

2020/2021

LUBBOCK HAIR ACADEMY _____

Course Catalog



Course Catalog

Lubbock Hair Academy

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MISSION STATEMENT

The primary mission of Lubbock Hair Academy is to educate and train students for entry into the hair/nail industry. The primary objectives of the school are to:

- * Academically educate the student to pass the state barber licensing exam,
- * Prepare the student for a successful career by helping him/her to develop proper work habits, a professional attitude, and an increased level of self-esteem, and
- * Assist the graduate in obtaining an entry-level position or advancement in the hair/nail industry.
- *

This mission is accomplished by offering a cognitive, performance-based, quality education that includes hands-on training and practical experiences appropriate for entry – level and advanced employment opportunities. All of the functions of this school revolve around this mission.

LICENSING

The Lubbock Hair Academy is licensed by the Texas Department of License and Regulation (TDLR). In addition, the Texas Department of Assistive and Rehabilitative Services approve the school for training.

HISTORY

Lubbock Barber College was established by L.J. Blaylock in June of 1955. Later the school was sold to Bob Gage and Dave Lloyd. Local Barber and business man James Vival purchased the school in 1978. In 1994 the name of the institution was changed from Lubbock Barber College to a more contemporary name Lubbock Hair Academy. Phillip Vival joined as co-owner in 1999. James Vival passed away in 2006 and Phillip Vival continues to own the school today. The school has been in the same location since its establishment.



FACILITIES AND EQUIPMENT

The main and only campus of Lubbock Hair Academy is located in Lubbock Texas at 2844 34th street. The building is approximately 4,800 square feet. All training is provided at this location. The facility offers a spacious clinic floor with stations for student barbers to complete their training. The facility also offers a classroom, break/lounge area, storage areas, and ample restrooms. The classroom includes student desks, whiteboard, projector, and charts for student use during school hours. Central heating and air-conditioning are provided throughout the school. Also, the school has sufficient space and lighting.

ACADEMIC/SCHOOL CALENDAR

July 2020						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	28	29
30						

October 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2020						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2019						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2021						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2021						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2021						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



School Holiday



Class Start Dates

Lubbock Hair Academy is in session twelve months of the year. Daily hours are Tuesday thru Friday 8:30am to 5:30pm. Individual class schedules may vary according to each student. Barber, Barber Refresher, and Barber Technician classes begin the first Tuesday of each month unless noted. Nail Technician classes begin the first Tuesday of January, May, and September. Barber Instructor classes will begin on an open enrollment policy.

ADMISSION REQUIREMENTS

The Lubbock Hair Academy offers training programs that are conducted continuously throughout the year. These programs include Class A Barber 1000, Instructor 750, Instructor 500, Manicure 600, Barber Technician 300, Operator to Class A barber 300 (crossover), and Technician/Manicurist 900. The Lubbock Hair Academy is an equal educational opportunity institution. Qualified applicants are admitted without regard to race, creed, sex, national origin or handicap. Applicants must fulfill the following requirements before enrolling:

1. Students must be at least 16½ years old and meet one of the following educational requirements:
 - a. Completion of at least the 7th grade
 - b. General Education Development (GED)
2. Prior to acceptance by the Academy, each applicant for the training programs must:
 - a. Complete an enrollment application
 - b. Appear for a personal interview with school officials
 - c. \$40.00 application fee
3. Prior to beginning classes, students must provide the school:
 - a. A copy of his/her high school diploma, school transcript, or G.E.D.
 - b. Drivers license/State issued ID
 - c. Social Security Card
4. In addition to the above, applicants for the Barber Instructor Course must have a current certificate of registration as a Class "A" Barber from the Texas Department of Licensing and Regulation.

COURSES OF STUDY

The objectives of all courses of study are to prepare the student to pass the Texas State licensing Exam.

1. Class A BARBER 1000

The curriculum for the class A barber certificate in a private or public post-secondary barber school consists of 1,500 hours, to be completed in a course of not less than six months, as follows:

Private Post-Secondary Barber School Class A Barber Curriculum

Basics: anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry 150

(haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation;

safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and

history of barbering

Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, 750

scalp massage; safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and

neck massage and treatments; facial hair removal; manicuring; chemistry (haircoloring,

chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.

Business: Texas barber laws and rules; customer service; barbershop management; 100

professional ethics and image; safety, sanitation, related practices and theory; and hygiene

and good grooming.

