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School Catalog/Handbook
2025-2026
School Term
Effective January 2025

BARBER CONCIERGE

“This certifies that this catalog is accurate and reflects the correct content and policies”

Micheal Jefferson, President/CEO



Welcome to Barber Concierge Academy

The team at Barber Concierge Academy is thrilled to have you join our school. This catalog/handbook outlines our policies and is intended to inform, safeguard, and prepare you for your journey as you train for a rewarding career in Barbering.

Key Areas of Focus

- **Professional Appearance:** We emphasize the significance of maintaining an excellent appearance, as it plays a crucial role in your career success.
- **Conduct:** Our guidelines highlight the importance of cheerfulness, good manners, courtesy, and consideration towards customers, fellow students, and supervisors.
- **Sanitation and Safety:** Proper sanitation procedures and safety practices are also a priority.
- **Attendance:** We have established rules regarding attendance, recognizing the importance of self-discipline in developing strong work habits. Students are required to attend their scheduled classes.

This catalog/handbook details the policies and procedures that students of BCA are expected to follow. Please note that the institution reserves the right to make necessary changes to the school catalog as needed.

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VISION

The vision of BCA focuses on funding an ideal barber and style school to produce highly successful graduates, whether as barber-stylists or instructors, ensuring they have the best chance to succeed in the job market.

PHILOSOPHY

BCA is committed to providing education, skill development, and career advancement for all students, regardless of race, color, or creed. We offer quality training and placement assistance to help students become successful professionals. Our environment is designed to be orderly and safe, promoting effective teaching and learning. With quality instruction and support, all students can master essential barber culture skills for success in the business world.

MISSION

BCA 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

Our aim is to be a leading barbering and styling college, training students to be sought-after professionals. Our goals include:

- Teaching current barbering methods
- Providing training that leads to employment
- Encouraging good citizenship

Helping students understand the barbering industry from both producer and consumer perspectives.

GENERAL INFORMATION

BCA upholds a tradition of excellence in training undergraduates for creative roles in barbering, with a curriculum aimed at preparing individuals for entry-level positions in the field.

The school, located at 1556 Edwards Ave Suites 1 and 2, features over 2000 square feet of space divided into a classroom area and a clinical/lab area for practical services. The clinical area includes 12 stations, mirrors, hydraulic chairs, sinks, hooded dryers, a dispensing area, and a reception area, simulating a professional salon environment for student training.

BARBERING PROVIDES OPPORTUNITY

Looking into a typical barbering program at Barber Concierge Academy, licensed programs produce graduates qualified for roles such as:

- Professional Barber
- Barbershop Manager or Owner
- Platform Artist (demonstrating barbering skills at trade shows or events)
- Product Sales Representative or Educator
- Blogger or Influencer in the grooming space.

These roles go beyond traditional barbering, allowing graduates to explore leadership, entrepreneurship, education, and digital content creation.

After completing required courses, students can seek employment assistance, with the school striving to help with placements. However, it's important to note that schools cannot guarantee job placement as an inducement for enrollment, per legal regulations. Through our scientific approach at BCA; 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. BCA's strong reputation attracts students seeking a comprehensive and exciting education in barbering and hair design.

Worldwide information on cuts, styles, perms and fashions are always kept current at BCA. 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/Administration
Administrative Asst.
Instructor

Micheal Jefferson
Ebonee Richard
Rosemary Taylor

Michael Jefferson is an experienced master barber, educator, and entrepreneur with over a decade in the barbering sector. As President and CEO of Barber Concierge Academy, he is dedicated to mentorship, professional growth, and community impact.

Michael's journey started behind the barber chair, where he cultivated a loyal clientele while perfecting his skills in precision grooming and customer service. Recognizing the industry's need for innovation, he founded Barber Concierge, a mobile platform connecting licensed barbers with clients for on-demand services. He also launched Barber Concierge Academy in Tunica, Mississippi, focusing on quality instruction, life skills, and career readiness, preparing students for licensure and long-term success.

Ebonee Richard serves as the Administrative Assistant for Barber Concierge Academy, where she provides critical support in student services, enrollment coordination, and daily operational functions. With a background in office management and educational administration, Ms. Richards brings over five years of experience in academic support roles, including records management, compliance documentation, and customer service.

Rosemary Taylor brings years of experience as a barber and an instructor which spans two states, Tennessee and Mississippi. With a pair of clippers in hand, she has crafted countless styles, each a testament to her skill and creativity. Her journey began in a small barbershop in Memphis, where she honed her techniques and developed a keen eye for detail. As her reputation grew, so did her desire to share her knowledge with others. This led her to become an instructor, where she found immense joy in mentoring aspiring barbers, guiding them with patience and passion.

Rosemary's impact extends beyond the chair; her dedication to her craft and her students has transformed her into a beloved figure in the community. Her warmth and expertise have inspired many to pursue their dreams, proving that with hard work and dedication, anything is possible. Whether she's teaching a class or styling a client's hair, Rosemary's love for what she does shines through, making her a true icon in the world of barbering.

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

ADMISSION REQUIREMENTS

To apply, please ensure you meet the following criteria:

- (a) A High School Diploma or GED is required.
- (b) Completion of the BCA Application.
- (c) A valid State Photo ID and Social Security Card.
- (d) Submission of two (2) passport photos.
- (e) Payment of Application Processing Fees (\$100.00).
- (f) Interview with Faculty Member or Instructor.

