

Stewart's Barber Academy



School Catalog

2024-2025

55 Wintonbury mall, park Ave Bloomfield, CT

(860) 904-7652

CLASSROOM SITES

55 Wintonbury Mall, Park Ave Bloomfield, CT.

Phone: (860) 904-7652.

MISSION STATEMENT

Stewart's Barber Academy (SBA) mission is to:

- Prepare students for the Connecticut State Licensing Board.
- To provide a complete educational and training program that includes all services that may be requested by the clientele of professional barbershops.
- To provide an educational and training program designed to attain occupational competency, which will lead to gainful employment.
- To provide an early introduction to the fundamentals of the student's chosen field. This will enhance the opportunity for occupational competency.
- To provide practical experience whenever possible through cooperative programs with business, industry, and government, so students will have maximum advantages of a viable learning experience.

SCHOOL STAFF AND TITLE

- **Everton L. Stewart**, CEO, Owner Operator/Instructor.



DESCRIPTION OF FACILITY

The barbershop spans 1,870 square feet and includes four suites, one break room, and one bathroom. The main floor is equipped with seven barber chairs and two washing sinks.

ADMISSION REQUIREMENTS and PROCEDURES

The Admissions Department at SBA is tasked with ensuring that qualified potential students are admitted to SBA while meeting the mission of SBA.

Requirements

- At least 18 years of age or beyond the age of compulsory high school attendance.
- Government-issued photo identification (driver's license or state photo i.d.) and social security card.
- Completion of Enrollment Application, participation in an entrance interview, and provision of accurate and current contact information.
- Disclosing a criminal background and physical limitations may be a barrier to employment.

Procedures

The Admissions, Student Services, Financial Aid, and Education Department are available upon reasonable notice to any prospective or enrolled student during SBA's normal administrative working hours to assist in obtaining information about SBA, including its barber program, Financial assistance, percentages for completion, licensure, placement, security policies, and crime statistics. Before admitting a prospective student to SBA, all prospective students may take a tour of the SBA campus. In addition, Admissions Representatives have individual meetings with the prospect, during which the representatives conduct an interview and share information about the barber program and its costs.

ATTENDANCE POLICY

1. **Mandatory Attendance:** Students are required to attend all scheduled classes.
2. **Consequences of Absence:** If students fail to attend any class, they will be required to extend their time in the program to meet the mandatory hours necessary for completion.
3. **Make-up Classes:** Opportunities to make up missed classes will be provided, but students must coordinate with their instructors to schedule these sessions.
4. **Payment for Extended Time:** Students will be responsible for paying for any additional class time required due to missed classes

GRADING POLICY

<u>Program</u>	<u>Hours</u>
Barber	1000

To maintain SAP, students must meet all the following requirements: Qualitative Component (Academics): SBA has adopted, implemented, and follows the following grading scale for work performed by students:

Excellent	100-90
Good	89-80
Fair/Satisfactory	79-70
Failing/unsatisfactory	69-0

GRADUATION

Upon successful completion of the program (total credits/total hours) we agree to award you a Certificate. To be considered a graduate, you must have completed all required clock hours, grading, attendance, and fulfilled financial obligations. While the school may assist with placement, the school does not guarantee employment following graduation.

CONDUCT POLICY

General Rules of Conduct

- SBA prohibits ANY action unbecoming to a professional.
- Students must demonstrate that they can adhere to minimum attendance and grade requirements. Students who fail to comply with SBA's attendance policy or grade requirements could be subject to termination of their enrollment.
- Failure to provide current and accurate contact information, both personal and at least 5 references, and/or to promptly notify the Student Services Department when that information changes are grounds for disciplinary action, which could include termination of enrollment.
- Stealing and/or possession of stolen property will be grounds for immediate dismissal.

- No shouting, whistling, singing, cursing, foul language, or talk of a suggestive nature is allowed.
- No disrespectful remarks or gestures are to be made to patrons, students, instructors, staff, or any other person at the school.
- Fighting or violence of any nature, including but not limited to possession and/or use of weapons, is prohibited.

