

2022

MYSTROS BARBER ACADEMY (INTERNATIONAL S.K.I.L.L.S, Inc.)



COURSE CATALOG



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GENERAL INFORMATION





GENERAL INFORMATION

ABOUT US

Mystros Barber Academy is a subsidiary of the International Skills Inc. 501C3 non-profit organization. The school, which opened in 2012, is located on the Northside of Houston at 1434 Cypress Creek Parkway, Suite B, 77090. The school suite occupies approximately 4000 square feet within a commercial and shopping area building.

Mystros Barber Academy Missouri City is a subsidiary of the International Skills Inc. 501C3 non-profit organization. The branch, which is opening in 2022, is located on the Southside of Houston at 2420 Cartwright, Missouri City, Tx 77489 and offers the same courses as the North location. Both facilities are non-smoking and we welcome inquiries about our school.

Mystros Barber Academy maintains a tradition of excellence in preparing its undergraduates for creative work in the barber industry. Its curriculum is designed to prepare an individual for entry, development, and promotion in the barber field. As a result, Mystros Barber Academy has a well-established history of providing exceptional services to its communities.

Eros Shaw, founder and President of International Skills, Inc. has owned and operated barber shops in the Houston area. He has served the beauty and barber school industry for over twenty years through classes, serving in many capacities with TDLR, and workshops on clipper cutting and the latest in styling techniques for men. He also provides exceptional services to the community through his volunteer work.

MISSION STATEMENT

The mission of Mystros Barber Academy is to produce the best licensed graduates, in the field of barbering. The ultimate mission is to ensure that its graduates are prepared to finish school, get licensed, enter the job market and succeed.



OBJECTIVES

THE OBJECTIVES OF THE SCHOOL ARE TO:

1. Create an outstanding career school to produce the best licensed student graduates.
2. Strive for a reputation of upholding the highest ethical standards and providing a quality education for our students.
3. Develop self-discipline, self-reliance and self-direction in all of our students.
4. Become well-known and successful in the barber and beauty industry.
5. Have graduates enter the national work force as productive and successful individuals.

PHILOSOPHY

Mystros Barber Academy maintains the philosophy that our students come to us for educational enhancement, skill development, and career advancement. Our belief in the equal opportunity of all students, reinforced with excellence in training, and placement assistance in secure, productive positions, has enabled our graduates to become enterprising professionals.



WE WELCOME INQUIRIES ABOUT OUR SCHOOL.

FACULTY AND ADMINISTRATIVE STAFF

PRESIDENT.....	MR. EROS SHAW
INSTRUCTOR FOR:	
CLASS "A" BARBER.....	MS. EROS SHAW
Education: Acres Home Barber College	
Associate Degree for Ranger Junior College	
COSMETOLOGY OPERATOR TO	
CLASS A BARBER (CROSSOVER).....	MS. EROS SHAW
CAMPUS DIRECTOR.....	MS. KIEROS SHAW
ADMINISTRATION.....	MS. FAITRESS SHAW
DIRECTOR OF ADMISSIONS.....	MS. LINDSEY BREZZELL
FINANCIAL AID DIRECTOR.....	MS. CHASITY HALL
CERTIFIED PUBLIC ACCOUNTANT.....	MR. N. FERGUSON



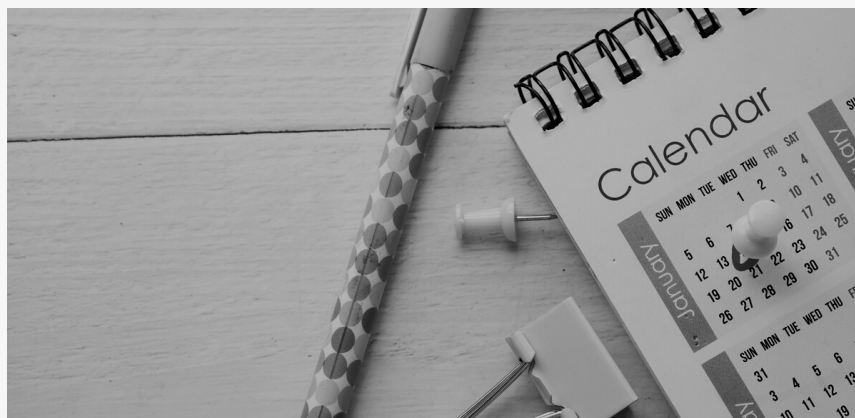
HIERARCHY OF THE BARBER INDUSTRY

**THE BARBERING PROFESSION PROVIDES
MANY OPPORTUNITIES, INCLUDING:**

**CLASS "A" BARBER
EDUCATOR
INSPECTOR
PLATFORM ARTIST
BOARD MEMBER
LICENSE TO PRACTICE
BARBER SCHOOL OWNER
BARBER SCHOOL DIRECTOR
BARBER HAIR TECHNICIAN
STATE LICENSE EXAMINER
PUBLIC SCHOOL INSTRUCTOR
BARBER SCHOOL INSTRUCTOR
STATE BARBER COMMISSION
BARBER SALON/SHOP OWNER
BARBER SALON/SHOP MANAGER
MANUFACTURER'S REPRESENTATIVE**

ENROLLMENT & ADMISSIONS





ENROLLMENT AND ADMISSIONS

ACADEMIC / SCHOOL CALENDAR

WEEKLY SCHEDULE OUTLINE

MYSTROS BARBER ACADEMY OFFERS FULL & PART TIME SCHEDULES

FULL - TIME CLASSES

TUESDAY – FRIDAY
SATURDAY

30 HOURS PER WEEK MINIMUM

10:00 AM – 5:00 PM
9:00 AM - 4:00 PM

PART-TIME CLASSES

TUESDAY – FRIDAY
SATURDAY

20 HOURS PER WEEK MINIMUM

10:00 AM – 2:00 PM
9:00 AM - 1:00 PM

SCHOOL HOLIDAYS 2022

NEW YEAR'S DAY	SAT, JAN 01, 2022
MARTIN LUTHER KING HOLIDAY.....	MON, JAN 17, 2022 (NOT A SCHOOL DAY)
MEMORIAL DAY.....	MON, MAY 30, 2022 (NOT A SCHOOL DAY)
FOURTH OF JULY.....	MON, JULY 4, 2022 (NOT A SCHOOL DAY)
LABOR DAY.....	MON, SEPT 5, 2022 (NOT A SCHOOL DAY)
THANKSGIVING EVE.....	WED. NOV 24, 2022
THANKSGIVING DAY.....	THURS, NOV 25, 2022
CHRISTMAS EVE.....	SAT, DEC 24, 2022
CHRISTMAS DAY.....	SUN, DEC. 25, 2022 (NOT A SCHOOL DAY)
NEW YEAR'S EVE.....	SAT, DEC 31, 2022
NEW YEAR'S DAY.....	SUN, JAN 1, 2023 (NOT A SCHOOL DAY)

THE SCHOOL MAY BE CLOSED AT MANAGEMENT'S DISCRETION (FOR EXAMPLE, DUE TO INCLEMENT WEATHER, SAFETY OF STUDENTS, ETC.).

POLICY ON ENROLLMENT

Candidates for enrollment into the Mystros Barber Academy's programs need a High School Diploma or a GED (or equivalent), and must be a minimum age of 17.

Those students with handicaps wishing to pursue training in the field of barbering will be evaluated on an individual basis to determine if:

- 1.They can benefit from the training offered by the school.
- 2.The instructional and physical facilities are accessible to potential students.

The Academy complies with the Civil Rights Act of 1964, as amended in 1991, and all requirements imposed which provides for the elimination of discrimination in the private and Federal workplace on the basis of sex, race, age, color, religion and national origin.

ENROLLMENT SCHEDULES

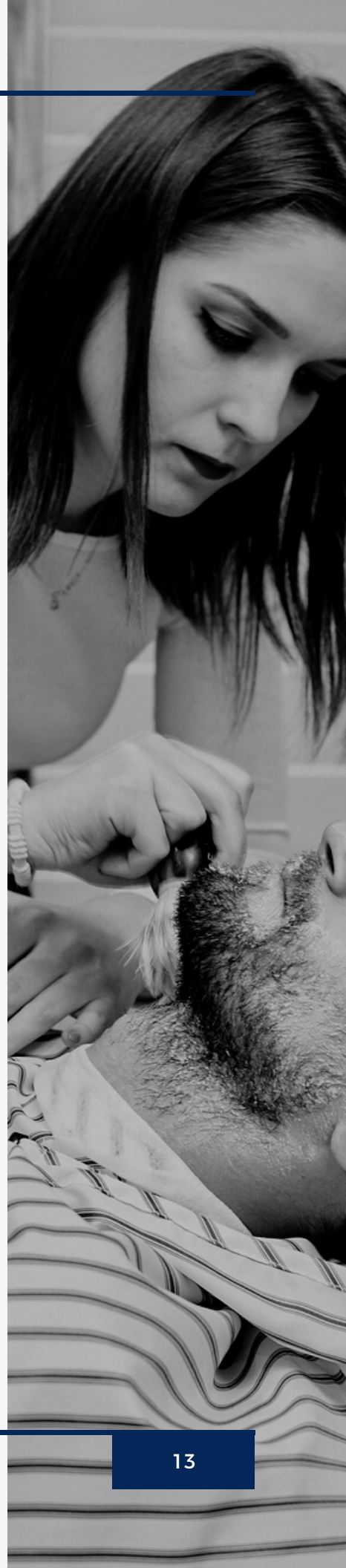
A candidate for enrollment may register at any time. Potential students are encouraged to set up an appointment with the Admissions Department for a tour of the Academy. Classes begin twice each month.

