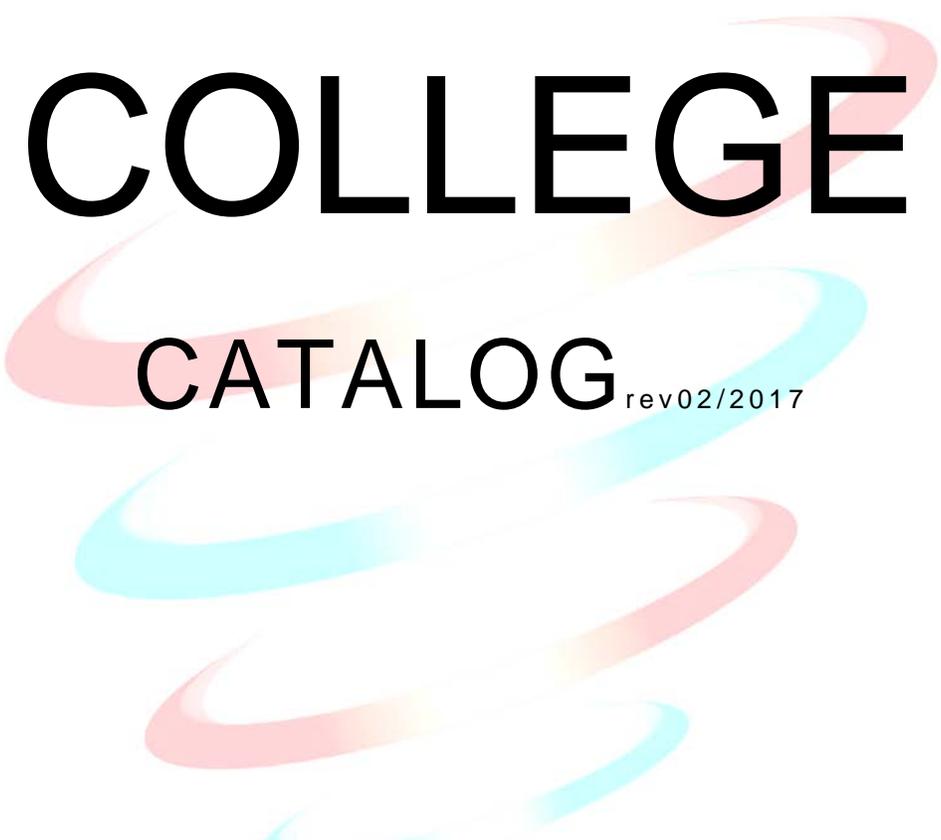


# MID CITIES BARBER COLLEGE CATALOG rev02/2017



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## **MISSION**

Our Mission at Mid Cities Barber College is to provide a complete training program that allows the students to obtain the necessary skills and successfully pass the Texas licensure examination to practice the profession as a Barber Stylist (*which includes students from the Cosmetology Operator to Class A Registered Barber program*), or Barber Instructor. We believe through our program that our students will be completely prepared and accomplished leaders within the Community and Barbering Industry.

## **HISTORY**

Mid Cities Barber College has been in operation for over two decades for the purpose of training and preparing individuals seeking a new career in the professional field of barbering. Since its initiation, Mid Cities Barber College has maintained a high quality facility and is understood to be one of the leaders in providing professionally trained and over-qualified graduates in the Barbering Industry.

Mid Cities Barber College was established by Nachita and Ramiro Cano. They offer a combined 80 years of experience in the Hair Styling Industry. This has enabled them the opportunity to provide the student a complete educational training program that promotes professionalism, ethics and standards for a rewarding future.

Mid Cities Barber College has graduated a large number of barbers who are very successful in the industry. We have a reputation of not limiting our students to focus only on one type of hair. We strive to educate and train our students' diversity in all hair types. It has been our experience that this quality allows our graduates to not only be successful, but also; to be leaders within the industry.

## **EDUCATIONAL OBJECTIVES**

Mid Cities Barber College has the approval by Texas Department of License and Regulation (TDLR) to provide a complete educational and training program that offers courses to prepare students for entry-level position/career and acquire the necessary license to practice the profession as a Barber Stylist. In addition we have developed and offer a Barber Instructor program for licensed Barbers that desire to become qualified and licensed as Instructors.

## **LICENSING**

Mid Cities Barber College is licensed by the Texas Department of Licensing and Regulation (TDLR) P.O. Box 12157, Austin Texas 78711.

The school also has the approval of the Department Assistive and Rehabilitative Services (DARS), and the Texas Veterans Commission.

## **FACILITIES**

Mid Cities Barber College, located at 2345 SW 3rd Street, Grand Prairie, Texas, is housed in a modern facility consisting of approximately 5500 square feet of floor space. It is air-conditioned, well-lit and ventilated. The classroom and practice room are spacious and can accommodate up to 130 students. Facilities consist of lobby, a faculty office, staff offices, restrooms, Break room, classrooms, practical area, laundry room, and store room. The shop area is equipped with 44 styling stations, 22 sinks, 5 shampoo sinks, and three overhead dryers. The adjoining classroom is equipped with desk chairs, anatomy charts, audio-visual equipment, demonstration area, dry-erase board, mannequins, tables and other materials adequate for the maximum enrollment. The school has relocated and updated the Learning Resource System/Library of reference sources including four student computers with internet access, audio-visual equipment, as well as current material on new services. Adequate parking area is provided completely around building.

