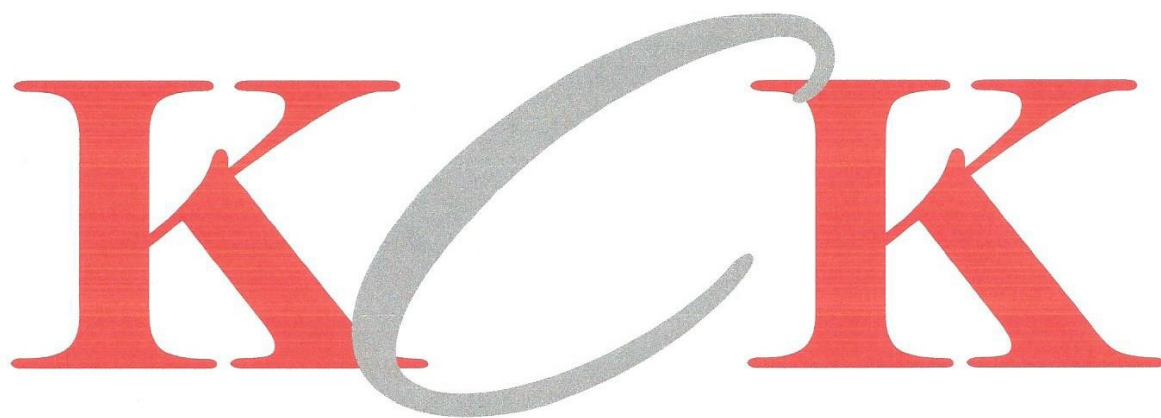


To the left of the word 'Beauty' is an illustration of a comb and a pair of scissors. To the right is an illustration of a woman's head with long, dark, wavy hair and a hair clipper.

Beauty & Barber ACADEMY

School Catalog

Published July, 2025

Volume XII

Licensed By The Commission For Independent Education #5309

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Suite #1

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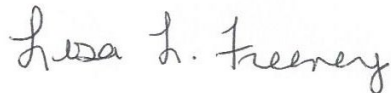
Jump Start your career in

Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor,
Manicure and Skin Care Specialist

This is the current catalog of KCK Beauty & Barber Academy. It is certified, true and correct in content and policy.

Publication Date July, 2025, Volume XII

Academic Year July 1, 2025- June 30, 2026



Signed _____ Date: July 1, 2025
Lisa L. Freeney, Chief Executive Officer

WELCOME

FROM

LISA L FREENEY

Chief Executive Officer

At KCK Beauty & Barber Academy, we recognize that the demand for creative and well trained professionals in the beauty and barber industry is growing daily. We offer dynamic programs in a modern facility to successfully train and prepare you for a limitless career. Our students not only learn technical skills needed in their chosen field of study as well as interpersonal, professional and business fundamentals. Our Instructors are well versed in the use of innovative equipment and effective techniques to present and enhance the school's state approved curriculum.

KCK Beauty & Barber Academy is the place where students are able to pursue their passion, unleash their skills and creativity and be equipped with the tools and knowledge required to succeed.

If you are looking to unleash your artistic and creativity side while taking charge of your professional career in the Beauty Industry look no further, Enroll today at KCK Beauty & Barber Academy.

KCK BEAUTY & BARBER ACADEMY MISSION

Our Mission at KCK Beauty & Barber Academy is to potentially train the best leaders of tomorrow for a career in the Beauty and Barber Industry through quality education, committed instructors and continuous encouragement of knowledge and growth in our students.

KCK BEAUTY & BARBER ACADEMY GOALS & OBJECTIVES

- Train Students to become professionals in the Beauty & Barber Industry.
- High Level commitment in providing competency based academic programs that measure students' knowledge and skills.
- Educating students in theory, practical and clinical procedures for their chosen field.
- Educating students on Florida Laws and Statues relating to their field of study as required by the State of Florida.
- Continual improvement of programs to prepare successful graduates for certification, licensure and employment in their chosen field.
- To assist the students in suitable job placement.
- Committed Instructors who are highly motivated and well trained in instructional skills.

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ADMINISTRATION FACULTY and STAFF

