

# CHAMPIONS

*School of Barbering*

2019 SCHOOL CATALOG  
**CHAMPIONS SCHOOL OF BARBERING**

304 S. High St, Bldg 2  
West Chester, PA 19382  
PH: 484-999-8227 / [www.csb-pa.com](http://www.csb-pa.com)

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With the publication of this catalog all previous volumes become obsolete.

This catalog is a guideline of what CSB expects of its students. CSB reserves the right to modify its policies based on changes in licensure requirements, state or federal laws, or for any other reason at the discretion of CSB's Executive Committee. Changes will be made with the approval of the appropriate state regulatory agency. Miguel A. Nieves is the Owner/Operator of Champions School of Barbering.

\*\*\*Champions School of Barbering, also known furthermore in this document as "CSB"\*\*\*

**Date of Publication 1/1/19**

## **GENERAL INFORMATION**

### **MISSION STATEMENT**

Champions School of Barbering's mission is to provide a high quality education in the field of barbering, to prepare students to pass the PA State Licensure Exam, and to become successfully employed in the Barbering Industry.

Our goal at Champions School of Barbering is to prepare each student with the necessary knowledge and skills needed to be prosperous in their Barbering Profession. We will assist all graduates with job placement so that they may begin their career in Barbering. (*Placement is not guaranteed*)

Our objective at Champions School of Barbering is to educate our students in an environment that is beneficial in attaining the skills needed. We are dedicated to instilling in each student the necessary communication skills, professionalism, and confidence needed to excel in the Barbering Industry.

### **HISTORY OF THE CHAMPIONS BRAND**

Champions School of Barbering was founded in June 2017 by Miguel Nieves, Owner of Champions Barber Shops in West Chester, PA. It is currently the only program of its kind in the West Chester area.

## **STUDENT'S PLEDGE FOR SUCCESS**

### **PROFESSIONALISM**

To be successful, a positive, mature, and enthusiastic attitude is a must! I will be professional at all times so that I will be sought out by my future employers. My professional attitude will be incorporated in these five areas:

### **ATTENDANCE**

As a student at Champions School of Barbering, I must be in school on time and commit myself to being prepared and attend school as required. Consistent attendance ensures that I am responsible and am receiving the training that I need to be successful in a working atmosphere.

### **ADMINISTRATION AND INSTRUCTORS**

I must treat the administration, teachers, and student teachers with the utmost respect and cooperation. I understand that these people are here to give me the best education for my success. This behavior will prove that I am a professional who can work effectively with my future co-workers and employers.

### **STUDENTS**

As a student, I will cooperate and get along with my fellow students. I will maintain a positive, helpful relationship with all students. My association with my fellow students is an indication to employers that I can be a team player.

### **SCHOOL**

As a student, I am expected to take personal responsibility for the appearance and cleanliness of the school facilities, showing pride in my school. This will indicate that I will take care of my future employer's place of business.

### **CLIENTS**

I will work to my maximum ability and take advantage of all learning opportunities to ensure that my clients look and feel their best. I understand that employers look for the technical skill as well as people skills. These key points are what will make me successful in the Barbering industry.

## **FACILITY AND LOCATION**

Champions School of Barbering (CSB) is located at 304 S. High St - Bldg 2, West Chester, PA 19382. The phone number for the school is 484-999-8227. Champions School of Barbering houses 10 workstations, 10 barbering chairs, a fully equipped clinic area & lecture room and an on-site premise fully equipped barber shop. Online, Champions School of Barbering can be found at: [www.csb-pa.com](http://www.csb-pa.com)

## **LICENSURE**

Champions School of Barbering is licensed to operate as a Barber School, by the Pennsylvania Board of Barber Examiners.

