exhausted.

Make-Up Work: The instructor will determine if any late assignment will be accepted. Students with excused absences will be given a specified deadline for make-up assignments to be completed.

Termination: The college may terminate students prior to the completion of their program for one or more of the following: insubordination, not fulfilling financial obligations, failure to comply with the rules and regulations of the college, failure to comply with the attendance policy, and after a minimum of **10** consecutive school days of unexcused absences.

Counseling: All students are counseled as needed regarding their academic progress and hours earned. Copies of such counseling/progress reports are provided to students during their course training. Consideration is given in the areas of student's total hours, attendance (monthly and cumulative), student's theory/written grade average, practical skills performance, personal characteristics of the student (professionalism, attitude, etc.), student's goals, strengths and areas for improvement, student's performance required for improving weak areas, follow-up of previous counseling and performance expectations and other needs the students may address.

If a staff member discovers during the counseling session that the student has need of counseling for something other than academic progress or matters relating to enrollment, a sincere attempt will be made to refer the student to the appropriate agency. A list of such agencies and organizations is maintained in the administrative office.

There must be evidence that a meaningful exchange of information took place between the instructor and the student during the counseling session. Counseling regarding personal matters, licensing regulations, financial assistance (if applicable), employment and continuing education opportunities are available to students as needed.

Accommodations: PTBB College can provide reasonable accommodations for students with disabilities. Students with disabilities may request for consideration of reasonable accommodations in writing. The student must be able to provide documentation to support the requested accommodation. The college will evaluate the request within 5 business days. Once a determination has been made, it will be presented in writing whether the college can make the requested accommodation(s). Students should be aware that when they take the state examination, the accommodations provide by PTBB College may not be granted by the state licensing agency; therefore, it is the student's responsibility to contact the agency to request any accommodations.

Housing: PTBB College does not provide institutional housing for enrolled students; however, if a student needs assistance in finding local housing, the college will refer the student to an appropriate agency.

Grievance Policy: Student complaints or grievances should initially be addressed, if possible, by the student discussing the problem with the individual (student, faculty, and staff) most closely related to the area of the grievance. Following that, students should informally contact an administrator. If the problem is not resolved informally, the student may file a formal written grievance statement with the President within 5 days.

The written statement should be as specific as possible regarding the action that precipitated the grievance, citing date, time, people involved, including witnesses and a summary of the incident. Efforts will be made to settle the matter, and the remedy sought. The submission of a written complaint in good faith will not affect the student's status, rights, or privileges.

Within 1 week of receiving the written statement, respondents/individuals whose actions or inactions are the subject of the grievance will receive a copy from the President and will have an opportunity to respond in writing.

The President will meet with all concerned parties within 2 weeks of receiving the statement. The President may request both oral and written presentations and may make independent inquiries to arrive at a decision regarding the grievance. Copies of this decision will be sent to the student and the respondents. If dissatisfied with the decision of the Director, the student may appeal to the Advisory Committee of the College.

The Advisory Committee shall then appoint an ad hoc grievance appeal committee that will be composed of a faculty member, advisory committee member, and a student. The grievance committee shall make a recommendation to the President as to the merits of the appeal and an appropriate resolution of the grievance will be made within 2 weeks. The President will render the final decision to the student. The decision of the Director is final. Copies of the decision will be sent to the student and the respondents. A record of all formal grievances will be kept on file in the Office of the President. The administrative team is encouraged to review these files periodically and look for patterns of misconduct. Student must exhaust the institution's internal complaint process before submitting the complaint to the school's licensing agency, if applicable.

If the complaint is of such nature that it cannot be resolved at the school level, the student can contact the South Carolina Department of Labor, Licensing and Regulation at <https://www.llr.sc.gov/fileacomplaint.aspx> to file a complaint.

Employment Assistance: PTBB College is committed to the success of its students and will assist students with job preparation skills. However, PTBB College does not guarantee employment upon graduation. We are confident that upon successful completion of the program, the students will be equipped with the necessary skills needed to enter the workforce of the hair industry. We will provide career planning services; resume assistance, list of potential employers and partnering salons, and field visit opportunities.