## ADMISSION POLICIES

### Requirements

Mid Cities Barber College admits students, who are at least 17 years of age and have a high school diploma, or a General Education Development (GED) certificate or a transcript clearly showing high school attainment. In all instances, applicants must furnish a certified copy of their proof of education, which will be kept on file by Mid Cities Barber College . If a prospective student was home schooled, then he or she must provide evidence of completion of home schooling that state law treats as a home or private school. Any and all credentials are maintained. A student enrolling in either of the Barber Instructor courses must also have a Class A Barber License and 1 Year Experience if enrolling in the 500-hour Barber Instructor course. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. In order to verify the validity and equivalence of a high school diploma for foreign students, the document must first have a verification conducted by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

### Procedure

All prospective students must complete/submit a completed application to Mid Cities Barber College for admission; submit a \$25 non-refundable Application Fee; have a personal interview and tour of the school. **Prior to acceptance, all students must submit the following to Mid Cities Barber College :**

- A State issued D.L. /I.D. or Alien Registration
- A certified high school diploma or transcript showing graduation from an accredited high school OR GED
- Four 2x2 passport photos
- \$25.00 money order for Texas Barber Student Permit (TDLR)
- \$100.00 registration fee

Failure to submit all requirements as enumerated above will result in a non-acceptance to Mid Cities Barber College .

### Denial of Admissions

MID CITIES BARBER COLLEGE reserves the right to restrict or deny admission to any applicant who is not considered to be an appropriate admission candidate as determined by Mid Cities Barber College . Admissions may be denied if student had previously: been unable to maintain Performance Standards, inability to maintain financial responsibility, disciplinary issues, cannot meet (TDLR) Criminal Conviction Guidelines. These admissions decisions will be made in a manner consistent with state and federal nondiscrimination laws.

### Transfer Students

Transfer ability will be determined on a case-by-case basis by the Director.

Any student who wishes to transfer from another Barber College must provide the school with the following:

- Confirmation of hours earned from the Texas Department of Licensing and Regulations.
- A complete transcript from the previous school including a statement indicating the student has no outstanding financial obligations.
- All Admission Requirements and Procedures as outlined on Page 3 of this Catalog.
- Student must be eligible to complete a minimum of 25% of education at MID CITIES BARBER COLLEGE.

### Re-Entry

A student wishing to re-enter the school after they have withdrawn will be determined on a case-by-case basis. The student will return in the same status at which he or she left and be subject to tuition costs at the time of re-entry.

### Criminal Conviction Guidelines

These guidelines are issued by the Texas Department of Licensing and Regulation (TDLR) pursuant to the Texas Occupations Code, § 53.025(a). These guidelines describe the process by which the TDLR determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. The questionable offenses are: assaults, homicides, \*sexual offenders, and kidnapping. <http://www.license.state.tx.us/crimconvict.htm> \*Mid Cities Barber College reserves the right to refuse enrollment to sexual offenders.

## **English as Second Language (ESL)**

MID CITIES BARBER COLLEGE does not allow students to repeat courses and does not offer remedial or English as a Second Language programs. Courses are taught in English only.

## **Physical Demands/ Safety**

Prospective students must be fully aware of the physical demands and coordination required in the Hair Styling Industry. Stylist/and or Instructors can expect to stand for long periods and find it necessary to work long hours, sometimes missing breaks; one can also expect constant use of the upper torso, shoulders, arms, wrist, hands, and neck.

## **Non-Discrimination Policy**

Mid Cities Barber College complies with state, federal and local government requirements. MID CITIES BARBER COLLEGE does not discriminate in admission or access to its educational programs, publications, or employment practices on the basis of race, sex, color, national and ethnic origin, handicap, religion, sexual orientation, age, or veteran status. If student would like to request academic adjustment or auxiliary aids, please contact the School Director. Student may request academic adjustments or auxiliary aids at any time. Director is responsible for compliance with Section 504 of the Rehabilitation act of 1973 and the 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. MID CITIES BARBER COLLEGE will work with the applicant or student to determine whether reasonable accommodations can be effective and are/or available without imposing an undue hardship on school, employees or students.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify School Director in writing of the type of accommodation needed, date, 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 three (3) weeks in advance of the date device is needed.

## **Sexual Harassment Policy**

It is the policy of the Mid Cities Barber College that acts of sexual harassment herein, toward guest or and visitors to the campus or any member of Mid Cities Barber College community including faculty, staff, students and candidates for positions at Mid Cities Barber College (regardless of the individual's gender) will not be tolerated. All members of the administration, faculty, staff and students will be subject to disciplinary/legal action for violation of this policy.

## **RULES AND REGULATIONS**

Mid Cities Barber College students must abide by the rules and regulations governing the school. The regulations are designed to help the student learn professional habits that will be required for a professional career. For additional information, refer to Student Orientation Handbook. Any breach of the following may be cause for possible dismissal as determined by the School Director:

- Improper/abusive behavior or treatment of other students, school officials, or school patrons.
- Bring/use of alcoholic beverages or any illegal drugs on school premises or coming to school under the influence of the same. (Student may be subject to a drug test at their expense, if Director suspects probable cause).
- Refusal to take instructions from instructors.
- Cheating, swindling, or stealing from other students, the school, or the school patrons.
- Clocking in or out for another student.
- Non-payment of monies due the school; If student fails to maintain satisfactory financial progress
- A student may be terminated if they are out of school for more than ten (10) consecutive days without a valid Leave of Absence.

## **Dress Code**

The School expects that students will comply with a dress code emphasizing professionalism. Students not complying with the dress code standards may be sent home. Students are reminded that any time missed from school could affect student funding. The school reserves the right to make a judgment on whether an individual's attire meets dress code requirements. Students clothing is to be khaki or black pants and white shirt (school shirt acceptable)

MID CITIES BARBER COLLEGE reserves the right to amend the dress code standard at any time deemed necessary by the Administration. If changes occur, students will be duly notified in writing through posted memos or student emails.