2. Instructor 750

Requirement for enrollment. No person may enroll in an instructor's course in an approved barber school before receiving the appropriate license.

The curriculum for the 750 hour barber instructor license must be completed in a course of not less than 20 weeks as follows:

Barber Instructor-750 Hour Curriculum

(1) instruction in theory, consisting of 175 hours:

- (A) lesson planning: 15 hours
- (B) personality and professional conduct: 15 hours
- (C) development of a barber course: 15 hours
- (D) student learning principles: 10 hours
- (E) principles of teaching: 35 hours
- (F) basic teaching methods: 35 hours
- (G) teaching aids: 10 hours
- (H) Testing: 10 hours
- (I) Self evaluation: 10 hours
- (J) teaching adults: 10 hours
- (K) classroom problems: 5 hours
- (L) classroom management: 5 hours

(2) instruction in practical work, consisting of 575 hours:

(A) assisting with students: 350 hours

(B) theory class (assisting teacher, observing, teaching): 150 hours

(C) learning office procedures and state laws: 50 hours

(D) grading test papers (assisting teacher, observing, grading): 25 hours

3. Instructor 500

The curriculum for the barber instructor license with one year experience consists of 500 hours to be completed in a course of not less than 13 weeks as follows:

Barber Instructor - 500 Hour With 1 Year Experience Curriculum

(1) instruction in theory, consisting of 125 hours:

(A) lesson planning: 15 hours

(B) personality and professional conduct: 15 hours

(C) development of a barber course: 15 hours

(D) student learning principles: 10 hours

(E) principles of teaching: 10 hours

(F) basic teaching methods: 10 hours

(G) teaching aids: 10 hours

(H) testing: 10 hours

(I) self evaluation: 10 hours

(J) teaching adults: 10 hours

(K) classroom problems: 5 hours

(L) classroom management: 5 hours

(2) instruction in practical work, consisting of 375 hours:

- (A) assisting with students: 250 hours
- (B) theory class (assisting teacher, observing, teaching): 50 hours
- (C) learning office procedures and state laws: 50 hours
- (D) grading test papers (assisting teacher, observing, grading): 25 hours

4. Manicure 600

The curriculum for the manicurist license consists of 600 hours, to be completed in a course of not less than 16 weeks, as follows:

Manicurist Curriculum

- (1) instruction in theory, consisting of 45 hours:
 - (A) bacteriology, sterilization, and sanitation: 16 hours
 - (B) manicuring, equipment, and procedures: 4 hours
 - (C) the nail and disorders: 4 hours
 - (D) Texas barber law and rules: 4 hours
 - (E) anatomy and physiology: 4 hours
 - (F) skin: 4 hours
 - (G) professional ethics: 3 hours
 - (H) hygiene and good grooming: 3 hours
 - (I) advanced nail techniques: 3 hours
- (2) instruction in practical work, consisting of 555 hours:
 - (A) shaping nails: 96 hours
 - (B) applying polish: 74 hours
 - (C) trimming cuticle and buffing nails: 59 hours
 - (D) hand and arm massage: 57 hours

- (E) removal of polish: 57 hours
- (F) application of artificial and gel nails: 44 hours
- (G) applying cuticle remover and loosening: 40 hours
- (H) preparation of manicure table: 40 hours
- (I) softening cuticle: 37 hours
- (J) Bleaching under free edge: 18 hours
- (K) cleaning under free edge: 18 hours
- (L) applying cuticle oil or cream: 15 hours

5. Barber Technician 300

The curriculum for the barber technician license consists of 300 hours, to be completed in a course of not less than 8 weeks, as follows:

Barber Technician Curriculum

- (1) instruction in theory, consisting of 45 hours:
 - (A) hygiene, bacteriology, sterilization, and sanitation: 18 hours
 - (B) common disorders of the skin; facial treatments: 4 hours
 - (C) shampooing, equipment, and procedures: 4 hours
 - (D) Texas barber law and rules: 4 hours
 - (E) cosmetic applications and massage: 3 hours
 - (F) professional ethics: 3 hours
 - (G) good grooming; preparing patron and making appointments: 3 hours
 - (H) theory of massage, and structure of head, neck, and face: 2 hours
 - (I) rinsing, types and procedures: 2 hours
 - (J) scalp and hair treatments: 2 hours

(2) instruction in practical work, consisting of 255 hours:

(A) application of shampoo and shampooing: 45 hours

(B) application of rinses and removal: 35 hours

(C) makeup application: 33 hours

(D) facial manipulations: 20 hours

(E) application of conditioner and rinsing: 20 hours

(F) scalp manipulations: 20 hours

(G) brushing and drying: 18 hours

(H) sanitation and sterilization: 15 hours

(I) draping and scalp examination: 11 hours

(J) application and removal of creams: 10 hours

(K) application and removal of packs: 8 hours

(L) set-up for facial: 8 hours

(M) preparation of work area for shampooing: 7 hours

(N) patron protection: 5 hours

6. Operator to Class A Barber 300

The curriculum for the class A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of not less than 9 weeks, as follows:

Cosmetology Operator to Class A Barber Curriculum

(1) Instruction in theory, consisting of 25 Hours:

(A) History of Barbering: 1

(B) Barber Laws and Rules Review: 1

(C) Implements, Honing, and Stropping: 5

- (D) Shaving: 5
- (E) Men's Haircutting and tapering: 5
- (F) Beard and Mustache Trimming and Design: 1
- (G) Hair color Review: 1
- (H) Permanent Waving and Relaxing Review: 1
- (I) Manicuring and Nail Care Review: 1
- (J) Facial Treatments and Skin Care Review: 1
- (K) Anatomy and Physiology Review: 1
- (L) Blow-dry Styling Review: 1
- (M) Shampooing and Conditioning Review: 1
- (2) Instruction in practical work, consisting of 275 Hours:
 - (A) Men's Haircutting and tapering: 165
 - (B) Shaving, Mustache and Beard Trimming: 85
 - (C) Hair coloring: 5
 - (D) Permanent Waving and Relaxing: 5
 - (E) Facial Treatments: 5
 - (F) Shampooing and Conditioning and Blow-dry Styling: 5
 - (G) Manicuring: 5

7. Technician/Manicurist 900

The curriculum for the barber technician/manicurist license consists of 900 hours; to be completed in a course of not less than 24 weeks, as follows:

Barber Technician/Manicurist Curriculum

THEORY

A: Bacteriology, sterilization, and sanitation hygiene (M/T): 37 hours

B: Manicuring, equipment, and procedures (M): 4 hours

C: The nail and disorders (M): 4 hours

D: Texas barber law and rules (M/T): 8 hours

E: Anatomy and physiology (M): 4 hours

F: Skin (M): 4 hours

G: Professional ethics (M/T): 7 hours

H: Advanced nail techniques (M): 3 hours

I: Common disorders of the skin; facial treatments (T): 4 hours

J: Shampooing, equipment, and procedures (T): 4 hours

K: Cosmetic applications and massage (T): 3 hours

L: Good grooming; preparing patron and making appointments (T): 3 hours

M: Theory of massage, and structure of head, neck, and face (T): 2 hours

N: Rinsing, types and procedures (T): 2 hours

O: Scalp and hair treatments (T): 2 hours

PRACTICAL

A: Shaping nails (M): 96 hours

B: Applying polish (M): 74 hours

C: Trimming cuticle and buffing nails (M): 59 hours

D: Hand and arm massage (M): 57 hours

E: Removal of polish (M): 57 hours

F: Application of artificial and gel nails (M): 44 hours

G: Applying cuticle remover and loosening: 40 hours

H: Preparation of manicure table (M): 40 hours

I: Softening cuticle (M): 37 hours

J: Bleaching under free edge (M): 18 hours

K: Cleaning under free edge (M): 18 hours

L: Applying cuticle oil or cream (M): 15 hours

M: Application of shampoo and shampooing (T): 45 hours

N: Application of rinses and removal (T): 35 hours

O: Makeup application (T): 33 hours

P: Facial manipulations (T): 20 hours

Q: Application of conditioner and rinsing (T): 20 hours

R: Scalp manipulations (T): 20 hours

S: Brushing and drying (T): 18 hours

T: Sanitation and sterilization (T): 15 hours

U: Draping and scalp examination (T): 11 hours

V: Application and removal of creams (T): 10 hours

W: Application and removal of packs (T): 8 hours

X: Set-up for facial (T): 8 hours

Y: Preparation of work area for shampooing (T): 7 hours

Z: Patron protection (T): 5 hours

TUITION AND FEES

PROGRAM	TUITION	BOOKS	FEES	SUPPLIES
Class A Barber 1500	5500.00	300.00	206.00	465.00
Instructor 750 and 500	6000.00	300.00	206.00	150.00
Manicure	4344.00	300.00	206.00	600.00
Barber Refresher	1800.00	300.00	206.00	465.00
Barber Technician	2170.00	300.00	206.00	200.00
Operator to Class A Barber (crossover)	2170.00	300.00	206.00	465.00
Technician/Manicurist	5778.00	300.00	206.00	800.00