ENROLLMENT TIME

"Enrollment Time" is defined as the time elapsed between the actual starting date and the date on which the student officially terminates enrollment by graduating or withdrawing from the institution. Termination shall occur upon the student's last day of physical attendance in the school.

ENROLLMENT AGREEMENT

The student must sign an enrollment agreement agreeing to abide by all rules and regulations in effect or which may become effective in the school during any period of enrollment. The barber student understands that he/she will be eligible to take the State examinations as a Class "A" Barber under the State Law when he/she has satisfied all monetary obligations to the school, and has received a completion certificate or diploma of graduation from the school.





TRANSFER STUDENT

Mystros Barber Academy abides by the rules and regulations of the Texas Department of Licensing and Regulation (TDLR) for defining policies on the transfer of a student from other institutions for the Class "A" Barber program. Each transfer student is considered on an individual basis. A transfer student must be officially dropped from their previous school before they can be considered for enrollment in Mystros Barber Academy. The transfer student is required to take a written and practical test to determine his/her class placement.

All hours are officially kept by TDLR. It is the responsibility of the transfer student to interact with TDLR to get all of their hours from other schools posted and released in the TDLR system. The tuition charged per hour is based on the total number of hours that the transfer student needs to complete, not to exceed the full program discounted tuition price.

If the transferred student's hours are not posted or released in TDLR, upon enrollment, a contract for the entire program is written. If a transfer student's previous hours are released in TDLR, within 60 days of enrollment, a new contract based on the TDLR hours will be written and the student will be charged accordingly; and, if necessary, placement in classes will change.

Transfer students are required to complete a minimum of 300 hours in the Class "A" Barber program to receive a certificate from Mystros Barber Academy, regardless of how many hours that have been accrued at other institutions.

Mystros Barber Academy does not accept any transfer hours for the Cosmetology Operator to Class "A" Barber Crossover program. Students in this program must complete all 300 hours at Mystros Barber Academy.

COURSE TRANSFER POLICY

The Academy does not offer the Cosmetology Operator program. Considering the course options, students may not transfer hours from one course to another.

RE-ENTRY POLICY

Students who were dropped or were terminated and wish to re-enter Mystros Barber Academy must do so by submitting a written request, which will be reviewed by the Appeals Committee. The decision of re-entry will be made by the Appeals Committee.



A student may re-enter Mystros Barber Academy after being terminated or withdrawn for unsatisfactory progress at the same satisfactory academic progress status as in place at the time the student was terminated or withdrawn. Satisfactory standards of progress are a minimum grade and attendance average of 75%. Students returning will re-apply at the current rate of tuition. Placement in class will be determined on a case-by-case basis. Arrangements for satisfying payments of any applicable balance owed under previous enrollment must be made prior to re-enrollment. Arrangements for purchasing a new kit or books may be made with the School Director or Registrar.

STUDENT CONSUMER INFORMATION POLICY

The student should consider carefully all aspects of his/her decision to attend Mystros Barber Academy. Federal laws require schools to publish all pertinent facts for public information. One such law is Section 493A of the Federal Higher Education Act of 1965, as amended by Public Law 94-482 in 1977. This consumer information law covers many items in different parts of this catalog. Generally, the items include, but are not limited to:

- Facilities Financial Aid Placement
- Refund Policy Academic Programs Faculty

Mystros Barber Academy adheres to the Federal Educational Rights and Policies Act and the disposal rule of the Fair and Accurate Credit Transactions Act of 2003, as appended in 2005 and 2008 Federal Register 16 Code of Federal Regulations, Part 682.

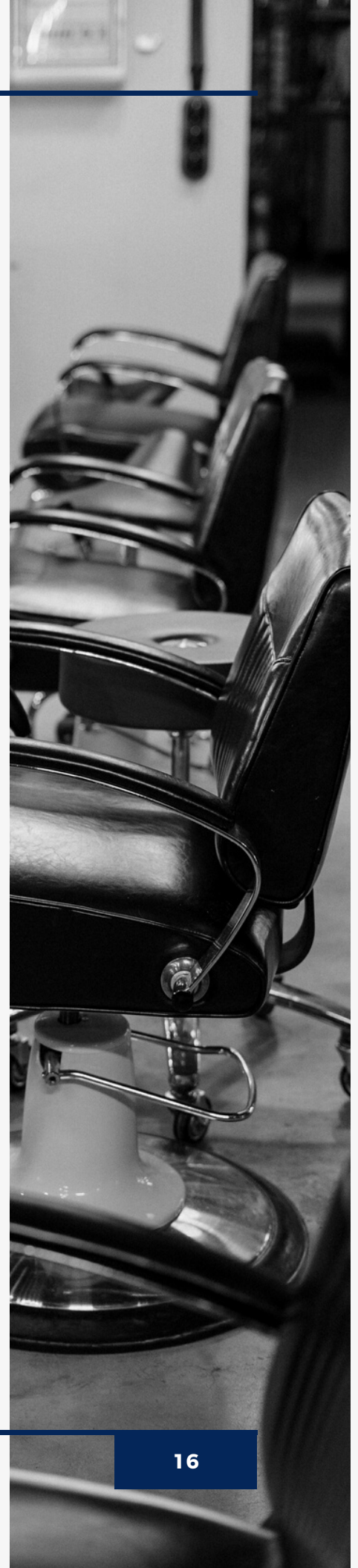
MILITARY RE-ADMISSION

For a student to be considered for Military re-admission, the student must have been enrolled in the school and making satisfactory academic progress prior to being called to active duty. The student must return within 5 years of the last day of attendance, and re-enroll within 60 days of the end of their tour of duty. They must prove they were in good standing with the military upon the completion of their tour of duty.

The process for a military re-admission is the same as a new student, but the rate of tuition at the time used will be the rate at which the student originally enrolled, not to extend beyond 5 years of the withdrawal. New books and any supplies will be offered to the student at a rate no lower than cost.

TEXAS DEPARTMENT OF LICENSING AND REGULATION PERMITS

All Barber program students are required to submit an application for a Texas Department of Licensing and Regulation (TDLR) Student Permit. This application must be accompanied by an application fee of \$25.00. The school requests that students bring two (2) small pictures or a school picture will be taken to place on the permit. Each student enrolled must have a TDLR permit. The application and fee must be submitted to TDLR by Mystros Barber Academy.



STANDARDS OF PROGRESS



STANDARDS OF PROGRESS



THE ACADEMIC PROGRESS OF A STUDENT IS REPORTED AT VARIOUS INTERVALS THROUGHOUT THE PROGRAM.


SATISFACTORY ACADEMIC PROGRESS

Students in all programs must show good attendance and passing grades to stay current and maintain satisfactory progress toward graduation. All students are regularly evaluated on the requirement to meet Satisfactory Academic Progress (SAP) criteria, a cumulative 75% attendance and “C” academic average in order to remain at Mystros Barber Academy. Satisfactory Progress in attendance and academic work is a requirement for all courses.

The Class “A” Barber program (1000 clock hours) is the only course currently eligible for enrolled students to receive Title IV, HEA funding. For Class “A” Barber students, SAP determines continued eligibility to receive Title IV funds. Class “A” Barber students must maintain SAP to continue to attend the Academy and for eligibility for Title IV funding.

ATTENDANCE REQUIREMENTS

Students must attend school a minimum of 75% of their scheduled time, and must complete their course within the maximum time frame for their course. (Maximum time frame is explained below). Students are evaluated to determine if they are meeting this minimum during SATISFACTORY ACADEMIC PROGRESS EVALUATION PERIODS (SAP).



These SAP Evaluations occur at the following scheduled hour marks:

- Class "A" Barber:
 - 450, 900 scheduled hours
- Cosmetology Operator to Class "A" Barber:
 - 150 scheduled hours
- Transfer Students:
 - Midpoint of the contracted hours

Satisfactory Academic Progress evaluation periods are based on the student's contracted (scheduled) hours at the institution. The percent of attendance is determined by dividing the student's actual (accumulated) hours by the scheduled hours.

For the Class "A" Barber course, this evaluation period is also called the payment period for financial aid.

Each month, the number of scheduled hours in that month are posted by the time clock, as well as the minimum hours needed to meet the 75% requirement. Students falling below the 75% mark during a month are counseled by their Instructor and the Director.