## Attendance Policy

Daily attendance is required. A daily report is accurately kept on trainee attendance. Regular school hours are Tuesday through Friday 8:00 a.m. to 6:30 p.m., and Saturday 8 a.m. to 4 p.m. <sup>1</sup>Full-time students must attend a minimum of 30 hours a week, and part-time students must attend a minimum of 20 hours a week.

## Tardy Policy

A student is considered tardy if (s) he is not prepared for class<sup>2</sup> within fifteen (15) minutes of their scheduled time. If a student is tardy on three (3) occasions (ex. Morning, lunch, and theory) they may not be able to clock in for the next day of scheduled class. Excessive tardiness will be cause for possible interruption of training. Three tardies equals = one (1) day suspension

## Absence Policy

Absence is any time not spent in training. Attendance is mandatory everyday as well on Fridays, Saturdays and days before and after holidays. All absences, excused or un-excused are recorded; eighty hours of absent time is all that is allowed for duration of course. In the event the student exceeds his/her contract end date, hours will be charged at a rate of \$ 7.00 per hour (course over-contract rate). Students are responsible for advising the school of any absences by telephone or writing. While absences are discouraged, work missed by a student must be made up through arrangement with her/his instructor. \*lease refer to Course Interruption section.

## Friday/Saturday Attendance Policy

MID CITIES BARBER COLLEGE makes all effort to develop professionalism in our students/graduates and to prepare them for the expectations of the barber shops, and other professional places of business that will hire our graduates. The first crucial step in professionalism is consistent attendance. As a professional in the barbering industry, Fridays and Saturdays will be your busiest days. Employers will expect to be able to count on your consistent attendance on those days especially; MID CITIES BARBER COLLEGE has the same expectation. **Therefore, students scheduled to attend Tuesday through Saturday will NOT be excused on Fridays or Saturdays and will be expected to consistently attend as scheduled.** The criteria of this policy is as follows:

1. Students who miss the last day of the week (Friday or Saturday of your scheduled shift) will be considered **Unexcused**.
2. Barber students can miss 5 Fridays or Saturdays (whichever is the last day of your schedule). If a barber student misses another Friday or Saturday, a charge of \$50.00 Unexcused Absence Fee will be added to the student's ledger.
3. Tuesday through Saturday students must arrive at school as scheduled in enrollment agreement. If not clocked in by 9:30am at the latest on Saturdays or they will be considered absent. Students must attend to their scheduled completion time or they will be considered absent.
4. The only exception to the Unexcused Absence policy for Friday or Saturday is if the student has a medical excuse for themselves or their child only. A medical excuse is a note from a physician's office (Dr. signature), documentation from an emergency room, urgent care facility, etc. School administration reserves the right to accept/reject or verify documentation presented.
5. As a reminder, students must pay all financial obligations in full to graduate and receive their certification of hours.

## Leave of Absence Policy

Occasionally, students may experience extended personal, medical, death of a relative, injury/illness or other problems which make it difficult to attend classes. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study and refers to the time during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. If a student desires to take a leave of absence from his/her studies, then the following procedures must be followed in requesting the LOA:

1. The request must be made in writing by the student in advance of the leave and approved by the director in accordance with school policy. The written request must include the starting date of the leave of absence.
2. The request must specify the reason(s) for the leave and include the student signature;
3. There must be a reasonable expectation that the student will return from the LOA;
4. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 7 days to 180 days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period;
5. In the event the student cannot make the request in advance (i.e., due to a car accident or other unforeseen circumstance), then the school may still allow a leave. The beginning of the leave will be determined as the first date the student was unable to attend the institution because of the unforeseen event and an end date will be noted that will not exceed the 180 day maxi-

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<sup>1</sup> Saturdays are mandatory. An unexcused absence will result in a 3-day suspension.

<sup>2</sup> Students must be prepared for school. All supplies (ex. books, tools) are required to receive clock hour credit.

mum. All rationale for the LOA will be documented by the school in the file and the official request will be collected from the student at a later date;

6. A contract addendum will be written to acknowledge the leave and there will be a new contract end date stipulated that will reflect the same number of days as the LOA. This addendum must be signed and dated by all parties. In the event the student is unavailable for signature due to the unforeseen circumstance, the school will maintain documentation in the file explaining the sequence of events;
7. The maximum time frame will also be extended by the same number of days in the leave of absence.
8. No additional charges will be assessed as a result of the leave of absence;
9. The student will return from the leave in the same progress status upon which he or she departed
10. A student granted an LOA that meets the policy criteria is not considered to have withdrawn and no refund calculation is required at that time.
11. Should a student not return from a leave of absence, he or she will be terminated effective the documented date of return and the school refund policy will go into effect. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

## **Program Schedules**

Mid Cities Barber College operates on a continuous basis, twelve (12) months a year. New classes begin the first Tuesday of every month. Barber Stylist, Barber Instructors and Cosmetology to Class A Registered Barber course are offered on a day schedule Tuesday-Friday 8:30am-2:30pm and Saturday 8:00am-4:00pm; also, offered afternoon schedule Tuesday-Friday 12:00pm-6:00pm and Saturday 8:00am-4:00pm. Lunch break is on a rotating schedule from 11:30 a.m. to 2:00 p.m. for a period of 30 minutes. There are two 15-minute breaks, one before lunch and one, two hours after lunch.

## **Holidays**

The school observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. School vacation periods are summer - Week of July 4th and winter - Christmas week. Mid Cities Barber College reserves the right to close additional days with posted notice.

## **School Delays/ Cancellations**

In event of extreme weather conditions, Mid Cities Barber College will follow the City of Grand Prairie, School District.