PROGRAMS

Program Objectives: To teach the fundamentals of the barber curriculum under the State of Connecticut Occupations Code.

Licensing Requirements: Students must complete state-mandated hours and pass required state licensing exams (written and practical). This program is 1000 clock hours - 34 weeks in length based upon a 30-hour week. The actual length of calendar months depends on each student's ability to attain these hours promptly.

Curriculum

Stewart's Barbershop and Barber Academy
 Wintonbury Mall, 836 Park Ave., Ste C55, Bloomfield, CT 06002

BARBER COLLEGE/BARBER SCHOOL CURRICULUM

The following curriculum will be required for a Registered Barber:

1. Hygiene and Sanitation: Sanitation, sterilization, hygiene, lighting, and ventilation.....10 hours
 (classroom)
2. Related Sciences: Study of the basic sciences including the physiology of the hand, arm, head, and face, applying to areas in which barber work is done. Structure of hair and nails, anatomy, osteology, neurology, myology, and skin histology, recognition of conditions and abnormalities, sterilization, bacteriology, and sanitation.....50 hours
 (classroom)

3. Shaving: Students learn the fundamentals of shaving, positions, and strokes. The application of these fundamentals is practiced through the preparation of the patron's face.....50 hours (clinical)
4. Barber Chemistry: Specialized subject in the chemistry of cosmetic products used in the barber field. Includes studying the basic theory of molecular structure, simple organic chemistry, and the application of various compounds to cold waving, hair relaxers, chemical processing, shampoos, rinses, dyes, and various hair preparations.....50 hours (classroom)
5. Shop Management: Designed for people interested in managing and owning a salon. Topics included are local, state, and federal regulations, mathematics, accounting and taxes, inventory control, customer relations, salesmanship, advertising, record-keeping, and equipment and time management. Utilization.....20 hours (classroom)
6. Salesmanship and Product Knowledge.....10 hours (classroom)
7. Hairstyling: Study in styling hair, shampooing, hair design, scalp massage, curling, brushing, combing, reconditioning hair, thermal pressing, iron curling, and hairpiece fitting and care.....400 hours (clinical)
8. Haircutting: Fundamentals in haircutting for both males and females. Important steps for a complete basic haircut. Procedures for cutting hair with clippers, shears, and razors. Manipulative skills are developed in correct methods of razor and scissor hair Shaping.....400 hours (clinical)
9. Shop Department: This course will teach the manner of conducting oneself or behavior in the shop. Also, dramatization of situations, that will come up in a shop, will be discussed. Finally, conversational English for the shop will be reviewed as well as telephone techniques and proper greeting of patrons.....10 hours (classroom)

Classroom Hours: 150 hours

Clinical Hours: 850 hours

Total # of 1000 hours

SCHOOL CALENDAR

Enrollment Dates/Academic/Calendar/School Holidays

New classes begin on the second and fourth Tuesday of every month. Unless weather conditions make driving impossible, campuses are open year-round for instruction every week, Tuesday through Saturday, subject to the following designated holidays and break periods:

Holidays Independence Day.....July 4,

Thanksgiving.....November 25 and 26,

New Year's Day.....January 1,

Break Period Winter BreakDecember 24 December 31,

SCHOOLS CLASS SCHEDULE

FIRST SESSION: Students will meet 5 days a week Tuesday - Saturday, from **9 AM till 2 PM**. If there are any changes to the schedule, students will be notified before their next class time.

<u>Hygiene & Sanitation</u>	<u>Related Sciences</u>	<u>Shaving</u>	<u>Barber Chemistry</u>	<u>Shop Management</u>	<u>Salesmanship</u>	<u>Haircutting</u>	<u>Shop Department</u>	<u>Total</u>
10 HR	50 HR	50 HR	50 HR	20 HR	10 HR	800 HR	10 HR	1000 HR full course
30 min (per day)	30 min (per day)	30 min (per day)	30 min (per day)	30 min (per day)	30 min (per day)	1 hr (per day)	30 min (per day)	5 hr full day

SECOND SESSION: Students will meet 5 days a week, Tuesday - Saturday, from **2 PM till 7 PM**. If there are any changes to the schedule, students will be notified before their next class time.

