

**WELCOME TO THE LIONS DEN**



**SCHOOL CATALOG / HANDBOOK**

**2025-2026**

**SCHOOL TERM**

**EFFECTIVE**

**JANUARY 2025**



**UPPER KUTZ  
BARBER & STYLE  
COLLEGE**

**813 HIGHWAY 1 SOUTH**

**GREENVILLE, MS 38701**

**(662) 807-8707**

**[www.upperkutzbarbercollege.com](http://www.upperkutzbarbercollege.com)**

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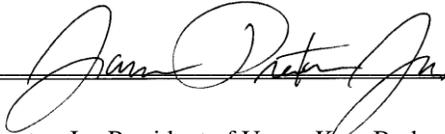
**EFFECTIVE**

**JANUARY 2025**

**VOLUME 10**



**“This is to certify that this catalog is true and correct in content and policy”**



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James Preston Jr., President of Upper Kutz Barber & Style College

## **Welcome**

The staff at Upper Kutz Barber & Style College would like to welcome you to our school. This school catalog/handbook details our school’s policies, it is designed to inform, protect, and prepare you for the time you spend at our school preparing for your new career in the field of Barbering.

Excellent appearance is stressed because of its importance to your career success. Our rules draw attention to the need for cheerfulness, good manners, courtesy and consideration of customers, fellow students and supervisors. Proper sanitation procedures and safety practices are also stressed. Rules are applied regarding attendance. This is done in recognition of the need for self-discipline in work habits.

Students must attend their scheduled classes.

This school catalog/handbook outlines policies and procedures to be followed by the students of Upper Kutz Barber & Style College. The institution reserves the right to make changes to the school catalog as needed.

Congratulations,

The Staff of Upper Kutz Barber & Style College



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## **VISION**

The vision is the belief, mission, and purpose, thoughtfully discussed and compiled by Upper Kutz Barber & Style College in our quest to fund the most perfect barber and style school, to produce the best graduate; whether they are barber-stylist, or barber-stylist instructors, to enter the job market with the best possible chance to succeed.

## **PHILOSOPHY**

Upper Kutz Barber & Style College maintains the philosophy that our students come to us for education, skill development, and career advancement. We believe in equal opportunity reinforced with training for all students without regard to race, color, or creed. Through quality training and placement assistance, we can help our students become enterprising professionals. We strive daily to provide a training environment that is orderly, purposeful, and businesslike that is free from threat of physical harm that is conducive to teaching and learning. By providing quality instruction and a nurturing support system, all students have the capability of mastering the essential barber culture skills needed to make a living in the business world.

## **MISSION**

Upper Kutz Barber & Style College is committed to providing quality training in the most current methods of barbering and styling to the broadest spectrum of the population to prepare them to enter the workforce as productive individuals.

## **GOALS**

It is our overall goal to be a premier barbering and styling college that trains students who are sought after for their skills and professionalism as barbers and barber instructors. Our goals are to:

1. provide instruction in the proper and most current methods of all phases of barbering and styling
2. provide training and instruction that will lead to employment
3. encourage good citizenship on state and national levels
4. develop in students the ability to see the barber and styling industry from both the producer and consumer sides
5. assist all students with suitable job placement
6. provide an environment where students are comfortable seeking counseling and assistance
7. encourage students to be self-disciplined, self-reliant, and self-directed
8. train students to enter the workforce as productive, community-minded citizens

## GENERAL INFORMATION

Upper Kutz Barber & Style College maintains a tradition of excellence in preparing its undergraduates for creative work in the barbering profession. The curriculum is designed to prepare an individual for entry, development level in the field of barbering.

The school is located at 813 Hwy 1 South, Greenville, MS. It has at least 1200 square feet of floor space, composed of two separate areas: (1) The classroom and lecture area and the (2) clinical/lab area where services are practiced on school patrons. The clinical area is equipped with at least 10 modern built in stations, 10 mirrors, 10 hydraulic chairs, 4 sinks, 3 hooded dryers, a dispensing area, and a reception area. This shop/salon environment prepares students for professional operation in the career field.

## BARBERING PROVIDES OPPORTUNITY

Barber	Shop Owner
Stylist	State Board Inspector
Private Barber Schools	Education Director for Manufacturer
Instructor of Barbering	State Board Member
Make-Up Artist	Instructor
Supervisor or Dean of School	Any Related Jobs in Educational Field
Permanent Wave Specialist	Private Beauty Schools
Technician Director	Guest Artist - (Hairstyling, Hair Coloring, Make-up, etc.)
Manicurist	Platform Artist
Shop Manager / Supervisor	School Owner
Hair Coloring Technician	

Upon the successful completion of the required courses, students may register for any employment assistance and the school will use its best efforts to successfully place students. However, students are advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter said school.

Through our scientific approach at Upper Kutz Barber & Style College; the newest tools and techniques of personalized teaching is utilized by our staff. Trained, qualified, and certified instructors are combined with audio-visual aids to give our students the best education available.

It is reputation that brings students from all over to enter our school. We are proud to say that an education from Upper Kutz Barber & Style College offers one of the most exciting and complete education in the field of barbering and hair design.

Worldwide information on cuts, styles, perms and fashions are always kept current at Upper Kutz Barber & Style College.

We offer a short-term education for a lifetime career.

We are honored and very proud of these qualifications.

We shall always strive to give our students the very best.

## **ADMINISTRATIVE STAFF & FACULTY POSITION DESCRIPTIONS**

Owner & President	James Preston, Jr.
Owner & Financial Services	LaBella Preston
Registrar	LaBella Preston
Financial Aid Director	Shadora Lidge
Placement Director	James Preston, Jr.
Senior Instructor	James Preston, Jr.
Instructor	Nathan Moore

James Preston has been cutting hair since the age of 12. Became a licensed barber in 1998 and a licensed barber instructor in 2014. He is a graduate of Alcorn State University. He is a Mississippi and Texas licensed classroom teacher in General Education EC-12 and Special Education EC-12. He is a true believer that “Failure Is Not An Option”.

### **PROFESSIONAL STATUS**

Upper Kutz Barber & Style College is fully licensed and approved by:

The Mississippi State Board of Cosmetology and Barbering  
239 N. Lamar Street, Suite 301, Jackson, MS 39201  
Post Office Box 55689  
Jackson Mississippi 39296-5689  
Telephone: (601) 359-1820  
Website: [www.msbcg.ms.gov](http://www.msbcg.ms.gov)

Council on Occupational Education  
7840 Roswell Road, Bldg. 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898  
FAX: 770-396-3790  
Website: [www.council.org](http://www.council.org)

## **ADMISSIONS POLICY AND REGULATIONS ON ENROLLMENT**

The MSBCB requires that anyone entering any of the Barbering courses (except the Instructor's course) must have a high school Diploma or, Graduation Equivalency Certificate (GED). In the case of the instructor's course, the applicant must have a valid State Issued Barber License.

Upper Kutz Barber & Style College has zero tolerance for discriminatory practices against any individual. This includes, but is not limited to, admissions, instruction, or graduation policies. Upper Kutz Barber & Style College does not practice, nor tolerate discrimination on the basis of race, financial status, creed, religion, sex, or ethnicity.

### **ADMISSION REQUIREMENTS**

- (a) Must have a High School Diploma or, GED
- (b) Upper Kutz Barber & Style College Application Completed
- (c) State Photo ID and Social Security Card
- (d) Two (2) Passport photos.
- (e) Application Processing Fees (\$100.00)
- (d) Applicant(s) for the instructor's course, in addition to the above, must also have a current certificate of registration as a State Barbers license from Mississippi.
- (e) Interview with Faculty Member or Instructor.

### **ADMISSION PROCEDURES**

Students may contact admissions personnel by phone, email, or visit the facility. There is someone available during normal business hours to discuss available programs. Students are given a tour of the facility, introduced to staff and students along the tour site, during the tour students are encouraged to ask questions. If the potential student is a dependent minor they must be accompanied by a parent and or legal guardian.

If the potential student expresses a desire to become a student with Upper Kutz Barber & Style College another appointment is scheduled, At the second appointment a personal interview will be held with a faculty member or instructor discussing matters of signing an enrollment agreement, class schedule, orientation, and etc. All necessary documents, as listed in the admissions packet, should be submitted prior to start date. New classes will begin every Monday that is a start of a new chapter / lesson after orientation has been held. At orientation students are provided with copies of the enrollment agreement and digital catalog/handbook. The enrollment process will take approximately one week from application to actual enrollment in our training program.

**ALL STUDENTS ARE REQUIRED TO ATTEND ORIENTATION.**

## **TRANSFER STUDENT**

Each transfer student is considered on an individual basis. Those accepted for admittance, will be credited for previous training in accordance with the regulations of the Upper Kutz Barber & Style College. Credit will be given for any legally acquired hours of previous training, as certified by MSBCB. A transfer student's tuition is based on the total number of hours he/she needs to complete the Barber Course offered by Upper Kutz Barber & Style College.

## **PREVIOUS CREDIT EVALUATION**

The school maintains a written record of the previous education and training of each student. The record indicates that appropriate credit has been given. The student and any other appropriate agency will be notified of this evaluation.

## **TRANSFER STUDENT WITHIN THE INSTITUTION**

Students are not allowed to transfer hours between programs within the institution.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

Certain rights are given to parents of students regarding their education records. These rights transfer to the student or former student upon reaching the age of 18. Students and former students to whom the rights have transferred are called eligible students.

1. Parents/guardians if the student is a dependent minor or eligible student have the right to inspect and review all of the student's education records maintained by the school. The school does not need to provide copies of these records but if it is impossible for the parents or eligible student to inspect the record personally, the school may charge a fee for any copies requested.
2. Parents of eligible students may request that correction be made if the records are believed to be inaccurate or misleading. Parents or eligible students have the right to a formal hearing if the school refuses to change the records. If after the hearing, the school still refuses the correction, the parents or eligible student has the right to place a statement in the records commenting on the contested information.
3. In most cases, the school must have written permission from the parents or eligible student before releasing any information from a student's record. The law does however, allow schools to disclose records, without contest to the following:
  - School employees who have need to know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who obtained court orders of subpoenas
  - A person who needs to know in cases of health or safety emergencies
  - State or local authority to whom disclosure is required by state laws

## **INDIVIDUALS WITH DISABILITIES**

Upper Kutz Barber & Style College is in compliance with the Rehabilitation Act of 1973 (Section 504) in that no handicapped person, by reason of the handicap, that meets the admission criteria, will not be excluded from enrolling in our training program. Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include a review of accommodations for classroom, practical, shop/salon activities, job placement and licensure after graduation.