ACADEMIC REQUIREMENTS FOR PASSING GRADE

The following factors will be measured to determine academic progress:

- Theory work - test grades, homework, etc.
- Practical work - mannequin, live model and clinic floor customers
- Sanitation grades

Numerical grades are considered according to the following scale:

90% - 100%	A EXCELLENT
80% - 89%	B GOOD
75% - 79%	C AVERAGE
Below 74%	F FAILING

Students must maintain a minimum C (75%) grade, average, to be considered making satisfactory academic progress. Students who are absent for a scheduled practical or academic test or quiz are encouraged to make-up the work.

There is no “Incomplete”, “Course Repetition”, or “Remedial coursework” option from the Academy

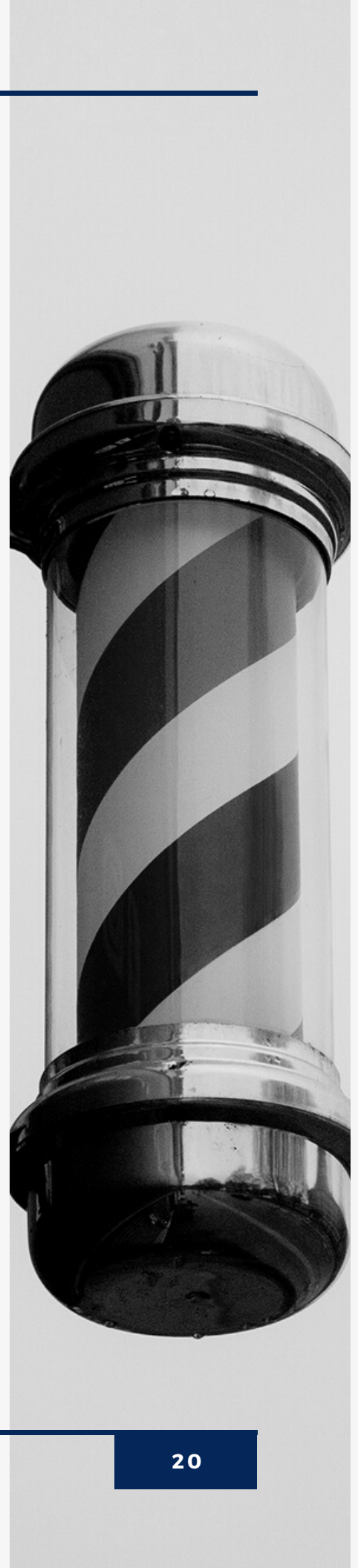
EXAM RETAKES

Students are encouraged to retake tests or quizzes to replace a failing grade if they do not feel the grade reflects their knowledge and comprehension of the subject. The re-take actual score replaces the failing grade. The goal is to assure that the student has the knowledge to successfully pass the state board exam. The highest grade will be the official grade. (This policy is considered to be the minimum standard and additional options may be offered at the discretion of the instructor).

ATTENDANCE PROGRESS – MAXIMUM TIME FRAME

All students must complete their course in no more than 133% of the published program length, called the Maximum Time Frame. This is determined by multiplying the scheduled number of hours for the program by 133%. See below for an example of the maximum time frame allowed to complete the courses offered at the Academy.

1. Attendance: Students must maintain at least an 75% cumulative attendance average to be considered making satisfactory progress and to complete the program within the maximum time frame.
2. A leave of absence will extend the student’s contract period, and maximum time frame, by the same number of days in the leave of absence





COURSE MAXIMUM TIME ALLOWED

	<u>Max Scheduled Hours</u>	<u>Max Weeks</u>
• Class 'A' Barber (FT)	1330 Clock Hours	38 weeks
• Class 'A' Barber (PT)	1330 Clock Hours	66 weeks
• Cosmetology Operator to Barber Crossover	399 Clock Hours	22 weeks

Any student reaching this maximum time frame will be dropped from the program. At the school's discretion, they will be eligible to re-enroll at the current hourly rate of the program.

Suspension will not extend the maximum time frame of the contract.

DETERMINATION OF PROGRESS STATUS

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATIONS

A cumulative evaluation of both attendance and academics for all students enrolled in Mystros Barber Academy is conducted by the President (or school official) at the scheduled SAP periods.

Each review includes both an evaluation of that SAP period and a cumulative review of the actual hours of attendance, the student's pace of attendance and academic grades.

At these scheduled Satisfactory Progress evaluations, a student receives a copy of their Satisfactory Academic Progress Report from their Instructor or the Director.

ATTENDANCE/TARDINESS POLICIES

1. Attendance is extremely important. All students are expected to attend class, daily, and on time.
2. Excessive absences or lateness negatively impact the satisfactory progress of the student. Students must be in class to learn the materials and practice the skills to succeed. All students must clock in, clock out for lunch, clock in upon return from lunch, and clock out at the end of the day.
3. Attendance records are maintained electronically and clearly show the attendance of a student. These records indicate the student's presence, absence, or tardiness for each scheduled day. These records are maintained, in such a manner as to make the student's attendance readily determined by anyone authorized to inspect such records.
4. All classes begin at 10:00am. If a student arrives more than 15 minutes late, the student cannot clock in for theory class and must wait until that class is over before they can clock in.
5. All students must inform the office of absences or tardiness. When a student is absent, it is up to the student to find out if there was a test. The student has one week to make up the test. If the student does not make-up the text, within that week, the student will receive a zero.
6. If a student exceeds the contracted graduation date of their program, the student will be responsible for over contract tuition for all hours needed based on the current hourly rate.





WARNING STATUS

After a Satisfactory Academic Progress evaluation, if a student does not meet one or both of the minimum requirements for SAP (attendance and/or academic progress), and this is the first period in their enrollment, or they did meet SAP in the prior evaluation period, they will be placed on Warning Status for one evaluation period.

Warning status is for one evaluation period only. If the student is a financial aid recipient, they may continue to receive financial assistance for that evaluation (payment) period only. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next SAP evaluation.

At the next evaluation, the student will be considered to be meeting SAP if they have met the cumulative minimum standards for academics and attendance. At the next Evaluation, if the student fails to meet SAP, the student will lose Title IV financial aid eligibility and will be placed on a cash-basis status with the Academy. During this period the student will not be eligible to receive Title IV financial aid funds and he/she must create a cash payment plan with the Academy. This plan must be approved within 10 school days of notification of the failure to meet SAP.

The student has the right to appeal the SAP failure in order to be placed on Probation Status.

APPEALS and PROBATION STATUS

Students failing to meet minimum progress requirements after a warning status period, must appeal, in writing, prior to being placed on probation. The appeal must be submitted no later than 10 calendar days after the student has been issued notification of failure to meet SAP and loss of financial aid.

If a student is determined to not be making SAP in the evaluation period following being on warning status, he/she may appeal the determination within ten calendar days. Reasons for which a student may appeal a negative progress determination include death of a relative, injury or illness of the student or any other allowable special or mitigating circumstances.

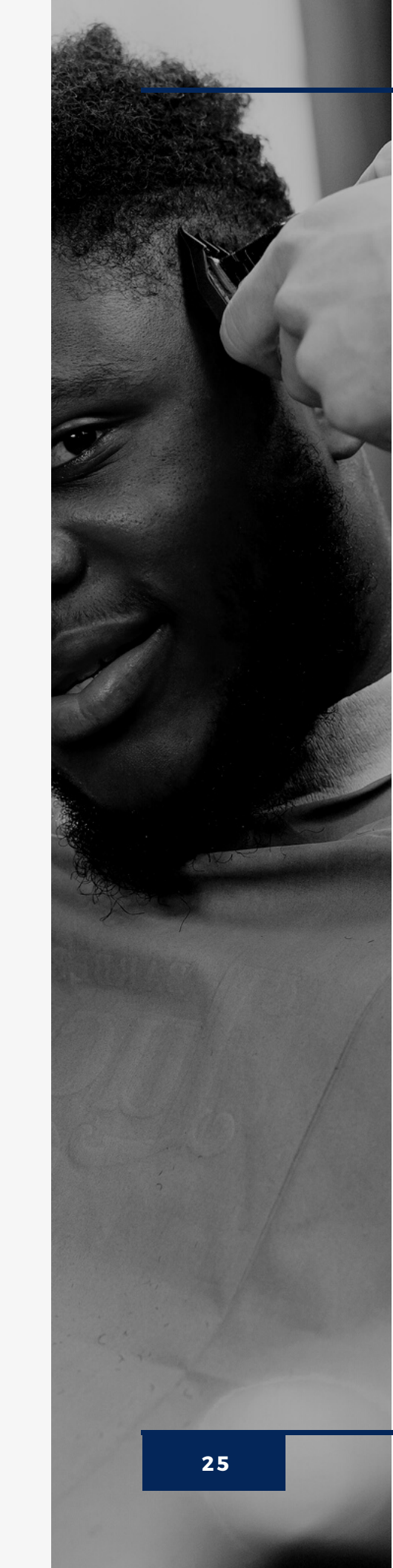
The student must submit a written appeal to the Academy Appeals Committee, describing why they failed to meet SAP, what has changed in their situation so that he/she will be able to meet SAP in the next evaluation period, and any supporting documentation of the reasons why the determination should be reversed.

