



SCHOOL CATALOG

January 1, 2015 To December 31, 2015

6453 Van Nuys Blvd.

Van Nuys, CA. 90401

(818)782-8300

www.wbi.edu

Table Of Contents

School Catalog Disclaimer.....	3
Policy of Copyright Infringement.....	3
Letter from the President.....	4
Approval Disclosure Statement.....	5
Questions.....	5
Review Documents.....	5
Complaints.....	5
Programs Offered.....	6
Licensing Requirements.....	7
Faculty.....	7
Admissions Policies.....	7
Students Right to Cancel.....	7
How to Cancel.....	7
Refund Policy.....	8
Academic Probation and Dismissal Policies.....	8
Progress Policy.....	8
Attendance Policy-All Programs.....	8
Leave of Absence.....	8
Student Rights and Responsibilities.....	8
California Business and Profession Code 480.....	9
Tuition and Fees.....	9
Policies and Procedures Regarding Financial Aid (Title IV).....	9
Loan Repayment.....	9
Financial Stability-Bankruptcy History.....	10
Placement Services.....	10
STRF Disclosure.....	10
Notice Concerning Transferability of Clock Hours.....	11
Credit Evaluation.....	11
Catalog Beginning and End Dates.....	11
Mission & Objectives All Programs.....	11
Visa Related Services.....	11
Language of Proficiency.....	11
Language of Instruction.....	11
Financial Aid.....	11
Experiential Credit.....	11
Grades and Standards for Student Achievement.....	12
Description of The Facilities & Equipment.....	12
Library Resources.....	12
Student Services.....	12
Student Housing.....	12
Student Grievance Procedure.....	12
Student Records and Transcripts.....	13
Privacy Act.....	13
Student Conduct.....	13
Nondiscrimination Policy.....	13
Academic Freedom.....	13
Sexual Harassment.....	13
Accessibility to Handicapped Individuals.....	14
English As A Second Language Instruction.....	14
Equipment Needed For Instruction.....	14
Administrative Organization Chart.....	15

SCHOOL CATALOG DISCLAIMER:

This catalog is published for informational purposes. Although every attempt is made to ensure accurate information, the information provided should be used only as a reference and planning tool. While students are governed by the catalog that is in effect in the academic year in which they enter, students should not assume that the catalog is a contract between Western Barber Institute and students. The Administration Staff of Western Barber Institute reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this catalog. Students should always consult with their Institution's advisors to confirm all information.

POLICY OF COPYRIGHT INFRINGEMENT

WESTERN BARBER INSTITUTE PROHIBITS STUDENTS TO ENGAGE IN UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL WHICH INCLUDES UNAUTHORIZED PEER-TO-PEER FILE SHARING AND THE PROHIBITED USE OF THE INSTITUTIONS INFORMATION TECHNOLOGY SYSTEM FOR THOSE ACTIVITIES. ANY STUDENT ENGAGED IN SUCH ACTIVITIES WILL HAVE THE FOLLOWING CONSEQUENCES: 1ST TIME- STUDENT WILL BE SUSPENDED FROM SCHOOL. 2ND TIME- STUDENT WILL BE TERMINATED FROM SCHOOL WITH CIVIL AND CRIMINAL LIABILITIES.

ALL INSTITUTIONAL, RULES AND REGULATIONS PUBLISHED IN THIS CATALOG MUST BE FOLLOWED BY ALL STUDENTS.

Published 01-01-2015 to 12-31-2015

LETTER FROM THE PRESIDENT

Dear Student,

WESTERN BARBER INSTITUTE thank you for selecting us to provide you with your desired training. You are now entering into an institution of learning that will provide you with the tools for a successful future in the beauty industry. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

At **WESTERN BARBER INSTITUTE** our goal is to offer you the basic program to improve your ability to take and pass the licensure examination required by the California Board of Barbering and Cosmetology. We place emphasis on how to be successful in the workplace, and the life skills necessary to create the lifestyle you desire. This means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, hands-on application of subject matters studied in the theory classes, business management, business concepts, and the elements needed for personal success.

The training you will receive, will allow you to obtain an entry-level position in the beauty industry. Your success and advancement in this industry will depend on your own efforts once you begin your respective career.