## **ENROLLMENT AGREEMENT**

The student agrees to abide by all rules and regulations in effect or which may become effective in the school during any period of enrollment. The student understands that he/she will be eligible to take examination for a barber under the State Law when he/she has received a certificate of graduation from the school.

The student agrees to attend classes as required, and when unable to attend will bring reasonable and acceptable excuses. He/she understands that it is a State requirement that any days missed will be made up.

The student agrees that any lost tools shall be replaced at the student's own cost.

## **ENROLLMENT SCHEDULES / CLASS START DATES**

We have open enrollment, which means you can start school any Monday after your application is complete, that you have had orientation, and if it's the start of a new chapter / lesson; provided there is space available. We offer normal enrollment periods ranging from full-time 12 months and part-time 18 months.

Barber	1500 hrs	30.0 hrs/wk	50.0 wks	12.0 mos
		22.5 hrs/wk	66.7 wks	18.0 mos
Student Instructor	1000 hrs	30.0 hrs/wk	33.4 wks	6.0mos
		22.5 hrs/wk	44.5 wks	10.3 mos

The above calculation does not take into consideration, the Holidays or Vacation times. Once you complete our training programs, you will then be eligible for the State Board examination.

When an applicant is accepted for admission, an enrollment agreement is signed and a start date for classes is assigned. Before an applicant can begin training, arrangements for payment of tuition must be made with the School 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 receiving a written statement, a

phone call or the student's last day of physical attendance in the school, refund, when due are made within 30 days. All refunds are made within 60 days of the students last day of attendance. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

### **APPLICATION FEE**

An application fee of \$100.00 (non-refundable) will be required of all students entering UPPER KUTZ BARBER & STYLE COLLEGE. This fee is to defer the costs of paper work and the time required for the enrollment process, as well as to maintain sufficient administrative capabilities.

### **FINANCIAL AID**

Upper Kutz Barber & Style College currently accepts Title IV, and varies workforce /career programs designed to cover tuitions, fees and supplies. Please see the administrative office to determine what financial aid you are qualified for there may be other funding sources not listed at your time of enrollment, please meet with the director to see which funding source is best for you.

### **PROGRAM COST**

#### **BARBER PROGRAM (1500 Clock Hours)**

- 12 Months: day course; 18 mo: evening course
- 30 hr/week: day course; 21 hr/week: evening course

<b>TUITION</b>	<b>\$15,750.00</b>
<b>REGISTRATION FEES (non-refundable)</b>	<b>\$100.00</b>
<b>BOOK/TABLET/ KIT/SMOCK (non-refundable)</b>	<b>\$1,550.00</b>
<b>STATE TESTING</b>	<b>\$100.00</b>
<b>TOTAL</b>	<b>\$17,500.00</b>

#### **BARBER INSTRUCTOR PROGRAM (1000 Clock Hours)**

- 8 Months
- 30 hours/week

<b>TUITION</b>	<b>\$10,500.00</b>
<b>REGISTRATION FEES (non-refundable)</b>	<b>\$100.00</b>
<b>BOOK/TABLET/SMOCK (non-refundable)</b>	<b>\$695.00</b>
<b>STATE TESTING</b>	<b>\$105.00</b>
<b>TOTAL</b>	<b>\$11,400.00</b>

*Prices are subject to change without notice, please inquire in the office.*

## **SELF-PAYMENT POLICY**

The student agrees to pay Upper Kutz Barber & Style College a weekly, bi weekly or monthly payment plan that shall be applied to the total educational cost. Any extra charges will be added to the total education cost before financing is complete.

## **STUDENT WITHDRAWAL**

When a student decides to withdraw from the program, they must complete a withdrawal form. The Director will review the withdrawal form with the student and determine if the student will have a balance or be owed a refund.

Those students withdrawing that have a balance will be required to complete a cash promissory note for a payment plan. All payments are due the following month on the 1st. Withdrawn students that do not make satisfactory payment arrangements will be sent to collections.

## **WITHDRAWAL/ REFUND POLICIES**

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

1. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. The institution does not require student to request refund in writing, however it is the school's policy that school officials receive notification in writing of cancellation/withdrawal from the program.
2. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
3. All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
4. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment but prior to entering the school is entitled to a refund of all monies paid minus a registration fee of \$100.
5. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
6. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. Notification is required for cancellation/withdrawal but not for refund.

7. A student notifies the institution of his/her withdrawal in writing to cancel the enrollment. If the student does not notify the school in writing a determination will be made according to the school's policies and procedures. A written withdrawal is not required to process a refund payment.
8. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
9. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.) A refund to the student may exceed the minimum cancellation and settlement policy at the discretion of the school.
10. Program Cancellation Policy/School Closure: All fees are identified in the catalog and on the contract. If a program is canceled subsequent to a student's enrollment, and before instruction in the program or program has begun, the school shall at its option:

**Provide a full refund of all monies paid; or**

- Provide completion of the program.
- If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.
- A pro-rata refund of tuition is made.
- A list of all students who were enrolled at the time of school closure, including the amount of each pro- rata refund, is submitted to Mississippi Board of Barber Examiners

**Cost of books, kit, and supplies is non-refundable. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:**

**Refund percentage amounts if tuition is paid in full.**

Scheduled hours as of last day attended compared to amount of total tuition owed to school

Percentage of hours completed	Hours completed	Amount of tuition owed to school
0.01% to 4.9%	.15-74	20%
5% to 9.9%	75-149	30%
10% to 14.9%	150-224	40%
15% to 24.9%	225-374	45%
25% to 49.9%	375-749	70%
50% and over	750-1500	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EX: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. Special acts of legislation: in the case of students enrolled pursuant to rehabilitation and training act, the higher education amendments of 1992 public law 102.325

## **RETURN TO TITLE IV FUNDS POLICY**

Upper Kutz Barber & Style College is required by the Department of Education to provide students with all refund policies applicable at the institution as well as information on the Title IV requirements for determining the amount of Title IV funds a student has earned when he/she withdraws.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. If a student withdraws, they may no longer be eligible for the full amount of Title IV funds that they were initially awarded.

### **A. Payment Periods**

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws, a Return of Title IV funds may be required. Transfer student's payment periods will vary.

#### Barber (1500)

0-450	451-900	901-1200	1201-1500
12 weeks	12 weeks	8 weeks	8 weeks

#### Barber Instructor (1000)

0-450	451-900	901-1000
15 weeks	15 weeks	4 weeks

### **B. Withdrawal from the School**

When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation (R2T4) is performed.

### **C. Determination Date**

The date of determination is defined as the date that the school determines when the student dropped. In the event student misses 14 consecutive days of school, a refund calculation (R2T4) will be performed on the 14th day. The withdrawal date will be the students' last day of physical attendance and the 14th day missed will be the date determined.

In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the School that they will not be returning from Leave of Absence, a refund calculation (R2T4) will be performed on the earlier of the two dates. The withdrawal date will be the students' last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be the date determined.

### **D. Official Withdrawal**

When a student officially withdraws from their course of study, the date determined will be the date that the student notifies Upper Kutz Barber & Style College. In the event we receive notification of termination via the U.S. Postal Service, the postmark date will serve as the date of determination.

### **E. Unofficial Withdrawal**

If a student does not officially withdraw, Upper Kutz Barber & Style College will determine a withdrawal date and determination date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education. All refunds due to the Dept. of Education will be returned within 45 days from the date of determination of withdrawal. Unofficial withdrawals are determined through monitoring attendance at least every fourteen days.

### **Return of Unearned Title IV Funds**

If a Title IV financial aid recipient withdraws from their course of study after beginning attendance, but prior to course completion, a calculation for return of Title IV funds will be completed based on the guidelines set out by the Department of Education and any applicable returns by the school shall be paid. Unearned funds must be returned to the Department of Education within 45 days from the date the institution determined that the student withdrew. The order in which Title IV funds are returned are as follows:

- a. Federal Direct Loan Program Unsubsidized
- b. Federal Direct Loan Program Subsidized
- c. Federal Direct Loan Program PLUS
- d. Federal Pell Grant
- e. Federal, State, private or institutional student financial aid programs
- f. Student

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable

program. If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any refunds due to the student will be made within 14 days.

**G. Determination of Title IV Earned by the Student**

Up through the 60% point in each payment period, a calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

**ACADEMIC CALENDAR**

Upper Kutz Barber & Style College operates on a continuous basis, 12 months a year.

**SCHOOL HOURS**

<b>Monday</b>	8:30 a.m. – 8:30 p.m.
<b>Tuesday</b>	8:30 a.m. – 8:30 p.m.
<b>Wednesday</b>	8:30 a.m. – 8:30 p.m.
<b>Thursday</b>	8:30 a.m. – 8:30 p.m.
<b>Friday</b>	8:30 a.m. – 8:30 p.m.
<b>Saturday</b>	8:30 a.m. – 3:00 p.m.
<b>Sunday</b>	Closed

**RECORD OF ATTENDANCE, GUIDELINES AND RULES**

1. A record of the student’s daily attendance is kept by a biometric time clock. Using a finger on both the student’s right and left hands.
2. Students must clock in and out to receive credit for hours attended. Clock in immediately upon arrival and departure. During normal theory/clinical days (Monday-Thursday) students are required to clock in and out for a lunch period of 60 minutes and on full clinical days (Friday / Saturday) students are required to clock in and out for two 15-minute breaks and a lunch period of 30 minutes. Clocking in when you are not in the building, actively engaging in instruction is not allowed.

3. Student Absent hours:

**Excused Absent** – is an absence that has valid reasons for nonattendance such as; illness, death in the immediate family or severe family emergency. **YOU MUST HAVE DOCUMENTATION.**  
(Excused Absences Can Be Made Up)

**Unexcused Absent** - is an absence that does not meet the institution's guidelines. Unexcused absences also occur when the student cannot produce any acceptable documentation that explains the absence. (Unexcused Absences Can Not Be Made Up)

1-450 Hours / 6 Days Unexcused  
451- 900 Hours / 6 Days Unexcused  
901- 1200 Hours / 4 Days Unexcused  
1201- 1500 Hours / 4 Days Unexcused

- a. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
  - b. Makeup hours remove absent hours (excused hours only).
  - c. Overtime charges result when a student does not make up missed time.
  - d. Overtime charges are due as accrued. Students are billed on a monthly basis. Payment for overtime charges is strictly enforced.
  - e. Any time that is not made up is charged at a rate of \$10.50 per hour.
4. Students knowing in advance that they will be tardy or absent must fill out a planned absence form and submit it to their advisor for approval.
- a. For unplanned absences or tardiness, the student must call in and speak directly to their immediate instructor. A warning will be given the first offense and after the first offense the student will be subject to suspension.
  - b. Students with an unplanned tardy must receive permission from an instructor to come in late.
  - c. Students leaving the school building at any time during the day must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out other than their lunch period, absent hours will be accrued.
5. Students should strive for excellent attendance and are encouraged to maintain 85% or above attendance each month. Student's attendance is monitored daily. However, progress reports are given out every month.