## **SCHOOL HOURS/HOURS OF OPERATION**

Classes at CSB are offered Part-Time, for the convenience of our students and with respect to the busy lives that they lead. The Evening program will consist of 16 Clock hours per week. The following represents the Part-Time schedule for students in the Barbering program:

<b>DAY OF THE WEEK</b>	<b>CLASS BEGIN TIME</b>	<b>CLASS END TIME</b>
Monday	4:00PM	8:00PM
Tuesday	4:00PM	8:00PM
Wednesday	4:00PM	8:00PM
Thursday	4:00PM	8:00PM
Friday	N/A	N/A
Saturday	N/A	N/A
Sunday	N/A	N/A

Office Hours for the school are:

Monday-Friday: By Appointment

Saturday: By Appointment

Sunday: CLOSED

## **HOLIDAYS OBSERVED**

No classes will be held during the observed holidays. Dates are subject to change without notice by Campus Administration.

Tuesday, January 1, 2019: New Year's Day Celebration

Monday, January 21, 2019: Martin Luther King Day

Friday, April 19, 2019: Good Friday

Monday, May 27, 2019: Memorial Day

Monday, July 1- Friday, July 5, 2019: Summer Break

Monday, September 2, 2019: Labor Day

Thursday/Friday, November 28-29, 2019: Thanksgiving Break

Wednesday, December 25, 2019- January 3, 2018: Winter Break

## **DRUG FREE SCHOOL AND WORKPLACE**

Federal and state regulations require that students be informed of CSB's policy and accompanying disciplinary sanctions regarding alcohol and other drugs; the applicable legal sanctions under local, state, or Federal law for the unlawful possession or distribution of illegal or illicit drugs and alcohol; the health risks associated with the use of illegal or illicit drugs and the abuse of alcohol; and the counseling and treatment programs offered to students through the school.

Drug and alcohol abuse materials must contain ([34 CFR 86.100](#)):

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;

- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct consistent with local, state, and federal law and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.
- School policies and federal and state laws pertaining to drugs and alcohol are outlined below. Also included is information pertaining to health risks associated with the use of drugs and alcohol and information on Campus and community resources for counseling and treatment. The Institute encourages members of the entire Campus community to familiarize themselves with all of this information.

### **POLICY PROHIBITING SEXUAL HARASSMENT**

CSB's policy, in accordance with providing a positive, discrimination free school and work place, is that sexual harassment is unacceptable conduct that will not be condoned by any means. Any student or employee found guilty will be subject to disciplinary action up to and including dismissal.

### **PHYSICAL DEMANDS OF PRACTICING THE BARBERING PROFESSION**

The majority of your time as a professional Barber will be spent on your feet. It is of the utmost importance for you to learn ways to prevent fatigue, improve your personal appearance, and maintain your health.

Good health is required for the successful practice of barbering. A Barber should preserve his/her health by following rules of healthful living i.e.: cleanliness, exercise, balanced diet, adequate sleep, oral hygiene, good posture, etc.

The Barber should give his/her feet daily care. For comfort and to help maintain good posture, he/she should wear well-fitted low-heeled shoes.

### **SAFETY REQUIREMENTS FOR THE BARBER**

To protect individuals and public health a Barber should know when, why and how to use sterilization practices. The Barber must know the laws, rules, and regulations that govern cosmetology and comply with them. By such compliance he/she is contributing to the health, welfare, and safety of the community.

Sterilization and sanitation is important to the Barber because this deals with methods used to prevent the growth of germs or to destroy them entirely, particularly those that are responsible for infections and communicable diseases.

The use of certain chemicals by a Barber involves certain dangers, unless safety measures are taken to prevent mistakes and accidents. The Barber should always read manufacturer's directions and follow the directions on the labels and accompanying literature when using chemicals. The following are some general safety precautions to be observed by the Cosmetologist in the use of chemicals:

- Purchase chemicals in small quantities and store in a cool, dry place
- Carefully measure chemicals
- Keep all containers labeled and covered
- Do not smell the chemicals
- Keep a complete first aid kit on hand
- Wear protective gloves
- Always wash hands after the use of chemicals

The Barber must acquire a basic knowledge of modern chemistry. It is an essential requirement for an understanding of the various products and cosmetics being used in the salon. It is important that Barber understands these products and learns how to use them for the maximum benefit and safety of the patron.