Additionally, applicants for the instructor's course must possess a current barber's license issued by the state of Mississippi.

ADMISSION PROCEDURES

Students can contact admissions via phone, email, or in-person during business hours. They receive tours of the facility and meet staff and current students, with opportunities to ask questions. Dependent minors must be accompanied by a parent or guardian. If interested in enrollment at BCA, a second appointment is scheduled for a personal interview to discuss the enrollment agreement, class schedule, and orientation. Necessary documents must be submitted before the start date, with new classes commencing on the 1st of each month. The enrollment process takes about one week from application to enrollment.

ALL STUDENTS ARE REQUIRED TO ATTEND ORIENTATION.

TRANSFER STUDENT

Each transfer student is evaluated individually. Accepted students receive credit for previous training according to BCA regulations, with certified hours counted. Tuition for transfer students is based on the remaining hours needed to complete the Barber Course at BCA.

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 prohibited from transferring hours between different programs within the institution.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

Parents have specific rights concerning their children's education records, which transfer to the student or former student at age 18. Those who receive these rights are known as eligible students.

Parents or guardians of dependent minors or eligible students can review their education records at school. While schools aren't required to provide copies, they may charge a fee if inspection isn't possible. They can request corrections to inaccurate records, and if denied, have the right to a formal hearing. If the correction is still denied, a statement can be added to the records.

Generally, written permission is needed to release any student information, though there are exceptions outlined by law.

- 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

BCA complies with the Rehabilitation Act of 1973 (Section 504), ensuring that no qualified person with a handicap is excluded from enrolling in its training program. Prospective students with disabilities are encouraged to contact the institution to discuss necessary accommodations for various activities, including classroom, practical, shop/salon tasks, job placement, and licensure.

ENROLLMENT AGREEMENT

The student agrees to follow all current and future school rules during enrollment and understands they can take the barber exam upon graduating 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 on the first Monday of the month, after your application is complete and 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/ 22.5 hrs	50.0/66.5 wks
Instructor 1000	1000 hrs	30/22.5 hrs	33.4/44.5 wks
Instructor 600	600 hrs	30/22.5 hrs	22.5/26.7 wks
Crossover Barber	600 hrs	30/22.5 hrs	22.5/26.7 wks

The calculation mentioned above does not factor in holidays or vacation periods.

After successfully completing our training programs, you will become eligible to take the State Board examination. Once accepted, an enrollment agreement will be signed, and you will receive a designated start date. Before training commences, it is essential to arrange tuition payment with the School Administration.

ENROLLMENT TIME

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 BCA. 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

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

BCA does not currently accept Title IV,

PROGRAM COST

BARBER PROGRAM (1500 Clock Hours) 50 wks fulltime/75 parttime

TUITION	\$7000.00
REGISTRATION FEES (waived for military)	100.00
BOOK/CIMA SEAT/KIT/SMOCK (non-refundable):	\$1,200
	\$8,300

BARBER INSTRUCTOR PROGRAM (1000 Clock Hours) 15 wks, fulltime/ 22.5 parttime

TUITION	\$5000.00
REGISTRATION FEES (waived for military)	\$100.00
BOOK/TABLET/SMOCK (non-refundable)	\$400.00
TOTAL	\$5500.00

BARBER INSTRUCTOR PROGRAM (600 Clock Hours) 10 wks. fulltime/15 wks parttime

TUITION	\$4500.00
REGISTRATION FEES (waived for military)	\$100.00
BOOK/TABLET/SMOCK (non-refundable)	\$400.00
TOTAL	\$5000.00

CROSSOVER BARBER PROGRAM (600 Clock Hours) 10 wks. fulltime/15 wks parttime

TUITION	\$4500.00
REGISTRATION FEES (waived for military)	\$100.00
BOOK/TABLET/SMOCK (non-refundable)	\$400.00
TOTAL	\$5100.00

SELF-PAYMENT POLICY

The student consents to make payments to BCA on a weekly, bi-weekly, or monthly basis, which will be allocated toward the total educational expenses. Any additional charges will be included in the total educational cost before the financing is finalized.

STUDENT WITHDRAWAL

When a student withdraws, they must submit a withdrawal form for the Director's review, who will assess any outstanding balance or refund potential. Students with a balance must set up a cash promissory note for a payment plan, with payments due on the 1st of the next month; failure to comply may result in collection actions.

WITHDRAWAL/ REFUND POLICIES

A fair settlement policy applies to applicants who cancel enrollment or students who withdraw for any reason, including personal choice, 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 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 MSBCB.

Non-Refundable Costs and Tuition Refund Policy

The cost of books, CIMA seat, kit, and supplies is non-refundable. For students who enroll and start classes but choose to withdraw before completing the course (after three business days of signing the contract), the following schedule for tuition earned by the school will apply.

Refund Policy Based on Scheduled Hours

- Refund percentages are applicable if tuition has been paid in full.
- Refunds are calculated based on the scheduled hours as of the last day attended in relation to the total tuition owed to the school.

Classes will resume accordingly.

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%

Refund Policy Overview All refunds will be calculated based on the student's last date of attendance. Any funds owed to a student who withdraws will be refunded within 45 days of confirming the withdrawal, whether it is official or unofficial.