6. In the event of a life emergency, you may request a leave of absence. If the leave is granted you will need to vacate your station and locker.
7. If you are going to be absent, you **MUST** call in. All continued unexcused absences of 14 days or more would mean cancellation of your contract.
8. A student who misses 14 consecutive school days of scheduled class time and has not been granted an official leave of absence will be terminated.
9. Any student in attendance who does not respond to the third call from the desk and is still on the clock, will be clocked out for the day. This will be an unexcused time loss.
10. The school reserves the right to interrupt training whenever a student is behind in payment of tuitions or has incurred a considerable amount of overtime charges. All monies must be paid in full before your total hours are completed.
11. Hours from the time clock are recorded on a permanent record. Corrections in hours are not made until after the 10th of each month.

### **Leave of Absence (LOA) Policy**

Upper Kutz Barber & Style College understands unforeseen circumstances arise which may require a temporary break in a student's education. Upper Kutz Barber & Style College Leave of Absence (LOA) policy available to active students enrolled in a program, who meet the established criteria, and follow the appropriate process. The Leave of Absence refers to the time in which the student is not in attendance at the school. As such, Upper Kutz Barber & Style College considers the student as a "withdrawn" student for Federal Student Aid purposes but allows the student to remain enrolled at the school. Upper Kutz Barber & Style College performs a Return to Title IV calculation for each leave of absence in a Title IV eligible program based on the student's last date of recorded attendance and sends an Exit Interview to loan recipients.

Students may request a leave of absence in writing under the following conditions:

1. Students must have successfully completed the Provisional Registration Period at Upper Kutz Barber & Style College to be eligible for a leave of absence.
2. An LOA, including any additional leaves of absence, may not exceed 180 calendar days in any rolling twelve- month period
3. Students who request and receive an approved administrative LOA during a course are required to repeat the course if the student does not earn a passing grade for the course.
4. Acceptable reasons for an Administrative Leave of Absence include:
  - a. Student medical (including pregnancy)
  - b. Family care (childcare issues, death of family member, single parenting issues, homelessness, or unexpected medical care of family)
  - c. Military duty (see following section on military leaves of absence)
  - d. Natural disaster per FEMA
  - e. Jury duty (selected for trial)
  - f. Course availability (delay related to course availability)
  - g. Emergencies leave of absence

- h. Regulatory changes implemented by a regulating agency affecting the program during the program or externship/practicum which may impact the student (State Changes)
- i. Incarceration (Student incarcerated during program)
- j. Rehabilitation (Student enters rehabilitation during the program)
- k. Other special circumstances beyond the student's control (compliance approval required)

Students may request a leave of absence in writing using the Leave of Absence form and submit to program coordinator or designee. The form must include:

- 1. LOA begin date
- 2. LOA return date
- 3. Reason for LOA including a statement to return
- 4. Signature and date

Students who fail to return to school who do not have active attendance within seven days of the scheduled return date are withdrawn from school. A leave of absence does not provide debt relief from institutional payments if a student has a cash payment obligation.

If students fail to return from a leave of absence, their last day of attendance is their last day of attendance prior to the beginning of their LOA.

### **Make-Up Work / Testing**

**IT IS YOUR RESPONSIBILITY TO MAKE UP ALL WORK / TEST MISSED!**

- a. Make-up Test may be made by scheduling through the instructor, a day and time will be given to the student. Only two exams will be allowed on make-up per day.
- b. A student will be allowed three (3) attempts to take and pass all test. After the third attempt with a failure grade there will be a fee of \$10.00 per each test given for re-take.

### **School Mandatory Days**

**UNEXCUSED ABSENCES, TARDINESS, AND EARLY LEAVE WITHOUT PRIOR APPROVAL ON THESE DAYS WILL BE CONSIDERED CAUSE FOR POSSIBLE INTERRUPTION OF TRAINING.**

**Mandatory Mondays (Theory / Clinical).** Provides students a less stressful start to the week. It is designed so the instructor and students can reiterate the pass theory lessons of the week before, be introduced to a new theory lesson, complete unfinished assignments, and Make-up Test. After theory the students will go to the clinic floor for demonstrations or to complete unfinished clinical assignments. The school will not allow any patrons to be serviced on this day.

**Mandatory Fridays (Lab / Clinical).** Provides students the greatest number of patrons, thereby giving them the best opportunity to develop their practical skills. All students are required to be in attendance for their full clinical hours on this day.

**Mandatory Assigned Saturdays (Lab / Clinical)**. Provides students the greatest number of patrons, thereby giving them the best opportunity to develop their practical skills. All students are required to be in attendance for their full clinical hours on this day.

Failure to attend class on Mandatory Assigned Weekday or Saturdays without prior approval will result in the following:

- 1<sup>st</sup> Offense - \$10.00 Monday, Friday / \$25.00 Saturday Fine and 1<sup>st</sup> Warning
- 2<sup>nd</sup> Offense - \$25.00 Monday, Friday / \$50.00 Saturday Fine and 2<sup>nd</sup> Warning
- 3<sup>rd</sup> Offense - \$50.00 Fine, Two (2) Day Suspension and A Final Warning
- 4<sup>th</sup> Offense – Dismissal of Enrollment

### **All Fines Will Be Added To The Student's Ledger**

**The school reserves the right to make any changes or add to the above record of attendance rules and guidelines at any time and all students will be notified of any changes immediately.**

## **HOLIDAYS**

The school observes the following holidays: New Year's Eve, New Year's Day, Memorial Day, Dr. Martin Luther Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

## **INCLEMENT WEATHER**

At the discretion of the school, classes may be cancelled. Notification of such cancellation will be sent by the schools SMS system (GroupMe) and announce on the local radio stations WBAD and WIBT.

## **REPORTS TO BOARD**

- (a) A barber school shall submit a monthly progress report to the board regarding each student attending the school. The report must certify the daily attendance record of each student and the number of credit hours earned by each student during the previous month.
- (b) On a student's completion of a prescribed course of instruction, the school shall certify to the board that the student has completed the required number of hours and is eligible to take the appropriate examination.

## **STUDENT WEEKLY SCHEDULE**

### **Day Class Weekly Schedule (Monday – Thursday)**

9:00 AM-9:50 AM / CLASSROOM

9:50 AM-10:00 AM / BREAK

10:00AM -10:50 / CLASSROOM

10:50AM -11:00 AM / BREAK

11:00 AM -12:00 PM / CLASSROOM

12:00 PM-1:00 PM / LUNCH

1:00 PM -4:00 PM / LAB

**3:30 PM -4:00 PM / CLEAN UP**

### **Evening Class Weekly Schedule (Monday – Thursday)**

1:30 PM -2:30 PM / CLASSROOM

2:20 PM -2:30 PM / BREAK

2:30 PM - 4:00 PM / CLASSROOM

3:20 PM -3:30 PM / BREAK

4:00 PM - 5:00 PM / LUNCH

5:00 PM -8:00 PM /LAB

**8:00 PM -8:30 PM -CLEAN UP**

### **FRIDAYS & SATURDAYS ARE ALL DAY LAB DAYS**

#### **Friday Hours**

9:00 AM-3:30 PM / LAB

**2:30 PM -4:00 PM / CLEAN UP**

4:00 PM -7:30 PM / LAB

**7:30 PM -8:00 PM / CLEAN UP**

#### **Saturday Hours**

9:00 AM -2:30 PM –LAB

**2:30 PM -3:00 PM / CLEAN UP**

**Fridays & Saturdays Lab Days Are As Close To The Real Shop/Salon Before You Get Into The Shop/Salon. We Take Two 15 Minute Breaks And A 30 Minute Lunch Break On These Days.**

# SCHOOL CALENDAR

## Spring Session 2025

**January 1- 2** - New Year Break  
**January 3** - Spring Session Begins / Classes Resume  
**January 20** - Martin Luther King Holiday  
**January 21** - Classes Resume  
**March 10-15** - Spring Break  
**March 17** - Classes Resume  
**April 21** - Easter Holiday  
**April 22** - Classes Resume  
**May 26** - Memorial Day  
**May 27** - Classes Resume

## Summer Session 2025

**June 2** – Summer Session Begins  
**June 19** - Juneteenth  
**June 20** - Classes Resume  
**June 30 – July 5** - Summer Break / Fourth of July Holiday  
**July 7** - Classes Resume  
**August 9** - Last Day of Summer Session

## Fall Session 2025

**August 11** – Fall Session Begins / Classes Resume  
**September 1** - Labor Day Holiday  
**September 2** - Classes Resume  
**October 10-11** - Fall Break  
**October 13**- Classes Resume  
**November 26-29** - Thanksgiving Holidays  
**December 1** - Classes Resume  
**December 22-31** - Winter Break / Christmas Break

## Spring Session 2026

**January 1- 2** - New Year Break  
**January 5** – Spring Session Begins / Classes Resume  
**January 19** - Martin Luther King Holiday  
**January 20** - Classes Resume  
**March 9-14** - Spring Break  
**March 16** - Classes Resume  
**April 6** - Easter Holiday  
**April 7** - Classes Resume  
**May 25** - Memorial Day  
**May 26** - Classes Resume

# PROFESSIONAL CONDUCT

## (STUDENT EXPECTATIONS, RULES, & REGULATIONS)

BEING PROFESSIONAL ... Is the only level of conduct we expect from our students. A professional doesn't arrive 15 minutes late. She/He treats clients, instructors, and fellow students with courtesy and awareness. She/He is constantly taking the time to follow rules of good grooming and proper sanitation. The following rules are important. If you disobey them, you may be dismissed from the school. None of the rules are random or set in stone. They reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional you want to be.