## **ADMISSIONS INFORMATION**

### **CLASS SIZE**

Class size is limited to 20:1, per the Pennsylvania Board of Barber Examiners. As such, space is limited, and available seats are on a first-come, first-served basis. Registrants seeking to become students may be put on a waiting list and subsequently offered a seat when one becomes open.

### **START DATES**

The following represents the Start Dates for classes in 2019”

Feb: 2/5/19  
Mar: 3/12/19  
Apr: 4/9/19  
May: 5/14/19  
Jun: 6/11/19  
Jul: 7/16/19  
Aug: 8/13/19  
Sep: 9/10/19  
Oct: 10/8/19  
Nov: 11/12/19  
December: 12/10/19

### **LENGTH OF THE PROGRAM**

The Barber Program is 1,250 Clock Hours. A Part-Time schedule consists of 20 hours per week, therefore, the program will take 62.5 weeks to complete, if there is no interruption to the student’s training and they complete the program on time. Under no circumstances may a Barber student receive more than 8 Clock Hours of credit in a given day, nor more than 40 Clock Hours in a given week.

### **ADMISSIONS REQUIREMENTS**

CSB does not deny admission, or discriminate against any student enrolled in the school, on the basis of race, creed, religion, color, sex, age, disability, orientation or national origin. CSB will make every effort to reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

All Applicants:

- must be beyond the age of compulsory education in this state, which is 16 years old.
- must meet with a representative of the school in person, receive a tour and be given a chance to inspect the equipment.
- must submit a copy of their educational record to the school to show that they have completed at least a 8<sup>th</sup> grade education.
- must be registered for the Barbering program
- must agree to and sign an enrollment agreement
- must pay a registration fee

## **AMERICANS WITH DISABILITIES ACT**

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion, ethnicity, and or national origin of persons. If you would like to request academic adjustment or auxiliary aids, please contact the Campus Director, Miguel Nieves. You may request academic adjustments or auxiliary aids at any time. The Campus Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the Campus Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Campus Director by telephone at: 484-999-8227. The Campus Director will respond within two weeks of receiving the request. Requests must be submitted within one week of the date of the Campus Director's response.

### **TRANSFERABILITY OF CREDITS**

Course work taken at Champions School of Barbering is not automatically transferable to another institution. **No representation is made whatsoever concerning the transferability of Champions School of Barbering hours to any other institute.** Acceptance of credits is controlled by the receiving institution and accreditation does not guarantee acceptance.

### **TUITION**

The costs associated with attending Champions School of Barbering are as follows:

Registration Fee: \$100

Tuition: \$10,925

Kit & Books: \$1,125

Total: \$12,150

Note: Students may choose to purchase books, kits and supplies through Champions School of Barbering, or they may wish to purchase them on their own, through the open market. In either case, the books and materials necessary to complete a Barbering education at CSB must meet the approval of CSB. A kit and book list will be provided before the beginning of class.

### **RE-ADMISSION POLICY**

Re-entry is described as a previous CSB student (regardless of the length of time). By definition, the following students might seek re-entry into a program:

- Student who withdrew from a program by choice by writing a letter of withdraw
- Student who were dismissed by CSB for a violation of rules
- Attendance – Not meeting attendance requirements
- Academics- Not meeting the academic requirements of maintaining a 2.0 GPA.

Due to the limited space, a student seeking re-entry may be put on a waiting list until an available seat becomes available.

### **THE RE-ADMISSION/RE-ENTRY PROCESS**

- Students must submit a letter requesting re-entry into the program. The letter should address the circumstances surrounding the students withdraw/drop from the program as well as what has changed that will allow the student to be successful if permitted to re-enter the program. Upon receipt of the request to re-enter the student will be contacted by the education department and scheduled for a re-entry meeting (the Campus Director may approve the appointment to be scheduled prior to receipt of the request if the request is brought to the meeting).
- Students are responsible for any charges incurred for review sessions or retakes. Students approved for re-entry will be given a re-entry date. If a student does not re-enter on the date specified, the Campus Director must be consulted for approval of an alternative date.