It is a pleasure to have you join us at **WESTERN BARBER INSTITUTE** My goal is to help you discover your ability to transform your life and your client's lives, by your skills. The degree of your satisfaction will depend on the efforts you are willing to apply during the entire course of your training. Again, welcome to **WESTERN BARBER INSTITUTE**. The entire Staff wishes you a successful career in the Beauty business world.

Sincerely,

Eric Friedland

Eric Friedland
Chief Executive Officer (CEO)

.....

SCHOOL LOCATION

Western Barber Institute

6453 Van Nuys Blvd, Van Nuys CA 91401

BPPE APPROVAL

WESTERN BARBER INSTITUTE . Is a Private Institution and is approved to operate by **The Bureau for Private Postsecondary Education(BPPE)** as a for-profit business established in the state of California. Approval to operate means compliance with state standards as set for in this chapter. The Approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set for in this chapter

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. PO Box 980818, West Sacramento CA, 95798-0818. www.bppe.ca.gov Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

REVIEW DOCUMENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

COMPLAINT

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

ADDRESS OF INSTRUCTION LOCATION

Western Barber Institute

6453 Van Nuys Blvd, Van Nuys CA 91401

PROGRAMS OFFERED

PROGRAM 1	BARBERING
Program Description	This training program prepares students for the Board of Barbering and Cosmetology State Board Exam. Through a combination of theory and practice student develop the skills to pass the State Board Examination and obtain a Cosmetology License which will qualify the student for employment or self-employment as a Barber
Graduation Requirement	Complete 1500 hours-Barbering ete all, and/or over, the minimum requirements in regards to theory and operations as ed on the Course Curriculum. Pass a written and practical final test with a 70% G.P.A. or better better.
Occupational Objective	Work as a License Barber
Total Program Hours	1500
Final Exam Requirements	Successfully complete and graduate from the Barbering course as described and passed the State Board licensing examination with an overall average of 75%.
Text Materials	MILADY BARBERING <ul style="list-style-type: none"> • Textbook 2012 Edition • Workbook 2012 Edition • Exam Review Book 2012 Edition
Performance Objectives	Acquire knowledge of laws and rules regulating California's Barbering establishments' practices. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and, acquire knowledge of general theory relative to Barbering, anatomy, physiology, chemistry, & theory . Acquire business management techniques common to Barbering

PROGRAM 2	BARBER CROSSOVER FOR COSMETOLOGIST
Program Description	This training program prepares students for the Board of Barbering and Cosmetology State Board Exam. Through a combination of theory and practice student develop the skills to pass the State Board Examination and obtain a Cosmetology License which will qualify the student for employment or self-employment as a Cosmetologist.
Graduation Requirement	Complete 400 hours-Barber Crossover for Cosmetology Program ete all, and/or over, the minimum requirements in regards to theory and operations as ed on the Course Curriculum. Pass a written and practical final test with a 70% G.P.A. or better better.
Occupational Objective	Work as a License Cosmetologist
Total Program Hours	400
Final Exam Requirements	Successfully complete and graduate from the Barber Crossover for Cosmetology Program as described and passed the State Board licensing examination with an overall average of 75%.
Text Materials	MILADY COSMETOLOGY <ul style="list-style-type: none"> • Textbook 2012 Edition • Workbook 2012 Edition • Exam Review Book 2012 Edition

Performance Objectives	Acquire knowledge of laws and rules regulating California's cosmological establishments' practices. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails. Acquire knowledge of general theory relative to cosmetology, anatomy, physiology, chemistry, & theory <p style="text-align: center;">Acquire business management techniques common to cosmetology</p>
------------------------	--

PROFESSIONS- REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE ALL RPROGRAMS

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology, Barber, Manicuring, Esthetician, licenses will be granted by the State of CA only after the student has successfully completed and graduated from the Cosmetology, Barbering, Esthetician, Manicuring, Cosmetology crossover for Barbers, Barbering crossover for Cosmetologist course as described and passed the licensing exam with an overall average of 75%.