### Rules

1. Any student in violation of an instructor's direction may be suspended from school immediately.
2. Regular hours Monday through Friday are 8:30 a.m. to 8:30 p.m., and Saturday hours are 8:30 a.m. to 3:00 p.m.
3. When a student is absent, they must contact the instructor that day and explain their Absence and when they will return to school.
4. To maintain Satisfactory Academic Progress (**SAP**) a student must have 85% attendance of the months possible 100% attendance. **SAP** will be done electronically on a monthly basis. (# of scheduled days in the month x hours in the day = # of possible hours, # of actual attended hours / # possible hours = % attended)
5. Theory grades must average 70% for the month, and Practical Application grades must average 70% for the month.
6. Students accrued clock hours will be posted at the end of each month. We suggest you keep your daily clock hours on a monthly calendar. If at any time you feel that a discrepancy has been made by the bookkeeper (time clock) you may make an appointment to talk with the Director or ask your instructor to check for you.
7. The schedule a student begins with is the one the student must maintain until a change is approved or made by the office.
8. Students must clock in and out for lunch and if they are going to leave the campus.
9. Students are required to wear clean uniforms and clean closed toe shoes. Students must be checked in by 9:00 a.m., 1:30 p.m., 4:30 p.m., and be seated in theory class.
  - a. Students are required to wear clean uniform when signed in.
  - b. Uniform must be buttoned or zippered when cutting hair.
  - c. Male's must not have hair below collar; sideburns must be trimmed at the bottom of the ear lobe. Mustache must be at the crease of the mouth. Beards and goatees **MUST** be kept neat.
  - d. Females must wear bras at all times and a professional type blouse or sweater must be worn.
  - e. No tank tops, fish nets, half shirts, caps or sunglasses (prescription only may be worn.)
  - f. Shirts to the knees or pants as shorts are not permitted.
  - g. Socks or stockings must be worn with shoes.
  - h. Blue jeans (when permitted) must be clean, without holes, no skin showing and worn above the hip at the waist.

- i. A blouse or shirt must be worn under the smock.
  - j. Students must be neat and clean in appearance at all times.
  - k. Females must come to school with hair combed and make-up (if worn). Males must have hair combed and face neat.
  - l. Shirt tails must be tucked in on button down shirts if worn.
  - m. Any student wearing a hat or dark glasses during class clock hours, or not wearing their smock will automatically be signed out and not receive clock hours for that period of time. After the first warning, they will be sent home.
  - n. Any student wearing earrings must not be of the dangling type.
  - o. Students cannot wear tights of any length or of any revealing nature.
10. Any student who is tardy cannot check in until 9:30 a.m., 2:00 p.m., and 5:00 p.m. with the instructors permission. If a student is repeatedly tardy, they are subject to suspension.
  11. Student must have permission and give a week notice to take time such as vacation from school (emergency is the only exception).
  12. Students are to converse with their customer/client or instructor only. There will be no loud or boisterous talking whistling, singing, laughing, gum chewing, cursing, foul language or talk of a suggestive nature on the clinic floor. Any action unbecoming to a professional may result in suspension or termination
  13. No offensive conversation between students while working on customers/clients
  14. No disrespectful remarks are to be made regarding your patron, other customers or students while any customers are in the school.
  15. No smoking, eating, or drinking any liquids while working on customers. Cigars, Pipes, Chewing Tobacco or Snuff is not allowed in the school. No food is to be on the front floor or station. Coffee, Cold Drinks, or any other food stuff, etc.... are allowed on lab floor.  
**(Break Room Only).**
  16. Students are to practice courtesy toward patrons and other students and must answer all calls for appointments or assignments promptly. Refusing to do so will subject student to an automatic three-day suspension.
  17. **No personal phone calls**, (emergency calls only). Students do not receive calls on the office line. The only phone calls permitted are business on the student phone and they are not to be over 3 min. You will not be called from a customer to the phone. A number will be taken for you to return the call.
  18. No visitors allowed in classroom. Wives, Husbands, Girlfriends, Boyfriends, or young children of a student cannot be in the school except for short infrequent periods of time. Please advise your friends and relatives.
  19. Students will clean up their station after each service and at the end of each day, Clean up their own debris after each break.
  20. Confrontational outburst from students will not be allowed. Any student involved will be clocked out immediately. She/he will not be allowed to come back to school until whose at fault can be determine. Upon determination each student will be dealt with on an individual basis and will be notified.
  21. Any physical fighting or violent fussing in the school or school grounds will interrupt both parties involved for 30 days.
  22. Any student guilty of refusing a client for services may be suspended from school immediately. Student will be given 3 calls from the front desk or instructor.
  23. Clients do not sit in the barber chairs unless they are receiving services. When receiving services, a chair cloth must be worn at all times on the patrons.

24. Student groom days are Thursday. Students receive one style per week free. Students must pay student prices for supplies and chemicals used for personal use. Student prices are 1/2 of the cost for clients. Any other service must be paid for in advance at student prices. No work is to be done on students without permission. Permission will NOT be granted during rush hours, after 5:00 PM, or before a holiday. The instructor will designate a time limit. A student cannot receive a service if he/she is absent the day before. Instructors are authorized to make exception on this policy when the clinic floor will allow. **At no time will a customer's service be delayed.**
25. The instructor does not allow students in cash register. Students are not to gather around the cash register desk!
26. A student can only receive one Leave Of Absence (LOA) in a 12-month period of time.
27. Students must have permission for their lunch and breaks. The number of students that can go at one time depends on the number of students that are in the school at that time. Anyone taking longer than 1hr. for lunch without permission may be sent home. No class breaks after 1:00 p.m.
28. Students are responsible for keeping their chair, back bar, and lavatory clean. Before leaving each day, all dirty towels are to be placed in linen holder. Ultra violet sterilizer is to be turned off, and a station check must be received before signing out.
29. Wet sterilizer must be emptied daily and as needed.
30. Students must have chair cloth folded, placed on back of chair, and station cleaned before leaving for breaks or lunch.
31. Students must wash their hands before and after each patron.
32. Students must take turns sweeping the floor and the hair is to be put in the trash basket and not left on the floor by the trash bins.
33. Students must take turns doing the laundry, folding towels, and cleaning the break-room and classroom.
34. Instructor Trainees are the only students that can be in school and receive clock hours without working on patrons on the floor.
35. Anyone selling drugs, using drugs, selling alcohol, drinking alcohol in school will be terminated. Any instructor has the authority to request a drug test. All students must sign the statement on drugs.
36. A minimum attendance of 6 clock hours per day is required to receive credit for clock hours. Theory class must be included in this time frame.
37. Each student must maintain a passing grade average of 70% to stay enrolled in school. If not, a probation period of 30 days will be instituted at the end of the 30 days; if grades are not improved the students training will be interrupted for 30 days. At the end of 30 days, the student may re-enter school to try to improve the 70% average. They will be on 30-day improvement period. At the end of the 30 days, if they have not reached 70% average, their training will be interrupted for another 30 days.
38. Students must have all assignments typed in the school's assignment format with all questions and answers in complete sentences (Ex. Chapter Review Questions) on due dates. Each and every student is required to take all exams when assigned by the instructor.
39. Students must not park in front of the school and other business since this is reserved for the customers.
40. Students are not to wear expensive jewelry or bring extra money to school.
41. Students cannot begin to pack tools prior to 10 min., before leaving each day if there are any customers waiting.

42. Students must be in attendance the day before and the day after a holiday unless prior arrangements have been made.
43. The school is not responsible for lost or stolen property in the school building or in the parking area.
44. No student is to walk out of theory class when class is in session without the permission of the instructor.
45. Sanitary inspection of tool kit, back-bar station, and locker facilities may be made by the instructor or any school official at any time, or if any item comes up missing from another student's kit or station.
46. The floor instructor makes chair assignments. The instructor must approve any changes made. Chair assignment is designated monthly after each class graduation.
47. Students cannot borrow other students' tools without permission, if tools or equipment is needed, a student must check the items out of the office and sign for them personally. Students are responsible for any loss or damage to this equipment. It must be returned to a instructor and student's name removed from checkout list. Equipment must be in the same condition as it was issued.
48. Any student found stealing from the school or another student or causing willful destruction of school property will be terminated from the school.
49. No student may walk in the aisles (in between stations).
50. No radio or TV in the school building except property of the school.
51. No whistles, balls, or play toys of any type in the school building.
52. No student is allowed to cut hair in the lab if their theory exam has not been taken and passed with a score of 70% or above.
53. Regular examinations are given with a week's notice from the instructor between 9:00 a.m. to 7:00 p.m. week days only.
54. Any student requesting student services on non-student service days, permission may be given (circumstances permitting) after student clocks out and pays regular price prior to the service, except on Saturday. The only Saturday student work permitted is for a Funeral, Wedding, Homecoming, Vacation or a death in the family, which must be verified by proof in writing.
55. Before a student's papers are sent to Board for examination, he/she must meet the Upper Kutz Barber and Stylist College requirements:
  - a. Pass the exit test with a minimum of 70%.
  - b. Be able to recognize their mistakes and complete the haircut on their own.
  - c. After the student completes 1500 clock hours they are NOT required to return to school. If they wish they can return to school and practice on the practical before time to go take their state examination.
56. The student must sign a list of these rules and regulations and agree to abide by them. The signed statement will be placed in their permanent file.
57. If a student demonstrates they will not accept and abide by the rules and regulations and uphold the school's name, the school reserves the right to refuse or interrupt training of said student.
58. The instructor on duty may revise any of the above rules for a particular situation for that day only.
59. Upper Kutz Barber and Stylist College reserves the right to change or add to these rules and regulations and they are subject to change without notice.
60. Upper Kutz Barber and Stylist College are governed and regulated by the MSBCB. Most of

the rules and regulations are set in stone by the governing agency, the agency tells us to make up rules to follow definite guidelines. The Mississippi State Board of Cosmetology and Barbering can and will make un-announced school visits to ensure that the school is in compliance with all rules and regulations.

61. Any student enrolling in school is on a sixty-day probation period to see if they possess the dexterity needed to learn the art of Barbering and Hairstyling and to determine if they are compatible with the college, student body, and can accept the schools rules and regulations. The first thirty days will pertain to the classroom curriculum. The second thirty days will pertain to perfecting a short basic layer cut on customers. After the sixty days probation period, if the student is then retained, they will return to the classroom to learn longer hairstyles and further techniques.

### **Code of Conduct**

All students of Upper Kutz Barber & Style College are expected to represent the school in a manner which is respectful and follows the guidelines as established in this school catalog/handbook and the school textbook. This does include but is not limited to proper school uniform during school hours, appropriate conversations with fellow students and staff and clients that does not contain sexually explicit language or profanity. Students are to conduct themselves as professionals at all times and be respectful of each other, clients, and staff members.

### **Social Media**

All policies regarding discrimination and proper behavior while in school, apply to social media. Any student who uses social media to discriminate for any reason, verbalize disparaging or disrespectful remarks is in violation of the school conduct code and rules and may be grounds for termination. If the improper social media is on the school website/Facebook page, it will be removed and the student will be brought into the office to discuss further actions. If the remark is on your own personal page, you will be asked to remove the statement and will be given a 24-hour period to do so. You will then be brought to the office to discuss further actions which may be taken. Conduct that is inappropriate in the classroom is inappropriate online. The way you represent yourself online is an extension of yourself and may be viewed by prospective employers.