## **Program/Courses**

All courses and schedules are available on a minimum class start. Mid Cities Barber College reserves the right to re-schedule, postpone, or cancel classes. Mid Cities Barber College offers makeup hours for students enrolled in classes who would like to make up missed hours. Arrangements must be made with the instructor.

## **Clock Hour and Class Size**

Mid Cities Barber College operates on a clock hour basis. A clock hour is sixty (60) minutes in length. Each student must clock-in or out on the official electronic clock (morning-in, lunch-out, lunch-in, evening-out).

## **Certification of Hours/Transcript/Diploma**

For students who are no longer enrolled in school, a charge of \$25 will be incurred for certification of hours or record of completion and / or a diploma.

## **Additional Costs**

Mannequin & Scissors / Freshman class - \$50.00

Texas Barber Student Permit fee(TDLR) - \$25.00

State Written Licensure Exam fee (PSI) - \$55.00 per attempt, if not successful on first

State Practical Licensure Exam fee(PSI) - \$78.00 per attempt, if not successful on first

Once successful on both parts of Class A Barber State Examination; Licensure Application fee - \$60.00

Texas Barber Instructor License Application fee - \$70.00

**Copying Charges-** Any request for copies or documents in student files will be charged at the rate of 10 cents per page and \$20 per hour (with a minimum of 1 hour) for each staff member involved in completing the request. This charge must be paid in advance of the request being completed. A student must provide written consent before the school will disclose personally identifiable information from a student's records. The consent must 1) state the purpose of the disclosure, 2) specify the records that may be disclosed 3) identify the party to whom the disclosure may be made, and 4) be signed and dated.

## Satisfactory Academic Progress Policy (SAP)

All students attending Mid Cities Barber College must maintain Satisfactory Academic Progress. To quantify satisfactory progress, Mid Cities Barber College sets a maximum frame for each program in which the student is expected to finish the program. This policy is applied consistently to all students enrolled in a specific program and schedule (full-time or part-time). This policy is provided prior to enrollment as part of this catalog.

### 1. MAXIMUM TIME FRAME AND EVALUATION INCREMENTS

To ensure that the student is making quantitative (attendance) and qualitative (academic) progress throughout the course of study Mid Cities Barber College evaluates the student's satisfactory assessments of progress compares the number of hours the student sees if the student is progressing at a rate that will allow him or her to finish the program within the maximum time frame. The evaluations are structured to occur no later than the mid-point of the academic year or the course, whichever occurs sooner. The two key factors for satisfactory progress are attendance and academic grades. These will be assessed at the following actual hour evaluation periods:

Course			
Barber Stylist 1500 Hours	Barber Instructor 750 Hours	Barber Instructor (1yr Experience) 500 Hours	Cosmetology Operator to Class A Registered Barber 300 Hours
450	375	250	150
900	750	500	
1200			
1500			

#### Attendance

The maximum time frame at 67% attendance is 150% of the length of the contracted course. The above means that students must maintain a cumulative average attendance level of at least 67% at the end of each evaluation period. This will ensure that student's program completion will be within 150% of the scheduled course length. Should a student not complete within 150% of the time frame, he or she will be dismissed.

#### Academic

Students must maintain a minimum of 70% academic grade average for the evaluation period. Academic grade progress will be evaluated at actual hour increments for each program as described above. Students are assigned theory study and practical experiences.

#### Grading System

90-100%	A	4.0	Excellent
80-89%	B	3.0	Good
70-79%	C	2.0	Satisfactory
0-69%	D	1.0	Failing/ Needs improvement

### 2. DETERMINATION OF STATUS

- Students meeting 67% cumulative attendance and 70% cumulative or better academic grade requirements at the actual hour increments for each program will be considered to be making satisfactory progress until the next scheduled evaluation. Students have access to satisfactory academic progress results via staff who will meet with students to go over the results.
- Students who do not meet satisfactory academic progress standards will be placed on **WARNING** until the next scheduled evaluation.
- A student can re-establish satisfactory academic progress and eligibility for financial aid, if applicable, as long as he or she meets the minimum 67% cumulative attendance and 70% academic requirements.
- The student will be informed in writing at the evaluation periods of the potential that a lack of satisfactory progress could impact financial aid, if applicable.

## Probation

If it is determined that the student did not make satisfactory academic progress after the warning period, the school will allow for a period of probation as long as:

1. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
2. Mid Cities Barber College determines the progress standards can be met by the end of the subsequent evaluation period.

## Appeal Process

A student is allowed to appeal a satisfactory academic progress determination. A student can re-establish satisfactory academic progress as long as he or she meets the minimum 67% cumulative attendance and academic requirements.

The appeal requires the following:

- It must be IN WRITING:
- Allowable reasons for appeal include death of a relative, an injury or illness of the student or other allowable special circumstances to be determined by the school administration;
- The student must submit documentation as to why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.

A decision on the student's appeal will be made within three (3) business days and the results of the appeal are documented and will be in the student's file. A student who prevails upon appeal will have any funding (as applicable) reinstated. A student who does not achieve the minimum standards is no longer eligible for Title IV, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

### 3. LEAVES OF ABSENCE, RE-ENTRANCE AND OTHER TEMPORARY INTERRUPTIONS

If a student goes on a leave of absence, the student's contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. A student returning from a leave or other temporary interruption will return in the same progress status as when he or she left.

### 4. COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetition and non-credit remedial courses do not apply at Mid Cities Barber College and have no impact on satisfactory academic progress.

### 5. TRANSFER STUDENTS

Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

These standards of satisfactory progress apply to ALL students.<sup>3</sup>

## STUDENT SERVICES

Student Services offers support in areas related to transportation, day-care and other related areas to assist students in completion of their course. Student Services is available to meet with students to provide referrals for students at risk or in need of assistance. If deemed necessary, a student may be referred to appropriate professional.