*Fees based on permit, testing, and licensing fees

*Cost of supplies may differ, costs are estimated

*Price of books, fees, and supplies are subject to change

FINANCING

Financing is available for those that qualify. The Texas Department of Assistive and Rehabilitative Services approve the Lubbock Hair Academy for training. Eligible students may apply to these organizations for the availability of and requirements for financial assistance. Financial arrangements and payment plans are available.

GRADING SYSTEM

The Lubbock Hair Academy uses the numerical grading system. All students must maintain a grade average of 75 or above. If a student's average falls below 75, that student will be placed on probation for thirty (30) days. If in that time the student has not improved to the required level, he/she will be suspended for thirty (30) days. Reenrollment will be at the discretion of a school administrator.

COUNSELING

Career, academic, and personal counseling is available as an aid to each student. The counsel is sincere, friendly, and always confidential. Financial counseling is offered to students to help students and their families have a clear understanding of the financing process, verification, and expectations.

DRUG ABUSE PREVENTION

Drug abuse is prohibited at all times at the school and is defined as "the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol." The School's Drug Free Awareness Program includes providing a copy of the school's pamphlet "Anti-Drug Abuse Community Service" and a copy of the Campus Security Policy to enrolling students. Off-campus services regarding Drug Abuse information and treatment are provided in the pamphlet.

FERPA POLICY

(Family Educational Rights & Privacy Act)

The Lubbock Hair Academy will adhere to the rules of the FERPA Policy in that only a student or parents/guardian of a dependent student may review his/her school records. This information will be released only with written permission from the student or parents/guardian of a dependent student.

Facilities/ Services for Student with Disabilities

The school complies with the Americans with Disabilities Act of 1990. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need. If you are interested in attending Lubbock Hair Academy but are in need of accommodations, you should schedule an appointment with an Administrator. At this meeting we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Lubbock Hair Academy, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- a clinical summary which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Texas at <http://www.votexas.org/>, at www.londistancevoter.org, or at www.sos.wa.gov/elections. Voter registration cards are provided by the school to the student upon request.

ATTENDANCE POLICY

1. All students are expected to attend classes four days each week, Tuesday through Friday, unless the administrative officer has previously approved a part-time schedule.
2. To maintain satisfactory progress, students must maintain a minimum of 100 clock hours per month, and 80 clock hours per month for part time students. Students failing to comply with these standards will be placed on probation to correct insufficient hours. If hours are not satisfactory at the end of the probation period, the student will be placed on 30-day suspension.
3. Students will be required to complete a minimum amount of hour's midway through their course in order to complete in the maximum time frame. Required midpoint hours are as follows:

a. Class A Barber	500	20 Weeks
b. Barber Instructor 750	375	18 Weeks
c. Barber Instructor 500	250	12 Weeks
d. Manicure	300	15 Weeks
e. Barber Technician	150	8 Weeks
f. Operator to Class A Barber	150	9 Weeks

Students that do not meet this requirement will be dropped from their program.

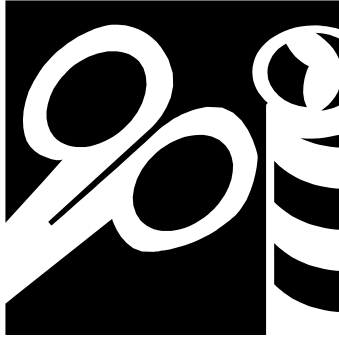
4. The electronic clock is the official record of hours. Students must clock in and out when arriving at school, leaving for lunch, returning from lunch, and when leaving school at the end of the day. Each student is responsible for his/her own record and is not allowed to clock in or out for another student.

5. Students must make previous arrangements to be absent. In case of an emergency, the student must inform a school administrator (by 8:00 am) on the day of the absence.

6. Students are allowed ten (10) absences per year. Any additional excused absence will require appropriate documentation.