### **Anti-Harassment**

Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or President.

Students found to be engaged in the harassment of other students or school faculty will be expelled.

## **Anti-Violence**

Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. Upper Kutz Barber & Style College does not permit weapons, including knives and firearms in the school building. Students with firearm permits are not permitted to carry their firearms while in the school building or premises.

Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

## **Hate Crime Reporting**

Current federal regulations require institutions to report any of the following hate crimes: criminal homicide, sex offenses, robbery, aggravated assault, motor vehicle theft, burglary, larceny-theft, arson, simple assault, intimidation, destruction, damage, or vandalism of the property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into these categories to your instructor or directly to the President as soon as possible.

## **Damage to School Property**

Any damage resulting to school property through negligence on the part of a student shall result in that student being charged for that damaged property. The balance will be due in full prior to the student graduating from school. This includes but is not limited to the snack vending machine, soda machine, school stations, etc.

## **Drug-Free Schools and Communities Act (Public Law 101-226)**

- a. Student's must certify that as a condition of the policies of this school, the student will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance during my enrollment at school.
- b. Students must have received, reviewed, and do comprehend the rules, regulations and policies as set forth by the school and the Public Law 101-226 of the Drug Free Schools and Communities Act.
- c. Students must certify that I do understand that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful and the use or distribution of illicit drugs and alcohol by student on the school premises shall ensure immediate suspension and/or termination of my enrollment at school.
- d. If any student cannot comply with the above code of ethics, the school will offer them a transcript to any other school that will accept them, as long as they meet their financial obligations.

- e. These Rules and Regulations, and others which may be added, are designed to help the students and instructors carry out our training program. Failure to adhere to the above rules and regulations will result in dismissal from one (1) to ninety (90) days or indefinitely.

### **Hair Benefits**

Weekly on Thursdays, with an instructor's authorization, depending on schedules and time, a student may be able to have personal hair services performed for FREE (50% discounted rate on school products if need to be used). Students are to check with the Clinic Floor Instructor to make sure that they are not interfering with the smooth operation of the school.

- a. There are no discounts given for family or friends of students.
- b. Students may not do their own hair while on the time clock.
- c. No more than once weekly per student.
- d. Students who are absent on Saturday and who miss a theory class the previous week are not allowed to receive hair benefits for the following week
- e. A student has to have 70% in attendance, practical, and written averages. This rule also applies to students performing hair services on other students.
- f. Students must attend school the day that they receive hair benefits.
- g. All supplies must be paid for before the service is given.
- h. Students are not allowed to bring in their own products.
- i. No services are allowed on Saturday for any students.
- j. Students absent for that day or that are on suspension cannot receive hair services.

### **Physical Demands**

Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the Barber Industry, should obtain a doctor's release before entering the School or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odors from certain chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult a physician before considering enrolling.

### **Safety Requirements**

Basic safety requirements for each course are introduced on the first day of classes, during Orientation. Safety instructions include but are not limited to information on how to safely store and use chemicals and equipment associated with the specific course of study. When applying chemicals protective gloves are to be worn. If electrical equipment is used in the preparation of nails eye protection should be worn. Hair may not be left on the floor following a hair-cut. Rubber soled shoes must be worn by all students and staff to avoid possible slips on the floor.

## **Sanitation and Equipment**

The Board requires that all equipment is clean and sanitary at all times.

- Students must have adequate supplies in their kit or they will be excused for the day. This school is not responsible for the loss or damage of personal belongings, money or equipment.
- Periodically kit checks and station checks will be conducted at the discretion of the instructor. Students are responsible for keeping all equipment, supplies, stations, and kits in clean and sanitary condition. If items are found to be unsanitary, student will be required to clock out to clean the items and allow the items to be re-inspected prior to clocking back in. Chronically having unsanitary items may result in suspension.
- Students are responsible for keeping their own station clean and sanitizing all equipment that is used on models. Each station should be neat and clean throughout the entire day. This will be expected in a shop/salon setting also. Each student will be assigned a sanitation duty and must complete the assigned duty.
- Students must have chair cloth folded, placed on back of chair, and station cleaned before leaving for breaks or lunch.
- Students must wash their hands before and after each patron.
- Wet sterilizer must be emptied daily if it has been used previously.
- Students must take turns sweeping the floor and the hair is to be put in the trash basket and not left on the floor by the trash bins.
- Students must take turns doing the laundry, folding towels, and cleaning the break-room and classroom.
- Additional sanitation duties may be assigned as needed to assist in proper sanitation and upkeep of the institution.

## **Phone Usage**

- a. Personal calls are to be kept to a minimum. Regarding incoming personal calls on the school line, messages will be taken on a message sheet, which is kept at the front desk. Students may check their messages throughout the day. A student may return the call during lunch, after school or during a scheduled break. In cases of an emergency, the student would be notified about their phone call right away.
- b. Please advise family and friends of this policy.
- c. Personal calls should be limited to three minutes.
- d. Limit cellular phone usage in the school clinic area.
- e. Students will not leave class or a client because of a message unless they have pre-arranged it with their instructor (for example, the student has told their child to text them if there is a problem, and the student has made the instructor aware of the situation before class begins).
- f. No Bluetooths, Headphones, iPad, iPod, Laptops, Tablets and MP3 Players may be used in the clinic area.

## **Uniform Policy**

All students at Upper Kutz Barber & Style College are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

- The school uniform is school colored smock (based on hours), black pants and any colored enclosed shoes.
- School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be asked to clock out and return in the proper attire in a reasonable amount of time before clocking back in.
- Student's attire and hair must be neat in appearance. As a current student, you should project an image that reflects the industry.

### **Students may not wear**

Skin tight clothing, sagging clothing, hats, shades, vests, headgear, rags, bandanas, shorts or skirts, high heels, t- shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, jackets, or coats while on clinic floor.

## **Visitor Policy**

Due to security reasons, all visitors must check in at the front desk.

## **Breaks**

A student break room is provided for all students. There is a microwave, and vending machine available for all student use.

Students must clock in and out when leaving the school building. Students are not required to clock out for breaks if they stay in the building. Should the break policy not be followed, the staff of Upper Kutz Barber & Style College may require students to clock out and clock back in after breaks are concluded.

## **Lunch**

During normal theory/clinical days (Monday-Thursday) students will have a lunch period of 60 minutes and on full clinical days (Friday / Saturday) students will have two 15-minute breaks and a lunch period of 30 minutes. On clinical days the time for lunch will vary due to the nature of your training.

Instructors are responsible for the smooth operation of the school and may assign lunch times, as they deem necessary.

Students **MUST** clock in and out upon leaving and returning from lunch. This applies to students leaving the premises as well as those remaining in the building for lunch.

## **DISCIPLINARY REGULATIONS**

When a student is found to not be in compliance with the rules and regulations as established by Upper Kutz Barber & Style College that student is subject to disciplinary action. Depending on the severity of the non-compliance to policy, the instructor may submit a suspension or expulsion.

The following may result in disciplinary action, suspension, or dismissal:

- a. Failure to follow policies as stated in the school catalog/handbook or as addressed by staff.
- b. The use of obscene words or gestures on the school premises.
- c. Any conduct disruptive to the proper functioning of the school's operation.
- d. This school's management has a zero-tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be discontinued.
- e. Students who have been suspended or discontinued must leave the school premises when asked to do so by the instructor or Director.
- f. Unsatisfactory academic progress.
- g. Failure to make up tests within the allotted time period.
- h. Continued disregard of the uniform policy.
- i. Repeated:
  - i. Failure to turn in required projects and record keeping at the end of a grading period.
  - ii. Failure to have live model practice checked by an instructor.
  - iii. Application of chemical solutions to live models without instructor authorization.
  - iv. Application of products not distributed by the school, unless prescribed by a physician.
  - v. Performance of services not included on the client's ticket.
- j. Refusal to participate in assigned clinic services or assignments.
- k. Chronic patterns of missing theory and other scheduled classes.
- l. Failure to clock in and out properly. Students will lose the hours from any missed punches.
- m. Taking a longer than allocated lunch period or assigned break.
- n. The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.

The above rules and regulation will be adhered to fairly, but rigidly, what is fair for one should be fair for all. We believe that if students know what is expected of them, they will try their best to do what is good for all.

1st.	offense	oral warning
2nd.	offense	written warning
3rd.	offense	3-day suspension
4th.	offense	30-day suspension
5th.	offense	Termination

Bear in mind the nature of the infraction. arguing with another student may follow the above guidelines, arguing with a instructor could escalate to the 3rd offense, if you argue with the owner it could go straight to the 5th. offense! (same words, same actions, different repercussion)

The above rules and regulations are not based on individual discretion but are set to make a fair application to all who attend the institution. We are governed and regulated by The MSBCB. Most of the rules and regulations are set in stone by the governing agency, the agency tells us to make up rules to follow definite guidelines. The Mississippi State Board of Cosmetology and Barbering can and will make un-announced school visits to ensure that the school is in compliance with all rules and regulations.

If you have a grievance, follow the steps in the Grievance Policy and Procedure (below). Always talk to your immediate Instructor, if not satisfied then go to the Senior Instructor, then the President, then the school owner, if they formulate the same end result, re-evaluate your grievance.

## **GRIEVANCE POLICY AND PROCEDURE**

It is the belief of Upper Kutz Barber & Style College that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. In the event that the parties are unable to resolve the dispute, the following grievance procedure should be adhered.

- **Step 1:** Students, Instructors, and other interested parties are asked to try to resolve any issues with the school verbally before putting any complaints in writing.
- **Step 2:** The school’s chain of command should be followed before an official complaint is put in writing.
- **Step 3:** All official complaints must be presented to the Senior Instructor in writing and should outline the allegations or nature of the complaint clearly and handwriting should be legible.
- **Step 4:** The Senior Instructor will meet with the complainant within ten days of receipt of the written complaint. If the complaint cannot be resolved through discussion, the complaint will be referred to the President. The complainant will be provided a written record of the meeting with the President.
- **Step 5:** The President will respond within twenty-one calendar days of receipt of the complaint and review allegations. If more information from the complainant is needed he/she will be written outlining the additional information needed.

- **Step 6:** If no further information is needed the President will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.
- **Step 7:** If further action is needed the Mississippi State Board of Cosmetology and Barbering can be contacted at 239 N. Lamar Street, Suite 301, Jackson, MS 39201, Post Office Box 55689, Jackson, Mississippi 39296-5689 by phone (601) 359-1820. The MSBCB's website address is [www.msbcbs.gov](http://www.msbcbs.gov).