Administration and Staff	Faculty
Lisa Freeney Chief Executive Officer/Owner/School Director Bachelor of Science Computer Information Sys. Florida A&M University Tallahassee, FL.	Neisha Butler Manicure Instructor, License Number- FV9592296 KCK Beauty & Barber Academy, Jacksonville, FL. Instructor Certificate KCK Beauty & Barber Academy, Jacksonville, FL.
James Long Owner/Finance Director Bachelor of Science Marketing and Management Southern University, Baton Rouge, LA.	Lateria Rushing Restricted Barber, Barber Instructor, License Number-BB8909463 KCK Beauty & Barber Academy, Jacksonville, FL. Instructor Certificate KCK Beauty & Barber Academy, Jacksonville, FL.
Maggie Long Student Affairs Accountant Bachelor of Science/Bachelor of Arts Accounting & Mathematics Alabama State University, Montgomery, AL.	Takesha Stephens Skin Care Instructor, License Number FB9750496 FSCJ, Jacksonville, FL.
Neisha Butler Admission Director Bethune Cookman University Daytona Beach, FL. Bachelor of Science Business Administration with concentration in Organizational Management Edward Waters University, Jacksonville, FL.	Beatrice Jones Facial Specialist License Number FB778683 KCK Beauty & Barber Academy, Jacksonville, FL. Nail Specialist License Number FV9623594 KCK Beauty & Barber Academy, Jacksonville, FL. Instructor Certificate KCK Beauty and Barber Academy, Jacksonville, FL. Cosmetologist License Number CL1300615 KCK Beauty & Barber Academy, Jacksonville FL. Barber License Number BB8908537 KCK Beauty & Barber Academy, Jacksonville, FL.
James A. Long Computer Technician Bachelor of Science Detroit Institute of Technology Mathematics and Physics MBA Wayne State University Business Administration Detroit, MI.	Kim Washington Cosmetology Instructor, License Number-CL120796 Paris Harrington, Kansas City MO. Barber Instructor, License Number-BR8309 KCK Beauty & Barber Academy, Jacksonville, FL. Instructor Certificate KCK Beauty & Barber Academy, Jacksonville, FL.
Kyra Freeney Office Clerk Bachelor of Science Environmental Science Florida A&M University, Tallahassee, FL. Masters of Medical Sciences Jacksonville University Jacksonville, FL.	

ABOUT KCK BEAUTY & BARBER ACADEMY

Language

KCK Beauty & Barber Academy will teach all programs in English only.

Licensure, Accreditation & Affiliations

KCK Beauty & Barber Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684.

KCK Beauty & Barber Academy is Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc., is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education. Additional information regarding the accreditation status of the institution may be obtained by contacting NACCAS at 3015 Colvin Street, Alexandria, VA 22314, (703)600-7600.

KCK Beauty & Barber Academy is approved for Veteran Training. For additional information please contact Veteran Affairs at PO Box 1437, St. Petersburg, FL 33731-1437, (727) 319-7402.

School Facilities and Equipment

KCK Beauty & Barber Academy is located on the Northside of Jacksonville, FL. at 10592 Balmoral Circle East Suite #1. The school occupies 5,000 square feet and is a smoke-free building.

Lobby area seats 6 guests comfortably and is equipped with reception station, TV and magazines. Classrooms and clinical floor areas are equipped to house students safely during instruction and comply with the State and Federal student/teacher ratio. KCK Beauty & Barber Academy is accessible for those with physical disabilities and meets all fire and safety standards required by the city and state. Student Classrooms have been set up to provide the proper environment for different types of learning and activities. Classrooms use whiteboard, lecture demonstration and video projector teaching formats and computer and monitor. Classrooms provide seating with tables and chairs to meet the school 10:1 student/teacher ratio. The Clinical Floor Is a unisex area which mimics a realistic salon environment with client reception area, (8) individual stations for hair styling and hair cutting, (4) shampoo bowl and (4) hood dryers and (2) manicure stations, A private pedicure and skin rooms. The Resource Library room has 4 computers, 1 printer, books on styling, health & wellness and motivation, current information relating to Barber and Cosmetology Laws and Board Prep materials available for student reference.

Client Services

All students enrolled at KCK Beauty & Barber Academy has the opportunity to perform a variety of hair and spa services to clients in a salon/spa setting, under the supervision of instructors.

Administrative Offices

Student Affairs, Education Director, Admissions and finance offices are open from 8:30am-4:30pm Monday-Friday to address student questions and concerns.

Contact Information

Phone: (904) 516-9280	School Fax Line (904) 551-2361	Email: kckbeautybarberacademy@yahoo.com
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Phone call and email messages are retrieved and returned with 24hours.

Additional Disclosures

NACCAS Annual Report 2023, November 2024

Graduation Rate	91.18%
Placement Rate	100.00%
Licensure Rate	100.00%

School Class Start Dates, Hours and Holiday Closures

Class Starting Dates

New Applicants are enrolled at KCK Beauty & Barber Academy every Monday of each month, except when holidays are observed on Monday's (Classes will start on Tuesday's).

Hours of Operation

Full-time Students: 35 hours per week, 8:30 a.m. to 4:30 p.m., one-hour lunch
* 35 hours per week, 12:30 p.m. to 8:30 p.m. one hour lunch
Part-time Students: 20 hours per week, 8:30 a.m. to 12:30 p.m., no lunch
*20 hours per week, 4:30 p.m. to 8:30 p.m., no lunch

* Will be conducted based on enrollment.