MID CITIES BARBER COLLEGE makes every effort to maintain close communication with all students. Students have the opportunity to speak with faculty and administrative staff for both career and academic advising. Academic advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Each student may meet with an advisor and/or instructor for an evaluation of progress.

It is the policy of the school to assist students where possible. The Student Services Coordinator is willing to offer assistance and guidance in the areas listed:

- Referrals to social service agencies
- Assist students in locating suitable housing accommodations
- Referral to drug abuse programs
- Tutoring programs

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<sup>3</sup> Veteran students not improving to at least a 70% average at the end of their evaluation period will be reported to the DVA for unsatisfactory progress.

- Health services agencies
- Assistance in organizing study groups
- Part-time jobs while enrolled

### Personal Advising Services

All students may contact the following off-campus organizations for advising opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention. MID CITIES BARBER COLLEGE does not offer on-campus advising services.

Drug Prevention Resources, Inc.  
1200 Walnut Hill Ln. #1500  
Irving, TX. 75038, 972.518.1821

Greater Dallas Council on  
Alcohol/Drug Abuse  
4525 Lemmon Ave #300  
Dallas, TX. 75219, 214.8284244

The Parenting Center  
1111 W. Abram St.  
Arlington, TX.76013  
817.275.7576

National Women's Health Info. Center  
U.S. Dept. of Health and Human Services  
Offices on Women's Health, 1.800.994.9662  
<http://womanshealth.gov/faz/sexualassault.htm>

The National Domestic Violence Hotline  
1.800.799.SAFE (7233) or 1.800.787.3224

National Sexual Assault Hotline  
1.800.656.HOPE (4673)

### Student Rights of Privacy/School Records

MID CITIES BARBER COLLEGE complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act protects the privacy of education records and establishes a student or parent/guardian of a dependent minor's right to inspect and review their educational records, under the supervision of faculty or member of the administration. Students, or their parent/guardian if the student is a dependent minor, may have access to their own files by completing a written request and contacting the School administration for an appointment. Students or their parent/guardian if student is a dependent minor may **not** remove these records from the campus. No information regarding any student will be released without the prior written consent of the said student, or if the student is a dependent minor, their parent/guardian unless MID CITIES BARBER COLLEGE is required by law or any government agency. MID CITIES BARBER COLLEGE reserves the right to refuse to provide copies of educational or financial records if the student has an overdue financial obligation. All institutional records related to accreditation (school is a candidate for accreditation with NACCAS), will be maintained from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law.

### Employment Assistance

Placement assistance may be provided in the form of the posting of possible job openings or referrals to potential employers. However, it is understood that Mid Cities Barber College does not guarantee employment, nor level of income or wage rate to a Student or graduate. Mid Cities Barber College does attempt to locate employment for graduates who request assistance. This service is extended to all graduates from MID CITIES BARBER COLLEGE.

### Salary Ranges

The salaries are competitive as a Barber Stylist. The industry provides the opportunity to be one's own boss with unlimited earning potential. Earnings can vary widely based on individual goals, training and initiative.

The Bureau of Labor Statistics' Occupational Employment Statistics program conducts an annual survey to provide national estimates of employment and wages for specific occupations.

39-5011 Barbers <http://www.bls.gov/oes/current/oes395011.htm>

#### Percentile

<b>10%</b>	\$17,110	<b>25%</b>	\$19,170	<b>50%</b>	\$25,090	<b>75%</b>	\$32,790	<b>90%</b>	\$43,420
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25-1194 Vocational Education Teachers, Postsecondary <http://www.bls.gov/oes/current/oes251194.htm>

#### Percentile

<b>10%</b>	\$27,280	<b>25%</b>	\$35,950	<b>50%</b>	\$47,990	<b>75%</b>	\$64,550	<b>90%</b>	\$85,510
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The data has been published by the Occupational & Employment Wages, for Texas (May 2012)

## Curriculum

Mid Cities Barber College students receive competency based, practical instruction. This method allows individuals to progress at their own practical ability with theory on a scheduled basis. All curricula has been set for each course a mandated by the Texas Department of License and Regulation<sup>4</sup>.

## COURSES OFFERED

### Barber Stylist – 1500 Clock Hours

#### Objective

The Barber Stylist Course prepares the student for the TDLR examination and provides the knowledge and skills to be employable in the profession as a licensed Barber.

#### Requirements

Please refer to Admissions Policy section of Catalog (page 3).

#### Course Description

The objective of the course is to give our students the academic and practical tools needed to succeed in the profession. In addition to classroom study, supervised practical training gives students hands on training. Completion of this course will award students with a diploma qualifying them to take the state licensing exam. After passing the state test they will then be qualified as a professional Barber enabling them to work in a number of positions in various barbershops across the state.

#### Completion Time

Full-time students may complete course in twelve (12) months. Part-time students may complete the course in nineteen (19) months. Upon successful completion of the program a diploma is awarded.