Attendance and grades of theory tests and practical work are used to evaluate the student's academic progress. Students who have not met the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. At the end of the Probation period, if the student is meeting the SAP criteria, he/she will be allowed to continue their attendance at the Academy, and financial aid eligibility will be restored.

If the Appeals Committee determines that it will take more than one evaluation period for the student to meet SAP, he/she may be placed on probation with an academic plan.

The academic plan will include specific attendance and academic requirements. It will be created with input from the student, Instructor, and Campus Director, taking into consideration the individual issues needing to be addressed to successfully meet SAP and move toward completion of the course within the maximum time frame allowed. Students placed on an academic plan must meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan at the end of the probation period will be considered making Satisfactory Academic Progress, and financial aid eligibility can be restored.





The student will be advised, in writing, of the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the probationary period, the student has not met both attendance and academics required for satisfactory academic progress, or criteria set forth by the academic plan, the student will be determined as not making satisfactory academic progress and will be terminated from the school.

Appeal documents will be reviewed and a decision will be made and reported to the student within 10 calendar days of the completion of the review. The appeal and decision documents will be retained in the student file.

TERMINATION UNDER SATISFACTORY ACADEMIC PROGRESS

At times, the change in satisfactory academic progress status can result from the failure of a student to meet the minimum cumulative requirements for rate of attendance and academic performance, resulting in a termination of enrollment.

However, under the Satisfactory Academic Progress Policy, a termination is not necessarily final. A student whose enrollment is terminated under satisfactory academic progress often has the option of filing an appeal requesting to re-start the program. A student can appeal a termination under satisfactory academic progress, subject to a limit of one appeal.

The student must submit a written appeal to the Academy Appeals Committee, describing why they failed to meet SAP, what has changed in their situation so that he/she will be able to re-enter the school and meet SAP in the next evaluation period. The Committee will review the student's case with Faculty members, taking into consideration any mitigating circumstances presented by the student.

If, in the view of the Committee, the student (even though not meeting all satisfactory progress criteria) may be considered because of mitigating circumstances to be making satisfactory progress, an individual judgment to negate the termination can be made.

RE-ENTRY AFTER A TERMINATION UNDER SATISFACTORY ACADEMIC PROGRESS

A student who re-starts at Mystros Barber Academy after termination due to lack of satisfactory academic progress, will retain the attendance and academic history from his or her previous enrollment at the Academy. Additionally, as noted above, a student re-starting after an appeal from satisfactory academic progress termination will re-start the program with the same satisfactory academic progress status in place at the time the student was terminated or withdrawn.

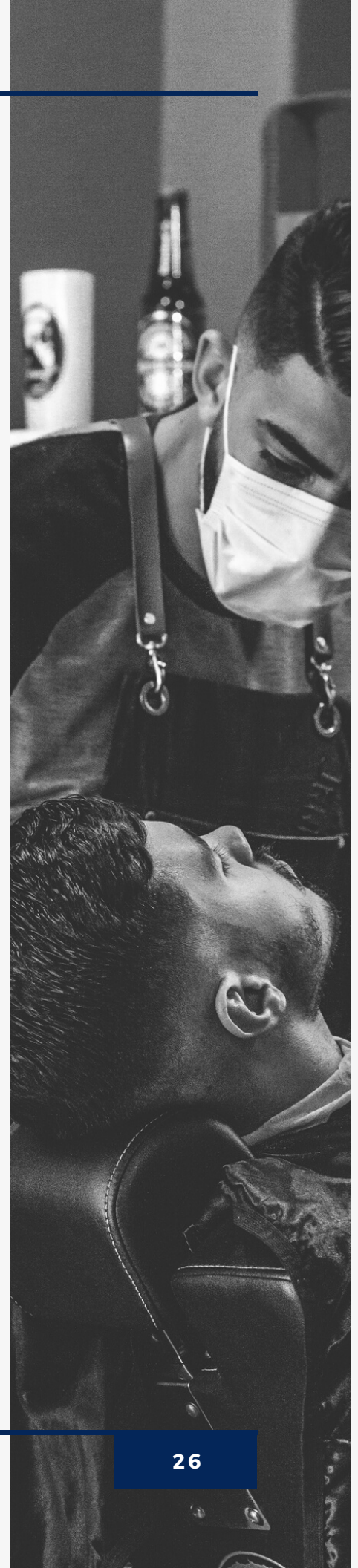
A returning student will be readmitted on probation for a specific period of time determined by the Appeals Committee. The student will be subject to any new policies enacted by the school for all “new” students. At the end of this specified time, the student will be evaluated, and it will be determined if they are making satisfactory progress in academics and attendance to make them eligible to continue their attendance at the Academy and if applicable, receive financial aid.

Until this is determined, the student will be required to pay cash for tuition and will not be considered making satisfactory academic progress.

LEAVE OF ABSENCE POLICY

A Leave of Absence can only be granted under the following conditions:

1. The student has made a written request to be granted Leave of Absence (LOA)
2. Mystros Barber Academy has given permission for the LOA, in writing.
3. The LOA does not involve any additional charges by the school to the student.



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4. LOA cannot be less than five days and cannot exceed 60 calendar days.
 5. Student must have attended for at least 30 days prior to requesting LOA.
 6. In a 12-month period, a student's total number of days taken for LOAs may not exceed 90 days, combined.
 7. Students requesting LOA in the first 90 days of enrollment must be making Satisfactory Academic Progress unless there are mitigating circumstances. Additionally, the student must provide documentation of hardship for the LOA.

A student must re-enter on the first day after expiration of the LOA. If the student DOES NOT resume attendance of their classes the first day after expiration of the LOA, the student will be withdrawn. If the student wants to re-enter, they may do so, as specified, in the Re-Entry Policy.

Students returning from LOA or other official interruption of training, must return to school in the same satisfactory progress status they had prior to their departure. For a student on approved LOA, upon return, their contract will be extended by the same number of days taken during the LOA.

WITHDRAWAL POLICY

A student may officially withdraw from school at any time by notifying the school in writing; and, the withdrawal will be effective on the day the notification is received.

A student will be unofficially withdrawn from the school if they are not currently on approved leave of absence and miss 5 (five) scheduled days without contact, or if a student has made contact but fails to return within 30 consecutive days (Monday through Sunday). In these cases, the student's withdrawal date will be the 5th day without contact or on the 30th consecutive day without attendance.

A student who is on approved leave of absence but fails to return will be withdrawn from the school on the scheduled date of return; and, this will be the student's withdrawal date.

Mystros Barber Academy does not offer Program incompletes; Repeat Courses; or Non-Covered Remedial Courses



FINANCES AND REFUNDS



FINANCES & REFUNDS

TUITION AND FEES



CLASS "A" BARBER: 1000 HOURS

Full-Time: 8.5 Months

Part Time: 12.5 Months

DESCRIPTION	AMOUNT
Enrollment / Permit Fee	\$275
Tuition	\$15,000
Books / Smock / T-Shirt	\$350
Kit	\$1,454
Total Cost	\$17,079

COSMETOLOGY OPERATOR TO CLASS "A" BARBER: 300 HOURS

Full-Time: 2.5 Months

Part Time: 4 Months

DESCRIPTION	AMOUNT
Enrollment / Permit Fee	\$275
Tuition	\$1,500
Books / Smock / T-Shirt	\$350
Kit	\$750
Total Cost	\$2,875

DIPLOMA PROGRAMS

<u>DESCRIPTION:</u>	<u>Class A Barber</u>	<u>Cosmetology Operator to Class "A" Barber</u>
<u>HOURS:</u>	1000	300
<u>FULL-TIME:</u>	34 Weeks	10 Weeks
<u>PART-TIME:</u>	50 Weeks	15 Weeks
<u>TUITION:</u>	\$15,000	\$1,500



STUDENT FINANCIAL CONSUMER INFORMATION

Mystros Barber Academy is licensed under the Texas Department of Licensing and Regulation (TDLR), accredited by the Council on Occupational Education (COE), approved under the Department of Education Title IV HEA Funding division and approved to train Veteran's Assistance eligible persons. Documentation regarding the Institution's licensing is available to any student, upon request. The Academy works with the Texas Department of Assistive and Rehabilitative Services (DARS) to help individuals with physical, emotional or vocational handicaps, which are detrimental to obtaining employment. They may be eligible for funds for tuition, fees, books and, in some cases, maintenance and transportation allowances.

METHODS OF PAYMENT

1. Cash paying students will have scheduled interest-free payments.
2. Credit Cards: Master Card, Visa, American Express, and Discover.

All tuition, registration, kit, book, smock, t-shirt, and supply fees are due and payable on the first day of attendance at Mystros Barber Academy (payment plans may be arranged.)