Resource Library is open during Class Hours.

Holiday Closures

The following holidays are observed at KCK Beauty & Barber Academy

New Year's Day	Memorial Day	Veterans Day
Dr. Martin Luther King's Birthday	Fourth of July	Thanksgiving Day and Day after Thanksgiving
President's Day	Labor Day	Christmas Eve Through New Year's Eve
Monday after Easter	Juneteenth	

Holidays are subject to change without prior notification

TRAINING PROGRAMS

Barber & Restricted Barber	Cosmetology	Full Specialist
Instructor	Manicure	Skin Care Specialist

Types of learning acquired during training:

- Theory training is the foundation for your education
- Practical training is the application of what you have learned
- Building Skills and Professional Business is vital to your Industry success

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs in the salon industry, education or other fields listed below upon graduation:

Barber, Restricted Barber, Cosmetologist, Instructor, Full Specialist, Manicure, Skin Care Specialist

*BARBER RESTRICTED BARBER	COSMETOLOGY	INSTRUCTOR	FULL SPECIALIST	MANICURE	SKIN CARE SPECIALIST
*Master Barber Restricted Barber	Hair Stylist	Instructor	Facial Specialist	Manicurist	Facial Specialist
Barber/Stylist	Hair Color Specialist	Director of Education	Product Representative	Nail Technician	Retail Specialist
Men's Hairstylist	Salon Owner or Manager	Sales Consultant	Make Up Artist	Nail & Pedicure Artist	Make Up Artist
State Board Member or Examiner	State Board Member or Examiner	Manufacturer Sales Representative	Retail Specialist	Nail Shop Owner	SPA Owner
Barber Shop Manager/Director	Esthetician or Manicurist		SPA Owner	Product Representative	Product Representative
Barber Shop Owner/Operator	Instructor		Massage Therapists		Personal Care Service
Manufacturer Sales Representative	Salon Sales Consultant		Health Care Service		Office of Physician
Instructor	Make Up Artist		Personal Care Service		Mobile Facials
Product Representative	Platform Artist				Massage Therapists
	Manufacturer Sales Representative				Health Care Service

Essential Career Considerations/Requirements

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Skin Care Specialist will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

JOB DEMAND IN BEAUTY AND BARBER INDUSTRY

The U.S. Department of Labor provides job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code / CIP Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012/12.0413	\$14.23 / \$29,590	\$11.66 / \$24,260
Barbers / 39-5011/12.0402	\$14.38/\$29,900	\$12.38/\$25,760
Estheticians (Skin Care Specialist) / 39-5094/12.0414	\$16.91/\$35,160	\$14.55/\$30,270
Manicurists / Pedicurists / 39-5092/12.0410	\$11.70/\$24,330	\$10.65/\$22,150
Instructors (Vocational Education)/25-1194 /13.1201	\$26.80/\$55,730	\$24.36/\$50,660

ADMISSIONS

Admissions Policy for Barber, Restricted Barber, Cosmetology, Full Specialist, Manicure and Skin Care Specialist

The School only admits students beyond the age of compulsory school attendance in the state of Florida. Students must:

- be 16 years of age to attend all programs,
- complete the Admission Application and pay non-refundable application fee of \$50,
- have a high school diploma or GED ,
- have a parent or legal guardian with them if they are under the age of 18 and both must fill out and sign all enrollment consent forms,
- present a valid I.D., U.S. passport or birth certificate and Social Security Card at time of enrollment,
- transfer students must provide official transcript from another institution(Barber, Restricted Barber, Cosmetology, Full Specialist, Manicure and Skin Care Specialist),
- Attend Orientation and sign an Enrollment Agreement.

Admissions Policy for Instructor students must:

- have a high school diploma or GED,
- Must be a licensed Barber, Restricted Barber, Cosmetology, Full Specialist, Manicure or Skin Care Specialist,
- Must bring proof of current license,
- Complete the Admission Application and pay non-refundable application fee of \$50,
- present a valid I.D., U.S. passport or birth certificate and Social Security Card at time of enrollment,
- Attend Orientation and sign an Enrollment Agreement.

Admissions Procedures

Inquiries and applications for admission should be made to:

Admissions Office
KCK Beauty & Barber Academy
10592 Balmoral Circle East Suite #1 Jacksonville, FL. 32218
Admissions (904) 516-9277 Fax (904) 551-2361
Email: kckbeautybarberacademy@yahoo.com Website: www.KCKBBACADEMY.org

It is recommended that the applicant and parent(s) or spouse visit the campus. The applicant should call or write the Admissions Office to schedule an appointment. The office is open Monday through Friday, from 8:30 AM to 4:30 PM. Applicants who cannot visit the school are urged to call the Admissions Office for a telephone interview. At the time the applicant inquires about the school, the School will provide the applicant with a link to access a copy of the KCK Beauty & Barber Academy catalog which gives information about completion, licensure and placement

percentage rates. At the time the applicant completes the application, a copy of the catalog will be given prior to signing the enrollment agreement.