COLLEGE CALENDAR

SCHEDULE

MONDAY	CLOSED
TUESDAY	Morning Session 8:30 a.m. - 5:30 p.m. Evening Session 6:00 p.m.- 10:00 p.m.
WEDNESDAY	Day Session 8:30 a.m.-5:30 p.m.
THURSDAY	Morning Session 8:30 a.m. – 5:30 p.m. Evening Session 6:00 p.m. – 10:00 p.m.
FRIDAY	Morning Session 8:30 a.m. – 5:30 p.m. Evening Session 6:00 p.m.- 10:00 p.m.
SATURDAY	Day Session 8:30 a.m. – 5:30 p.m.

SCHOOL RECESS/ CLOSINGS

Spring Break

Spring Break begins the Monday after Easter and goes until Saturday.

Winter Break

Winter break begins the day before Christmas (Christmas Eve) and goes until the day after New Year's Day (January 2nd).

School Closings

The following are school closing and/or holidays that are recognized by Personal Touch Beauty and Barber College:

- New Year's Day (January 1st)
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Inclement Weather: In the event of weather emergency, students will be notified by faculty, alerts on local television and radio stations of class cancellation

Financial Information

2022 Average Cost of Attendance

<u>Program Name</u>	<u>Tuition/Fees</u>	<u>Required Clock Hours</u>	<u>Tuition/Hour</u>
Barber/Master Hair Care Specialist	\$16,500.00	1500	\$11.00/hr.
<u>Books & Supplies</u>	<u>2000.00</u>		
	COA \$18,500.00		
		Extra Costs not included in the tuition price (non-refundable items)	
		-Application Fee	\$50.00
		-State Board Fee	\$35.00
Living Expense (optional)	3000.00		
<u>Room and Board (optional)</u>	<u>5400.00</u>		
	COA \$26,500.00		

PTBB COLLEGE SCHOLARSHIP/GRANTS AWARD

- 1ST Time College Student-\$500.00 OFF
- Reside in South Carolina-\$500.00 OFF

**PTBB College has no On-Campus Housing Facilities.*

COLLECTION POLICY

All efforts will be made to collect tuition from PTBB College students for non-payment. Non-payment of tuition will result in school-initiated withdrawal of delinquent account. Accounts 90 days past due are considered delinquent.

Reasonable accommodations will be made to recover outstanding tuition debts.

PTBB College reserves the right to take legal action against students with delinquent tuition accounts with the school.

The National Accrediting Commission of Career Arts and Sciences is not used in any of the college's collection efforts.

SPECIAL FINANCIAL ARRANGEMENTS

The deposit of the tuition costs must be paid prior to the start of school. The balance can be paid in monthly installments. PTBB College accepts all forms of payment methods, such as but not limited to, cash, check (\$50 charge for returned checks), money order, debit/credit card, South Carolina Vocational Rehabilitation payments, and Title IV. (Fees subject to change)

PTBB College will honor all scholarships received independently by students and will apply funding to tuition costs.

If monthly payment is not made, a 1% interest charge is assessed each month on the unpaid balance, regardless of financial aid awards. Monthly payments are expected if full payment is not made.

All financial obligations must be met prior to graduation. College reserves the right to take legal action against students who fail to meet financial obligations. No other governing entities are held responsible for the collection efforts of PTBB College.

Extra Instructional Charges

PTBB College charges a student for extra instruction needed to complete his/her program if the absences allowed within the contract period have been exhausted. The amount charged per unit of instruction for extra instruction will be determined by the time spent on instruction and calculated by the tuition per hour rate doubled (\$22.00). All monies received for extra-instruction prior to completion of the student contract are refunded if student terminates.

School Closure: In addition, if the college closes and ceases to offer instruction after students have enrolled or if a program is cancelled after students have enrolled and instruction has begun, PTBB College will provide a refund in compliance with its Refund Policy.