The Council on Occupational Education can be contacted at 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org).

**ALL STUDENTS NEED TO SIGN AN IMAGE CONSENT AND ACKNOWLEDGMENT OF POLICIES, RULES AND REGULATIONS FORM.**

**A COPY OF THIS PAGE IS FOUND ON THE LAST PAGE OF THIS CATALOG/ HANDBOOK.**

## **STANDARDS OF UPPER KUTZ BARBER & STYLE COLLEGE**

The school is licensed to operate under the rigid regulations of the MSBCB which requires:

1. Adequate floor space in modern, sanitary buildings to accommodate our maximum enrollment.
2. One licensed instructor for every 20 students, 2 licensed instructors for 21-40 students.
3. Adequate preliminary training to all students before allowing them to serve the public.
4. Rigid standards of sterilization, which are checked and controlled by the Board of Barbers.
5. Comprehensive curriculum and training programs to prepare a student to pass practical and written tests administered by the Mississippi State Board of Cosmetology and Barbering.
6. Theoretical and practical experience in every phrase of beauty culture for a prescribed number of hours

## PROGRAMS COURSES & CURRICULUMS

### Barber Program

#### Barber Program Courses

BRB 111 - Basic Practices in Barbering  
BRB 121 - Fundamentals Practices in Barbering I  
BRB 131 - Fundamental Practices in Barbering II  
BRB 141 - Intermediate Practices in Barbering I  
BRB 151 - Intermediate Practices in Barbering II  
BRB 161 - Advanced Practices in Barbering

#### Barber Program Curriculum

The curriculum is to prepare a student for the examination for the registered barber license will consist of 1,500 hours to include the following:

#### Subjects

- *Two (2) hours of orientation, consisting of: 2 hours*
  - Rules and Regulations of the school
  - Introduction to school personnel and students
  - Outlay of school facilities and exit plan
- *One hundred and twenty (120) hours of theory, consisting of:*
  - History of barbering 1 hour
  - Professional image 4 hours
  - Hygiene and good grooming 1 hour
  - Bacteriology, sterilization, and sanitation 10 hours
  - Barbering implements 1 hour
  - Honing and stropping 1 hour
  - Shaving 5 hours
  - Haircutting, male and female 5 hours
  - Mustache and beard 2 hours
  - Shampooing and rinsing 1 hour
  - Scalp, hair treatments and skin 5 hours
  - Facial treatments 2 hours
  - Anatomy and physiology (hair, skin, muscles, nerves and cell) 30 hours
  - Disorders of the skin, scalp and hair 10 hours
  - Electricity and Light therapy 1 hour
  - Chemistry 5 hours

- Barber styling shop management 5 hours
- Mississippi State Barber Board Laws 15 hours
- Scientific fundamentals of barbering 4 hours
- Cosmetic preparations 3 hours
- Sanitary professional techniques 4 hours
- Salesmanship 5 hours
- *One thousand three hundred seventy-eight (1,378) hours of instructions in practical work:*
  - Barber Implements 15 hours
  - Shaving 80 hours
  - Hair cutting, tapering, trimming, dressing the hair 800 hours
  - Shampoo and rinsing 45 hours
  - Scalp, hair treatment and tonics 10 hours
  - Massage and Facial treatments 10 hours
  - Bleaching and dyeing the hair 30 hours
  - Arranging 10 hours
  - Beautifying 10 hours
  - Beards and Mustaches 20 hours
  - Processing 15 hours
  - Manicures and nail disorders 10 hours
  - Hair-Styling 70 hours
  - Cleansing 25 hours
  - Curling Iron Techniques 15 hours
  - Dressing 15 hours
  - Hair Shaping 15 hours
  - Singeing 7 hours
  - Hair Straightening 25 hours
  - Hair waving 28 hours
  - Hair Clipping 15 hours
  - Hair Weaving and Hair Pieces (sewing) 17 hours
  - Scientific fundamentals of barbering 10 hours
  - Professional Ethics 33 hours
  - Barber Shop management 22 hours
  - First Aid and Safety Precautions 11 hours
  - Sanitation 15 hours

**TOTAL HOURS: 1500**

## **Barber Instructor Program (1000 Clock Hours)**

### **Barber Instructor Program Courses**

BRB 211 - Barbering Instructor Training I

BRB 222 - Barbering Instructor Training II

### **Barber Instructor Program Curriculum**

The curriculum for students enrolled in an instructor trainee course shall consist of one thousand (1000) clock hours of technical instruction and practical operations in teaching the art of barbering. For the purpose of this section, technical instruction shall mean instructions by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 500 hours are devoted to clinic/theory experience, which shall include all phases of being an Instructor. Such technical instruction and practical operations shall include:

#### **Subjects**

- Classroom Preparation 25 hours
- Teaching Methods 25 hours
- Speech 25 hours
- Purpose and Types of Tests 35 hours
- Selection of Appropriate Testing Methods 25 hours
- Validity and Reliability of Teaching Methods via Tests 35 hours
- Proper Conduct of Instruction 40 hours
- Classroom Supervision and Control 40 hours
- Classroom Conditions 50 hours
- Keeping Records 50 hours
- Motivation 50 hours
- Assessing Student's Need 50 hours
- Utilization of Safety Procedures 40 hours
- Job Seeking Skills 10 hours

**TOTAL HOURS: 1000**

# GRADUATION AND LICENSING REQUIREMENTS

## Graduation Requirements

In order to receive a diploma from Upper Kutz Barber & Style College and be certified for the licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 1500-hour for Barbering and/or, 1000-hour Barber Instructor Programs.
2. Satisfactorily complete all required written and practical performances.
3. Complete program with a minimum grade point average of 70% in practical and written grades and minimum 85% in attendance.
4. Pass the school's final examination with at least a grade of 70%.
5. Fulfill all contractual and financial obligations.
6. Upper Kutz Barber & Style College will retain certification of hours until all charges and requirements are fulfilled upon graduation.

## Licensing Requirements

### Barber Program

1. Complete 1500 Clock-Hours barber course in a licensed barber school
2. Complete an application for Examination (\$25.00), accompanied by a certification from the school showing that the student completed the 1500 require hours
3. Two (2) current forms of identification of which at least one (1) must be a government issued identification with a photograph and a 2x2 Passport Photo.
4. Pay a \$95.00 fee for the written / \$95.00 fee for practical portion of the test.
5. Pass both the written and practical examinations with an overall average of 70%.

### Barber Instructor Program

1. Complete 1000 Clock-Hours barber instructor course in a licensed barber school
2. Complete six (6) semester hours in college level courses approved by the Board, Proof of attendance "Methods of Teaching" seminar (5 CEUs)
3. Complete an application for Examination (\$25.00), accompanied by a certification from the school showing that the student completed the 1000 require hours
4. Two (2) current forms of identification of which at least one (1) must be a government issued identification with a photograph and a 2x2 Passport Photo.
5. Pay a \$95.00 fee for the written / \$95.00 fee practical portion of the test.
6. Pass both the written and practical examinations with an overall average of 75%.

## STUDENT KIT AND OTHER ITEMS NEEDED (\*)

### Students are required to purchase the student kit.

- 1 - White Barber Jacket (0-750 hrs)
- 1 - Black Barber Jacket (751-1500 hrs)
- 1 - One professional Adjustable Clipper w/ Guards
- 1 - One professional Detachable Clipper w/ Blades
- 1 - One professional Outliner/Trimmer
- 1 - Clipper Disinfectant Spray\*
- 1 - Sanek Neck Strips\*
- 1 - 16oz Spray Bottle
- 1 - Comb Kit
- 1 - Cutting Cape
- 1 - Shampoo Cape
- 1 - Sea Breeze / Alcohol 50/70 %\*
- 1 - Antibacterial Gel Hand Sanitizer\*
- 1 - Triple Action Antibiotic\*
- 1 - Shave Gel\*
- 1 - Talc Powder\*
- 1 - 12pc 3" Butterfly Clamps
- 1 - 12pc Duckbill Clamps
- 1 - Prong Pin Curl Hair Clips (80)
- 1 - Magnetic Roller Set
- 2 - Cold Wave Rods (Dozen Per Color) Pink and White
- 6 - Barber/Taper Combs\*
- 2 - Hair Brushes
- 1 - Hair Pick\*
- 1 - Manicure / Pedicure Set
- 1 - Curling Iron
- 6 - All Purpose Styling Combs\*
- 1 - Dryer w/ 2 Attachment
- 1 - Hair Shaper w/ Shaper Blades
- 1 - Gloves
- 1 - Mannequin 100% Human Hair
- 1 - Mannequin 100% Human Hair Afro
- 1 - Manikin Holder
- 1 - Cloth Clip\*
- 1 - Neck Duster
- 1 - Styptic\*
- 1 - Combo Shear Kit Thinning and Cutting
- 1 - Tint Kit
- 1 - Chromebook
- 1 - Milady's Standard Professional Barbering Textbook
- 1 - USB 3.0 Flash Drive\*

\* = Items Students Should Purchase / Not Included In Kit

## **THEORY CLASSES**

General theory is held from 9:00 a.m. - 12:00 p.m. Monday – Thursday (Day Class).

General theory is held from 1:00 p.m. - 4:00 p.m. Monday – Thursday (Evening Class).

- Students are required to always be prepared for class by bringing your textbook, workbooks, pen or pencil and loose-leaf paper or spiral notebook as well as their kit.
- Students may be sent home, required to clock out, or suspended for not having supplies.
- Students are required to attend theory class during scheduled times. If you are not in class by the assigned time, you will not be allowed to clock in until theory has concluded.
- Students must maintain a minimum of 70% in written and practical.
- Two or more missed theory classes within a four-week grading period may result in suspension.

## **PRACTICAL INSTRUCTION**

General Practical Instruction is held from 1:00 p.m. - 4:00 p.m. Monday – Friday (Day Class).

General Practical Instruction is held from 5:00 p.m. - 8:00 p.m. Monday – Friday (Evening Class).

General Practical Instruction is held from 9:00 a.m. - 2:30 p.m. Assigned Saturday (All Classes).

- All implements and tools are required for practical instruction.
- Each student is required to accept and finish work that is assigned to him or her.
- The instructor must inspect all work before the patron is released. The student must give his/her full attention to the instructor during a final check.