Notice of Admissions and Confirmation

Upon receipt of each application and registration fee, the Admissions Office will confirm a space on the condition that all admission requirements have been met. Should a class become full prior to confirmation, the applicant will be contacted by telephone or mail and placed on the waiting list with the start date for the next available class.

Application Deadline

The recommended deadline for submitting an application for admission is Monday of each week. Applications received after Monday will be honored on a day-by-day basis as long as classroom space is available. At the orientation session, applicants are to sign and return the Statement of Receipt found in the information packet. In all cases, early application is encouraged because, to some extent, class space dictates the number of new students who can be admitted at each enrollment period.

Non-Citizen

Non-citizens are not accepted with the exception of eligible non-citizens who can provide the required documentation of their 1551 eligible legal status in the United States for the purpose of receiving Federal Student Aid. If proper documentation is provided KCK Beauty & Barber Academy admission procedures apply for legal non-citizens.

Evaluating the Validity of High School Diplomas

The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question. Should an enrolling student provide a foreign high school diploma, the school will work with the student (at his/her own cost) to obtain an English translation of the diploma along with confirmation that the education received is equivalent to a U.S. high school diploma from a qualified outside agency. In the absence of the above documentation, the school will advise the applicant of how he/she can obtain a G.E.D. Student's self-certification is not considered sufficient proof of validity.

Ability To Benefit

KCK Beauty & Barber Academy does not accept ability to benefit students.

Vaccination

KCK Beauty & Barber Academy require no information regarding vaccinations from potential students to attend school.

Re-Entry

A student who has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedure. A student who was terminated for any reason must have an interview with the School Director and show cause why he/she should be re-instated. The decision of the School Director is final. Students who have been terminated or withdrew from school and re-enroll (if determined by the School Director to be eligible) within 180 days will not incur additional charges; however these students will be responsible to pay any remaining balance from the previous enrollment. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-entry Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-entering students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Definition of Clock Hour

One clock hour is the equivalent of 50 minutes of direct instruction and a 10-minute break.

Credit for Previous Training

KCK Beauty & Barber Academy makes no promises of acceptance of credit from any other institution. Credit may be granted for training in another in- state or out-of-state school. Proof of official transcript must be submitted prior to enrollment. After evaluating the official transcript from the previous institution attended, an evaluation exam may be conducted by the program Instructor and may include both written and practical. The student's tuition will be adjusted accordingly to reflect the reduced hours of training. The school does not recruit students attending an institution with a similar course of study. Any credit that may be granted will be considered both attended and scheduled hours for the purpose of Satisfactory Academic Progress

VETERAN STUDENTS: Please see Veteran's Policies for the Credit for Previous Training policies for Veteran Students who attend KCK Beauty & Barber Academy.

Transfer of Credit

Decisions concerning the acceptance of credits earned and credit hours by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made concerning the transferability of any credits to any institution. Students must contact the admissions office of the receiving institution to determine what credits, if any that institution will accept.

Transcript of Transfer of Hours

KCK Beauty & Barber Academy will issue an Official Transcript of hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for all debts owed the school as approved by the School.

FINANCIAL ASSISTANCE

Student Financial Aid Information

Financial Aid Assistance in the form of PELL & Loans is available to those who qualify. Students who are interested in applying for Federal Title IV aid programs at KCK Beauty & Barber Academy should begin by creating a Personal Identification Number (PIN) at www.pin.ed.gov. Once a PIN has been obtained, you may proceed with completing the Free Application for Federal Student Aid. If you would like assistance with completing the FAFSA or have any questions please contact the financial aid office. **Our school code is 042768**

Gathering the Documents Needed to Apply

The FAFSA asks for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, when you filed taxes or what tax form you used), you will need the following information or documents as you fill out the FAFSA:

1. Your Social Security number (it's important that you enter it correctly on the FAFSA!)
2. Your parents' Social Security numbers if you are a dependent student
3. Your driver's license number if you have one
4. Your Alien Registration Number if you are not a U.S. citizen
5. Federal tax information or tax return transcripts including IRS W--2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student.
6. Records of your untaxed income, such as child support received, interest income, and veterans non--education benefits, for you, and for your parents if you are a dependent student
7. Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which you live; and business and farm assets for you, and for your parents if you are a dependent student.