Cancellation and Settlement (Refund) Policy

Refund Policy

A. Any monies due to the applicant or student shall be refunded within 45 days of official/unofficial cancellation or withdrawal except for all non-refundable items, which includes the application fee of \$50, permit fee of \$35, and extra cost of books, kit, and uniforms. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the college except for non-refundable items.
2. A student (or in the case of a student under legal age, his/her parent, or guardian) cancels his/her enrollment and demands his/her money back in writing, within three business days of the signing of the enrollment agreement/contract. In this case, all monies collected by the school shall be refunded except the application fee and permit fee. This policy applies regardless of whether the student has started training.
3. A student (or in the case of a student under legal age, his/her parent, or guardian) cancels his/her enrollment after three business days of signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the school, less the non-refundable items.
4. A student notifies the institution of his/her withdrawal.
5. A student is expelled or terminated by the school.
6. In type 2, 3, or 4 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is received by the school.

B. Unofficial withdrawals will be determined by PTBB College through monitoring clock hour attendance every 30 days, and the refund is calculated based on the student's last date of attendance.

C. The college recognizes that students may suffer from serious and unforeseen events (i.e., sudden illness, disabling accident, etc...) which can adversely affect their ability to complete the program. In such cases, when mitigating circumstances beyond the student's control are evident, PTBB College will issue a refund to the student that exceeds the Minimum Tuition Adjustment (see table below) by reaching a settlement that is reasonable fair to both parties.

D. If the school is permanently closed and is no longer offering instruction after a student has enrolled and instruction has begun, the student shall be subject to a pro-rated refund.

E. If any program is canceled after a student's enrollment and before instruction has begun, the school shall, at its option, provide a full refund of all monies paid except for the application fee or provide completion of the program.

F. If any program is canceled after a student's enrollment and instruction has begun, the school shall at its option, provide a pro-rated refund for all students transferring to another school based on the

hours accepted by the receiving school, provide completion of the program, or provide a full refund money paid with the exception of the application fee.

G. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party will comply with this cancellation and settlement policy.

Minimum Tuition Adjustment	
Percentage Length Completed to Total Length of Program	Amount of Total Tuition Owed to the School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%
<p>For students who enroll in and begin The Barber/Master Hair Care Specialist program at PTBB College, this Minimum Tuition Adjustment will be applied to refunds. Refunds are calculated based on the student's last date of attendance (actual clock hours). In the event of transfer, withdrawal or dismissal, a student will be charged or receive a refund in accordance with the Minimum Tuition Adjustment.</p>	

Satisfactory Academic Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at PTBB College. The Satisfactory Academic Progress (SAP) Policy is provided and explained to all students prior to enrollment. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress to continue eligibility for such funds (if applicable).

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barber/Master Hair Care Specialist	450, 900, 1200 clocked (actual) hours
	15,30,40 academics weeks

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students received at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS

Class attendance is mandatory for the successful completion of any course. All students must maintain at least a 67% cumulative attendance average to be considered making satisfactory progress and to complete the program within the maximum time frame.

MAXIMUM TIME

The maximum time a student must complete is 150% of the program length. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Maximum Time Allowed for Barber/Master Hair Care Specialist Program:

Full-Time Student	60 weeks	2250 scheduled hours
Part-Time Student	60 weeks	2250 scheduled hours

The institution operates all programs according to a schedule of 1500 clock hours and 40 weeks of instruction.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.) and Practical work (clinical and lab work).

Grading System

Grading is based on theory, written and practical work according to the following scale:

90-100	A	Excellent	P	Pass
80-89	B	Good	TC	Transfer Courses
70-79	C	Satisfactory		
60-69	D	Unsatisfactory	IP	In Progress
59 and below	F	Failing	W	Withdrawal

Students must maintain a “C” average (minimum of 70 in theory and practical/clinic work) to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

Students will receive a copy of their Satisfactory Academic Progress Report at the end of each evaluation period. The original evaluation will be placed in the student’s file.