EXTRA-INSTRUCTIONAL CHARGES POLICY

All contracts between Mystros and its students have a contract completion date. Any student that does not graduate by the contract completion date will be allowed to continue school on the current hourly rate. The amount will be figured by multiplying the number of remaining hours needed to graduate by the current rate. This new amount will be noted on a student's ledger card as "Over Time Charges".

The maximum time frame to finish a program is 133% of the normal length of the program. Any student reaching this maximum time frame will be dropped from the program. At the school's discretion, they will be eligible to re-enroll at the current hourly rate of the program. A leave of Absence will extend the maximum time frame, a suspension or unapproved absences will not extend that time frame.

The **Extra-Instructional hourly rate** fees are:

- **Class "A" Barber:** \$20.00 per hour
- **Cosmetology Operator to Class "A" Barber:** \$10.00 per hour

REFUND POLICY:

Our refund policy is based **on all tuition and fees paid on the first day of class**; pursuant to Texas Department of Licensing and Regulation Refund Policy Guidelines for Barber students.

1. An applicant rejected by the school shall be entitled to a refund of all monies paid.
2. If the enrollment of the student was procured as a result of a misrepresentation made in the advertising or promotional materials of the school or a representation by an owner or representative of the school, all monies collected by the school shall be refunded.
3. If a student (or in case of a student under legal age, his/her parents/guardian) cancels his/her enrollment agreement and demands his/her money back in writing or in person, not later than midnight of the third day after the date on which the enrollment agreement is signed by the applicant, excluding Saturdays, Sundays, and legal holidays, and making an initial payment and prior to entering classes, all monies collected by the school shall be refundable.
4. If the student cancels his/her enrollment three (3) days after the signing of the enrollment agreement, all monies shall be refunded, less a registration fee of \$100.00. The registration fee applies to all courses.
5. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized in courses where student paid this fee. If student is on a payment plan, they will have to pay up to the schedule at withdrawal time (unless other arrangements are made).
6. Texas Department of Licensing and Regulation permit fee and books are neither refundable nor returnable. Kits, smocks, and school issued outer wear are neither refundable nor returnable due to sanitary precautions.
7. If tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the program, not more than \$100 shall be retained by the school.
8. Withdrawn and/or terminated students may or may not owe monies to the school for tuition, according to State refund policies as outlined, previously.

REFUND POLICY CHART



Clock Hours during Week 1 or 1st 10% (whichever is less)

<u>DESCRIPTION</u>	<u>HOURS</u>	<u>REFUND TO STUDENTS</u>	<u>STUDENT OWES SCHOOL</u>
Class "A" Barber	.01 to 30 hours	90%	10%
Cosmetology Operator to Class "A" Barber	.01 to 30 hours	90%	10%

Clock Hours during Week 1 or 1st 10% (whichever is less) but within the first three weeks

<u>DESCRIPTION</u>	<u>HOURS</u>	<u>REFUND TO STUDENTS</u>	<u>STUDENT OWES SCHOOL</u>
Class "A" Barber	30.01 to 60 hours	80%	20%
Cosmetology Operator to Class "A" Barber	30.01 to 90 hours	80%	20%

Clock Hours after Week 3 or 1st 10% to 25% (whichever is less)

<u>DESCRIPTION</u>	<u>HOURS</u>	<u>REFUND TO STUDENTS</u>	<u>STUDENT OWES SCHOOL</u>
Class "A" Barber	60.01 to 75 hours	75%	25%
Cosmetology Operator to Class "A" Barber	80.01 to 250 hours	75%	25%

Clock Hours after Week 3 or 1st 10% to 25% (whichever is less)

<u>DESCRIPTION</u>	<u>HOURS</u>	<u>REFUND TO STUDENTS</u>	<u>STUDENT OWES SCHOOL</u>
Class "A" Barber	75.01 to 150 hours	50%	50%
Cosmetology Operator to Class "A" Barber	250.01 to 500 hours	50%	50%

Clock Hours after Week 3 or 1st 10% to 25% (whichever is less)

<u>DESCRIPTION</u>	<u>HOURS</u>	<u>REFUND TO STUDENTS</u>	<u>STUDENT OWES SCHOOL</u>
Class "A" Barber	150.01 to 300 hours	0%	100%
Cosmetology Operator to Class "A" Barber	500.01 to 1000 hours	0%	100%

FINANCIAL AID





FINANCIAL AID PROGRAMS

Mystros Barber Academy is eligible to participate in the following student Financial Aid Programs offered by the Federal Government and the State to help students finance their education:

1. Federal Direct Student Loan Programs
2. Federal Pell Grant Program
3. Funding to Train Veteran's Assistance Eligible Persons
4. Texas Workforce Vocational Rehabilitative Services

ACADEMIC YEAR DEFINITION

Mystros Barber Academy academic year is defined as 900 clock hours and 26 weeks for Title IV, financial aid purposes. In order to receive Title IV financial aid payments, a student must be enrolled in the Class "A" Barber program and meet both clock hours and weeks of instruction as well as complying with all standards of Satisfactory Academic Progress.

For the Class "A" Barber course, the Satisfactory Progress evaluation period is also called the payment period for financial aid.

PROCEDURE FOR APPLICATION OF FINANCIAL AID PROGRAMS AND ELIGIBILITY REQUIREMENTS

Each prospective student is provided with admission and financial aid application information. For students enrolling in the Class "A" Barber program, step one of the application process is to file a Free Application for Federal Student Aid (FAFSA).

Eligible students enrolled in the Class "A" Barber program will receive financial aid as long they are enrolled at least half time and maintain satisfactory progress. Students enrolling in the Class "A" Barber program may also apply for aid through the TWC Rehabilitative Services or the VA.

ACADEMIC QUALIFICATIONS FOR TITLE IV, HEA FUNDING

To receive Title IV, HEA funds, such as Pell Grant or a Direct Student Loan, a student must be qualified to study at Mystros Barber Academy in the Class "A" Barber program.

A student qualifies if she/he:

- Has a high school diploma, (not from a Diploma Mill – see below for definition) This can be from a foreign school if it is equivalent to a U.S. high school diploma; **OR**
- Has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate; **OR**
- Has completed homeschooling at the secondary level as defined by state law;

A student qualifies if she/he:

1. Is enrolled or accepted for enrollment as a regular student in the Class “A” Barber program.
2. Is a citizen or eligible non-citizen
3. Has a valid Social Security Number
4. Completes a FAFSA and Mystros Barber Academy has a current ISIR to start the eligibility process.
5. Signs certifying statements on the FAFSA stating that:
 - a. The student is not in default on any federal student loans
 - b. The student does not owe a refund on a federal grant
 - c. The student signs the required statement that all federal student aid will only be used for educational purposes

Additionally, the student must:

- Maintain satisfactory academic progress (SAP) while attending Mystros Barber Academy
- All students must complete their course in no more than 133% of the published program length, called the Maximum Time Frame. This is determined by multiplying the scheduled number of hours for the program by 133%.





- For the Class “A” Barber program, all attempted instructional clock hours earned either at this Institution or attempted hours from other institutions must be counted toward the 133% funding eligibility for Title IV, HEA funds. These must be counted whether a student received Title IV, HEA federal student aid or not, in order to graduate within the maximum allowed 133 % Quantitative time frame.
- Be enrolled at least halftime
- Have remaining eligibility for Pell Grants, Subsidized and Unsubsidized Loans; have not reached the Pell lifetime award limit (12 payment periods or 600%) and have not exceeded the annual and aggregate loan limits.
- As part of the Institution General Admissions requirements, the institution does not accept “ATB” students at this time