To be considered for federal financial aid programs, a student must meet all of the following criteria:

1. Demonstrate financial need. Financial need is the difference between the Estimated Cost of Attendance and the Expected Family Contribution (EFC). The calculated amount the student and family can be expected to provide based on the information provided on the FAFSA;
 2. Be working towards a degree or certificate in an eligible program
 3. Have earned a High School Diploma, General Equivalency Diploma (GED) or equivalent
 4. Be enrolled on at least a halftime basis;
 5. Maintain satisfactory academic progress;
 6. Be a U.S. citizen or eligible noncitizen;
 7. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDLS), Federal Stafford Loan (formerly GSL), Federal PLUS Loan or Federal Supplemental Loan for Independent Students (SLS);
 8. Have a valid social security number;
 9. Be registered with the Selective Service, if applicable;
 10. Have not been convicted of an illegal drug offense while receiving Title IV funds.
 11. Provide all documents required by either the Financial Aid Office and/or the Department of Education;
- Once the FAFSA is processed by the federal government, you should receive a Student Aid Report (SAR). Once the FAFSA is processed by the federal government, you should receive a Student Aid Report (SAR). Students who intend to utilize federal financial aid programs to assist with their education expenses at KCK Beauty & Barber Academy should complete all financial arrangements prior to registering for classes. Additional forms and documents might be required by the KCK Beauty & Barber Academy Financial Aid Department. Students must reapply each academic year for federal financial aid programs. KCK Beauty & Barber Academy Financial Aid director is available to assist borrowers of all education loan programs while they attend KCK Beauty & Barber Academy. Additional counseling assistance is available to students in areas such as loan repayment, loan deferments, loan consolidation, and default issues.

Packaging Policy

The Financial Aid Office at KCK Beauty & Barber Academy attempts to meet your financial needs with a combination of all aid funds for which you are eligible, providing you with a financial aid package. It is the policy of KCK Beauty & Barber Academy to award student financial aid based on criteria established by the federal government. Procedures are established to ensure compliance.

Packaging Procedure

A review of the following information is made prior to awarding federal financial aid. Most of this review is conducted internally. Discrepancies are resolved by the Financial Aid Office:

- Citizenship status or permanent resident status
- High school diploma or GED or
- Admitted into a Title IV eligible diploma or certificate program
- Satisfactory Academic Progress
- Not in default or in repayment on any Title IV financial aid program
- Transfer monitoring status update
- Selective Service Registration status (if applicable)
- Aggregate loan award amounts
- Determine the appropriate student budget to be used: Residency (living off campus or with parents)
- Establish financial need as determined according to the packaging formula.
- Verification Review (where applicable).

Students that have not submitted all requested information (where applicable) will be sent a "Request for Verification

Information Letter" advising him/her that the financial aid process will be delayed and/or cancelled until all requested information has been received.

Verification Policy and Procedure

A student may be selected for verification either by the U.S Department of Education Central Processing System (CPS) or by the Financial Aid Director at the school. If a student is selected for verification by CPS, there will be an asterisk next to their Expected Family Contribution (EFC) on the ISIR as well as on the Student's Aid Report (SAR). The student will also be informed of having been selected for verification in the SAR acknowledgement letter, which will be included with their SAR documents. If the student is selected for verification, the office of financial aid at KCK Beauty & Barber Academy will notify the student in writing, via email to the email account they provided to the school upon enrollment, via phone or in person. If the student is notified by the office of financial aid that they have been selected for verification the student has 30 days from the date they received notification or up until the first day of class (for new students) whichever comes first, to submit the required documentation.

Documentation required to complete verification may include a copy of the most recent tax return transcripts for the student and parents (if applicable), a verification worksheet and any additional documents and forms required depending upon the information the student and/or parent provided on the FAFSA. Students should submit the requested information in a timely manner and by the stated deadline to prevent any delays in the processing of their awards. Failure to submit the requested documents will result in cancellation of all federal financial aid awards.

Students are advised to retain copies of any document submitted to the Financial Aid Office. Students will be given a "Request for Verification Information" letter which will inform them of the missing documents, the deadline for submission and consequences of not submitting the documentation within the requested time frame. A student's financial aid is the sole responsibility of the student. Each student is responsible for accurately completing all applications and processing paperwork in a timely manner. If student aid is not received by the KCK Beauty & Barber Academy while the student is in school, the student is responsible for all tuition and fees due to the school.

Conflicting Information

The school and servicer understand that all conflicting information must be resolved before any Title IV funds can be disbursed, therefore students with conflicting information in their files or paperwork may be selected for verification by the School or the servicer in order to resolve the conflict in question. In such an instance a Verification Documents Required form will be sent to the School FA listing the documents required by the servicer to resolve the conflicting information.

Applicants Selected for Verification: If the school/servicer has any reason to believe that any information on the application or any supporting documentation used to calculate the EFC is discrepant or inaccurate, the applicant will be required to provide adequate documentation to resolve the conflict prior to any Title IV disbursements.