In cases of:

Disabling illness or injury

Death in the student's immediate family

Other documented mitigating circumstances

A fair and reasonable refund settlement will be processed. If the school permanently closes or ceases to offer instruction after a student has enrolled, a pro-rata refund of tuition will be issued, or course completion will be facilitated through a pre-arranged teach-out agreement with another institution.

If a course is canceled after a student's enrollment, the school will either provide a full refund of all payments made or allow the student to complete the course at a later date. Students who withdraw or terminate their enrollment before completing the course will incur a termination fee of \$100.00. This refund policy applies to tuition and fees outlined in the enrollment agreement. Any additional charges that the student may have incurred at the institution (e.g., extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. The school is committed to ensuring transparency and fairness in its financial dealings with students. For those who find themselves in unforeseen circumstances that necessitate withdrawal, it's important to note that the refund will be processed promptly and in accordance with the outlined policy.

The institution values the educational journey of each student and strives to provide flexible options that accommodate individual needs, whether through refunds, teach-out arrangements, or course rescheduling. This approach not only underscores the school's dedication to student satisfaction but also ensures that no student is left without a viable path to achieving their educational objectives.

Moreover, the school encourages open communication regarding any concerns or questions about the refund process. Students are invited to reach out to the administrative office for assistance, ensuring clarity and peace of mind as they navigate their educational commitments. This proactive stance is just one part of the institution's broader commitment to fostering a supportive and responsive educational environment.

All fees are detailed in the catalog and within this enrollment agreement. Special legislation applies to students enrolled under the Rehabilitation and Training Act and the Higher Education Amendments of 1992, Public Law 102.325.

Students who qualify under these provisions may be eligible for additional support and resources to aid in their educational pursuits. It is important for students to review all applicable terms to ensure they meet the necessary criteria for these benefits. The institution is committed to providing comprehensive guidance to help students navigate these options effectively. For further assistance or clarification, students are encouraged to contact the admissions office, where knowledgeable staff members are available to discuss any specific questions or concerns.

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.

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.

Official Withdrawal

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

Unofficial Withdrawal

In cases of unofficial withdrawal, where a student does not formally notify the school of their intent to leave, the institution will use the last known date of attendance as a point of reference. This approach ensures that the school accurately calculates any potential refund due to the student. The institution will make reasonable efforts to contact the student to confirm their status and intentions regarding their enrollment. Should the student fail to respond or return to their program, the school will proceed with the refund process based on the established guidelines for unofficial withdrawal.

Refund Process

Once the withdrawal has been processed and the refund calculation completed, any applicable refund will be issued to the student or the appropriate financial aid provider. The school strives to ensure that this process is conducted efficiently and in a timely manner, adhering to all relevant regulations and institutional policies. Students are encouraged to reach out to the financial aid office for guidance and assistance throughout this process, ensuring a smooth transition during this change in their academic journey.

Re-enrollment

Students who wish to re-enroll after withdrawing from their program are welcome to do so, subject to the school's re-enrollment policies and procedures. The re-enrollment process may involve a review of the student's previous academic performance and any outstanding financial obligations. The school is committed to supporting students in achieving their educational goals and will provide the necessary guidance to facilitate their return to studies.

ACADEMIC CALENDAR

BCA operates on a continuous basis, 12 months a year.

SCHOOL HOURS

Day	Hours
Monday	9am-4pm
Tuesday	9am-4pm
Wednesday	9am-4pm
Thursday	9am-4pm
Friday	9am-4pm
Saturday	closed
Sunday	closed

RECORD OF ATTENDANCE, GUIDELINES AND RULES

Biometric Time Clock for Student Attendance A biometric time clock captures daily student attendance by utilizing fingerprints from both hands. To receive attendance credit, students are required to clock in upon arrival and clock out when they leave.

- **Theory/Clinical Days (Monday-Thursday)**
 - Students must clock in and out for a 60-minute lunch break.

Please note that clocking in while not on the premises is strictly prohibited.

Violations of this policy may result in disciplinary action, as it is essential to maintain accurate records of employee attendance and ensure that all work is conducted in a fair and transparent manner. If you have any questions or need clarification regarding this policy, please do not hesitate to reach out to your supervisor or the human resources department. Your cooperation and understanding are greatly appreciated as we work together to uphold the integrity of our workplace.

Student Absent hours:

Excused Absence: Valid reasons for non-attendance (e.g., illness, death in the family, severe emergency) with required documentation; can be made up.

Unexcused Absence: Does not meet guidelines or lacks acceptable documentation; cannot be made up.

- 1-4 hours: 50 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.

Students knowing in advance that they will be tardy or absent must fill out a planned absence form and submit it to the instructor for approval.

1. 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.
2. Students with an unplanned tardy must receive permission from an instructor to come in late.
3. Students leaving the school building at any time during the day must notify their Instructor and clock in and out.
- 4 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.
11. All monies must be paid in full before your total hours are completed. 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

BCA acknowledges that unforeseen circumstances may necessitate a temporary break in a student's education through a Leave of Absence (LOA) policy. Active students who meet specific criteria can apply for a LOA, during which they are considered "withdrawn" for Federal Student Aid but remain enrolled. Requests for a leave must be made in writing under certain conditions.