- If a student is approved for re-entry, a new enrollment agreement must be signed documenting any new charges and/or changes to the original enrollment agreement and Payment Plan if required. The student will be subject to the terms of the new documents. A student who has been out over six months will be charged a new registration fee of \$50. The student must return all required documents by the specified date along with any payment or fees due in order to reserve their seat and be permitted to resume classes. Failure to enroll by submitting the required documents and payment by the specified date will result in the seat being offered to another student.

**LEAVE OF ABSENCE**

Champions School of Barbering does not allow for a Leave of Absence. Students must be actively enrolled or will be considered withdrawn.

**ACADEMICS**

**DEFINITION OF A CLOCK HOUR**

A Clock Hour is defined as a minimum of 50 minutes, but not to exceed 60 minutes of instruction.

**MEASUREMENT OF ACADEMIC STANDARDS OF PROGRESS**

Standards of academic progress are measured at prescribed increments during each training program according to the schedule defined below:

The **BARBER** program's Standards of Progress are calculated as described below:

<b>SAP Checkpoint</b>	<b>Minimum Passing Grade</b>	<b>Minimum Attendance</b>
450 Scheduled Hours	2.0 GPA	360 Actual Hours= 80%
900 Scheduled Hours	2.0 GPA	720 Actual Hours= 80%
1,250 Scheduled Hours	2.0 GPA	1,000 Actual Hours= 80%

**ATTENDANCE PROBATION**

If a student's cumulative attendance record falls below 80%, a consultation with a school official will be scheduled. If the problem warrants, the student may be placed on attendance probation. The purpose of probation is to reinforce the seriousness of the situation and to provide the motivation to correct the problem and avoid placing graduation in jeopardy. If a student is repeatedly placed on attendance probation and is therefore clearly in danger of not meeting the 80% attendance requirement for graduation, termination proceedings will be considered.

**ACADEMIC PROBATION**

A student, whose cumulative grade point average is less than 2.0 at the end of a grading period, is placed on academic probation. If a student fails to achieve a 2.0 cumulative grade point average for the next evaluation period or for any evaluation period in which the student is on probation, the student may be terminated for lack of satisfactory academic progress, at the discretion of the Campus Director. A student will be removed from probation upon achieving or at least a 2.0 cumulative grade point average. If a student on academic probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, the student may continue on academic probation for one more evaluation period. The enrollment of a student who fails to achieve overall satisfactory academic progress for their program at the end of two successive probationary evaluation periods may be terminated. If a student's cumulative grade average falls below the minimum GPA or if the student's credits attempted exceed the limits as outlined above, a consultation with a school official will be scheduled. If it is decided to allow the student to continue in school, the student will be placed on academic probation for the next grading period. At the end of the probationary period, the student should be meeting the minimum standards for satisfactory progress. If not, the student is subject to dismissal. Only under very extenuating circumstances will the student's probation be extended and only at the express approval of the Campus Director.

**TERMINATION**



A student may be terminated from classes or from the program for various reasons, both objective and subjective, including the following:

- Failure to comply with Academic Probation Policy
- Failure to comply with Attendance Probation Policy
- Non-Payment
- Conduct, at the discretion of the Campus Director or his/her appointee
- Failure to follow the Rules of Conduct.

### **MAKE-UP WORK**

Any student who misses class time may be required to do make-up work by the instructor, before or after scheduled classes. The instructor will be available to spend additional time with students when this is deemed necessary by the instructor. An additional tuition charge of \$30 per hour may be applied to a student's account if a student is absent during a required practical/clinical and the instructor is required to make special, individual testing arrangements for that student.