Applicants Not Selected for Verification: The servicer will review all tax returns provided by the school even if they were not requested and will resolve all conflicting information regardless of whether the applicant was selected for verification or not. All C-Codes will be reviewed and resolved.

Selective Service C-Codes will require the student to submit a letter to selective service to verify whether they are a veteran. In the event the C-code is because they did not register and were required to then they must provide the response letter and written documentation to support their reasons for not registering for selective service. All this will be reviewed, a determination will be made and the student will be notified by the school of the decision.

For Citizenship C-codes students will be required to provide acceptable documentation proving they are a US Citizen or eligible non-citizen. If the eligible non-citizen student does not pass the automated secondary confirmation the documentation will be sent along with form G-845 to Homeland Security for secondary confirmation of the validity of the documents submitted.

Loan Counseling

KCK Beauty & Barber Academy participates in entrance and exit counseling. If you are applying for federal student loans you must complete an entrance counseling session by visiting www.studentloans.gov. The entrance counseling session is meant to help you understand your obligations as a borrower and provide you with valuable information regarding the loan process.

The exit counseling interview is a mandatory online session and must be completed by all federal loan borrowers at KCK Beauty & Barber Academy prior to graduating, withdrawing or dropping below half time attendance. The exit counseling can be completed by visiting www.studentloans.gov

The Higher Education Act requires that Title IV funds are to be used to pay for authorized educational charges as assessed by KCK Beauty & Barber Academy Title IV funds include: Federal Pell Grants, Federal Direct Stafford Loans and Federal Direct PLUS Loans. As required by the Higher Education Act,

Any Title IV funds awarded to a student in excess of qualified educational charges must be refunded to The student.

Credit Balance

A Title IV credit balance will automatically be refunded to the student no later than fourteen (14) days of the crediting of such funds to the student's account. Credit balances as a result of Federal Direct PLUS Loans will be disbursed to the parent, if the parent is the borrower.

Regulations governing how Title IV funds are processed (34 CFR 668.165(b)) allow for students or parents to voluntarily authorize KCK Beauty & Barber Academy to handle Title IV credit balances in different ways. Students can authorize KCK Beauty & Barber Academy to hold on behalf of the student, any Title IV credit balances and apply such Title IV credit balances to a future pay period in the award year. Parents who have borrowed under the Federal Direct PLUS Loan program on a student's behalf can authorize that any applicable Title IV credit balance be disbursed to the student. These authorizations are completely voluntarily and can be revoked at any time. Every student taking out federal aid will be provided with a Credit Balance Authorization Form. Any such authorization or revocation of an authorization takes effect as of the date indicated on the form. The form will be given to each and every student and also be kept in the student's file.

FINANCIAL AID CODE OF CONDUCT

The school is committed to ensuring the integrity of its employees and students with respect to all aspects of its school and its operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the enrollment/financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete enrollment/financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

Veteran Training

KCK Beauty Barber Academy is approved for Veteran Training. Qualifying applicants can visit www.gibill.va.gov to download the appropriate forms for educational benefits. Spouses and Dependents: Spouses and dependents may also be eligible for certain educational benefits. For more information contact the school or call the Veterans National Educational Line 1-888-442-4551.

Private Loans

Students have the option to seek outside help from financial institutions to cover tuition cost. Financial assistance in the form of private loans may be available through banks and credit unions dependent on the student's ability to qualify.

School Payment Plans

Our financial director will sit down with students and explain a monthly payment plan option. This option allows students to make a down payment at time of enrollment and make monthly payments until balance is paid in full prior to graduation.

Scholarship: KCK Beauty & Barber Academy does not award institutional scholarships at this time.

Financial Obligations

Tuition must be paid in full prior to graduation. Students who have not made a satisfactory settlement of all financial obligations to the school will not receive a diploma or transcript. Tuition is due on the first (1st) day of each month. Students will be charged a late fee of ten dollars (\$10.00) after the 10th of the each month.

ACADEMICS

Classification of Students

Students are classified by the number of hours completed and the grade average. If a student does not have the minimum 75% average, the student will not be allowed to advance to the next level. The following phases apply to all students who have maintained satisfactory progress by program.

Barber and Cosmetology Program

By Phase	Hours Completed
1 st phase	0 - 300 Hours
2 nd phase	301 - 600 Hours
3 rd phase	601 - 900 Hours
4 th phase	901 - 1200 Hours

Full Specialist and Instructor Program

By Phase	Hours Completed
1 st phase	0 - 150 Hours
2 nd phase	151 - 300 Hours
3 rd phase	301 - 450 Hours
4 th phase	451 - 600 Hours

Manicure Program

By Phase	Hours Completed
1 st phase	0 - 60 Hours
2 nd phase	61 - 120 Hours
3 rd phase	121 - 180 Hours
4 th phase	181 - 240 Hours

Skin Care Specialist Program

By Phase	Hours Completed
1 st phase	0 - 65 Hours
2 nd phase	66 - 130 Hours
3 rd phase	131 - 195 Hours
4 th phase	196 - 260 Hours

Restricted Barber Program

By Phase	Hours Completed
1 st phase	0 - 150 Hours
2 nd phase	151 - 300 Hours
3 rd phase	301 - 450 Hours
4 th phase	451 - 600 Hours

Student Progress

KCK Beauty & Barber Academy maintains records of progress on all students. Progress reports are given and reviewed with students at the end of each month. Copies of these reports are distributed to each student and a copy is placed in their permanent file.