### Barber Stylist Course Outline - 1500 Clock Hours

1) theory, consisting of	180 hours
(A) anatomy, physiology, and histology, consisting of the study of	50
(i) Hair	
(ii) Skin	
(iii) Muscles	
(iv) Nerves	
(v) Cells	
(vi) circulatory system	
(vii) Digestion	
(viii) Bones	
(B) Texas barber law and rules	35
(C) bacteriology, sterilization, and sanitation	30
(D) disorders of the skin, scalp, and hair	10
(E) Salesmanship	5

<sup>4</sup> 82.120. Technical Requirements--Curricula. (Rule effective March 1, 2006, 31 TexReg 1297; amended effective August 1, 2006, 31 TexReg 5947; amended October 11, 2007, 32 TexReg 7048 amended effective February 1, 2012, 37 TexReg 319)

(F) barbershop management	5
(G) chemistry	5
(H) Shaving	5
(I) scalp, hair treatments and skin	5
(J) Sanitary professional techniques	4
(K) professional ethics	4
(L) Scientific fundamentals of barbering	4
(M) cosmetic preparations	3
(N) shampooing and rinsing	2
(O) cutting and processing curly and over-curly hair	2
(P) haircutting, male and female	2
(Q) theory of massage of scalp, face and neck	2
(R) hygiene and good grooming	1
(S) barber implements	1
(T) honing and stropping	1
(U) mustaches and beards	1
(V) facial treatments	1
(W) electricity and light therapy	1
(X) history of barbering	1
instruction in practical work, consisting of the study of:	1320 hours
(2)	
(A) dressing the hair, consisting of:	800
(i) men's haircutting	
(ii) children's haircutting	
(iii) women's haircutting	
(iv) Cutting and processing curly and over-curly hair	
(v) razor cutting	
(B) Shaving	80
(C) Styling	55
(D) shampooing and rinsing	40
(E) bleaching and dyeing of the hair	30
(F) waving hair	28
(G) Straightening	25
(H) Cleansing	25
(I) professional ethics	22
(J) barbershop management	22
(K) hair weaving and hairpieces	17
(L) Processing	15
(M) Clipping	15

(N) beards and mustaches	15
(O) Shaping	15
(P) Dressing	15
(Q) Curling	15
(R) first aid and safety precautions	11
(S) scientific fundamentals of barbering	10
(T) barber implements	10
(U) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics	10
(V) Massage and facial treatments	10
(W) Arranging	10
(X) Beautifying	10
(Y) Singeing	7
(Z) Manicuring	8

### Instructional Methods

Instructors use lecture, visual aids, games, competitions, research, class projects, etc., in presenting the course materials.

### Tuition and fees for Barber Stylist Course

Tuition (\$5.75) per hour	\$8,625
* Tools/ Textbooks	\$1,600
Chemical Fees	\$150
Registration Fee	\$100
Application Fee	\$25
Notebook	\$25
<b>TOTAL</b>	<b>\$10,525</b>

\*Tools may be purchased from school or elsewhere.

## Barber Instructor Course- 750 Clock Hours

### Objective

The Barber Instructor Course prepares the student to be a licensed Instructor in the knowledge and skills, which will allow (s) he to be able to prepare the student for the Barber Licensing Exam.

### Requirements

Please refer to Admission Policy section of Catalog (page 3).

### Prerequisite

Class A Barber License

### Course Description

The Barber Instructor consists of 750 hours of theory training in the instructor field, including lesson planning, teaching methodologies, classroom management, business management, etc.

### Completion Time

Full-Time students may complete course in seven (7) months. Part-time students may complete the course in ten (10) months. Upon successful completion of the program a diploma is awarded.

### Barber Instructor Outline - 750 Hour Curriculum

(1) instruction in theory, consisting of	175 hours
(A) lesson planning	15
(B) personality and professional conduct	15
(C) development of a barber course	15
(D) student learning principles	10
(E) principles of teaching	35
(F) basic teaching method	35
(G) teaching aids	10
(H) Testing	10
(I) Self evaluation	10
(J) teaching adults	10
(K) classroom problems	5
(L) classroom management,	5
(2) instruction in practical work, consisting of	575 hours
(A) assisting with student	350
(B) theory class (assisting teacher, observing, teaching	150
(C) learning office procedures and state laws	50
(D) grading test papers (assisting teacher, observing, grading)	25

### Instructional Methods

Instructors use lecture, research, class projects, hands-on training, etc., in presenting the course materials.

### Tuition and fees for Barber Instructor

Tuition (\$5.75) per hour.	\$4,312.50
*Tools/Textbook	\$250
Lab Fee	\$450
Registration Fee	\$100
Application Fee	\$25
TOTAL	\$5,137.50

\*Tools may be purchased from school or elsewhere.

## Barber Instructor Course (with 1 year experience)- 500 Clock Hours

### Objective

The Barber Instructor Course prepares the student to be a licensed Instructor in the knowledge and skills, which will allow (s) he to be able to prepare the student for the Barber Licensing Exam.

### Requirements

Please refer to Admission Policy section of Catalog (page 3).

### Prerequisite

Class A Barber License with 1 Year Experience

### Course Description

The Barber Instructor consists of 500 hours of theory training in the instructor field, including lesson planning, teaching methodologies, classroom management, business management, etc.

### Completion Time

Full-Time students may complete course in five (5) months. Part-time students may complete the course in seven (7) months. Upon successful completion of the program a diploma is awarded.

### Barber Instructor Course Outline - 500 Clock Hours

(1) instruction in theory, consisting of	125 hours
(A) lesson planning	15
(B) personality and professional conduct	15
(C) development of a barber course	15
(D) student learning principles	10
(E) principles of teaching	10
(F) basic teaching methods	10
(G) teaching aids	10
(H) testing	10
(I) self evaluation	10
(J) teaching adults	10
(K) classroom problems	5
(L) classroom management	5
(2) instruction in practical work, consisting of	375 hours
(A) assisting with students	250
(B) theory class (assisting teacher, observing, teaching)	50
(C) learning office procedures and state laws	50
(D) grading test papers (assisting teacher observing, grading)	25

### Instructional Methods

Instructors use lecture, research, class projects, hands-on training, etc., in presenting the course materials.