1. Students must have successfully completed the Provisional Registration Period at BCA 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 with an approved administrative Leave of Absence (LOA) must repeat the course if they do not pass.
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)
 - c. Military duty (see following section on military leaves of absence)
 - d. Natural disaster per FEMA
 - e. homelessness, or unexpected medical care of family)
 - f. Course availability (delay related to course availability)
 - g. Emergencies leave of absence, Jury duty (selected for trial)

- h. Regulatory changes by a governing agency affecting the program.
- i. Incarceration of the student during the program.
- j. Student entering rehabilitation during the program.

Other special circumstances beyond the student's control (compliance approval required). Students can request a leave of absence by submitting the Leave of Absence form in writing to the 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 do not return to school within seven days of their scheduled date are withdrawn. A leave of absence does not relieve financial obligations. If students do not return from a leave, their last attendance date is before the leave began.

Make-Up Work / Testing

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

Make-up tests must be scheduled with the instructor; only two exams allowed per day. Students can attempt each test three times. After the third failure, a \$10 fee applies for each retake.

School Mandatory Days

Mandatory Mondays: focus on theory and clinical work, allowing students to review lessons, introduce new concepts, complete assignments, and conduct make-up tests, with no patron services available.

Mandatory Fridays: are dedicated to lab and clinical work, emphasizing patron interaction to enhance practical skills, requiring full attendance.

Students are encouraged to participate in peer discussions and collaborative projects, supported by faculty guidance for a well-rounded educational experience. This integration of theory and practice builds confidence and prepares students for successful careers, equipping graduates with essential academic and practical skills to positively impact their communities.

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

1st Offense - \$10.00

2nd Offense - \$25.00

3rd Offense - \$50.00, Two (2) Day Suspension and A Final Warning

4th Offense – Dismissal of Enrollment

Please ensure you communicate effectively with the administration if you anticipate any scheduling conflicts. It is crucial to adhere to these guidelines not only to avoid penalties but also to maintain your educational progress. Our aim is to support your learning experience, and we encourage open dialogue should any issues arise. Remember, maintaining consistent attendance is key to achieving your academic goals and benefiting fully from the educational opportunities provided.

All fines will be added to the student's ledger. The school can change attendance rules any time, and students will be notified of 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).

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. The certification process is a critical step in ensuring that students are well-prepared and have met all necessary criteria to advance to the next stage of their professional journey. Once certified, students can confidently approach the examination, knowing they have acquired the knowledge and skills needed to succeed. This certification not only validates their hard work but also aligns with industry standards, giving them a solid foundation for future endeavors. The school's commitment to maintaining high educational standards reflects its dedication to the success of its students and the integrity of the profession.

STUDENT WEEKLY SCHEDULE

Weekly Schedule (Monday – Thursday)

9:00 AM-9:50/ Classroom

9:50AM-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

Fridays are designated as Lab Days and provide an experience that closely resembles the actual shop/salon environment before you enter the premises. On these days, we take two 15-minute breaks and enjoy a 30-minute lunch break.

It's a time when students can apply the skills they've learned throughout the week in a practical setting. The hands-on experience is invaluable, as it allows budding professionals to hone their techniques, receive immediate feedback, and build confidence in their abilities.

The day is structured to mimic real-world scenarios, providing a seamless transition from the classroom to a professional career. Whether styling hair, practicing nail techniques, or mastering skincare routines, each task is approached with enthusiasm and dedication. By the end of the day, students not only improve their technical skills but also develop a deeper understanding of client interactions and time management, essential components for success in the industry.

Moreover, the collaborative environment fosters teamwork and camaraderie among students, creating a supportive community where everyone cheers for each other's successes and learns from shared experiences. Instructors play a pivotal role on Lab Days, offering guidance and mentorship, ensuring that each student receives personalized attention to maximize their growth.

As the day concludes, there's a palpable sense of accomplishment that permeates the atmosphere. Students leave with a newfound appreciation for their craft and an eagerness to return and further refine their skills. Lab Days become not just a learning opportunity but a cherished tradition, setting the foundation for a promising future in the beauty and wellness industry.

SCHOOL CALENDAR

Spring Session 2025

January 1-2: New Year Break
January 3: Spring Session Begins / Classes Resume
January 20: Martin Luther King Day
January 21: Holiday - 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

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- Christmas Break

Spring Session 2026

January 1- 2 : New Year Break
January 5 : Spring Session Begins / Classes Resume
January 19: Martin Luther King Jr. 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)

Professionalism is the expected conduct for students, which includes punctuality, courtesy towards clients and peers, and adherence to grooming and sanitation standards. Disobeying these important rules may lead to dismissal, as they reflect the expected behavior in one's career. Acting professionally from the start is essential for future success.

A student may face immediate suspension for violating an instructor's directions. Regular hours are Monday to Friday from 9:00 a.m. to 4:00 p.m., and Saturday from 9:00 a.m. to 12:00 p.m. Students must inform their instructor the day of an absence and explain when they will return. To maintain **Satisfactory Academic Progress** (SAP), students need 85% attendance and must average 70% in both theory and practical grades monthly. Attendance will be calculated electronically, and students should track their hours. Changes to the schedule require approval, and students must clock in and out, wear clean uniforms and closed-toe shoes, and be seated in theory class by the designated times.