PROBATION

Probation is a thirty (30) day trial period in which a student is permitted to redeem failing grades or bad conduct. A student may be placed on probation for the following reasons: tardiness, misconduct, unexcused absence, and failing to maintain a passing average in the theory class. At the end of the probationary period, the student will be reevaluated. If satisfactory progress is made, the probation will be lifted. If unsatisfactory progress is made, the student will be suspended for thirty (30) days.



OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in barber/related training. During the course work the student learns about the importance of safety in the work place for chemicals used in barber or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products

STATE LICENSING REQUIREMENTS

Occupations Code, Chapter 1601
Administered by the Texas Department of Licensing and Regulation
(Effective September 1, 2017)

SUBCHAPTER F. GENERAL CERTIFICATE, LICENSE AND PERMIT REQUIREMENTS

Sec. 1601.251. Certificate, License, or Permit Required.

- (a) A person may not perform or offer or attempt to perform any act of barbering unless the person holds an appropriate certificate, license, or permit.
 - (b) Unless the person holds an appropriate certificate, license, or permit, a person may not directly or indirectly use or cause to be used any of the following terms, or any combination,
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variation, or abbreviation of the terms, as a professional or business identification, title, name, representation, asset, or means of advantage or benefit:

(1) "barber" or "barbering";

(2) "barber school" or "barber college"; or

(3) "barbershop," "barber salon," or "specialty shop."

(c) Unless the person holds an appropriate certificate, license, or permit, a person may not directly or indirectly use or cause to be used a symbol, or a combination, variation, or abbreviation of symbols, that in any manner creates an impression with the public that the person is qualified or authorized to practice barbering or own or manage a barbershop, specialty shop, or barber school.

Sec. 1601.253. Eligibility for Class A Barber Certificate.

(a) An applicant for a Class A barber certificate must:

(1) be at least 16 years of age; and

(2) pass a written and practical examination demonstrating to the department's satisfaction the applicant's fitness and competence to practice barbering.

(b) The department shall issue a Class A barber certificate to an applicant who:

(1) complies with the application requirements of this chapter;

(2) passes the applicable examination;

(3) pays the required fee; and

(4) possesses the other qualifications required by this chapter.

(c) The commission shall adopt rules for the issuance of a Class A barber certificate to a person who holds an operator license under Chapter 1602. The department shall issue the certificate to an applicant who:

(1) holds an active operator license under Chapter 1602;

(2) completes at least 300 hours of instruction in barbering that includes barber history and shaving through a commission-approved training program in a barber school;

(3) passes the examination required under Subsection (a); and

(4) submits to the department:

(A) an application on a form prescribed by the department; and

(B) the required fee.

Sec. 1601.254. Eligibility for Barber Instructor License.

(a) A person holding a barber instructor license may perform any act of barbering and may instruct a person in any act of barbering.

(b) To be eligible for a barber instructor license, an applicant must:

(1) be at least 18 years of age;

(2) have a high school diploma or a high school equivalency certificate;

(3) hold a current Class A barber certificate;

(4) have completed:

(A) a course consisting of 750 hours of instruction in barber courses and methods of teaching in a barber school; or

(B) at least one year of work experience as a licensed Class A barber and:

(i) have completed 500 hours of instruction in barber courses and methods of teaching in a commission-approved training program;

(ii) have completed 15 semester hours in education courses from an accredited college or university within the 10 years preceding the date of the application; or

(iii) have obtained a degree in education from an accredited college or university; and

(5) pass the required examination.

(c) The commission shall adopt rules for the licensing of specialty instructors to teach specialty courses in the practice of barbering as defined by Sections 1601.002(1)(C)-(H).

Sec. 1601.256. Eligibility for Barber Technician License.

(a) A person holding a barber technician license may:

(1) perform only barbering as defined by Sections 1601.002(1)(C), (D), (F), and (G); and

(2) practice only at a location that has been issued a barbershop permit.

(b) An applicant for a barber technician license must:

(1) be at least 16 years of age;

(2) have completed the seventh grade or the equivalent of the seventh grade;

(3) have completed a course of instruction in a commission-approved training program consisting of not less than 300 hours in a period of not less than eight weeks; and

(4) submit the required fee with the application.

(c) The course of instruction described by Subsection (b)(3) must include the theory and practice of:

(1) laws governing the practice of barbering in this state;

(2) hygienic bacteriology;

(3) histology of the skin, muscles, and nerves;

(4) the structure of the head, neck, and face;

(5) elementary chemistry relating to sterilization and antiseptics;

(6) common disorders of the skin;

(7) massage and manipulation of the muscles of the scalp, face, and neck;

(8) shampooing;

(9) the administration of facial treatments;

(10) the preparation of patrons and making of appointments; and

(11) any other services within the scope of barbering under Subsection (a).