GRADUATION & LICENSING REQUIREMENTS

Graduation Requirements

The school will grant a diploma of graduation and an Official Transcript of Hours for the applicable program when the student has successfully completed all phases of study, required test, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Licensing Requirements

To receive a license in the State of Florida, a Barber, Restricted Barber, Cosmetology, Full Specialist, Manicure or Skin Care Specialist student is required to:

1. Complete the hours in the course of instruction
2. Successfully demonstrate competency in all areas of required curriculum
3. Submit State required exam fees and application

Successfully complete written theory and practical examination conducted by the Florida Board of Barber and Cosmetology at local testing facilities.

It is not a requirement in the State of Florida to have completed an Instructor Program to become an Instructor.

Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is consistently applied to all Full time or Part time Students enrolled in Barber, Restricted Barber, Cosmetology, Full specialist, Instructor, Manicure or Skin Care Specialist programs. It is printed in the catalog to ensure that all students have access prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences, Inc. and the United States Department of Education. Satisfactory Academic Progress evaluations are maintained in the student file.

VETERAN STUDENTS: Please see Veteran's Policies for the academic policies for Veteran Students who attend KCK Beauty & Barber Academy.

Evaluation Period

The school operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks. Students are evaluated for Satisfactory Attendance and Academic Progress at the completion of the following evaluation periods:

#1 Barber (1200 Clock Hours)	#2 Restricted Barber (600 Clock Hours)
1 st Evaluation Period Ends:450 Hours and 13 weeks	1 st Evaluation Period Ends:300 Hours and 9 weeks
2 nd Evaluation Period Ends: 900 Hours and 26 weeks	2 nd Evaluation Period Ends: 600 Hours and 8.5 weeks
3 rd Evaluation Period Ends: 1200 hours and 35 weeks	
#3 Cosmetology (1200 Clock Hours)	#4 Full Specialist (600 Clock Hours)
1 st Evaluation Period Ends:450 Hours and 13 weeks	1 st Evaluation Period Ends:300 Hours and 9 weeks
2 nd Evaluation Period Ends: 900 Hours and 26 weeks	2 nd Evaluation Period Ends: 600 Hours and 8.5 weeks
3 rd Evaluation Period Ends: 1200 hours and 35 weeks	
#5 Instructor (600 Clock Hours)	#6 Manicure (240 Clock Hours)
1 st Evaluation Period Ends:300 Hours and 9 weeks	1 st Evaluation Period Ends:120 Hours and 4 weeks
2 nd Evaluation Period Ends: 600 Hours and 8.5 weeks	2 nd Evaluation Period Ends: 240 Hours and 3 weeks
#7 Skin Care (260 Clock Hours)	
1 st Evaluation Period Ends:130 Hours and 4 weeks	
2 nd Evaluation Period Ends: 260 Hours and 3.5 weeks	

Evaluation will determine if the student has met the minimum requirements for satisfactory academic progress.

The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Transfer Students will be evaluated-Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Attendance Progress Evaluations

Students are required to attend at least 80% at each scheduled evaluation in order to be considered making satisfactory attendance progress. Evaluations are done at the end of each evaluation period to determine if the student has met the minimum requirements. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93 - 100	A
85 - 92	B
75 - 84	C
74 and Below	UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

Maximum Time Frame

Students attending KCK Beauty & Barber Academy must complete the program within the maximum time frame which is based on attending at least 80% of the scheduled hours. The maximum time allowed for students to complete each course at satisfactory progress is 125% which is stated below:

Maximum Time Frame Allowed		
Course	Scheduled Attendance	Weeks
Barber (1200 Hours)	1500 hours	Full time 43 Weeks; Part time 86 Weeks
Restricted Barber (600 Hours)	750 hours	Full time 21 Weeks; Part time 42 Weeks
Cosmetology (1200 Hours)	1500 hours	Full time 43 Weeks; Part time 86 Weeks
Full Specialist (600 Hours)	750 hours	Full time 21 Weeks; Part time 42 Weeks
Instructor (600 Hours)	750 hours	Full time 21 Weeks; Part time 42 Weeks
Manicure (240 Hours)	300 hours	Full time 9 Weeks; Part time 18 Weeks
Skin Care Specialist (260 Hours)	325 hours	Full time 10 Weeks; Part time 20 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contract hours. Any student that is enrolled who fails to complete the program within the maximum time frame will lose their eligibility to participate in Title IV programs, if applicable; however they will be able to complete the program as a cash paying student. If a student pays out of pocket or receives Title IV financial aid, all hours attempted and completed are considered part of the Satisfactory Academic Progress calculations.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may if applicable, have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The Student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan he/she will be determined as NOT making satisfactory academic progress and may be terminated and students will not be deemed eligible to receive Title IV funds.