<u>Hygiene & Sanitation</u>	<u>Related Sciences</u>	<u>Shaving</u>	<u>Barber Chemistry</u>	<u>Shop Management</u>	<u>Salesmanship</u>	<u>Haircutting</u>	<u>Shop Department</u>	<u>Total</u>
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COSTS OF PROGRAM

Provided is a complete outline of all costs of the program which registration fee, tuition, other fees, books, room, and board. State if any fees are non-refundable.

TUITION AND FEES		
Registration Fee (non-refundable)	\$	<u>500</u>
Tuition	\$	<u>14,500</u>
Books	\$	<u>189</u>
Equipment/Supplies	\$	<u>549</u>
Total Cost	\$	<u>15,738</u>

- * The cost of the program does not include the state exam and application fees. The student will be responsible for additional fees.

If you fail to make payment on the due date, you will be charged a late fee of \$ 50.

Methods and Means of Payment

Students can pay tuition, fees, kit, and book costs with cash, cashier's check, Visa or Mastercard, money orders, Department of Veterans Affairs (VA) funds, Federal financial aid funds, or another approved outside source. At any time during a student's enrollment, SBA reserves the right to suspend a student and require him or her to meet with a Financial Aid Representative to discuss plans for payment to SBA. If a student's financial aid and/or down payment does not satisfy all charges identified in his/her Enrollment Contract, the student must enter an approved payment plan with SBA. If SBA is unable to estimate a student's financial aid for every academic year associated with his/her program, the student may choose to delay this decision until he/she is eligible to submit the appropriate application(s) for aid. However, a student must pay all remaining balances due to SBA before his/her completion of 90% of the barber program. If at any time during a student's enrollment, a student cannot secure funds to pay for the remaining balance due to SBA, his/her enrollment will be suspended or terminated until funds can be secured or, subject to the discretion of SBA, alternative payment arrangements, such as a promissory note, can be made with the school.

Federal Financial Aid

Federal financial aid programs authorized under Title IV of the Higher Education Act of 1965 offer grants and loans to bridge the gap between what the student and family can provide and what it will cost to attend SBA. An "academic year" at SBA is defined as 34 weeks and 1000 hours. Federal Pell Grant Federal Pell Grants are grants to help

undergraduate students pay for their education. These grants provide a “foundation” of financial aid, to which aid from other Federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back. The Department of Education uses a standard formula, revised, and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The size of the grant you receive will depend on your EFC number, how long you will be enrolled during the academic year, and the cost of education at SBA. An “academic year” is defined as 34 weeks and 1000 hours. Many Student Loans rely on Federal government loans to finance their education. These loans have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms.

PLUS, Loans

Parents of dependent students can take out loans to supplement their children's aid packages. The Federal Parent Loan for Undergraduate Students (PLUS) allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. PLUS loans are either FFELP (provided by private lenders, such as banks) or Direct (funds provided by the government). PLUS, loans are the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS loan but fails to make the payments on time, the parents will be held responsible. All applicants for Direct PLUS loans must complete counseling on the U.S. Department of Education’s website, www.studentaid.gov. Parent PLUS Loan borrowers cannot have an adverse credit history and will have to have a credit check performed on them. A credit check for a PLUS loan applicant will remain valid for 180 days.

The Return of Title IV Funds is NOT a Refund Policy.

When a Title IV grant or loan recipient withdraws during a payment period in which he/she began attendance, SBA will determine the amount of grant and/or loan assistance that the student earned as of his/her withdrawal date. This determination will be made using the appropriate calculation as required by Federal regulations. In addition to those Title IV recipients who officially withdraw, the calculation also will be used for Title IV

recipients who drop out or stop attending classes without officially withdrawing, and for students whose enrollment is terminated by SBA within a payment period in which the recipient began attendance. The calculation of earned Title IV funds includes the funds from the applicable sources that were disbursed or could have been disbursed to a student for the period for which the calculation is performed. Any student receiving Title IV funds will be subject to these regulations.