Uniform Guidelines for Students

Students must wear a clean uniform while signed in. The uniform must be buttoned or zipped up when cutting hair.

Dress Code Guidelines:

1. Females must wear bras and professional blouses or sweaters.
2. Prohibited items: tank tops, fishnet tops, half shirts, caps, and non-prescription sunglasses.
3. Shirts must not extend to the knees; shorts are not allowed.
4. Socks or stockings are required with shoes. When permitted, blue jeans must be clean, hole-free, worn at the waist, and not show skin.
5. Maintain a neat and clean appearance.
6. Females should style hair neatly and may wear makeup.
7. Males must have neat hair and a well-groomed face; shirt tails should be tucked in if wearing a button-down.
8. Hats and dark glasses are not allowed; violations may lead to being signed out or sent home.
9. Earrings must not be dangling. Tights should not be revealing or of any length.

10. Any student who is tardy cannot check in until 9:30 a.m. and 2:00 p.m. with the instructor's 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
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 questions to the best of their ability
17. No personal phone calls, (emergency calls only). Students do not receive calls on school phone.
18. No visitors in classrooms, except brief family visits.
19. Clean stations after each service and daily.
20. Confrontational behavior leads to immediate clocking out until resolved.
21. Physical fighting results in a 30-day suspension for both parties.
22. Refusing a client may lead to suspension after three warnings.
23. Clients cannot sit in barber chairs unless receiving services.

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. 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. Students can take one Leave of Absence (LOA) annually.

27. Lunch and break times depend on student numbers; unapproved longer lunches may result in being sent home, and no breaks are allowed after 1:00 p.m.

28. Cleanliness is essential: chairs, back bars, and restrooms must be maintained, dirty towels should be placed in the linen holder, and the ultraviolet sterilizer must be turned off before signing out. Daily emptying of the wet sterilizer is required.

29. Chair cloths should be folded and placed back on chairs, and stations must be cleaned before breaks or lunch. Students must wash hands before and after serving patrons and take turns sweeping the floor, ensuring proper disposal of hair.

30. Students must take turns doing laundry, folding towels, and cleaning the break room, without serving patrons on the floor.

Key school policies include:

Termination: due to drug or alcohol use on campus; instructors have the authority to request drug tests. A minimum attendance of six clock hours per day is required to earn credit, which includes theory classes. Students must maintain a 70% average and failure to do so will result in a 30-day probation, and their training may be interrupted if grades do not improve. Assignments must be typed in the school's format and submitted on time.

All exams are mandatory.

Parking regulations prohibit students from parking in front of the school or nearby businesses. Students are encouraged to avoid wearing expensive jewelry or carrying large sums of money.

Packing tools is only permitted 10 minutes before leaving if customers are present.

31. Students must be in attendance the day before and the day after a holiday unless prior arrangements have been made.
32. The school is not responsible for lost or stolen property in the school building or in the parking area.
33. No student is to walk out of theory class when class is in session without the permission of the instructor.
34. Sanitary inspection of toolkit, 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.
35. The floor instructor makes chair assignments. The instructor must approve any changes made. Chair assignment is designated monthly after each class graduation.
36. 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.
37. Any student found stealing from the school or another student or causing willful destruction of school property will be terminated from the school.
38. No student may walk in the aisles (in between stations).
39. No radio or TV in the school building except property of the school.
40. No whistles, balls, or play toys of any type in the school building.
41. 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.
42. Regular examinations are given with a week's notice from the instructor between 9:00a.m. to 4:00 p.m.
43. 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.
44. Before a student's papers are sent to Board for examination, he/she must meet the BCA requirements.
 - a. Pass the exit test with a minimum of 70%.
 - b. Be able to recognize their mistakes and complete the hair cut
 - 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.
45. 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.

46. If a student demonstrates they will not accept and abide by the rules and regulations and uphold the schools name, the school reserves the right to refuse or interrupt training of said student.

47. The instructor on duty may revise any of the above rules for a particular situation for that day only

48. BCA reserves the right to change or add to these rules and regulations without notice

49. BCA is 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.

50. 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 school's 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 BCA 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. BCA 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 with health issues affected by prolonged standing, sitting, or chemical exposure in the Barber Industry should obtain a doctor's release before enrolling. Conditions like asthma, pregnancy, or allergic reactions warrant consultation with a physician. Basic safety requirements, introduced on the first day of classes, include safe handling of chemicals and equipment. Protective gloves are required when applying chemicals, and eye protection is necessary when using electrical equipment. Hair must not be left on the floor after haircuts. It's essential to maintain a tidy workspace to prevent accidents and ensure a safe environment for both students and clients. Additionally, the curriculum covers ergonomics to help minimize strain during prolonged periods of standing or repetitive motions. Instructors emphasize the importance of maintaining good posture and taking regular breaks to stretch and rest.

Students are also encouraged to communicate openly about any health concerns or accommodations they may need. The school is committed to fostering an inclusive and supportive learning environment where everyone can thrive. Regular workshops on wellness and self-care are offered to help students manage stress and maintain a healthy balance during their training.

By prioritizing safety and well-being, the program aims to prepare students for a successful and sustainable career in the barbering industry.