If class time is missed because the school is closed due to adverse weather conditions or other unusual circumstances, every effort will be made by the school to schedule make-up time. When necessary, additional classes may be scheduled on Saturdays. Should additional hours be scheduled during these hours due to cancellations of previous classes, it is the responsibility for students to attend these make up sessions in order to satisfy the hourly requirements of the Barbering Program. A student must attend 1,250 hours to be eligible for graduation in the Barber Program.

### **ATTENDANCE REQUIREMENT**

Attendance is taken daily in each class and every absence is recorded. To calculate attendance, Actual Hours (In attendance) are divided by Scheduled Hours (Eligible to attend). As an example, if a student is supposed to attend 30 hours/week and has been in the course for three weeks, Scheduled Hours are 120. If that same student has missed 4 hours of class, Actual hours equal 116. Therefore, the attendance percentage is 96.7%. Only those hours attended may count towards Actual Hours. In order to graduate, a student must have no less than an 80% cumulative attendance percentage.

### **DRESS CODE**

Students at CSB are expected to develop the skills, techniques, and habits that will enable them to secure successful employment. One important habit is maintaining a professional appearance including proper professional dress.

ALL BARBER STUDENTS must wear clean SOLID black pants, black shirts and a black barber's jacket (provided in kit). Shoes must be appropriate and slip resistant.

NO SWEAT PANTS, NO JOGGING PANTS, NO TORN PANTS, NO DRAGGING PANTS, NO LOW-RISE PANTS OR OTHER UNPROFESSIONAL ATTIRE WILL BE WORN. ANY HEAD WEAR MUST BE APPROVED BY MANAGMENT

### **THE GRADING SYSTEM**

Letter	Grade Definition	Grading Scale
A	Outstanding	95-100

A-		90-94.99
B+	Good	87-89.99
B		84-86.99
B-		80-83.99
C+	Average	77-79.99
C		74-76.99
C-		70-73.99
D+	Below Average	67-69.99
D		64-66.99
D-		60-63.99
F	Failing	0-59.99
I	Incomplete	N/A
W*	Withdraw w/o penalty	N/A
WP**	Withdraw passing	N/A
WF***	Withdraw failing	N/A

\*A "W" is assigned to a course if a student withdraws prior to the mid-point, regardless of grade at the time.

\*\*A "WP" is assigned to a course if a student withdraws after the mid-point but is maintaining a passing grade.

\*\*\*A "WF" is assigned to a course if a student withdraws from a course after the mid-point and is carrying a failing grade at that point.

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.)

Practical work

## **RULES CONCERNING CONDUCT**

Students must adhere to high standards of scholarship and conduct that will not interfere with the learning process of any other student, the classroom presentation by the teacher, or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to suspension and/or termination.

The administration of the school reserves the right, in the exercise of its judgment, to suspend and/or dismiss a student for any of the following reasons:

- Failure to conform to the rules and regulations of the school;
- Conduct that reflects unfavorably upon the school or its students;
- Unsatisfactory academic progress;
- Excessive absences or tardiness
- Failure to pay charges when due;
- Cheating;
- Falsifying school records;
- Falsifying medical documents;
- Breach of the school Enrollment Agreement;
- Putting client safety in jeopardy through the exercise of poor judgment or an inability to function properly;
- Failure to abide by the rules and regulations of any clinical site;
- Entering the campus or classes while under the influence or effects of alcohol, drugs, or narcotics of any kind;
- Carrying a concealed or potentially dangerous weapon;
- Conduct which interferes with the learning process of any other student, the classroom presentation by the teacher or the progress of the class in general;
- Instigation of, or participation in, rebellious activities against the school or its students;
- Solicitation which reflects unfavorably upon the school of its students;
- Profanity spoken on campus property;
- Disruptive classroom behavior;
- Vandalism of campus grounds;
- Copyright infringement

- Physical threats; or
- Theft

## **GRADUATION REQUIREMENTS**

To be eligible for graduation and receive a Diploma from Champions School of Barbering, the following requirements must be met:

1. 1,250 Hours of Instruction must be completed.
2. The cumulative percentage on theory and practical work must be 70% or greater at the time of graduation.
3. The overall attendance record must be 80% or higher, cumulatively.
4. All financial obligations must be satisfied, or payment arrangements made with the Campus Director.