FACULTY

Name	Qualifications
Kenneth Copeland	Barber Instructor License Barber Since 2003 Supervisor Barber Instructor Since 2004

ADMISSIONS POLICIES

It is the Institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the Institutional catalog. The catalog information will assist the student to make a more educated selection of the program of study offered by this institution. **The Institutional catalog and disclosures are updated annually; the dates covered by the documents are stated on the cover page.**

The School is accepting applicants for admissions as regular students under the following criteria:

- (A)** Applicant must be 18 years old and provide a copy of his/her High School Diploma or Transcripts, GED, California State Proficiency Test or its equivalent.
- (B)** Students without a high school Diploma, GED or its equivalent must be at least 18 years old. Must have completed the 10th grade education level or its equivalent (required by the Bureau of Barbering and Cosmetology), and must pass an Ability-to-Benefit exam administered by an independent proctor prior to admissions. Our school uses the Wonderlic Basic Skill Test (WBST) Verbal form VS-1 or VS-2, with a minimum passing score of 200, and the Quantitative form QS-1 or QS-2 with a minimum passing score of 210.

STUDENTS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days.

If the student has received federal student financial aid funds, the student is entitle to a refund of moneys not paid from federal student financial aid program funds.

HOW TO CANCEL

The notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later. The Institution shall refund 100 percent of the amount paid for institutional charges, a reasonable deposit or application fee not to exceed seventy five dollars (\$75.00)

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date.

REFUND POLICY: After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student.

For purposes of determining a refund. A student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this Institutional Catalog.

ACADEMIC PROBATION AND DISMISSAL POLICIES

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this Institution publish Policy. Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

If the student falls below 70% in academic and/or 67% in attendance the student will be place on academic probation. The student will have one additional term to bring up or to exceed the minimum standard of the Institution. If the student fails to achieve the minimum satisfactory Academic progress he/she will be dismissed from the program.

EVALUATION PERIODS: all students must be in compliance with the Academic Probation and Dismissal Policy at the end of each evaluation period or term of the course.

EVALUATIONS PERIODS

Barber	At the point when the student completes	450, 900, 1200, and 1500 Hours
Barber Crossover:	At the point when the student completes	200 and 400 Hours

Transfer Students: Midpoint of the contracted hours or established evaluation periods, whichever comes first.

Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation period.

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program

ATTENDANCE POLICY-ALL PROGRAMS

This Institution requires that a student attend a minimum of 67% of schedule Instructional Hours

LEAVES OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. A Leave of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days.

STUDENT RIGHTS AND RESPONSIBILITIES

THE STUDENT HAS THE RIGHT TO ASK THE SCHOOL:

1. About its programs; laboratory, and other physical facilities; and its faculty?

2. What the cost of attending is and the policy on refunds to students who drop out?
3. How the school determines whether you are making satisfactory progress and what happens if you are not?
4. What special facilities and services are available to the handicapped?

IT IS THE STUDENT'S RESPONSIBILITY TO:

1. Review and consider all the information about the school program before enrolling.

CALIFORNIA BUSINESS AND PROFESSION CODE 480

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following (1) been convicted of a crime. A conviction within the meaning of this section means a plea of verdict of guilty or convictions following a plea of nolo contendere. Any action that the board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of convictions has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code. (2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another; or substantially injure another; or (3) Done any act which if done by a licentiate of the business or profession in question, would grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of felony if he has obtained a certificate of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482. (c) A board may deny a license regulated by this code on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

17. TUITION & FEES

WESTERN BARBER INSTITUTE RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE TUITION, THE FEES OR THE COURSE CONTENT WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES MADE, WILL NOT AFFECT ATTENDING STUDENTS.

COURSE	TUITION	REGISTRATION FEE	SUPPLIES	BOOKS	TOTAL CHARGES	PERIOD OF ATTENDANCE	TOTAL HOURS
BARBERING	\$6,000.00	\$100.00	\$752.10	\$0	\$6,852.10	50-63	1500
BARBER/CROSSOVER	\$1,200.00	\$100.00	N/A	\$0	\$1,300.00	14-17	400

***(The Student Tuition Recovery Fund fee is a Non-Refundable fee)**

*** = NONREFUNDABLE:**

Supplies: Once USED, they are not refundable due to sanitary considerations and hygiene. Above supplies price include a current 9% sales tax.

NOTE: Length of time in course depends on the number of hours a student contracts for, on a weekly basis as specified in the Enrollment Agreement.