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
- 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.
- 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 sanitation duty and must complete the assigned duty. Chronically having unsanitary items may result in suspension.
- 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

Personal calls are to be kept to a minimum. Regarding incoming personal calls on the

School Communication Policy

Messages will be documented on a message sheet available at the front desk, enabling students to check their messages throughout the day. Students are allowed to return calls during lunch, after school, or during designated breaks. In case of emergencies, students will be swiftly notified about incoming calls. Please make sure to communicate this policy to family and friends. Personal calls should be limited to ****three minutes****, and the use of cellular phones in the school clinic area should be kept to a minimum. Students will not be permitted to leave class or attend to a client due to a message unless prior arrangements have been made with their instructor. For instance, if a student has instructed their child to text them in case of an emergency, the instructor must be informed of this arrangement before class starts.

No Bluetooths, Headphones, iPad, iPod, Laptops, Tablets and MP3 Players may be used in the clinic area

Uniform Policy

All students at BCA 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 within daily life.

- The school uniform is school logo on a black polo-style shirt AND smock, black pants and black 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 or pay 10.00 fine immediately.
- 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...

Skintight 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 BCA 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 (Fridays 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 BCA 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:

Key reasons for disciplinary action in school include:

- Not following school policies
- Use of obscene language or gestures
- Disruptive conduct affecting school operations
- Zero-tolerance for loud confrontations or threats of violence
- Mandatory exit for suspended or discontinued students
- Unsatisfactory academic progress
- Failure to complete tests on time
- Disregarding the uniform policy
- Failure to submit required projects and maintain records at the end.
- Failure to check live model practice by an instructor.
- Unauthorized application of chemical solutions to live models.
- Use of products not supplied by the school, unless
- Performing services not listed on the client's ticket.
- Refusal to participate in clinic services or assignments.
- Chronic absence from theory and scheduled classes.
- Improper clocking in and out; missed hours will be lost.
- Taking longer breaks than allocated.
- Using alcohol or drugs on school premises or arriving with their smell.

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	written
2nd.	offense	warning	3-day
3rd.	offense	suspension	30-day
4th.	offense	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 BCA 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.msbcbb.ms.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.

A COPY OF THIS PAGE IS FOUND ON THE LAST PAGE OF THIS CATALOG/ HANDBOOK. ALL STUDENTS NEED TO SIGN AN IMAGE CONSENT AND ACKNOWLEDGMENT OF POLICIES, RULES AND REGULATIONS FORM.

STANDARDS OF BARBER CONCIERGE ACADEMY

The school is licensed to operate under the 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 MSBSC
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:
 - o Rules and Regulations of the school
 - o Introduction to school personnel and students
 - o 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**
 - Shaving: **5 hours**
 - Honing and Stropping: **1 hour**
 - Haircutting (Male and Female): **5 hours**
 - Mustache and Beard Care: **2 hours**
 - Shampooing and Rinsing: **1 hour**
 - Scalp, Hair Treatments, and Skin Care: **5 hours**
 - Facial Treatments: **2 hours**
 - Anatomy and Physiology (Hair, Skin, Muscles, Nerves, and Cells): **30 hours**
 - Disorders of the Skin, Scalp, and Hair: **10 hours**
 - 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**
 - 1. Electricity and Light Therapy: **1 hour**

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 and Hair Treatments, 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**
- First Aid and Safety Precautions: **11 hours**
- Sanitation: **15 hours**
- Barber Shop Management: **22 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

Instructor Course Overview

The Instructor Course is designed to train students to become licensed barber instructors, requiring 1,500 clock hours, with an additional 1,000 hours if necessary. Licensed barbers with two years of experience need only 600 hours. Key areas of study include:

- Facial treatments
- Hair styling
- Salesmanship
- School procedures

Grading System

Grading is based on practical, theoretical, and clinical evaluations, using a scale from Excellent (90-100) to Below Satisfactory (0-69). To graduate, students must complete the required hours with at least an 85% GPA and settle all fees.

Crossover Program

Additionally, the Crossover Program allows individuals with a Mississippi cosmetology license to obtain a barber license, ensuring they are prepared for the state exam.

Duration

Full-time: 20 weeks
Part-time: 30 weeks

Total: Minimum of 600 Clock Hours

Crossover Course of Study (600 Hours)

- Academic and Demonstration: 9 hours
- Scalp and Hair Treatments: 40 hours
- Hair Shaping: 240 hours
 - Scissors, razor, clippers
 - Scissors
- Shaving, Beard, and Mustache Trim: 15 hours
- Facial Massage: 25 hours
- Permanent Waving and Chemical Hair Relaxer: 100 hours
- Hair Coloring: 50 hours
- Hair Pieces: 20 hours
- Sanitation and Sterilization: 20 hours

Total Hours: 600

GRADUATION AND LICENSING REQUIREMENTS

Graduation Requirements In order to receive a diploma from BCA 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. BCA will retain certification of hours until all charges and requirements are fulfilled upon graduation.

Licensing Requirements Barber Program

To become a licensed barber, follow these steps:

- Complete a 1500 Clock-Hours barber course at a licensed school.
- Submit an Examination Application (\$25.00) with school certification.
- Provide two forms of ID, including one government-issued photo ID, and a 2x2 passport photo.
- Pay \$95.00 for the written exam and \$95.00 for the practical exam.
- Achieve a minimum score of 70% on both examinations.

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 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. Pay a \$95.00 fee for the written / \$95.00 fee practical portion of the test. Pass both the written and practical examinations with an overall average of 75%.