### Tuition and fees for Barber Instructor w 1year experience

Tuition (\$5.75) per hour.	\$2,875
*Tools/Textbook	\$250
Lab Fee	\$450
Registration Fee	\$100
Application Fee	\$25
TOTAL	\$3,700

\*Tools may be purchased from school or elsewhere.

## Cosmetology Operator to Class A Registered Barber- 300 Clock Hours

### Objective

The course prepares the student with the information and techniques required to pass the TDLR Licensure Examination as a Class A Barber.

### Requirements

Please refer to Admission Policy section of Catalog (page 3).

### Prerequisite

Cosmetology Operator License

### Course Description

Student will receive education and training to provide the services of a Licensed Class A Barber.

### Completion Time

Full-Time students may complete course in not less than 9 weeks, no more than 18 weeks. Part-time students may complete the course in 25 weeks, no more than 39 weeks. Upon successful completion of the program a diploma is awarded.

## Cosmetology Operator to Class A Registered Barber Curriculum - 300 Clock Hours

(1) Instruction in theory, consisting of		25 hours
(A) History of Barbering		1
(B) Barber Laws and Rules Review	1	5
(C) Implements, Honing, and Stropping		5
(D) Shaving		5
(E) Men's Haircutting and tapering	5	1
(F) Beard and Mustache Trimming and Design		1
(G) Hair color Review		1
(H) Permanent Waving and Relaxing Review	1	1
(I) Manicuring and Nail Care Review		1
(J) Facial Treatments and Skin Care Review	1	1
(K) Anatomy and Physiology Review		1
(L) Blow-dry Styling Review		1
(M) Shampooing and Conditioning Review	1	
(2) Instruction in practical work, consisting of		275 hours
(A) Men's Haircutting and tapering	165	
(B) Shaving, Mustache and Beard Trimming	85	
(C) Hair coloring	5	
(D) Permanent Waving and Relaxing		5
(E) Facial Treatments		5
(F) Shampooing and Conditioning and Blow-dry Styling		5
(G) Manicuring		5

### Instructional Methods

Instructors use lecture, visual aids, games, competitions, research, class projects, etc., in presenting the course materials.

### Tuition and fees for Cosmetology Operator to Class A Registered Barber

Tuition (\$10.00) per hour.	\$3,000
*Tools/Textbook	\$315
Lab Fee	\$150
Registration Fee	\$100
Application Fee	\$25
<b>TOTAL</b>	<b>\$3,590</b>

\*Tools may be purchased from school or elsewhere.

**All tuition rates are subject to change without notice. The changed rates will only be applied to newly signed contracts and will not affect existing contracts.**

## **GRADUATION REQUIREMENTS**

Before a student's records are electronically submitted to TDLR, and a diploma is awarded, (s) he must meet the following requirements of Mid Cities Barber College:

- Complete contracted hours
- Pass all required exams; and
- Total tuition and fees must be paid in full; unless arrangements have been established with the Financial Administrator.

## **Payment Schedule**

If tuition is paid in monthly payments, the payments are due on the 1<sup>st</sup> or the 15<sup>th</sup> of each month; this will be determined at the finance interview. A late fee of \$10.00 per month will be charged if a payment is more than 10 days late.

## **SELF-PAYMENT POLICY AND TERMS OF PAYMENT**

All student payments are the responsibility of the student and payable as stated on the Student Contract. All students are required to make a minimum of \$ 50.00 payment each month towards their education agreement. All payment amounts are based on course student is enrolled. If students financial situation changes that may affect his/her ability to make scheduled monthly payments; student must immediately resolve/make arrangements with Financial Administrator. Students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness. If monthly payments are approved by the school, the student account is due and payable in accordance with the terms of the Institutional Finance Plan, including any late payments if incurred. The student may be suspended until payment has been received. MID CITIES BARBER COLLEGE payment options are Visa, MasterCard, Cashier's Checks and Money Orders.

**Institutional Finance Plans and private student loans can be made available. See Administration.**

## **CANCELLATION AND REFUND POLICY<sup>5</sup>**

### **Cancellation and Refund Policy**

#### **Section 1601.563<sup>i</sup>**

(a) MID CITIES BARBER COLLEGE A barber school permit holder shall maintain a refund policy to provide for the refund of the unused part of tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period

- (1) fails to begin the course of training;
- (2) withdraws from the course of training; or
- (3) is terminated from the course of training before completion of the course.

(b) A barber school's refund policy must provide that:

(1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;

(2) the effective date of the termination for refund purposes is the earliest of:

- (A) the last date of attendance, if the student is terminated by the school;
- (B) the date the permit holder receives the student's written notice of withdrawal; or
- (C) 10 school days after the last date of attendance; and

(3) the school may retain not more than \$100 if:

- (A) tuition is collected before the course of training begins; and
- (B) the student does not begin the course of training before the date the cancellation period under Section 1601.562 expires.

**Three-Day Cancellation** - If, within three school days after submitting all College admissions documents, including a signed enrollment agreement and required fees and tuition, a student chooses to withdraw his/her enrollment from Mid Cities Barber College, all fees and tuition will be refunded in full.

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<sup>5</sup> The policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

### Other Cancellation

An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than \$150.00

### TEXTBOOK / EQUIPMENT

The amount paid for textbooks and equipment **shall not be refunded.**

### REFUND OF CASH - PRIVATE PAY

The school shall make a pro rata refund of tuition to students who withdraw or are terminated. The student must have completed less than 60% of the period of enrollment for which (s) he was charged. This is calculated according to the following fraction:

$$\frac{\text{Hours scheduled to have completed between the starting date and the last date student was marked present in school}}{\text{Hours in the enrollment period for which the student was charged}}$$

The resulting percentage from the above fraction is rounded upward to the nearest 10%. This percentage is then multiplied by the total tuition, fees, and other charges. The lesser of 5% of tuition, fees, and other charges assessed or \$100.00 is retained as a termination charge.