Satisfactory: Students with a minimum of 70 % grade point average (G.P.A.) and 67% attendance.

Note: Attendance and grade point average is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements at evaluation will be making satisfactory progress until the next scheduled evaluation. For a student to be considered making satisfactory progress at the course midpoint, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course or midpoint of the academic year, whichever is shorter. Only students who maintain a satisfactory progress in both areas are eligible to receive Title IV assistance (if applicable).

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while 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 may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCESS

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

REINSTATEMENT OF AID (if applicable)

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students. If a student prevails in the unsatisfactory progress appeal, they will be placed on probation.

Re-Enrolling Students

Students re-entering the college are required to return under the same progress status as when they left.

Transfer Students

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluations periods for transfer students are based on actual contracted hours with PTBB College.

COURSE INCOMPLETES, INTERRUPTIONS, WITHDRAWALS

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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.

FINANCIAL AID PROGRAMS

PTBB College is eligible to participate in the following student Financial Aid Programs, offered by the Federal Government, and the State to help students finance their education:

1. Federal Direct Student Loan Programs
2. Federal Pell Grant Program
3. SC Vocational Rehabilitative Services (Formerly SC VOC)
4. PTBB College Foundation Scholarships

PROCEDURE FOR APPLICATION OF FINANCIAL AID PROGRAMS AND ELIGIBILITY REQUIREMENTS

Each prospective student is provided with admission and financial aid application information. For students enrolling in the Register Barber/Master Hair Care Specialist program, step one of the application processes is to file a Free Application for Federal Student Aid (FAFSA).

Eligible students enrolled in the Barber/Master Hair Care Specialist program will receive financial aid if they are enrolled at least half time and maintain satisfactory progress. The Admission Director has application information for the program.

ACADEMIC QUALIFICATIONS FOR TITLE IV, HEA FUNDING

To receive Title IV, HEA funds, such as Pell Grant or a Direct Student Loan, a student must be qualified to study at Personal Touch Beauty and Barber College. A student qualifies if she/he: Has a high school diploma, (not from a Diploma Mill – see below for definition) This can be from a foreign school if it is equivalent to a U.S. high school diploma; or

Has the recognized equivalent of a high school diploma, such as a General Educational Development (GED) Certificate or Official, Sealed High School and/or College transcripts showing their completion dates.

DIPLOMA MILL DEFINITION - AN ENTITY THAT:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the public that he has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

A student qualifies if she/he:

1. Is enrolled or accepted for enrollment as a regular student in the Barber/Master Hair Care Specialist program.
2. If male, has registered with Selective service (Male students must register between the ages of 18 and 25).
3. Is a citizen or eligible non-citizen
4. Has a valid Social Security Number
5. Completes a FAFSA and PTBB College has a current ISIR to start the eligibility process.
6. Signs certifying statements on the FAFSA stating that:
 - The student is not in default on any federal student loans
 - The student does not owe a refund on a federal grant
 - The student signs the required statement that all federal student aid will only be used for educational purposes

Additionally, the student must:

1. Maintain satisfactory academic progress (SAP) while attending PTBB College
2. Be enrolled at least half-time
3. Have remaining eligibility for Pell Grants, Subsidized and Unsubsidized Loans; have not reached the Pell lifetime award limit (12 payment periods or 600%) and have not exceeded the annual and aggregate loan limits.
4. As part of the Institution General Admissions requirements, the institution does not accept "ATB" students currently

CITIZENSHIP AND RESIDENCY REQUIREMENTS ACCORDING TO §668.33

(a) Except as provided in paragraph (b) of this section, to be eligible to receive Title IV, HEA program assistance, a student must:

- (1) Be a citizen or national of the United States; or
 - a. Provide evidence from the U.S. Immigration and Naturalization Service that he or she
 - i. Is a permanent resident of the United States; or
 - ii. Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident.
 - iii. Is a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau and is eligible to receive funds under the FWS, FSEOG, and Federal Pell Grant programs if the student attends an eligible institution in a State, or a public or nonprofit private eligible institution of higher education in those jurisdictions.
 - iv. Satisfies the requirements of paragraph (a) of this section and is eligible to receive funds under the FWS, FSEOG, and the Federal Pell Grant programs if the student attends a public or nonprofit private eligible institution of higher education in the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau.