STUDENT KIT AND OTHER ITEMS NEEDED (*)

Student Kit Purchase Requirements Students are required to obtain the student kit, which includes the following items:

- **1** Black BCA polo-style shirt
- **1** Black Barber Jacket
- **1** Professional Adjustable Clipper with Guards
- **1** Professional Detachable Clipper with Blades
- **1** 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** SeaBreeze/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 with 2 Attachments
- **1** Hair Shaper with 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** CIMA Seat /Milady Standard Barbering Textbook

Items marked with an asterisk are essential for your training.

*** = Items Students Should Purchase / Not Included**

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

- 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 assist you in becoming a better student and hair designer through written and practical tests that assess your learning. A low grade indicates a need for review, not a reason to give up. Instructors are available to help clarify concepts and techniques. Additionally, tests cover 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%): Outstanding
- B (89% - 80%): Commendable
- C (79% - 70%): Acceptable
- F (0% - 69%): Unsatisfactory / Failing / Incomplete

SATISFACTORY ACADEMIC PROGRESS (SAP)

All Barber Concierge Academy (BCA) students must maintain satisfactory academic progress (SAP) throughout their enrollment, with potential negative consequences for failing to do so. The General Counsel reviews the SAP policy to ensure compliance with Federal requirements and informs relevant departments of any changes. BCA applies the same SAP policy consistently to all students, regardless of financial aid status, and it is included in the handbook for student understanding prior to enrollment. Evaluation periods are outlined in the policy.

Evaluations for Satisfactory Academic Progress (SAP)

Evaluations occur at the end of each payment period, assessing if students meet minimum requirements based on hours scheduled and completed. Each evaluation increment lasts no longer than half the program or one academic year. Students who meet cumulative qualitative and quantitative standards are considered to be making SAP until the next evaluation. BCA will inform students of any evaluations affecting their eligibility for federal aid. Students can inquire about their SAP evaluation results through the Bursar or Student Services Department. Evaluations are based on clock hours at the end of each payment period.

If a student fails to meet the SAP standards, they may be placed on financial aid warning for one payment period. During this time, they remain eligible for federal aid but must improve their academic standing by the next evaluation. Failure to do so may result in a loss of financial aid eligibility until satisfactory progress is achieved. Students have the opportunity to appeal this decision by demonstrating mitigating circumstances that affected their performance, such as illness or family emergencies. Successful appeals may lead to probation, allowing students another chance to meet the necessary standards while still receiving aid. BCA is committed to supporting students through academic resources and counseling to help them succeed and maintain their eligibility.

Programs	Academic Progress Evaluations
Barbering	450 900 1200 actual clocked hours (1500 Hour
Instructor	Program) 450 900 actual clocked hours (1000 Hour Program)
Transfer Students	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):

BCA 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

BCA evaluates student knowledge through tests linked to each study unit, primarily in multiple-choice format, along with practical skills assessed in the clinic. Weekly assignments and examinations are part of the curriculum, and make-up work is allowed with instructor permission.

Students must maintain a cumulative GPA of 70 or above on module tests to meet the qualitative component of Satisfactory Academic Progress (SAP). If a GPA falls below 70, the student will not be compliant.

For the quantitative component, students must complete their program within 150% of its published length, measured by actual versus scheduled clock hours. Failure to meet this pace may lead to termination, although an approved Leave of Absence (LOA) extends the program length by the duration of the leave. The barber program at BCA is based on a 30-hour per week schedule.

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, BCA 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:

PROGRAM	TOTAL HOURS	WEEKS	MAX SCHEUED HOURS	MAX WEEKS
Barbering	1500	50	2250	75
Instructor (1000)	1000	34	1500	51
Instructor (600)	600	20	900	30
Crossover (600)	600	20	900	30

An approved **Leave of Absence (LOA) will extend the student's maximum timeframe by the same duration spent 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. BCA does not factor grades from transfer courses into the qualitative measure for SAP (i.e., cumulative grade point average). Determination of Progress Status

Understanding Satisfactory Academic Progress (SAP) and Financial Aid

Students who meet the minimum academic requirements and attendance pace at the evaluation point are considered to be maintaining Satisfactory Academic Progress (SAP) until the next scheduled evaluation. However, if a student has not achieved the required GPA or successfully completed their educational program at the appropriate pace, they may be placed on Financial Aid Warning (see below). At each evaluation, students who fall short of these requirements will lose eligibility for assistance under Title IV, HEA programs.

Financial Aid Warning A Financial Aid/Academic Warning

(FA/AD Warning) is assigned to students who do not meet SAP standards during their first evaluation or subsequent evaluations after previously meeting SAP. When a student fails to achieve the required Cumulative Grade Point Average (CGPA) or Rate of Progress (ROP), they will be placed on FA/AD Warning for the next evaluation period.

During this period, the student retains Federal Student Aid eligibility for one semester or payment period without needing to submit an SAP appeal. If the student meets SAP requirements by the end of the FA/AD Warning period, they will be removed from this status.