****DIPLOMA MILL DEFINITION - AN ENTITY THAT:***

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

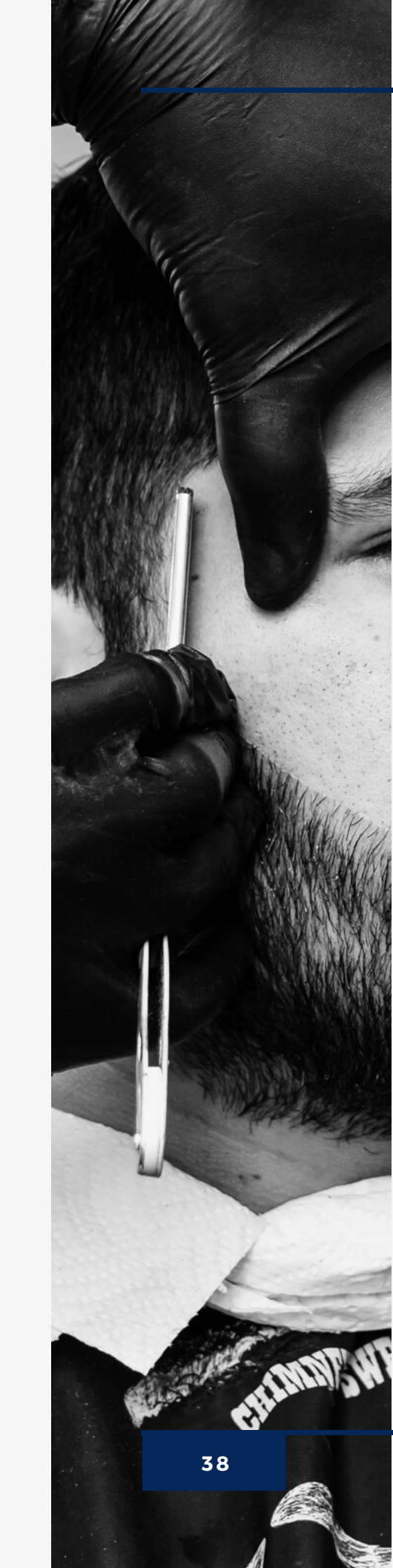


CITIZENSHIP AND RESIDENCY REQUIREMENTS ACCORDING TO §668.33

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

1. Be a citizen or national of the United States; or
 - a. Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States; or
 - b. Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; or
 - c. Is a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau and is eligible to receive funds under the FWS, FSEOG, and Federal Pell Grant programs if the student attends an eligible institution in a State, or a public or nonprofit private eligible institution of higher education in those jurisdictions.
 - d. Satisfies the requirements of paragraph (a) of this section and is eligible to receive funds under the FWS, FSEOG, and the Federal Pell Grant programs if the student attends a public or nonprofit private eligible institution of higher education in the Federated States of Micronesia, republic of the Marshall Islands, or the Republic of Palau.
2. (a) If a student asserts that he or she is a citizen of the United States on the free Application for Federal Student Aid (FAFSA), the Secretary attempts to confirm that assertion under a data match with the Social Security Administration. If the Social Security Administration confirms the student's citizenship, the Secretary reports that confirmation to the Institution and the student.

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



If the student falls in ONE of the categories below, they are generally considered an “eligible noncitizen.” They have:

- A permanent U.S. resident with a Permanent Residence Card (I-551);
- A conditional permanent resident with a Conditional Green Card (I-551C);
- An Arrival-Department Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Parolee” (I-94 confirms that the individual was paroled for a minimum of one year and status has not expired), T – Visa holder (T-1, T-2, T-3, etc.) or “Cuban-Haitian Entrant;” or
- A valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking.”

If the student is in the U.S. and has been granted Deferred Action for Childhood Arrivals (DACA), an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), the student must select “No, I am not a citizen or eligible noncitizen.” The student will not be eligible for federal student aid. If the student has a Social Security Number but is not a citizen or an eligible noncitizen, including if the student has been granted DACA, the student should still complete the FAFSA because she/he may be eligible for state or college aid.

STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

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



	<u>Possession of illegal drugs</u>	<u>Sale of illegal drug</u>
- 1st Offense	1 year from date of conviction	2 years from date of conviction
- 2nd Offense	2 years from date of conviction	Indefinite period
- 3+	Indefinite period	

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

FAFSA VERIFICATION

- Every year a number of students who are eligible for financial aid are randomly selected for verification by the U. S. Department of Education by the FAFSA Central Processing System (CPS).
- If a student is selected for verification, they will be asked to complete a Verification Worksheet from the financial aid office.
- The student must provide additional information before financial aid can be disbursed, such as; federal income tax transcript and W-2 forms (students, spouse, and/or parents/guardians).
- The student will be notified in writing of all documents required to fulfill this federal requirement and what their verification code was so they can complete the required verification requirements.
- The verification process could result in changes to the financial aid package, after review by the financial aid office, the student will be notified in writing.

ENTRANCE/EXIT COUNSELING

Every student who fills out a loan application will complete a loan entrance counseling form, which will be completed during step two of the financial aid application. The purpose for the form is to educate the applicant on his responsibilities and rights as a loan recipient.

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

SELECTION CRITERIA OF APPLICANTS / CRITERIA FOR DETERMINATION OF AWARD AMOUNTS

Student Financial Aid is awarded on the basis of the uniform methodology of the College Scholarship Service (CSS). Unfortunately, the government does not furnish sufficient funds to provide for all students. Accordingly, students are funded on a priority sequence based on the demonstration of greatest financial need.

Students are provided equal opportunity to these funds regardless of the starting date, since the program for many students covers more than one fiscal year.

STUDENT EDUCATION BUDGETS

The student's educational budget consists of the total cost of tuition and fees, books and supplies, room and board, personal expenses, transportation and child care. Also included in the budget are the student's resources: parental contributions, the student's income while in school (taxable and non-taxable), contributions from savings and other assets such as social security education benefits, veteran's benefits, scholarships, and the student's Pell Grant. Any budget amount not covered by the resources is known as a student's need. The remaining need may be covered by the student loan program.

School policy is to apply the student's Pell Grant and any other financial aid to the student's tuition and school expenses owed to the school immediately as it is presented to the Financial Aid Office.

If any excess funds exist after the full student tuition and institutional obligations have been satisfied, these funds will be kept on account with the student's permission or given to them within 14 days after requested.





RETURN TO TITLE IV FUNDS POLICY

Mystros Barber Academy has a policy that applies to Class "A" Barber program students who have received Title IV funds. This policy is used if one of these students withdraws officially, unofficially, fails to return from a leave of absence, or is dismissed from enrollment. It is separate and distinct from the Academy refund policy. The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, is determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

Mystros Barber Academy determines the date that a student has withdrawn (officially, unofficially, fails to return from a leave of absence, or is dismissed) and will return all unearned funds for which it is responsible within 45 days from the date of that determination. The Academy then notifies the student if they owe a repayment via a written notification.

Mystros Barber Academy also advises the student or parent that they have 14 calendar days from the date that the school sent that notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the Academy will return any earned funds that the school is holding to the Title IV, HEA programs.

ORDER OF RETURN

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

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

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

MYSTROS BARBER ACADEMY RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

MYSTROS Academy:

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

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

OVERPAYMENT OF TITLE IV, HEA FUNDS

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





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

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

REFUND VS. RETURN TO TITLE IV, HEA FUNDS

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

QUESTIONS REGARDING RETURN TO TITLE IV, HEA

If students have questions regarding Title IV, HEA program funds after meeting with the Academy Financial Aid Director, they may call the Federal Student Aid Information Center at

1-800-4-FEDAID (800-433-3243)

TTY users may call 800-730-8913.

Information is also available on student aid on the web **www.studentaid.ed.gov**.

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

RULES AND REGULATIONS





RULES AND REGULATIONS

A student may be written up, suspended or terminated for violating rules and regulations of the school.

1. Students must report to class on time, in uniform, with all books and supplies ready to work each day.
2. All services must be checked and graded by an instructor and recorded on the student requirement sheets.
3. Customers come here for the benefit of students practical experiences. Anyone refusing to service a customer can be suspended or terminated, immediately.
4. Students must clock out for lunch, even if they stay in the building.
5. Cell phones may only be used for classwork or as a reference.
 - a. Phones must be kept on "silent" or "vibrate" at all times
 - b. Personal calls or use of cell phones for "other than school work" is limited to lunch or when not clocked in
 - c. Cell phones **may not be used on the clinic floor**, or whenever working on customers.
6. Excessive tardiness and/or absences will result in failure of satisfactory academic progress criteria and may lead to termination from school
7. Any confrontations with fellow students, staff members, and above all, with customers will not be tolerated. These actions are not professional and are interruptions to the educational process of Mystros Barber Academy and will not be tolerated.
8. No soliciting or selling of any kind is allowed inside the Academy.
9. Students engaging in idle gossip about a fellow student, staff member, or customer may be suspended or terminated.
10. Students engaging in unprofessional comments or display of unprofessional pictures on the internet of themselves or a fellow student, staff member, or customer may be suspended or terminated
11. Only Instructors or Student Instructors may assign customers. Students may not request another student to assist in taking care of a patron without receiving prior approval from an instructor.
12. Students must read each ticket given to them very carefully. The student must understand what services have been paid for, and what is to be done for that customer
13. Students may request to see the content of their files or get a transcript of their work by submitting the proper paperwork to the Registrar's Office.
14. Excessive incoming calls for a student (unless it is an emergency) will not be accepted

TERMINATION POLICY

A student can be immediately expelled, suspended or terminated from Mystros Barber Academy for any of the following behaviors:

1. Students destroying or damaging Mystros Barber Academy property.
2. The sale, possession, use, or distribution of any illegal drugs or alcohol while on Mystros Barber Academy property.
3. The appearance or smell of, or being under the influence of a controlled substance while on Mystros Barber Academy property.
4. Exhibiting violence, insubordination, or inappropriate language toward any staff, customer, or student.
5. Cheating on a school examination.
6. Clocking in or out for another student.

After a waiting period, up to three (3) months, and based on the discretion of the Director, a student may re-apply.

OUR PROFESSIONAL IMAGE IS IMPORTANT

Students are training to become professionals. As professionals and as students, image is important when addressing the public as well as being employed in the world of beauty.

Cleanliness and neatness are key components of this business. As a result, the uniform code was determined so that all students will always look neat, clean, and professional.