Determination Date

In the event of an official withdrawal, the determination date shall be the date SBA received notification of the withdrawal. In the event SBA terminates a student's enrollment, the determination date shall be the date SBA terminates the student's enrollment. In the event a student drops out or stops attending classes without officially withdrawing, the determination date shall be no later than 14 days after the student's last date of attendance.

Calculation of Return

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you cease attendance before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of Federal aid the student has earned according to the policies listed below. Title IV funds are offered to a student under the assumption that the student will attend school for the entire period for which the aid is offered. When a student ceases attendance, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Therefore, the amount of Federal grant or loan earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. The amount of Title IV aid earned is based on the amount of time the student spent in academic attendance, and the total aid received; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds does not include funds from sources other than the Title IV programs. **Up through the 60% point** of scheduled hours in each payment period, the required pro-rata calculation is used to determine the amount of Title IV funds the student has earned at the time he/she ceased

attendance. **After the 60% point** of scheduled hours in the payment period, a student has earned 100% of the Title IV funds credited to that payment period.

Order of Returns

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

No program will receive a return if the student did not receive aid from that program within the applicable payment period.

Re-Entry Within 180 Days A student who re-enters within 180 days will be treated as if he/she did not cease attendance. Upon the student's return, SBA will restore the types and amount of aid that the student was eligible for before the student ceased attendance and schedule the appropriate disbursements. Post-Withdrawal Disbursements If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount that was disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date of determination, the difference between these amounts must be treated as a post-withdrawal disbursement. A post-withdrawal disbursement will be made from available grant funds before available loan funds. If outstanding charges exist on the student's account, SBA will credit the student's account up to the amount of outstanding charges with all or a portion of any:

- Grant funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges.
- Loan funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges only after obtaining confirmation from the student (or parent in the case of a parent PLUS loan) that he/she still wishes to have the loan funds disbursed.

Deferments Borrowers who meet the following criteria may be eligible for deferment of part or all of their student loans. Students may defer repayment of their loan(s) while they

are: Armed Forces: On active duty in the Armed Forces of the United States. (Maximum eligibility is three (3) years; this is a combined limit with Public Health Service and NOAA deferments.) To qualify, you must: (1) be on active duty in the Army, Navy, Air Force, Marine Corps, or Coast Guard, and (2) provide your loan holder with copies of your military identification and orders. Note: Borrowers enlisted in a reserve component of the Armed Forces or the National Guard (while on active-duty status in the Army or Air Force Reserve) may qualify for this deferment only if: (1) serving full-time for a period expected to last at least one year, or (2) serving under an order for national mobilization. Public Health Service: Serving full-time as an officer in the Commissioned Corps of the Public Health Service. (Maximum eligibility is three (3) years; this is a combined limit with Armed Forces and NOAA deferments.) Peace Corps: Serving in the Peace Corps. (Maximum eligibility is three (3) years.) To qualify, you must have agreed to serve for at least one year. Note: You may provide your loan holder with documentation of the beginning and expected ending dates of your service in the Peace Corps. This documentation must be signed and dated by an authorized Peace Corps official. Action Programs: A full-time paid volunteer in the Action Programs. (Maximum eligibility is three (3) years.) To qualify, you must have agreed to serve for at least one year. Volunteers: A full-time paid volunteer for a Tax-Exempt Organization. (Maximum eligibility is three years.) To qualify, you must: (1) be serving full-time in an organization that has a tax exemption under Section 501(c)(3) of the Internal Revenue Code of 1986; (2) assist low-income people and their communities in eliminating poverty and poverty-related human, social, and environmental conditions; (3) not earn more than the Federal minimum wage; however, you may receive fringe benefits like those received by other employees of the organization; (4) not engage in religious instruction, proselytizing, fund-raising to support religious activities, or conduct worship services as part of your duties; and (5) have agreed to serve for at least one year. NOAA: On active duty in the National Oceanic and Atmospheric Administration (NOAA). (Maximum eligibility is three (3) years; this is a combined limit with Armed Forces and Public Health Service Deferments.) Federal PLUS Loans made on or after August 15, 1983, and Federal Consolidation Loans do not qualify for these deferments. The NOAA Deferment is available only to Federal Stafford and SLS loan borrowers whose first loans were made on or after July 1, 1987, and before July 1993, or borrowers who had a balance on a loan that was made before July 1, 1993, at the time a loan was disbursed on or after July 1, 1993. To qualify for any of the deferments listed above: You must have an outstanding