(2)(a) If a student asserts that he or she is a citizen of the United States on the free Application for Federal Student Aid (FAFSA), the Secretary attempts to confirm that assertion under a data match with the Social Security Administration. If the Social Security Administration confirms the student's citizenship, the Secretary reports that confirmation to the Institution and the student.

(b) If the Social Security Administration does not confirm the student's citizenship assertion under the data match with the Secretary, the student can establish U.S. citizenship by submitting documentary evidence of that status to PTBB College. Before denying Title IV HEA assistance to a student for failing to establish citizenship, an institution must give a student at least 30-day notice to produce evidence of U.S. citizenship.

If the student falls in one of the categories below, they are generally considered an "eligible noncitizen."

Generally, a student is an eligible noncitizen if they have:

- (1) A permanent U.S. resident with a Permanent Residence Card (I-551).
- (2) A conditional permanent resident with a Conditional Green Card (I-551C).
- (3) An Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms that the individual was paroled for a minimum of one year and status has not expired), T – Visa holder (T-1, T-2, T-3, etc.) or "Cuban-Haitian Entrant;" or
- (4) A valid certification or eligibility letter from the Department of Health and Human Services showing a designation of "Victim of human trafficking." If the student is in the U.S. and has been granted Deferred Action for Childhood Arrivals (DACA), an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), the student must select "No, I am not a citizen or eligible noncitizen." The student will not be eligible for federal student aid. If the student has a Social Security Number but is not a citizen or an eligible noncitizen, including if the student has been granted DACA, the student should still complete the FAFSA because she/he may be eligible for state or college aid.

STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

- A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible.
- PTBB College is not required to confirm this unless there is conflicting information.
- Below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes for conspiring to sell drugs.

1st Offense- Possession of illegal drugs-1 year from conviction; Sale of illegal drug-2 years from date of Conviction
2nd Offense- Possession of illegal drugs- 2 years from date of conviction; Sale of illegal drug-Indefinite period
3+ Indefinite period

- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. PTBB College will provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby she/he can become eligible again.
- A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

FAFSA VERIFICATION

- Every year several students who are eligible for financial aids are randomly selected for verification by the U. S. Department of Education by the FAFSA Central Processing System(CPS).
 - If a student is selected for verification, they will be asked to complete a Verification Worksheet from the financial aid office.
 - The student must provide additional information before financial aid can be disbursed, such as federal income tax transcript and W-2 forms (students, spouse, and/or parents/guardians).
 - The student will be notified in writing of all documents required to fulfill this federal requirement and what their verification code was so they can complete the required verification requirements.
 - The verification process could result in changes to the financial aid package, after review by the financial aid office, the student will be notified in writing.
- ### **ENTRANCE/EXIT COUNSELING**
- Every student who fills out a loan application will complete a loan entrance counseling form, which will be completed during step two of the financial aid application. The purpose for the form is to educate the applicant on his responsibilities and rights as a loan recipient.

If a loan recipient drops below half time, either quarter time or completely withdrawals, the recipient must fill out an exit counseling form, even if the loan recipient plans to return to PTBB College in the future. The exit counseling form is a reminder to the loan applicant of his financial obligations.

SELECTION CRITERIA OF APPLICANTS AND CRITERIA FOR DETERMINATION OF AWARD AMOUNTS

Student Financial Aid is awarded based on the uniform methodology of the College Scholarship Service (CSS). Unfortunately, the government does not furnish sufficient funds to provide for all students. Accordingly, students are funded on a priority sequence based on the demonstration of greatest financial need. Students are provided equal opportunity to these funds regardless of the starting date since the program for many students covers more than one fiscal year.