(d) The department shall issue a barber technician license to an applicant who:

(1) possesses the qualifications described by Subsection (b);

(2) passes the appropriate examination;

(3) pays the required license fee; and

(4) has not committed an act that is a ground for denial of a license.

Sec. 1601.257. Eligibility for a Manicurist License.

(a) A person holding a manicurist license may perform only barbering as defined by Sections 1601.002(1)(E) and (F).

(b) An applicant for a manicurist license must:

- (1) be at least 17 years of age;
- (2) have completed the seventh grade or the equivalent of the seventh grade;
- (3) have completed a commission-approved training program consisting of 600 hours of instruction in manicuring; and
- (4) submit the required fee with the application.

(c) The department shall issue a manicurist license to an applicant who:

- (1) possesses the qualifications described by Subsection (b);
- (2) passes the appropriate examination;
- (3) pays the required license fee; and
- (4) has not committed an act that is a ground for denial of a license.

Sec. 1601.260. Eligibility for Student Permit.

(a) An applicant for a permit to be a student in a barber school must:

- (1) submit an enrollment application to the department in the form prescribed by the department;
- (2) have completed the seventh grade;
- (3) satisfy other requirements specified by the department; and
- (4) submit with the application the required nonrefundable application fee.

(b) A separate application is required for each enrollment, reenrollment, or transfer enrollment. The application fee applies only to the first enrollment. The department may not charge the application fee for any later enrollment, reenrollment, or transfer enrollment.

Sec. 1601.262. Eligibility for Barber Technician/Manicurist Specialty License.

(a) A person holding a barber technician/manicurist specialty license may perform only barbering as defined by Sections 1601.002(1)(C) through (G).

(b) To be eligible for a barber technician/manicurist specialty license, an applicant must:

- (1) submit an application on a form prescribed by the department;
- (2) pay the required fee; and
- (3) either:

(A) hold both an active barber technician license and an active manicurist license; or

(B) meet the requirements of Subsection (c).

(c) An applicant who qualifies under Subsection (b)(3)(B) must:

(1) be at least 17 years of age and have completed the seventh grade or its equivalent; and

(2) have completed:

(A) 900 hours of instruction in a barber technician/manicurist curriculum in a commission-approved training program; or

(B) 600 hours of instruction in a manicure curriculum and 300 hours of instruction in a barber technician curriculum in a commission-approved training program.

GRADUATION REQUIREMENTS

1. Class A Barber Course—1000 hours completed in not less than 6 months. Must also pass the exit exam.
 2. Instructor 750 Course—750 hours completed in not less than 20 weeks. Must also pass the exit exam.
 3. Instructor 500 Course—500 hours completed in not less than 13 weeks. Must also pass the exit exam.
 4. Manicure Course—600 hours completed in not less than 16 weeks. Must also pass the exit exam.
 5. Barber Technician Course—300 hours completed in not less than 8 weeks. Must also pass the exit exam.
 6. Barber Refresher Course—300 hours completed in not less than 8 weeks. Must also pass the exit exam.
 7. Operator to Class A Barber Course—300 hours completed in not less than 9 weeks. Must also pass the exit exam.
 8. Technician/Manicurist Course—900 hours completed in not less than 24 weeks. Must also pass the exit exam.
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CERTIFICATE OF COMPLETION/RECORDS/TRANSCRIPTS

Upon successful completion of the selected course requirements, an overall grade average of 75, and no financial obligations to the school, graduates will be awarded a diploma. Lubbock Hair Academy maintains student records and stores them in fire proof safe cabinets. Electronic copies of records are backed up and stored off campus. Copies of records/transcripts are available upon request.

COMPLETION, PLACEMENT, AND LICENSURE RATES

Reporting period year ending 06/30/2020

Program	Enrolled	Still Enrolled	Completers	Completers employed in the field	Completion Rate	Employed Rate
Class A Barber	24	15	7	5	78%	72%
Instructor 750	0	0	0	0	0	0
Instructor 500	1	1	0	0	0%	0%
Manicure	0	0	0	0	0	0
Barber Technician	0	0	0	0	0	0
Operator to Class A barber	2	1	1	1	100%	100%
Technician/Manicure	0	0	0	0	0	0



JOB PLACEMENT AND CAREER OPPORTUNITIES

Graduates are qualified to choose from the following career opportunities in the hair/nail industry:

- Employee of an established business
- Self-employed in an established business
- Owner of a business
- Employee of distributors and major manufactures of hair/nail products.
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The Lubbock Hair Academy cannot guarantee employment for students; however, school Administrators make every effort to establish contact between graduates and prospective employers.