A student's official date of graduation corresponds to the date when all course requirements have been successfully completed.

A **DIPLOMA** will be awarded to all eligible graduates of the Barber Program.

## **JOB PLACEMENT ASSISTANCE**

Job Placement assistance is available to all CSB graduates. Students and graduates may schedule an appointment with the Campus Director, and are encouraged to do so. CSB continually seeks new employers and new employment opportunities to bring together employers and graduates; however, **the school cannot and does not guarantee employment**. The goal of Champions School of Barbering is to help graduates seek entry-level employment as Barbers within the State of Pennsylvania.

The school offers the following to students and graduates:

- Graduating students are interviewed to determine a need for employment assistance.
- Job openings are solicited from business and industry. Assistance is offered to employers and students in scheduling job interviews.
- Assistance is available for preparation of resumes, interview techniques, work ethic, attitudes, and job search techniques.

## **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

Any student attending Champions School of Barbering who has a complaint or concern that involves the school in any way, is encouraged to address that complaint or concern with the proper school official. Depending upon the nature of the complaint or concern, the student may follow the following procedures:

1. Complaints or concerns should be discussed with the teacher concerned if that is appropriate.
2. Complaints that remain unresolved should be brought to the attention of the School's Director, Miguel Nieves.
3. Complaints that remain unresolved following the steps outlined above should be sent, in writing, to:

**State Board of Barber Examiners**  
P.O. Box 2649, Harrisburg, PA 17105-2649  
Phone - (717) 783-3402  
Fax - (717) 705-5540  
RA-BARBER@pa.gov

## **BARBER CURRICULUM**

To be a Barber is to provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or shaving. Beyond the chair, a Barber's knowledge of principles and processes for providing customer and personal services are paramount to their success; this includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. CSB's Barber program will prepare the student with sufficient theoretical and practical knowledge and

specialized barber skills to secure an entry-level position as a Barber in a Barbershop. Graduates will be eligible to take the State Board of Barber Examiner's Licensure Examination, and upon passing the exams, may qualify for employment in their respective field. Graduates are encouraged to register for and take the Licensure Examinations, both written and practical, as soon as possible following completion of the program.

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CLOCK HOURS</u>
BR101	Barber Orientation	35
BR102	Bacteriology and Infection Control	25
BR103	Implements, Tools & Equipment	10
BR104	Anatomy & Physiology	50
BR105	Electricity, Light Therapy and Chemistry	25
BR106	Properties/Disorders of the Scalp and Skin	50
BR107	Sterilization, Sanitation and Hygiene	75
BR108	Shampoo and Scalp Massages	25
BR109	Facial Massage/Treatment	25
BR201	Shaving, Honing and Stropping	246
BR202	Haircutting	254
BR203	Hairstyling	230
BR204	Hairpieces	70
BR205	Permanent Waves, Chemical Relaxing and Straightening	25
BR206	Haircoloring	25
BR301	Shop Management	14
BR302	PA Licensing, Laws and Regulations	50
BR303	State Board Review	16
	<u>TOTAL CLOCK HOURS:</u>	1,250

*100 level classes may be taken in any order. Completion of 100 level courses is required before moving on to 200 level classes.*

#### BR101 BARBER ORIENTATION

In this course, students will learn about the history of barbering, modern barber organizations, time management and what constitutes the professional image of a barber. Additionally, students will learn to practice effective human relations and communication skills while employing ethical standards.

#### BR102 BACTERIOLOGY AND INFECTION CONTROL

In this course, students will learn about the principles and practices of infection control and standard precautions to protect themselves and their clients. Additionally, students will focus on bacteriology and how to prevent the spread of disease.

#### BR103 IMPLEMENTS, TOOLS AND EQUIPMENT

This course is designed to teach students about the implements, tools and equipment of the barbering trade such as shears, combs, clippers, outliners, trimmers, straight razors, brushes and more. Students will also gain a basic working knowledge of the various supplies found in a barber shop.