STUDENT EDUCATION BUDGETS

The student's educational budget consists of the total cost of tuition and fees, books and supplies, room, and board, personal expense, transportation, and childcare. Also included in the budget are the student's resources: parental contributions, the student's income while in school (taxable and non-taxable), contributions from savings and other assets such as social security education benefits, veteran's benefits, scholarships, and the student's Pell Grant. Any budget amount not covered by the resources is known as a student's need. The remaining need may be covered by the student loan program. School policy is to apply the student's Pell Grant and another financial aid to the student's tuition and school expenses owed to the school immediately as it is presented to the Financial Aid Office. If any excess funds exist after the full student tuition and institutional obligations have been satisfied, these funds will be kept on account with the student's permission or given to them within 14 days after requested.

RETURN TO TITLE IV FUNDS POLICY

PTBB College has a policy that applies to Barber/Master Hair Care Specialist students who have received Title IV funds. This policy is used if one of these students withdraws officially, unofficially, fails to return from a leave of absence, or is dismissed from enrollment. It is separate and distinct from the College refund policy. The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, is determined according to the following definitions and procedures as prescribed by regulations. The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. PTBB College determines the date that a student has withdrawn (officially, unofficially, fails to return from a leave of absence, or is dismissed) and will return all unearned funds for which it is responsible within 45 days from the date of that determination. The Academy then notifies the student if they owe a repayment via a written notification. PTBB College or parent that they have 14 calendar days from the date that the school sent that notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the Academy will return any earned funds that the school is holding to the Title IV, HEA programs.

ORDER OF RETURN

PTBB College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on any student is available through the office upon request by that student.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Federal Direct loans (other than PLUS loans)
- Subsidized Federal Direct loans
- Federal Direct Parent Plus loans – received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV, HEA assistance

PERSONAL TOUCH BEAUTY AND BARBER COLLEGE RESPONSIBILITIES IN REGARD TO RETURN OF TITLE IV, HEA FUNDS

PTBB College:

- Provides information in this policy to all students.
- Identifies students who are affected by this policy and completes the return of Title IV, HEA funds calculation for those students.
- Returns any Title IV, HEA funds due to the correct Title IV, HEA programs.

Note: PTBB College is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that a student must return is called overpayment. The amount of grant overpayment that must be repaid is half of the grant funds received or scheduled to be received. The student must make arrangement with PTBB College or the Department of Education to return the amount of unearned grant funds.

STUDENT RESPONSIBILITIES IN REGARD TO RETURN OF TITLE IV, HEA FUNDS

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal must be in writing and addressed to the Campus Director.
- If a student wishes to rescind his or her notification of intent to withdraw, the student must submit a letter of intent to rescind the withdrawal notice in writing.
- Either of these notifications, to withdraw or rescind to withdrawal, must be made to the PTBB College Admission Director.

REFUND VS. RETURN TO TITLE IV, HEA FUNDS

The requirements for the return of Title IV, HEA program funds upon a student withdrawal are separate from PTBB College refund policy. PTBB College may have to return funds to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. PTBB College may also charge students for any Title IV, HEA program funds that they were required to return on that student's behalf.

QUESTIONS REGARDING RETURN TO TITLE IV, HEA

If students have questions regarding Title IV, HEA program funds after meeting with Financial Aid Director, they may call the Federal Student Aid Information Center at 1-800-4-fedaid (800- 433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

*This policy is subject to change at any time, and without prior notice.

Barber/Master Hair Care Specialist Program

GRADUATION REQUIREMENTS

Personal Touch Beauty and Barber College requires all graduates to complete 1500 clock hours. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met, the school will award the Diploma of Barbering to the student. The maximum length of time a student can attend the program is 104 weeks.

Award: Diploma in Barber/Master Hair Care Specialist

Clock hours required for graduation: 1500

Description: *The primary purpose of the Barbering Course is to train students in basic manipulatives, proper work habits, product knowledge, safety & sanitation, employability, and customer service.*

Objectives: *Upon completion of the program requirements, our students will be able to:*

*Apply learned theory, technical information, and related matter to assure sound judgments and decisions.