EXTRA INSTRUCTION FEES: If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, Western Barber Institute will extend a courtesy period of additional training limited to 14days without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate per hour.

An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: \$5.00, Barbering: Barber and Barber Crossover \$5.00

BRUSH-UP: Students requiring preparation for the Bureau of Barbering & Cosmetology exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$100.00 will also be applied. Students must provide their own equipment.

POLICIES AND PROCEDURES REGARDING FINANCIAL AID (TITLE IV)

This Institution does not provide either State or Federal Financial Aid. The school does not make loans or extend credit.

LOAN REPAYMENT

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds

FINANCIAL STABILITY-BANKRUPTCY HISTORY

WESTERN BARBER INSTITUTE have not filed for or been involved in any bankruptcy proceedings. Western Barber Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

PLACEMENT SERVICES

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student file. This Institution will assist students in placements as often as needed; however, the school does not guarantee placement to any student.

STRF DISCLOSURE

76215. Student Tuition Recovery Fund Disclosures.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. PO Box 980818, West Sacramento CA, 95798-0818. www.bppe.ca.gov Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov

NOTICE CONCERNING TRANSFERABILITY OF CLOCK HOURS AND CREDITS EARNED AT OUR INSTITUTION

The transferability of credits you earn at **Western Barber Institutes** at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in your Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **Western Barber Institute** to determine if your Certificate will transfer.

CREDIT EVALUATION

Appropriate credit will be granted for prior training of similar Courses offered by this Institution upon review and verification by School officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the Institution will depend entirely on the Board of Barbering and Cosmetology Regulations.

CATALOG BEGINNING AND END DATES

January 1, 2015 to December 31, 2015

MISSION & OBJECTIVES ALL PROGRAMS

At **Western Barber Institute** our educational objective and mission is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the licensing exams and to prepare graduates to seek and find employment in the beauty industry. Our graduating students should be able to function effectively in one of the many specialty areas such as: **Barbers, Barber Shop Owners. Normal progression should move him or her to positions such as Barbershop Manager, Barbershop Owner, Barber Instructor, and School Owner.** In order to accomplish our mission, **Western Barber Institute**, has set the following objectives; (a) To offer programs of study that cover evolving technical skills in the various fields of the beauty industry (b) To facilitate professionally experienced instructors that are able to impart to students the principles and knowledge require for a beauty professional. (c) To prepare a graduate to hone their skills in the following areas logical thinking, communication and professionalism tools required for the work place. (d) To graduate individuals to successfully enter the work force.

We are happy to have you visit the school and receive a copy of our School Catalog, see our facilities and meet our faculty and staff. Please consider the many advantages for our students. Our staff would be pleased to answer all your questions.

VISA RELATED SERVICES

This Institution does not admit students from other countries, therefore no Visa related services are offered.

LANGUAGE PROFICIENCY

All courses are given in the English language only. All prospective students that are accepted for enrollment must be proficient in the in the English Language.

LANGUAGE OF INSTRUCTION

Instruction will be given in English Only.

FINANCIAL AID

This Institution does not provide either State or Federal Financial Aid. The school does not make loans or extend credit.

EXPERIENTIAL CREDIT

This institution does not award credit for experiential learning. This institution has not entered into an articulation or transfer agreement with any other college or university.

GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

ACADEMIC GRADING

100% - 90%	A...Excellent
89% - 80%	B...Above Average
79% - 70%	C...Average
69% - 60%	D...Unsatisfactory
59% - 00%	F...Fail

THEORY GRADES OR PRACTICAL WORK

(GPA 4)	10 POINTS	= A+
(GPA 3)	09 POINTS	= A
(GPA 2)	08 POINTS	= B
(GPA 1)	07 POINTS	= C
(GPA 0)	06 POINTS	= D

DESCRIPTION OF THE FACILITIES & EQUIPMENT

WESTERN BARBER INSTITUTE has a campus that simulates modern salon, barber shop, nails shop and spa with the sole purpose of beauty education. The school contains the professional equipment used in barbershops and in California. All this will help our students "learn-by-doing" or "hands-on training", with modern equipment and a variety of supplies that help enhance the student's product knowledge.