TRANSFER POLICY

If a student wants to transfer from one school to another, the TDLR requires a school administrator from the transferring school to notify the TDLR of the transfer by returning the student's dates of attendance and completed hours. The TDLR does not allow any student to transfer hours from one program to another within the same school.

Also, Lubbock Hair Academy requires an incoming transfer student to submit an application for enrollment. The Academy will inform the student of his/her acceptance within three days, and if accepted, the student is required to pay a \$75.00 transfer fee.

LEAVE OF ABSENCE

A student's request for a leave of absence for personal or medical reasons will be considered on an individual basis. A leave of absence cannot exceed one hundred eighty (180) days. All requests for a leave of absence must be submitted in writing with proper documentation attached and approved by a school administrator.

WITHDRAWAL

Any student wishing to withdraw from the Lubbock Hair Academy must inform a school administrator of his/her withdrawal in writing. If the student is under the legal age of 18, the student's parent or guardian must submit the written notice.

REENROLLMENT

If a student who has withdrawn from the Lubbock Hair Academy wishes to reenroll, the student must submit a new enrollment application. If the student is accepted, he/she must pay any outstanding tuition or fees due the Academy before returning to classes.

MAKE-UP WORK

Students must make up all class work for both excused and unexcused absences through arrangement with his/her instructor.

SEXUAL HARASSMENT

The Lubbock Hair Academy will ensure that no school employee, student, or guest of the school engages in any improper conduct. All employees of the school will endeavor to prevent students from sexually harassing other students, school employees, clients or guests. A student's failure to comply with these policies will result in dismissal, termination, and/or prosecution.

GRIEVANCE POLICY

Any student who has a grievance or complaint with the policies and/or procedures of the school should bring such grievance or complaint to the attention of the administration office of the school. The grievance can be delivered verbally but must always be accompanied by a written and dated statement indicating clearly and precisely the nature of the grievance or complaint and a proposed resolution if resolution is requested of the school. The school administration will then respond to the grievance or complaint in a timely manner. If the resolution offered by the administration does not resolve the grievance or complaint, the above mentioned correspondence will be forwarded to the Texas Department of Licensing and Regulation, P.O. Box 12088, Austin, Texas 78701 (512-463-6599).

REFUND POLICY

The Lubbock Hair Academy has a fair and equitable policy for the refund of tuition, fees, and other institutional charges in the event the Academy cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged.

A. A full refund of all tuition and fees will be made if:

1. The student cancels the enrollment agreement no later than midnight of the third day after the date on which the agreement is signed by the prospective student excluding Sunday, Monday, and legal holidays, or

2. If the course for which for which the student is enrolled is canceled by the school, or

3. If the enrollment of the student was procured as a result of a misrepresentation made in the advertisement or promotional materials of the school or by the owner or representatives of the school.

B. Partial refunds will be made as follows:

1. Refund computations will be based on the number of clock hours the student has successfully completed through the last day of attendance as follows:

<u>% Of Required Clock Hours</u>	<u>% Refunded bytheSchool</u>
.01 – 10 %	90%
10.01% and up to 20%	80%
20.01% and up to 30%	70%
30.01% and up to 40%	60%
40.01%and up to 50%	50%
50.01%and up to 60%	40%
60.01%and above	0%

2. The portion of the required clock hours is defined as:

Number of Hours Completed _____

Number of Hours Required to Complete Course

3. Refunds, when due, will be made without requiring a request from the student.

4. Refunds, when due will be made within 30 days of the last day of attendance if written notification has been provided to the school by the student or from the date the school terminates the student or determines withdrawal by the student.

C. All extra costs such as equipment and state fees are non-refundable and are not considered in the refund computations when they are purchased from some other place than the school. These items are considered non-returnable, non-reusable, and the property of the student.