The school will compare the amount computed above with a computation made according to its regular refund policy, if required. As a result of this comparison, the school will refund the largest amount.

### Withdrawal or Termination of Student.

#### **Section 1601.564**

(a) If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:

- (1) may retain \$100 in tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.

(b) If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

### Effect of Student Withdrawal

#### **Section 1601.565**

(a) A barber school shall record a grade of incomplete for a student who withdraws from a course of training but who is not entitled to a refund under **(Section 1601.564)** if:

- (1) the student requests the grade at the time of withdrawal; and
- (2) the withdrawal is for an appropriate reason unrelated to the student's academic status.

(b) A student who receives a grade of incomplete may reenroll in the course of training before the fourth anniversary of the date the student withdraws and may complete the subjects without paying additional tuition.

## **Payment of Refund**

### **Section 1601.566**

(a) A barber school shall pay a refund owed under this subchapter not later than the 30th day after the date the student becomes eligible for the refund.

(b) A school that fails to pay the refund within the period required by this section shall pay interest on the amount of the refund for the period beginning on the 31st day after the date the student becomes eligible for the refund and ending on the day preceding the date the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

(c) If a school refunds tuition to a lending institution, the interest is paid to the institution and applied against the student's loan.

(d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the school's effort to locate the student.

<sup>1</sup> *REGULATION OF BARBERING Occupations Code Title 9. Regulation of Barbers, Cosmetologists, and Related Occupations Chapter 1601 Administered by the Texas Department of Licensing and Regulation (effective September 1, 2013)*

## **Withdraw Fee**

Students who withdraw or terminate prior to course completion will be charged an administrative fee of \$ 150.00.

## **Official vs. Unofficial**

A student may officially withdraw by properly submitting (MID CITIES BARBER COLLEGE withdraw form) in writing, found in the Library and submit to Student Service Coordinator; or unofficially be withdrawn (administratively) for discipline, attendance, nonpayment of monies owed to Institution.

## **Failure to return from LOA**

Failure to return to school at the expiration of the approved LOA will result in the immediate termination of enrollment of the student from the school. The LOA does not become effective until the Leave of Absence form with all required documentation has been submitted by the student and approved by the Director of MID CITIES BARBER COLLEGE.

## **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

MID CITIES BARBER COLLEGE will make every effort to resolve student grievances. The school maintains an open-door policy in regard to grievances. Any student who has a complaint in regards to any subject concerning the School, should first meet with their assigned Teacher and see if he/she can assist in finding a solution.

If the complaint involves the student's teacher, the student should contact Director. Often times student complaints can be resolved relatively easy by simply sitting down with one another and working the situation out. It should be noted any student might visit directly with Director simply by requesting to meet with him. If the issue cannot be resolved by the Director, the student may then forward their grievance in writing to the administration for mediation. 1) The written grievance should be given to the School Director/designee. 2) The information will be reviewed by the school owner/administration and a response will be sent in writing, every attempt will be made to respond within 15 days of receiving the grievance. The initial response may not provide for final resolution of the matter but will notify the student of continued investigation and actions being taken. In the case of continued investigation, the student will receive a response after the investigation has been completed. 3) Should the student find the response to be unsatisfactory, the student may appeal that decision to owner/administration. Appeals must be in writing and include copies of the original grievance, the original response, and any additional pertinent documentation. The owner/administration will review and further investigate the matter; they will then issue a final written response. Every attempt will be made to issue the final response within 30 days of receipt.

If a student is not satisfied with the results, a student may contact the Texas Department of Licensing and Regulation. The information on contacting TDLR appears at the end of the complaint Policy information: Texas Department of Licensing & Regulation P.O. Box 12157, Austin, Texas 78711, 800-803-9202 or (512) 463-2906. The school is a candidate for accreditation with NACCAS, 3015 Colvin St., Alexandria, VA 22314.

## **OWNERS**

Ramiro Cano 50%

Nachita Cano 50%

## **FACULTY AND ADMINISTRATIVE STAFF**

The faculty and staff of Mid Cities Barber College are qualified and certified by the Texas Department of License and Regulation to provide all the training and support services required for successful administration of the educational programs available through this institution.

Our Faculty includes:

Priscilla Serna	Instructor
Nachita Cano	Instructor
Ramiro Cano Jr.	Instructor (Substitute only as needed)

## **ADMINISTRATORS**

Ramiro Cano Jr.	Director/ Financial Administrator
Amanda Cano	Admissions/Student Services

## **DISCLOSURES**

- Lost, mutilated or stolen items will be replaced at the expense of the Student.
- Cost of medical or other examinations, if required, is to be paid for by the Student.

You are further informed that a student's enrollment and relationship with the school is limited to a student relationship status, and you, as a student, shall not receive any type of wages, salary, commissions, or benefits of any kind. You are also informed that as a student you are not an employee, agent, or representative of the school, and the school or its representatives have no responsibility, liability or obligation to you as an employer.

The MID CITIES BARBER COLLEGE reserves the right to add or withdraw any course and to make changes to curriculum, tuition, regulations or any other publications as conditions warrant; MID CITIES BARBER COLLEGE also reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.

The Student's enrollment may be terminated at the election of the School Director, if the Student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the School (as stated in the catalog); in which event, the extent of the Student's tuition obligation will be in accordance with the School's refund policy.

This Agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized.

I hereby certify that all the proceeding statements in the Catalog 2/17 are true and correct.



Ramiro Cano Jr.  
Director

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