*Perform basic analytical skills to determine proper hair styling, color application, hair cutting, skin & scalp disorders, makeup, and shaving.

*Perform basic manipulative skills in the areas of texture services, scalp & hair conditioning, hair coloring, cutting & styling, men's haircutting, sterilization & sanitation, skin & scalp treatments, and facial treatments.

*Practice effective communication skills, proper grooming and hygiene and business management.

*Demonstrate leadership qualities, subject knowledge, self-confidence, dependability, employability, and personal integrity.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering or master hair care specialist.

References:

A comprehensive library of references, periodicals, books, texts, DVDs, audio/video tapes are available to support the course of study and supplement training. Students should avail themselves of the opportunity to use these materials.

Teaching Methods:

*Each student receives instruction that relates to the performance of useful, creative, and productive career-oriented activities.

*The program is presented through comprehensive lesson plans that reflect effective educational methods.

*Courses are presented by means of lecture, demonstration, and student participation, guest speakers, field trips, projects, lab activities, audio-visual aids and other related training materials are utilized.

*Lab equipment and products are equivalent to those currently used in the industry.

*Contact hours are provided through training that consist of sequential steps which address tasks necessary for state board preparation, graduation, and job entry level skills.

Grading Procedures:

- * Students must maintain a “C” average (minimum of 70 in theory and practical/clinic work) to be considered making satisfactory progress.
- * Students are assigned theory study as well as practical activities for course completion.
- * Theory is evaluated at the end of each unit of study.
- * Written assignments are evaluated as completed.
- * Practical activities are counted toward program completion only satisfactory or better is achieved.
- * Grading is based on theory, written and practical work according to the following scale:

90-100	A	Excellent	5	Excellent
80-89	B	Good	4	Good
70-79	C	Satisfactory	3	Satisfactory
60-69	D	Unsatisfactory	2	Needs Improvement
59 and below	F	Failing	0-1	Unsatisfactory

Upon receipt of the diploma in Barbering, an application will be submitted to the State Board of Barbering. Students must successfully pass the exam to become a licensed Registered Barber/Master Hair Care Specialist.

A. General Education: 45 Hours

- P.T. 101 Orientation - 5
- P.T. 102 Professional Ethics - 30
- P.T. 103 Licensing Laws - 5
- P.T. 104 History of Barbering - 5

B. Major Courses: 1455 Hours

- MHC 105 Hygiene & Good Grooming - 45
- MHC 110 Bacteriology & Sanitation Procedures - 35
- MHC 115 Implements - 8
- MHC 120 Disorders of Skin, Scalp & Hair Diseases - 35
- MHC 125 Hair & Scalp Treatment - 35
- BAR 130 Haircutting Fundamentals I - 225
- BAR 135 Haircutting Fundamentals II - 225
- BAR 140 Men’s Hairpieces - 25
- BAR 145 Cutting Over Curly Hair - 150
- BAR 150 Mustaches & Beards – Cutting & Designing - 15
- BAR 155 Shaving Fundamentals - 10
- BAR 160 Honing & Stroping - 8
- MHC 165 Shampooing & Rinsing - 50
- BAR 170 Razor Hair Cutting - 45
- MHC 175 Chemistry Product Knowledge I - 45
- MHC 180 Chemistry Product Knowledge II - 45
- MHC 185 Chemistry Hair Relaxing - 40
- MHC 190 Permanent Waving - 150
- MHC 195 Hair Coloring - 90
- MHC 200 Hair Waving & Curling - 50
- MHC 205 Facial Treatment - 15
- MHC 210 Anatomy & Physiology - 10
- MHC 215 Shop Management - 35
- MHC 220 Retailing - 35
- MHC 225 Electricity and Light Therapy - 5
- MHC 230 Testing - 24