#### BR104 ANATOMY & PHYSIOLOGY

In Anatomy and Physiology, students learn general anatomy and physiology- inclusive of cells, tissues and various body systems and associated organs. Upon completion of this course, students will have studied the circulatory system, the nervous system, the skeletal system, the muscular system and the foundational level of the integumentary system.

#### BR105 ELECTRICITY, LIGHT THERAPY AND CHEMISTRY

This course focuses on three main areas: the basics of electricity, the basics of chemistry and light energy/light therapy. Students will begin by gaining an understanding of electricity and how to practice electrical equipment safety. They will then move on to the terminology associated with electrotherapy and the concepts of light energy and light therapy. Finally, students will gain an understanding of basic chemistry, inclusive of the properties of water and pH and the cosmetic preparations used in barbering.

#### BR106 PROPERTIES/DISORDERS OF THE SCALP AND SKIN

In this course, students will learn the anatomy of the skin – and the structures, disorders and diseases associated with it. Students will be able to recognize pigment disorders and hypertrophies of the skin. Additionally, students will begin to discuss properties and structure of hair. Hair growth, chemical composition and understanding hair loss are all a part of BR106. At the completion of the course, students will be able to perform a hair and scalp analysis.

#### BR107 STERILIZATION, SANITATION AND HYGIENE

This course is designed to teach basic hygiene practices and the importance of daily personal care practices. Students will spend an ample portion of their time in this course discussing sterilization and sanitation- including cleaning and disinfecting tools, equipment (electrical and non-electrical), work surfaces, towels, linens, capes – and themselves, as well as the proper use and types of disinfectants, specifically within the barbering field.

#### BR108 SHAMPOO AND SCALP MASSAGES

Students will discuss treatment of the hair and scalp and will learn the shampoo service. Upon completion of this course, students will have learned how to drape, perform a shampoo service and how to perform a scalp massage.

#### BR109 FACIAL MASSAGE/TREATMENT

In this course, students will review the subdermal systems and gain an understanding of the theory of massage. Additionally, students will also learn the purpose of facial equipment and about facial treatments.

*200 level classes may be taken in any order. Completion of 200 level courses is required before moving on to 300 level classes.*

#### BR201 SHAVING, HONING AND STROPPING

Throughout this course, students will study the fundamentals of shaving and facial hair design. Additionally, students will review shaving-related infection control and safety precautions.

#### BR202 HAIRCUTTING

In this course, students will learn about haircutting- from the client consultation through haircut finish work. Upon completion of this course, students will be able to define the basic terms used in haircutting, describe basic haircuts, identify tapering and blending areas and perform haircuts utilizing industry-standard tools and equipment including shears, clippers and razors.

#### BR203 HAIRSTYLING

This course is designed to teach students basic styling techniques; students will be taught to define design elements used in haircutting and hairstyling. Upon completion of this course, students will be able to identify and perform styling techniques of graduated levels of complexity.

#### BR204 HAIRPIECES

In this course, students will learn about men's hair replacement from consultation to cleaning and styling hair replacement systems. Upon course completion, students will be able to identify the factors that influence hair replacement, identify the types of hair used in hair replacement systems and will know how to clean, service, fit, cut and style hair replacement systems.

#### BR205 PERMANENT WAVES, CHEMICAL RELAXING AND STRAIGHTENING

In order to become a versatile barber, students will learn how to curl and straighten the hair of their clients. In this course, students will gain a thorough understanding of chemical texture services, permanent waves and hair straightening, in order to help clients achieve a desired look. Concepts within this course include, but are not limited to, hair texture, hair elasticity, hair density, hair length and hair growth patterns.

### BR206 HAIRCOLORING

Students will learn the art of haircoloring and lightening throughout this course. Students will be taught to identify the characteristics and structure of the hair and utilize the color wheel before putting into practice what they've learned within in practical and clinical settings. Upon completion of the course, students will theoretically and procedurally be able to apply haircoloring and lightener.