## **GRADING SYSTEM**

### **Test and Grades:**

We can help you become a better student and a better hair designer. Throughout your training, you will take written and practical tests. These tests are designed to sum up the unit of learning you've just completed. A low grade, even a failing mark, doesn't mean you should give up. It tells you that you need to review the last few lessons. Your instructor(s) can help you by going over the test with you and make sure that you understand the ideas and techniques covered.

You are also tested on barber laws, customer safety precautions, and MSBCB Board Regulations.

Mock State Board Exams will be given at each level of progression, exactly as required by State Board. The tests will help you to prepare for the State Board Test and spotlight essentials of good shop/salon practices.

School instructors review the student's progress on a regular basis, and periodically give examinations. The minimum grade for assigned work is 70%. The following grade scale is used

for both theory and practical work:

A - (90%-100 %) - Excellent

B - (89%-80 %) - Good

C - (79%-70 %) - Satisfactory

F - (00%-69 %) - Unsatisfactory / Failing / Incomplete

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

All Upper Kutz Barber & Style College students must maintain satisfactory academic progress (SAP) standards throughout their enrollment. Failure to do so can result in negative consequences to the student (see below).

General Counsel for Upper Kutz Barber & Style College reviews the SAP policy to ensure it meets all Federal requirements. The General Counsel notifies the Bursar, Financial Aid, and Student Services Departments if Upper Kutz Barber & Style College changes its policies.

Students who receive Federal Title IV financial aid must maintain SAP standards throughout their enrollment to maintain eligibility to receive Federal financial aid.

Upper Kutz Barber & Style College's SAP policy is consistently applied to all students within the same program of study, and is the same for all enrolled students, whether Title IV financial aid recipients or not. The policy is printed in this handbook to ensure all students understand it prior to their enrollment.

#### **Evaluation Periods**

Evaluations are conducted at the end of each payment period and will determine if the student has met the minimum requirements for SAP. SAP will be measured in evaluation increments according to hours (scheduled and completed) that coincide with payment periods. An increment cannot be longer than half the program or one academic year, whichever is less. All students will be evaluated and measured for SAP at the end of each increment (i.e., at the end of each payment period).

Students who meet the minimum cumulative qualitative and quantitative requirements are considered to be making SAP until the next scheduled evaluation. Upper Kutz Barber & Style College will notify students of any evaluation that impacts the student's eligibility for Federal student aid funds. Students may contact the Bursar or the Student Services Department at any time to obtain SAP evaluation results.

Students are evaluated for SAP at the end of their payment period lengths (measured in clock hours) as follows:

Programs	Academic Progress Evaluations
<b>Barbering</b>	450 900 1200 actual clocked hours (1500 Hour Program)
<b>Instructor</b>	450 900 actual clocked hours (1000 Hour Program)
<b>Transfer Students</b>	Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

To maintain SAP, students must meet all of the following requirements:

**Qualitative Component (Academics):** Upper Kutz Barber & Style College has adopted, implemented and follows the following grading scale for work performed by students:

A - (90%-100 %) - Excellent

B - (89%-80 %) - Good

C - (79%-70 %) - Satisfactory

F - (69%-0 %) - Unsatisfactory / Failing / Incomplete

Upper Kutz Barber & Style College assesses each student's knowledge of the program material through a series of tests, each corresponding with a unit of study. Most tests are in a multiple-choice format, but our curriculum allows for many means of testing. Practical skill is evaluated through instruction and observation on our clinic floor. Weekly assignments are handed in and examinations are given throughout the program. Make-up work may be performed with permission of the instructor.

Students must maintain a cumulative grade point average of 70 or above on module tests to be compliant with the qualitative component of SAP. This average is calculated with the grades from the module tests given in theory class. Each test is weighted equally. Any student whose cumulative grade point average is below 70 will not be deemed to be making SAP.

**Quantitative Component (Attendance – Pace of Completion):** Students are required to progress at a pace sufficient to ensure completion of their educational program within 150% of the published length\* of the program. Failure to meet this requirement could result in termination of a student's enrollment. The timeframe is measured in cumulative clock hours completed (actual) divided by cumulative clock hours earned (scheduled) [see calculation below]. An approved LOA will extend the student's contracted program length by the same amount of time taken in the LOA.

\***Note:** the barber program at Upper Kutz Barber & Style College has a published length based on a 30-hour per week schedule for each student.

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. The following calculation is used to determine a student’s attendance percentage (i.e., pace of student’s progression through his/her program):

Cumulative Number of Actual Hours Completed

Cumulative Number of Scheduled Hours

At the end of each evaluation period, Upper Kutz Barber & Style College will determine if the student has maintained at least 70% cumulative attendance since the beginning of the program, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

The Business Office monitors the quantitative component of SAP (i.e., the pace of students’ academic progress).

**Maximum Timeframe**

The maximum time (which does not exceed 150% of the program length) allowed for students to complete the program according to a 30-hour per week schedule at SAP is stated below:

<b>PROGRAM</b>	<b>TOTAL HOURS</b>	<b>WEEKS</b>	<b>MAX SCHEULED HOURS</b>	<b>MAX WEEKS</b>
<b>Barbering</b>	1500	50	2250	75
<b>Instructor (1000)</b>	1000	34	1500	51

Upper Kutz Barber & Style College will not disburse Title IV funds once it becomes mathematically impossible for the student to complete the program within the maximum timeframe using the 6-hour per day schedule. Thus, in some circumstances, the Financial Aid Warning status (see below) will be bypassed, and a student will lose eligibility for aid due to the impossibility of completing the program within the maximum timeframe.

An approved LOA will extend the student’s maximum timeframe by the same amount of time taken in the LOA.

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 70% of the scheduled hours. With regard to SAP, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Upper Kutz Barber & Style College does not factor grades from transfer courses into the qualitative measure for SAP (i.e., cumulative grade point average).

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and pace of attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Subject to being placed on Financial Aid Warning (see below), at the time of each evaluation, a student who has not achieved the required GPA, or who has not successfully completed his/her educational program at the required pace, is no longer eligible to receive assistance under the Title IV, HEA programs. Once on financial aid warning, a student deemed not to be maintaining SAP at the following evaluation point will lose eligibility for Federal financial aid.

### **Failure to Meet Satisfactory Academic Progress - Financial Aid/Academic Warning**

A Financial Aid/Academic Warning (FA/AD Warning) is a school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet CGPA and/or ROP, SAP requirements, the student is placed on FA/AD Warning for the next evaluation period and the student is allowed Federal Student Aid eligibility for one semester/payment period. No SAP Appeal is required. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. See the next section for the result if the student is not meeting SAP requirements at the end of the FA/AD Warning period.

### **Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Academic Probation**

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed ON SAP Suspension. Students have five calendar days (excluding scheduled breaks and LOAs) to complete the appeal once the form is sent. An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of Federal Student Aid eligibility and to remain in school. While a student is on suspension, they are not eligible for student any Federal Student Aid funds. Upper Kutz Barber & Style College will not disburse any Federal Student Aid funds. SAP Appeal is required.

Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and agree to an Academic Plan. Students that are on probation are eligible to receive Federal Student Aid funds and remain in school for one additional payment period or the duration of the

Academic Plan. Students on an Academic Plan will be evaluated after each payment period if they meet SAP.

Students with an Academic Plan must be making progress toward the plan at the first scheduled SAP evaluation point included in the plan. The student must continue to meet the Academic Plan requirements. If the student is not meeting the Academic plan at any SAP evaluation point, the student will be re-evaluated to ensure the student can still meet SAP standards within the academic plan timeframe. At the end of the next evaluation point(s), Upper Kutz Barber & Style College will recalculate the student's SAP to determine if the student has met the Academic Plan requirements. If the student has not met the Academic Plan requirements, the student will be dismissed.

If the student's SAP appeal is denied, or does not submit and appeal, the student will be dismissed. Upon dismissal, a student will be unregistered from all enrolled courses, and the student will not be charged for the unregistered courses.

**Failure to Meet Satisfactory Academic Progress – Maximum Time Frame (MTF)** When Upper Kutz Barber & Style College determines that students cannot complete their program within MTF, the students will be dismissed. Students who are active and completers who are retaking courses to increase their CGPA are subject to the MTF calculations. Students who violate MTF prior to obtaining the required CGPA for graduation will also be dismissed. Students who are dismissed and want to return to the same program are advised by Student Finance they will not regain eligibility for Federal Student Aid assistance. For students who appeal to return to the same program and for whom the appeal is approved, the student will be placed in FA Suspension status. Therefore, these students will not be eligible for Federal Student Aid funds. **SAP Appeal is required to return after dismissal for MTF. Please see SAP Appeal Procedures section.**

### **SAP Appeal Procedures**

No later than five calendar days from the end of the evaluation point, Upper Kutz Barber & Style College will perform SAP calculations and notifies students in writing who did not meet SAP standards. Each student who does not meet SAP standards receives written notification of the results of their SAP evaluation and if applicable SAP appeal decision including:

- Financial Aid/Academic Warning
- SAP Suspension
- Financial Aid/Academic Probation
- FA Suspension
- Dismissal from a program for failure to meet SAP requirements
- Approval or denial of SAP appeal
- Return to SAP Met status

## **SAP Appeal Procedures**

All SAP appeals must be documented. Students must complete the SAP appeal form five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form. Students in a LOA school status at the time of an SAP evaluation point will be notified upon their return. If a student fails to submit a written appeal five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP Appeal form, the student is dismissed from Upper Kutz Barber & Style College. SAP appeals must identify the circumstances that interfered with the student's academic success and describe how circumstances have changed to allow the student to meet SAP standards by the next SAP evaluation point.

Acceptable circumstances for an SAP appeal are:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by Upper Kutz Barber & Style College

Appeal approval is determined on an individual basis. Each appeal is unique and assessed individually during the review process. Variables evaluated to inform appeal decisions include but are not limited to:

1. The completeness of the appeal
2. The student's accurate and comprehensive identification and description of:
  - a. the circumstances leading to his/her failure to meet SAP
  - b. the student's resolution to those circumstances
3. The validity of the circumstances leading to the appeal.  
Appeal reasons are evaluated to determine the degree to which one or more "special" circumstances prevented the student from achieving SAP.
4. The student's CGPA, ROP, and/or MTF. These variables are assessed in order to ensure that appeals are approved only for students who have a reasonable chance of success long-term (i.e., graduation).
5. Prior SAP appeals made by the student

Upper Kutz Barber & Style College may consider information from other sources, such as prior appeals, when deciding to approve or deny a student's SAP appeal. Based on these data, a determination is made by the Director of Education (or designee) (Online) or Program Director/Campus Director regarding whether to grant a SAP appeal and allow the student to remain enrolled at Upper Kutz Barber & Style College. A student whose SAP appeal is denied is informed within five calendar days after the appeal decision, SAP status and their dismissal from Upper Kutz Barber & Style College. The reason for appeal denial is documented in the student's academic record two business days after the appeal decision.