School uniforms for Class "A" Barbers consist of SOLID black shirts (blouses). Men should wear solid colored ties. Shoes must be covered with no holes or designs on the top of the shoes. No inappropriate or revealing clothing may be worn. An identification badge and Mystros Barber Academy jacket must be worn at all times.

No exceptions or substitutions will be approved; and, violations in the dress code will result in being sent home to change. For repetitive infractions, a student may be placed on probation, suspended, or terminated.





SCHOOL POLICIES

Mystros Barber Academy is committed to spending extra time with those students whose progress is slow for natural reasons. However, for students who show no incentive on their own part, the institution may find it necessary to discharge them from the school. Furthermore, a student's training may be interrupted under the following conditions:

- 1.The student has poor or failing grades
- 2.Student advancement / progress in course is not acceptable
- 3.Student is careless and indifferent towards his/her work
- 4.Student is uncooperative with school staff or fellow students
- 5.The student lacks the ability to make satisfactory progress in work
- 6.The student conducts his/herself inappropriately, or acts in such a manner, which may be considered detrimental to the best interest of the Academy or student body
- 7.The student gives away services without payment or teacher permission
- 8.Clocks in or out for another student.

Mystros Barber Academy **does not** offer Program incompletes; Repeat Courses; or Non-Covered Remedial Courses.

GRIEVANCE POLICY

Internal Complaint Procedure

In accordance with Mystros Barber Academy's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit.

If a student has a complaint, he/she should take the complaint to his/her instructor. If the instructor cannot resolve the issue, the student should take the complaint to the Campus Director.

All complaints to be heard by the Campus Director must be in writing.

The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or action

If the Campus Director cannot resolve the issue, then the complaint shall move to the President.

Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

If the President cannot resolve it, the issue will be addressed in a hearing by a committee consisting of a member of the Academy Institutional Advisory Committee, the Campus Director, the President of the Academy, and a student council representative. This will occur within 90 days of committee appointment.

The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management and the Board shall consider the report and either accept, reject, or modify the recommendations of the committee.

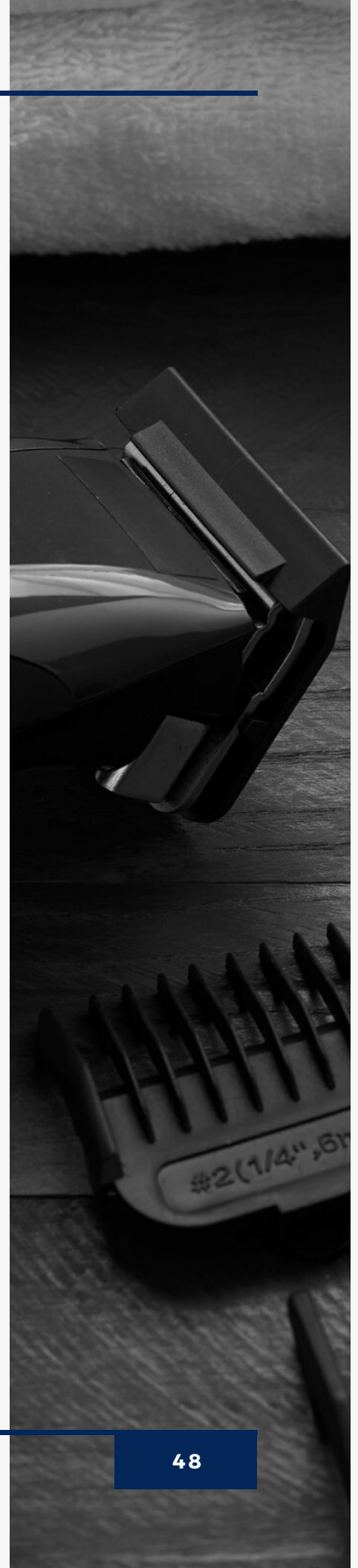
If all appeals to settle the grievance have been exhausted, the student may contact:

Texas Department of Licensing and Regulation

P.O. Box 12157, Austin, Texas 78711
Telephone: (512) 463-6599, (800)803-9202
Relay Texas - TDD: (800) 735-2989
www.tdlr.texas.gov

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350
Telephone: (512) 463-6599, (800)803-9202.
www.council.org



HEALTH AND SAFETY





INCLEMENT WEATHER

If weather conditions are severe enough to warrant the closure of Mystros Barber Academy, the Director will send out an email regarding the closure. If classes are in session, when made aware of approaching inclement weather, such as tornadoes or hurricanes, the Director will notify all faculty to instruct students to move away from heavy glass, take cover under tables or desks, or, if possible, send the students home.

MEDICAL EMERGENCY CARE

During orientation, students are asked to complete an "Authorization to Render Emergency Medical Care" form, which is placed in their permanent records. All emergency medical information must be completed.

In the event of a student medical emergency, the student's instructor will pull the student's medical history form, and administer first aid, within their scope of practice. A decision will then be made by the School Director (or Manager on Duty) whether to: return the student to class, send the student home, send the student to the doctor or hospital, or call an ambulance.

If an ambulance is called, the Director/Manager will remain with the student until medical help arrives. Any pertinent medical information will be relayed to the medical technicians by the school representative. School personnel will call the indicated person to be notified in the case of an emergency and then document the medical incident in the student's records.

UNWELCOME INTRUDER

In the case of an unwelcome intruder, employees and students are instructed not to confront or challenge the person. **Call 911 at the earliest possible time.**

WEAPONS POLICY

Mystros Barber Academy does not allow weapons of any kind on campus. If a student enters the school with any form of firearm or any instrument that may be construed as a weapon, the student will be asked to leave the premises, immediately, and will be suspended or terminated.

HEALTH RISKS OF DRUG ABUSE



TOBACCO

Smoking of tobacco is the chief avoidable cause of death in America. Approximately, 170,000 people die each year from smoking-related coronary heart diseases. Also, lung, larynx, esophageal, bladder, pancreatic, and kidney cancers strike smokers at increased rates. Chronic lung disease such as emphysema and chronic bronchitis are ten times more likely to occur among smokers than nonsmokers. Cigarette smoke contains carcinogens which can produce eye, nose and throat irritations. The most dangerous substance in tobacco smoke is nicotine, which is highly addictive and makes quitting smoking difficult.

MARIJUANA (Cannabis)

All forms of marijuana have adverse physical and mental effects. Physical effects of usage are a substantial increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. And, the use of marijuana reduces short term memory and comprehension. Motivation and cognition can be altered and make the acquisition of new information more difficult. Marijuana can also produce paranoia and psychosis. Long-term users may develop psychological dependence and require higher dosage to get the same effect.

DEPRESSANTS (BARBITURATES, TRANQUILIZERS)

The effects of the depressants are similar to those of alcohol. However, large doses can cause respiratory failure, coma, and death. Using depressants can cause both physical and psychological dependence. Regular use of depressants may result in tolerance to the drug, causing the user to take larger quantities of the drug.

NARCOTICS (HEROIN, METHADONE, CODEINE, MORPHINE)

Narcotics produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Users may experience constrictive pupils, watery eyes, and itching. An overdose of narcotics can cause slow and hollow breathing, clammy skin, convulsions, coma, and even death.

ALCOHOL

Alcohol consumption causes changes in behavior. Even low doses can impair the judgment and coordination required to drive a car safely. Moderate to high doses causes marked impairments in higher mental function, severely altering a person's ability to learn and remember information. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake can produce withdrawal symptoms, including anxiety, tremors, convulsions, and hallucinations. Long term consumption of large quantities of alcohol can lead to permanent damage to the liver and brain.

COUNSELING FOR DRUG AND ALCOHOL ABUSE

The main source for currently active counseling centers are on the Internet listings and the Drug Abuse Hotline at 1-800-662-4357 (www.samhsa.gov). A student or employee may contact them directly, or contact the School Director in person or by telephone. The School Director will furnish that individual with several names and telephone numbers where counseling and treatment may be obtained on a confidential basis.

DRUG FREE WORKPLACE

Mystros Barber Academy is a drug free workplace. Our drug abuse prevention program provides information concerning the risk involved with drug abuse, the school's policy on drug abuse, and the locations where students can get counseling and treatment for drug abuse.

A copy of our drug abuse prevention program is distributed at orientation and annually to every student and employee. In keeping with all local, state and federal laws, our school prohibits the possession, use or distribution of drugs and alcohol by students or employees while on school property or when involved in any school sponsored activity.

HARASSMENT POLICY

Mystros Barber Academy complies with the Civil Rights Act of 1964, as amended in 1991, requirements. The Civil Rights Act provides for the elimination of discrimination or harassment in the private and Federal work place on the basis of sex, race, religion and national origin.