*300 level classes may be taken in any order.*

### BR301 SHOP MANAGEMENT

Becoming a barber is more than the art of barbering- it's also a business! In this course, students will learn about the business of barbering, and what it is like to "work behind the chair". Concepts such as money management, sales, booth rental and management of a successful barbershop will be explored throughout this course. Upon completion, students will gain an understanding of building their own business as a barber.

### BR302 PA LICENSING LAWS AND REGULATIONS

Students in this course will be preparing for licensure and employment. Upon completion of this course, students should have a thorough understanding of the laws and regulations related to becoming a licensed barber in Pennsylvania. Additionally, students will receive guidance through the PA Barber Board of Examiners licensure registration process.

### BR303 STATE BOARD REVIEW

In this course, students will review for the PA Barber Board of Examiners licensure examination. In addition to testing basic theory concepts, the written exam will contain questions about Pennsylvania's barber laws and regulations – which will be reviewed along with the competencies tested on the practical examination. Students will be encouraged to register for State Board Examinations throughout this course, if not already done so.

## **FINANCIAL POLICIES**

### **CANCELLATION AND REFUND POLICY**

The following cancellation and refund policy continues to apply to the student and his/her sponsors even in the event of the sale of the school, discounts or transfer of agreement or promissory note. All cancellation notices must be in writing and delivered to the school.

1. All refunds will follow the required guidelines. Please note that students are responsible for any balances owed to CSB. Refunds will be made within 30 calendar days of receipt of written notice of withdrawal or termination or the last day of attendance.
2. Monies Owed at the Time of Withdrawal: If the amount of earned tuition, plus all fees, exceeds the amount paid, minus any required refunds, the student must pay the difference at once. If the student is unable to pay the balance in full, a payment arrangement must be worked out with the Director of the school.
3. Collection of an Unpaid Balance and Legal Fees: All delinquent accounts will be turned over to a collection agency and reported to a credit bureau. A student will be responsible for all collection and legal fees incurred by CSB in the process of collecting unpaid balances of tuition and/or fee payments.

#### **CANCELLATION PRIOR TO STARTING CLASSES**

1. Rejection of an Applicant: An applicant rejected by the school is entitled to a refund of all monies paid.
2. CSB charges a registration fee of \$50 for the Barbering Program. The registration fee is fully refundable if the student requests cancellation within 5 calendar days after signing the Enrollment Agreement. A request not made in writing initially shall be confirmed in writing by the student within an additional period of 5 calendar days. The school may retain all of the fee after 5 calendar days or after 10 calendar days absent written confirmation.
3. Applicants may cancel his/her enrollment at any time prior to the beginning of classes. Monies due regarding registration fees may be found above (#2). With regard to books and supplies, students who choose to purchase books and supplies from CSB will be responsible for the charges for said books and supplies upon receipt, even if this is prior to the start of class.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to withdrawal without penalty within 5 calendar days following a regularly scheduled orientation or following a tour of the school facility and inspection of the equipment.

#### **CANCELLATION AFTER STARTING CLASSES**

1. If a student enrolls and withdraws or discontinues the program after the beginning of the term but prior to the completion of the term, the following minimum refunds apply, with regard to tuition:
  - a. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition charges refunded by the school shall be 75% of the tuition.
  - b. For a student withdrawing from or discontinuing the program after the first 7 calendar days of the term, but within the first 25% of the term, the tuition charges refunded by the school shall be 55% of the tuition.
  - c. For a student withdrawing from or discontinuing the program after 25% of the term, but within 50% of the term, the tuition charges refunded by the school shall be 30% of the tuition.
  - d. For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.

#### **FINANCING YOUR EDUCATION**

Champions School of Barbering offers the following options to finance your education:

1. Payment Plan- In house financing for crossover program
2. Tuition Financing Corp- 4% In school, 10% post graduation (1-12 months), 15% post graduation (12-24 months)

END