RULES AND REGULATIONS

1. Students must promptly greet clients at the front door and treat them with respect and dignity. Refusing to serve a client will lead to a suspension of not less than three days.
2. Students must wear clean lab coats or smocks at all times.
3. Students are expected to be on time and attend class as outlined in the Attendance Policy.

Failure to do so will result in disciplinary action. All students are required to notify a staff member when tardy or absent.

a. Tardiness: (morning & lunch)

(Any time after 10:00 a.m. is counted as an absence)

3 per month =1 day suspension

6 per month =3 day suspension

- b. No show: 1-day suspension
 - c. Part-time students: Require 20 hours (minimum) per week.
Less than 20 hours per week
1-day suspension
 - d. All missed time, tardy, and absence must be made up.
 - e. Responsible financial person will be contacted if excess tardiness or absence occurs.
4. Part-time students must furnish the school a schedule and abide by that schedule.
 5. Students must wash hands before serving a client.
 6. No food or drink is allowed on the clinic floor. Eat and drink only in the school's break room.
 7. Cell phones are to be on silent mode while in classrooms
 8. Students are expected to bring all necessary equipment and supplies (toolkit, smock, books, etc...) to school every day. If a student arrives to school without the necessary equipment/supplies, the student will be asked to clock out to go retrieve the necessary equipment and supplies.
 9. Students must keep their workstation and equipment orderly and follow sterilization and sanitation procedures at all times.
 10. Student must charge for all services except for his/her immediate family or model. Student may work on immediate family or model on weekdays only.
 11. Students may work on each other only with an instructor's permission and only on Tuesdays and Fridays only. Students must prepay for any chemical services.
 12. Only topics of ethical, moral and professional subject matter should be discussed on the clinic floor. Unprofessional language, profanity, inappropriate slang, spreading rumors or gossiping should be avoided. Profanity will not be tolerated. Such behavior will result in appropriate disciplinary action including, but not limited to suspension.
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13. Drugs or drinking of alcoholic beverages are not permitted on School property or during training times.
 14. Students may not engage in conversation with any trainee while he or she is serving a client.
 15. Leaving Early: Students are expected to be attend school for the entire day according to their schedule..
 16. Students must secure permission from a school administrator to leave the building at any time during training hours.
 17. No personal calls are allowed on any office/business phone. Students may use cellular phones when not working on a client.
 18. Students must make previous arrangements to be absent. In case of an emergency, the student must inform a school administrator of the absence by 10:00 a.m. the day of the absence.
 19. Students must fill out a "Customer Receipt" form at the end of each service performed.
 20. Students must have all client services checked by an instructor.
 21. Student hours are from 8:30 a.m. to 5:30 p.m., Tuesday-Friday
 22. Students may not bring children or guests to the school during school hours.
 23. Students must respect each other and their property.
 24. Vandalism or theft of personal property on school premises will not be tolerated.
 25. Disciplinary action will be taken if a student violates any of these rules and regulations or the direct instructions of school administrators.
 26. The school may deny admission, readmission, or continued enrollment to persons whose behavior is considered by the staff to be disruptive, dangerous, or abusive.
 27. There is a formal procedure in place for handling student complaints. See Course Catalog for the school's Grievance Policy.
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28. Students should not walk out of theory or practical when class is in session without permission.

29. Theory classes are uninterrupted unless the student had made arrangements with the instructor or administration. Students that arrive late for class must obtain authorization from their instructor to remain in class that day.

30. No radios, laser pointers, knives, guns, or any other item that the administrator or instructor deems unsuitable for school grounds are allowed on the school premises.

31. Students must not park in front of the school or other businesses. This area is reserved for customers. Students are expected to park only in the designated parking area.

The school reserves the right to amend the rules and regulations at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices.

DRESS CODE

Appearance and neatness is important in the hair/nail profession. Therefore, the Lubbock Hair Academy dress code is established to teach grooming and hygiene. The following requirements apply to both male and female students:

1. Students must be well groomed in a professional manner at all times.
2. All clothing must be clean and neat.
3. A smock must be worn in school at all times. The smock must be clean, pressed and without stains. Smock must be zipped or buttoned at all times.
4. Shoes must be clean and polished.
5. Beards and mustaches must be kept clean and neatly trimmed.
6. Longer length, professional-looking shorts are permissible.

Any student who does not meet these requirements will be asked to leave the school and may not return until he/she complies with the dress code. **Because the administration believes that appropriate dress and grooming is one of the keys to success in the hair/nail industry, this dress code will be strictly enforced.**