Approved SAP appeals are approved pending the student's agreement to comply with the requirements outlined in his/her Academic Plan including the timelines for retaking previously failed coursework. Students whose appeals are pending their agreement to abide by the Academic Plan are informed of their approval status and resulting SAP status and are required to sign their Academic Plan three calendar days (excluding scheduled breaks and LOAs) after receipt. Failure to sign the Academic Plan in a timely manner will lead to dismissal. The appeal decision is final.

Violations of the Academic Plan typically lead to dismissal.

### **Reestablishing Aid**

Students can reestablish eligibility only by taking action that brings the student into compliance with the qualitative and quantitative components of Upper Kutz Barber & Style College's SAP policy.

### **Interruptions, Re-entering Students, and Withdrawals**

If enrollment is temporarily interrupted for an approved Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same SAP status as at the time of withdrawal. Students who re-enter Upper Kutz Barber & Style College will resume school in the same progress status as when they left.

### **Program Incompletes, English as a Second Language (ESL) Courses, Repetitions, and Noncredit Remedial Programs**

Program incompletes, ESL, repetitions, and noncredit remedial courses do not apply to Upper Kutz Barber & Style College. Therefore, these items have no effect upon the School's SAP standards.

## **TRANSCRIPTS**

Students may obtain a transcript from the school office upon request if he/she has fulfilled his/her financial obligation to the school. A complete set of the student's records, including a transcript of grades are kept in a permanent file. One copy of the transcript is provided to each student free of charge. Other records are available upon request; at fee of \$15 will be incurred. Any transcript or certificate of completion is withheld until all fees and charges have been met.

## **STATE EXAMINATION**

After completion of training, students are required to take the state examination given by the MSBCB. The examination is held each month; it consists of a test of practical skills and a written test on the theory of barbering. Students will be given mock state board examinations at Upper

Kutz Barber & Style College at different phases of training so they will be comfortable and familiar with the process.

## **RECORD KEEPING POLICIES AND REGULATIONS**

Records are maintained which show the academic progress and the attendance of a student. These records indicate the student's grades, presence, absence, or tardiness for each scheduled class period. These records are maintained in such a manner as to make the student's information readily available to students and anyone authorized to inspect such records.

## **STUDENT SERVICES**

### **Advising**

Academic advising is available to all students as an aid to student motivation and as a means of maintaining the productive attitudes and professionalism. Each student may meet with an advisor and/or instructor on an as needed basis.

Individual advising is available for students with personal problems. You must schedule an appointment with the school counselor.

### **Childcare Services**

Upper Kutz Barber & Style College does not provide childcare services. We can make recommendations to different childcare facilities to meet your needs. Payments and transportation would be the responsibility of the student.

### **Employment Assistance**

Upper Kutz Barber & Style College offers placement assistance to all of its graduates. No school can guarantee employment for its graduates, but Upper Kutz Barber & Style College will assist its graduates in obtaining employment in the barbering profession. In most instances our graduates are successfully employed. As long as our graduates seek employment in the barbering profession, we will assist them.

Upon the successful completion of course, student may register for any employment assistance and the school will use its best efforts to successfully place student. However, student is advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter said school.

Students also receive training in how to seek employment that includes how to write a resume, complete an employment application, and prepare for an effective interview. When our graduates succeed, we succeed. Job listings are available through the Administrative Office. Graduates can request job assistance throughout the existence of the school.

Students will prepare a portfolio throughout their training at the institution. The portfolio will include certificates of honor roll, pictures of hairstyles the student has completed on live clients and mannequins, certificates of advanced classes the institution provides, and will highlight outstanding achievement during the students' period of enrollment. The portfolio may be used during interviews that graduates will have with prospective shop/salon owners or managers.

A resume workshop is provided by the institution. The resume will be included in the portfolio that the student prepares. During the workshop, the institution concentrates on resume building, interview skills, professional image and the basic dos and don'ts of seeking employment in the industry.

Career Day is scheduled during the students' attendance in the program. Area shop/salon owners and managers are invited to career day. During this time, students are required to have their resume and portfolio completed. The shop/salon owners discuss their shop/salon, the benefits offered, as well as compensation. Students are invited to meet with shop/salon owners to get additional information about employment. It is the goal of the institution to have all graduates successfully placed prior to graduation.

### **Field Trips**

Throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, and shops/salons. Field Trips are incorporated into the lesson plans of the institution and they are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

### **Housing**

Upper Kutz Barber & Style College does not have on campus housing. Apartment housing is available near the school facility. The school office will gladly refer student to an agency for assistance.

## **SAFETY/SECURITY POLICIES & PROCEDURES**

Policy: Upper Kutz Barber & Style College will make every effort to offer students a safe secure environment in which to study and learn.

### **Procedures:**

1. Students are not allowed on the School premises prior to 7:45 AM nor after 10:00 PM Monday through Saturday unless there is an Instructor present and permission is granted. This includes student organizations and activities. Under no circumstances will there be a school sanctioned activity on or off premises without an Instructor present to be in charge of safety and security.
2. If it is dark when students are entering or exiting the School or clinical facilities, students will travel in groups. If a student is late and alone, contact an Instructor who will arrange an escort to vehicle.

3. During outside of facility clinicals and on field trips, Instructors will always be the first to arrive and the last to leave in order to assure that everyone is safe and accounted for. Attendance sheets will be used at all times.
4. Instructors will ensure that first aid equipment and phone availability will always be arranged for.
5. Instructors will incorporate the location and use of fire extinguishers, equipment and disaster/evacuation procedures into orientation for the School.
6. Students should not bring valuables to school or clinical facilities; however, in the event of lost or stolen items, students will complete an incident report with the assistance of an Instructor.
7. In the event of any emergency or criminal action, the student will report to an Instructor immediately. The Instructor will complete a report for the President's immediate knowledge.
8. The Greenville Police Department will be contacted to investigate any and all criminal activity and the School will prosecute, if indicated.
9. Students will be informed of all emergencies and criminal actions so that plans for their safety can be made.
10. Students have the responsibility to immediately report any unusual event to their Instructor who will take immediate action and then will utilize the chain of command immediately.
11. A thorough investigation and then disciplinary action, and termination if warranted, will ensue when a student is involved in any wrong doing.
12. When class is in session, classroom doors are kept locked.
13. Faculty/Students should call 911 in cases of immediate emergencies.

### **Safety /Prevention Programs**

Materials and information will be made available to students via the Media Center and Instructor/Counselors on these topics:

- |  |                              |
|--|------------------------------|
| 1. Sexual Assault awareness, reporting, and prevention | 5. Victims options           |
| 2. Domestic Violence and assistance                    | 6. Drug and Alcohol programs |
| 3. Preservation of Evidence                            | 7. Harassment and Stalking   |
| 4. Crime Prevention programs                           | 8. Witness Protection        |
|  | 9. Legal Aid                 |

Each student is assigned an Instructor/Counselor who will be available to assist with any of the above. Phone requests for student phone numbers or whereabouts will not be honored for their protection. Name and numbers will be taken and then the student may call back if they wish. Visitors must give their name and wait in the lobby. If a student does not wish to see the visitor, they will be asked to leave and forcibly removed by police if necessary.

## **Campus Crime and Security**

There has never been a crime at Upper Kutz Barber & Style College, where there is evidence of prejudice based on race, religion, sexual orientation, or ethnicity. There has never been a crime at Upper Kutz Barber & Style College involving a weapons violation, arrest for drug abuse, liquor laws, murder, forcible or non-forcible sex offenses, or aggravated assault. A current crime statistic chart is available at the Main Office of the School and will be distributed to each student and employee October 1st of each year. To obtain information about registered sex offenders in the local area, the following website may be utilized: <http://state.sor.dps.ms.gov/>.

### **SECURITY INFORMATION**

This information is required under Public Law 102-26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and non-campus building/public property related to the school.

Should you witness a crime in progress or are a victim of a crime, Upper Kutz Barber & Style College requests that you follow this procedure:

1. During school hours, notify your immediate Instructor or the School's Executive Director and the Greenville Police Department immediately, Upper Kutz Barber & Style College – 662-807-8707, and Greenville Police Department – 911 or for non-emergency calls – 662-378-1515.
2. If a crime occurs during non-school hours and no faculty or staff member is available, notify the Greenville Police Department immediately and the School's President as soon as possible.
3. Remember: Preserving evidence for proof of a criminal offense is very important. Upper Kutz Barber & Style College does not recognize any off-campus student organizations. The purpose and authority of faculty and staff is limited to securing the premises and protecting the facility. The enforcement authority of faculty and staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of faculty and staff are referred to and investigated by the local law enforcement agency (if applicable). All crimes that are reported will be posted in the Media Center within a day of the reporting.

To ensure accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

All students are informed about campus security procedures and practices on the first day during orientation. Everyone should remember that personal safety begins with you.

## RIGHT TO KNOW ACT

The school is keeping the following information so that the statistics can be made available to all students beginning with 2015 fiscal year.

The following offenses were reported to the school or outside law enforcement agencies.

### Criminal Offenses

<b>Criminal Offenses – On campus</b>	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	N/A
b. Forcible sex offenses (including forcible rape)	0	0	N/A
c. Non-forcible sex offenses	0	0	N/A
d. Robbery	0	0	N/A
e. Aggravated assault	0	0	N/A
f. Burglary	0	0	N/A
g. Motor vehicle theft	0	0	N/A
h. Arson	0	0	N/A
i. Negligent manslaughter	0	0	N/A
<b>Criminal Offenses – Non-campus</b>			
a. Murder/Non-Negligent manslaughter	0	0	N/A
b. Forcible sex offenses (including forcible rape)	0	0	N/A
c. Non-forcible sex offenses	0	0	N/A
d. Robbery	0	0	N/A
e. Aggravated assault	0	0	N/A
f. Burglary	0	0	N/A
g. Motor vehicle theft	0	0	N/A
h. Arson	0	0	N/A
i. Negligent manslaughter	0	0	N/A
<b>Criminal Offenses – Public Property</b>			
a. Murder/Non-Negligent manslaughter	0	0	N/A
b. Forcible sex offenses (including forcible rape)	0	0	N/A
c. Non-forcible sex offenses	0	0	N/A
d. Robbery	0	0	N/A
e. Aggravated assault	0	0	N/A
f. Burglary	0	0	N/A
g. Motor vehicle theft	0	0	N/A
h. Arson	0	0	N/A
i. Negligent manslaughter	0	0	N/A