Failure to Meet SAP Requirements

SAP Suspension and Financial Aid/Academic Probation

Students who do not meet SAP requirements by the end of the FA/AD Warning period will be placed on SAP Suspension. They have five calendar days (excluding scheduled breaks and leaves of absence) to complete an appeal once the form is issued. An appeal allows students who are not meeting SAP standards to request reconsideration for Federal Student Aid eligibility and continued enrollment. While under suspension, students will not be eligible to receive any Federal Student Aid funds, as BCA will not disburse these funds during this period. An SAP appeal is necessary.

Students appealing and agreeing to an Academic Plan will be placed on Financial Aid Probation (FA/AD Probation status). They can receive Federal Student Aid and remain enrolled for one additional payment period or for the duration of their Academic Plan.

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), BCA 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 BCA 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. Once the program and its appeal are approved, the student will be assigned to FAS 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, BCA 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 need to be thoroughly documented. Students are required to fill out the SAP appeal form within five calendar days (excluding scheduled breaks and leaves of absence) after receiving it. Students who are on a leave of absence (LOA) at the time of an SAP evaluation will be informed upon their return. If a student does not submit a written appeal within five calendar days (excluding scheduled breaks and LOAs) after receiving the SAP appeal form, they will be dismissed from BCA. SAP appeals must clearly outline the circumstances that impacted the student's academic performance and explain how those circumstances have changed, enabling the student to meet SAP standards by the next evaluation point.

Acceptable conditions for an SAP appeal:

1. The death of a relative of the student
2. The personal injury or illness of the student
3. Special circumstances as determined by Barber Concierge Academy

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. Completeness of the appeal

Accurate and comprehensive identification and description by the student of:

- a. the circumstances leading to his/her failure to meet SAP
- b. the student's resolution to those circumstances

2. Appeals are granted exclusively for students who demonstrate a reasonable likelihood of long-term success, such as graduation.

3. The legitimacy of the circumstances that prompted the appeal is evaluated.

4. The student's CGPA, ROP, and/or MTF are taken into account to ensure a comprehensive assessment.

5. Any previous SAP appeals submitted by the student are also considered.

Evaluation of appeal reasons assesses how "special" circumstances affected the student's ability to meet SAP. BCA may review prior appeals and other information when deciding on a student's SAP appeal. The Director of Education or Program Director makes the final decision on whether to approve the appeal. Students are notified of a denial within five calendar days, and the reason is documented in their academic record within two business days.

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 Barber Concierge Academy'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 BCA 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 BCA. 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; a 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

BCA 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

Barber Concierge Academy 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

BCA offers placement assistance to all of its graduates. No school can guarantee employment for its graduates, but BCA 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

BCA 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.

BCA will make every effort to offer students a safe secure environment in which to study and learn. Procedures:

SAFETY/SECURITY POLICIES & PROCEDURES

1. Students are not allowed on the School premises prior to 7:45 AM nor after 8:00 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 local 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
2. Domestic Violence and assistance
3. Preservation of Evidence
4. Crime Prevention programs

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 BCA, where there is evidence of prejudice based on race, religion, sexual orientation, or ethnicity. There has never been a crime at BCA 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, BCA requests that you follow this procedure:

1. During school hours, notify your immediate Instructor or the School's Executive Director and Tunica County Sheriff's Office– 911
2. If a crime occurs during non-school hours and no faculty or staff member is available, notify the TCSO immediately and the School's President as soon as possible.
3. Remember: Preserving evidence for proof of a criminal offense is very important.

Barber Concierge Academy 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 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 2025 fiscal year. The following offenses were reported to the school or outside law enforcement agencies.

Criminal Offenses

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

a. Murder/Non-Negligent manslaughter	0
b. Forcible sex offenses (including forcible rape)	0
c. Non-forcible sex offenses	0
d. Robbery	0
e. Aggravated assault	0
f. Burglary	0
g. Motor vehicle theft	0
h. Arson	0
i. Negligent manslaughter	

ENROLLMENT AGREEMENT

ACKNOWLEDGMENT OF POLICIES, RULES AND REGULATIONS

I understand all the policies, rules and regulations of the school and agree to abide by them or accept probation and/or termination.

Student _____ Date _____ Parent / Guardian _____ Date _____

*Signature of a parent / guardian is required if subject is under 18.

ACKNOWLEDGMENT OF IMAGE CONSENT

I understand that Barber Concierge Academy is undertaking initiatives to promote the College, and its programs, and I wish to assist the College and its authorized agents. I understand that by participating:

1. I am granting Barber Concierge Academy and its authorized agents the permission to use, reuse, publish, and/or republish in whole or in part, in any medium (including BCA's website, social media, and advertising) the photographs or video of me (individually or in a group in which I am included) that are taken during any photo or video shoot without restrictions as to changes or alteration, as they are used in conjunction with the representation and promotion of the College. I understand that all such recordings, in whatever medium, shall remain solely the property of BCA, and I shall have no right or interest in them.
2. I permit BCA and its authorized agents to use my image, name and/or business title, as they are used in conjunction with the representation and promotion of the College.
3. I understand and acknowledge that I will NOT receive remuneration for the use of my name or image, as it is used in conjunction with the representation and promotion of the College.
4. I release BCA and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I am over 18 years of age* and otherwise legally to sign this consent form. I have read this consent form in its entirety and understood it prior to executing it.

Student _____ Date _____ Parent / Guardian _____ Date _____

*Signature of a parent / guardian is required if subject is under 18.



BARBER CONCIERGE ACADEMY