Western Barber Institute Facility is a 3,200 square feet utilized for the teaching and training of our barber programs. The Facilities include a freshmen classroom for lectures, demonstrations and practice. The facility has a large floor space extensive amenities for students enrolled in each program offered. **All classes are held at 6453 Van Nuys Blvd, Van Nuys CA 91401**

LIBRARY RESOURCES

Our institution provides textbooks, magazines, videos and CD's for in-school use only. Students wishing to borrow any reading material from our Library will need to sign in with the Supervisor.

STUDENT SERVICES

Students are advised individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Barber Shop Owners are scheduled into the school regularly to give demonstration and discuss career goals, etc. with students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

Students are given personal attention and assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and

quality of the student and progress. Remedial assignments are given when required. Particular attention is given to preparation for the Board of Barbering and Cosmetology Examination.

STUDENT HOUSING

The institution does not have dormitory facilities under its control. The institution does not find or assist a student in finding housing **LL PROGRAMS AT THIS INSTITUTION ARE “NON-RESIDENTIAL”**

The following information is for any student that is looking for housing that is reasonable near the institution facilities:

The approximate cost for a one bedroom apartment is **\$750.00 monthly**. Western Barber Institute has no responsibility to find or assist a student in finding housing.

STUDENT GRIEVANCE PROCEDURES:

In the event a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor: the student is to make his/her grievance known to the Institution's Chief Operations Officer or in his/her Absence to the Administrative Assistant. It is strongly recommended that all grievances be presented in writing. WBI will also accept oral grievances. However, if you have any questions or problems that you cannot resolve with the school, write or call: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833, (888)370-7589

STUDENTS RECORDS AND TRANSCRIPTS

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be review. Should a student find, upon review that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon an advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be release to the student upon receipt of a written request bearing the student's live signature. No transcripts will be issue until all tuition and other fees due the Institution are paid current.

PRIVACY ACT

It is the Institution's to carefully follow the rules applicable under the Family Educational Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times. Students are subject for dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Possession of drugs or alcohol on campus
- Possession of a weapon on campus
- Behavior creating a safety hazard to other person(s)
- Disobedient or disrespectful behavior to other students, an administrator or instructor
- Stealing or damaging the property of school or others.

Any student found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determine by the Chief Executive Officer of this Institution.

NONDISCRIMINATION POLICY

This institution is committed to provide equal opportunities to all applicants to the programs and to all applicants for employment. Therefore no discrimination should occur in any program or activity related to the solicitation of students or employees on the basis of race, color, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status or any other classification that precludes a person from consideration as an individual.

ACADEMIC FREEDOM

Western Barber Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, this institution encourages its faculty members to exercise their individual judgment regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course description as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. This Institution encourages instructors and students to engage in discussion and dialog. Student and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized area of study.

SEXUAL HARASSMENT

Western Barber Institute. must provide a workplace and school that is free of harassment, weather it is intentional or unintentional. Employments and students will be free of harassment on the basis of race, color, religious affiliation, national origin, physical handicap, medical condition, marital status, sex or age. Harassment on the campus is illegal no matter its form. Innocently intended remarks or uninvited touching can be seen as harassment, if this institution know of conduct to be harassment, we will take immediate and appropriate corrective action. Harassment include, among other things, verbal, physical, sexual or visual harassment. Sexual harassment includes conditioning a promotion or benefits from sexual favors. Students and staff members are required to report to management any pertinent information in regard to possible harassment. Dismissal of both student and staff can result if allegations of harassment are proven to be true.

ACCESSIBILITY TO HANDICAPPED INDIVIDUALS

Access for handicapped students to the institution's facilities is available at the Institution. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

This institution does not offer English-as-a-Second Language Instruction.

EQUIPMENT NEEDED FOR INSTRUCTION (THEORY CLASS)

BARBERING/BARBERING CROSSOVER PROGRAM

The following Equipment List will be used in the Barbering Instruction Program:

1. Milady Instructor Barbering Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Barbering Books

EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)

Student Station, Styling Chair, Shampoo Bowls, Dryers, (**Part of schools equipment**)

Mannequin Heads, Shaving kit, Blow Dryer, permanent rods, styling combs, staling brushes, Cutting shears, clippers, curling Iron, facial kit, and Hair Color Kit, Barber case, (**included in student's supplies**)

ADMINISTRATIVE ORGANIZATION CHART