Course Descriptions

P.T. 101	<i>Orientation</i>	5
This course is a review of school policies, study skills and mastering new information effectively.		
P.T. 102	<i>Professional Ethics</i>	30
This course deals with professional image, relating to others and guidelines for student success.		
P.T. 103	<i>Licensing Laws</i>	5
This course deals with methods for State Board preparation, identifying the primary objectives of State Board rules and regulations and reviewing the State Board for South Carolina.		
P.T. 104	<i>History of Barbering</i>	5
This course discusses the origin of the barber, an understanding of the evolution of barbering, identifying the organizations responsible for the upgrade of the barbering profession and the importance and function of the State Boards.		
MHC 105	<i>Hygiene & Good Grooming</i>	45
This course of study deals primarily with the grooming of the hair, nails, and proper maintenance of the skin. It also deals with standing & sitting posture.		
MHC 110	<i>Bacteriology & Sanitation Procedures</i>	35
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation & safety.		
MHC 115	<i>Implements</i>	8
This course of study deals with the introduction of various implements and their proper usage & upkeep.		
MHC 120	<i>Disorders of Skin, Scalp & Hair</i>	35
This course is a study of skin, scalp & hair disorders.		
MHC 125	<i>Hair & Scalp Treatment</i>	35
This course of study deals with recommended treatments and massage methods for the hair & scalp.		
BAR 130	<i>Haircutting Fundamentals I</i>	225
This course of study deals with the art & science of haircutting using various implements.		
BAR 135	<i>Haircutting Fundamentals II</i>	225
This course of study is a continuation of the art & science of haircutting using various implements.		
BAR 140	<i>Men Hairpieces – Types & Services</i>	25
This course of study deals with the art of fitting, types of hairpieces and maintaining various hair pieces.		
BAR 145	<i>Cutting Over Curly Hair</i>	150
This course covers hair signature, special problems & methods dealing with cutting and styling curly hair.		
BAR 150	<i>Mustaches and Beards – Cutting & Designing</i>	15
This course deals with the art of designing and cutting various mustaches and beards.		
BAR 155	<i>Shaving Fundamentals</i>	10
This course is an introduction to the art & science of shaving fundamentals and preparation.		
BAR 160	<i>Honing & Stropping</i>	8
This course of study deals with sharpening and maintain razors.		

MHC 165	<i>Shampooing & Rinsing</i>	50
This course is the study of honing and stropping the razor to maintain its proper finish.		
BAR 170	<i>Razor Haircutting</i>	45
This course of study will allow different cuts with the use of the razor.		
MHC 175	<i>Chemistry Product Knowledge I</i>	45
This course includes product knowledge pertaining to organic and inorganic chemistry reactions to the hair.		
MHC 180	<i>Chemistry Product Knowledge II</i>	45
This course is a continuation of product knowledge pertaining to organic and inorganic chemistry reactions to the hair.		
MHC 185	<i>Chemical Hair Relaxing</i>	40
This course of study deals with methods on chemically relaxing the basic structure of hair including product, safety precautions and chemistry.		
MHC 190	<i>Permanent Waving</i>	150
This course of study deals with the art & science of chemically waving men and women hair. Different types of relaxers, sectioning, blocking, etc. will also be demonstrated.		
MHC 195	<i>Hair Coloring</i>	90
This course of study is the science of coloring the hair, including methods, procedures, safety precautions and chemistry.		
MHC 200	<i>Hair Waving & Curling</i>	50
This course of study is of methods on how to wave the hair including product and safety, using blow drying and curling iron techniques.		
MHC 205	<i>Facial Treatment</i>	15
This is an introductory course to the procedures for various skin treatments including anatomy, chemistry, and safety.		
MHC 210	<i>Anatomy & Physiology</i>	10
This course of study deals with the body and its functions.		
MHC 215	<i>Shop Management</i>	35
This course of study deals with salon or shop management. Retail, rules, regulations, and codes governing the practice of barbering is reviewed extensively.		
MHC 220	<i>Retailing</i>	35
This course of study deals with the retailing of products.		
MHC 225	<i>Electricity and Light Therapy</i>	5
This course is an integration of safety and appropriate services regarding electricity and light therapy.		
MHC 230	<i>Testing</i>	2