balance on a FFEL Program loan that was made before July 1, 1993, or you must have had an outstanding balance on a FFEL Program loan made before July 1, 1993, when you obtained a loan disbursed on or after July 1, 1993. If you are a Federal PLUS Loan borrower, (1) you are not eligible for the NOAA Deferment, and (2) you are eligible for the Armed Forces, Public Health Service, Peace Corps, ACTION Programs, and Tax-Exempt Organization Deferments only if your first loan was made before August 15, 1983. You are eligible for the NOAA Deferment only if you are a Federal Stafford or SLS loan borrower whose first loan was made on or after July 1, 1987, and before July 1, 1993.

Costs for Transfers

If a student has recognized transfer hours from another school, he/she will be charged a prorated portion of the program tuition. This prorated amount will be calculated by dividing the total number of hours the student needs for licensure by the total amount of hours for the full program. This percentage will then be multiplied by the total amount of tuition for the full program. Transfer requests are made to a Student Services Representative. Transferring students will be charged a \$100 transfer fee.

REFUND/WITHDRAWAL POLICY

Refunds prior to instruction

Students may cancel or terminate their enrollment at any time by completing and submitting a Withdrawal Request form to an SBA Student Services Representative via hand delivery. All monies paid will be refunded less the non-refundable registration fee. After three (3) days and prior to beginning classes, all monies less the non-refundable registration fee will be refunded.

Refunds after instruction has begun

If you cancel, withdraw, or are dismissed after you begin classes, but before you complete the program, we shall retain the stated cost of textbooks and materials that you have accepted plus a percentage of the total program tuition as indicated below. Notice of withdrawal may be made in writing but the official date of withdrawal for the purpose of refund shall be the last verifiable date of attendance.

During the first week of the program, we shall retain 10% of the total tuition fee.

During the next three weeks of the program, we shall retain 20% of the total tuition fee.

During the first 25%, but after the fourth week of instruction, we shall retain 45% of the total tuition fee.

During the second 25%, we shall retain 70% of the total tuition fee.

Thereafter, we shall retain 100% of the total tuition fee.

ALL REFUNDS DUE SHALL BE MADE WITHIN THIRTY DAYS OF WRITTEN NOTIFICATION OR WITHOUT WRITTEN NOTIFICATION ON YOUR PART WITHIN THIRTY DAYS FROM OUR DETERMINATION OF YOUR LAST VERIFIABLE DATE OF ATTENDANCE.

TERMINATION POLICY

We reserve the right to dismiss you on any of the following grounds: failure to pay charges when due, unsatisfactory academic progress, failure to maintain a record of attending at least 90% of the delivered hours of instruction, and non-conformity with our rules and policies regarding the use and possession of alcohol or controlled substance while on school property, violating the law on school property so as to damage or jeopardize the school's reputation, intentional disruption or obstruction of teaching, administration, meetings or programs, or any other official school activity, and deliberate dishonesty including cheating, plagiarism, giving false information, or altering institutional documents.

COMPLAINT POLICY

Each student may file a complaint to the school director in writing, providing a detailed description of the complaint. Once the complaint is reviewed, the school director will respond within 10 business days of the complaint's initial date. Suppose the complaint has not been resolved, or the resolution is insufficient within the period. In that case, the student may file their complaint with the Executive Director of the Office of Higher Education. Stewart's Barber Academy does not discourage or prohibit students from filing inquiries or complaints and the student may contact: The Office of Higher Education
450 Columbus Boulevard, Suite 707
Hartford, CT 06103-1841