SEXUAL HARASSMENT POLICY

(From the Equal Employment Opportunity Commission)

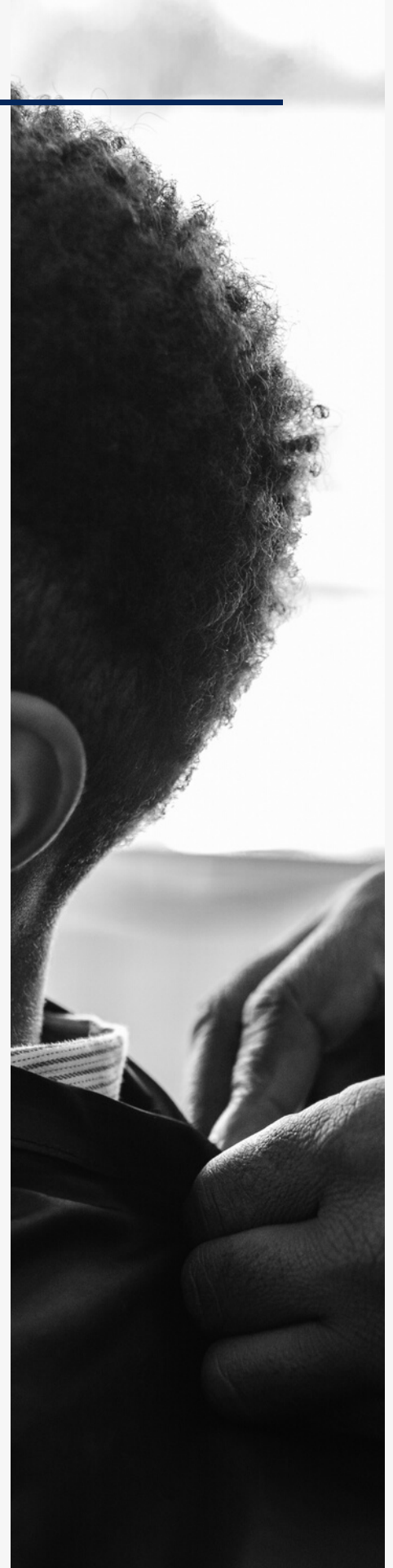
What is Sexual Harassment?

Sexual harassment is a form of sex discrimination which is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or schooling, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual. Also, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes "hostile environment" sexual harassment. It is a "hostile environment" sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or schooling environment.

Sexual conduct becomes unlawful only when it is unwelcome. The challenged conduct must be unwelcome in the sense that the employee or student did not solicit or incite it, and in the sense that the employee or student regarded the conduct as undesirable or offensive.

All sexual harassment complaints must be handled in accordance with the Mystros Barber Academy Grievance Policy and will be dealt with immediately.



STUDENT SERVICES





EXIT INTERVIEW AND JOB PLACEMENT

At least one month prior to graduating, interviews are arranged with the school officials in charge of the student records, finance, and placement. All outstanding balances due to Mystros Barber Academy must be cleared before the student may continue to clock their final hours.

GRADUATION REQUIREMENTS

Students must complete a minimum number of hours for training as follows:

Class “A” Barber: 1000 hours of training

Cosmetology Operator

to Class “A” Barber : 300 hours of training

In all courses, students must complete all theory and practical assignments with a passing grade of 75 or above and complete all theory, practical and financial obligations in order to graduate.

STATE LICENSE REQUIREMENT

All students who meet the Academy graduation criteria will be qualified to take the state board examinations. After passing the written and practical exams and paying the state required fees, they will be licensed and eligible to work in their field.

GRADUATION DAY

Once students have completed all the requirements of Mystros Barber Academy and the Texas Department of Licensing and Regulation, instructors complete a form stating that the student’s practical and academic requirements have been successfully met. Formal graduation ceremonies may occur annually. Pictures in caps and gowns may also be taken on an annual basis for display in the school.

The Academy also allows impromptu celebrations when a student clocks their final hour in their program of study. As described, earlier, when the exit interviews are complete and all the hours are clocked, this information is relayed as quickly as possible to TDLR. State board examinations can be scheduled, once hours are completed and posted.

CERTIFICATES

Upon completion of the prepared course of study, each student is awarded a certificate or a diploma certifying that the school's requirements were met.

JOB PLACEMENT

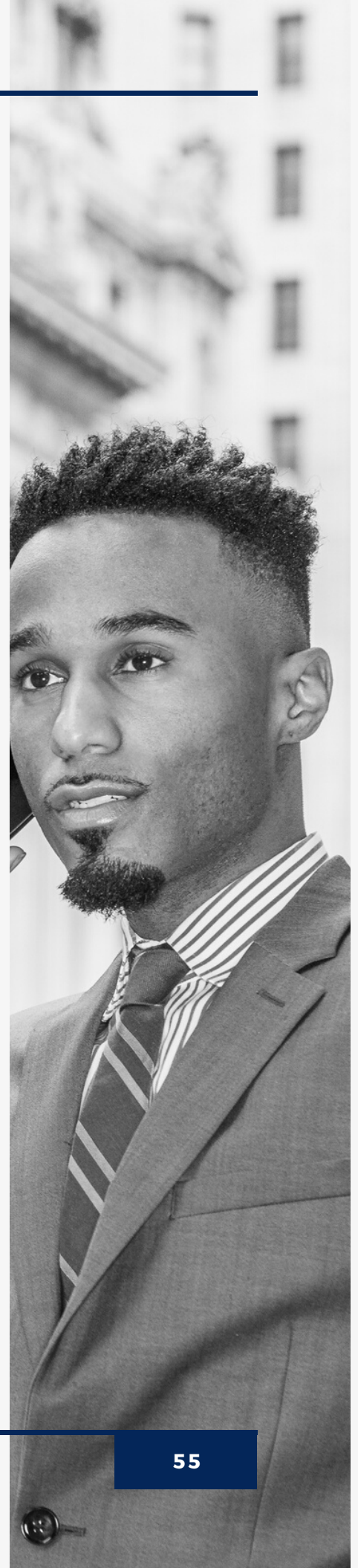
Job Placement and Career skills are taught to all students to prepare them for job placement, if needed. Although no school can guarantee employment for its graduates, Mystros Barber Academy assists graduates in obtaining employment.

As part of the curriculum, throughout each program, students work on interviewing and resume writing skills, as well as current job search methods and techniques. Additionally, business and entrepreneurial skills are stressed to ensure that students will work and use their skills to secure a good future for themselves.

Mystros Barber Academy assists graduates whenever they seek employment or change employment. After a student is employed, the school follows up with students and employers to measure the success rate of our students.

JOB PRE-PLACEMENT REQUIREMENTS

For a student to receive continued job placement assistance, a student must graduate from their program, meet requirements such as licensure, meet the physical demands of the position, and have the ability to meet requirements set forth by employers.



PROGRAM INFORMATION



CLASS 'A' BARBER

The objective of the Class “A” Barber program is to develop, in each student, the basic knowledge and techniques in barbering, hair shaping, shaving and beard trimming, and related services.

The purpose of the Class “A” program is to properly train the students on all aspects of the barber industry, which results in passing the state board examinations and enjoying a rewarding career in the student’s chosen field.



INSTRUCTION IN THEORY AND PRACTICAL CURRICULUM

	<u>CLOCK HOURS</u>
• <u>Basics</u> : anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (hair coloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbering	150
• <u>Practice</u> : shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hair weaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry (hair coloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation	750
• <u>Business</u> : Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices and theory; hygiene and grooming	100

The approximate time for completion of the full time program is thirty four (34) weeks, and fifty (50) weeks for part time students. Course Completion dates are subject to attending 30 hours per week for full time students or 20 weeks for part time students.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days

COSMETOLOGY OPERATOR TO CLASS “A” BARBER

The objective of the Cosmetology Operator to Class “A” Barber Crossover program is to develop, in each student, an advanced knowledge of barbering. Students must be licensed Cosmetology Operators and will learn techniques in men’s hair cutting, shaving, mustache and beard trimming services.

The purpose of this program is to develop the knowledge and skills in the practice of barbering necessary for success on the state board exam and to gain entry and continual employment in the barber industry.



<u>CLOCK HOURS</u>	<u>INSTRUCTION IN THEORY CURRICULUM</u>	<u>CLOCK HOURS</u>	<u>INSTRUCTION IN PRACTICAL CURRICULUM</u>
1	• History of barbering	165	• Men’s haircutting and tapering
1	• Barber laws and rules		
5	• Implements, honing, and stropping	85	• Shaving, mustache and beard trimming
5	• Shaving	5	• Hair coloring
5	• Men’s haircutting and tapering	5	• Permanent waving and relaxing
5	• Beard & mustache trimming and design	5	• Facial treatments
1	• Hair color review	5	• Shampooing and conditioning and blow-dry styling
1	• Permanent waving and relaxing review		
1	• Manicuring and nail care Review		
1	• Facial treatments and skin care review		
1	• Anatomy and physiology review 1		
1	• Blow-dry styling review		
1	• Shampooing and conditioning review		

The approximate time for completion of the full time program is ten (10) weeks, and fifteen (15) weeks for part time students. Course Completion dates are subject to attending 30 hours per week for full time students or 20 weeks for part time students.

Academic weeks are defined as actual weeks in attendance excluding holidays, school breaks, and inclement weather days



MYSTROS BARBER ACADEMY

"MY YES STARTS THE ROAD TO SUCCESS"

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