Re-Establishing of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals Policy

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Appeal Policy

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to KCK Beauty & Barber Academy on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the Student does not win the appeal he/she may be terminated.

Noncredit, Remedial Courses and Repetitions

Noncredit, remedial courses and repetitions do not apply to KCK Beauty & Barber Academy. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Extra Instructional Charges

Each program has been scheduled for completion within an allotted time frame. A grace period of 10% has been added to the calculated completion date for each program. If a student does not graduate within the contract period or exceed the maximum timeframe, he/she may continue to come to school however additional training will be billed at the rate of \$10.00 per hour, payable in advance until graduation. Students will not be allowed to clock in until applicable daily payments are made.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at KCK Beauty & Barber Academy.

Attendance/Class Cuts Policy

Attendance Policy

Attendance is one of the most important factors in our student's success and cannot be emphasized enough. Satisfactory attendance is a requirement for all students. All full-time students are scheduled to be in attendance seven (7) hours per day, thirty-five (35) hours per week according to the agreed upon contract. Students having 35-hour weeks must accrue 90–102 hours each month. All part-time students are scheduled to be in attendance four (4) hours per day, twenty (20) hours per week. Students having 20-hour weeks must accrue at least 60 hours each month. **VETERAN STUDENTS: Please see Veteran's Policies for the attendance policies for Veteran Students who attend KCK Beauty & Barber Academy.**

Time Record Policy

KCK Beauty & Barber Academy is a clock hour school. Clocking in and out is the manner in which students hours are accumulated towards course goals. At time of arrival, all students must use your finger to clock in using the time clock and clock out using your finger at the end of your scheduled day. It is the student's responsibility to clock in and out every day to ensure you are credited with attendance hours. Any student who does not clock out at the end of the day will not receive hours for that day.

Absences

If a student is unable to attend class, it is recommended that the student contacts the school in advance. Illness or other medical reason substantiated by a doctor's statement is accepted, as an "excused absence". Military duty substantiated by a superior officer's statement is accepted as an "excused absence". Absent students are required to make up all hours missed, except for excused absences as explained below.

Excused Absences

For purpose of disbursing Title IV funds, a student can have up to 10% of clock hours in each payment period considered as excused absences. In this instance excused absences do not need to be made up.

Tardy Policy

Students are required to be on time. Class begins promptly at 8:30 a.m. or 4:30 p.m. To avoid class interruptions, students not clocked in by 8:45 a.m. for day classes or 4:45 p.m. for night classes will not be allowed to enter the classroom until the 1st class break.

Students not allowed into the class room must set up in the media/computer room or the Lab floor until the 1st class break. Excessive tardiness will be cause for disciplinary action. The Education Director or a designee will consider each case based on the facts presented.

Make-Up Policy

Any student who have been absent for any reason is required to make up any missed assignments on your own. It is KCK Beauty & Barber Academy policy for students to be in school daily doing your scheduled hours.

NOTE: The contracted time for each course provides students with extra time for absences and holidays, for which they will not be charged.

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. KCK Beauty & Barber Academy LOA Policy is as follows:

- All students are required to follow the school's policy when requesting a leave of absence.
- A Leave of Absence must be requested in writing in advance to include reason for request unless unforeseen circumstances prevent the student from doing so, signed and dated. The form is available in the Business Office. Reasons LOA may be granted include the student's serious health condition, the care of sick spouse, child or parent, the birth or adoption of a child or placement of a foster child, death of an immediate family member, documented jury or military duty.
- If a student is unable to provide written request in advance due to unforeseen circumstances, the school will document its reason for the leave of absence, collect the request from the student at a later date and the school establishes the start date of the approved LOA as the first date the student was unable to attend.
- Leave of Absences are reviewed for approval, all requests for LOA will be considered on a student by student basis with a reasonable expectation that the student will return after the LOA.
- Leaves of Absence requests will only be approved for 6 or more consecutive school days.
- Leave of Absence requests are strongly discouraged during the "Beginning" phase of training.
- A student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12-month period.
- No additional cost will be incurred when a student takes a leave of absence from school.
- Students returning from leave of absence will return to school in the same progress status prior to the LOA and resume their level of study at the same point in which they left.
- Students contract period will be extended by the same number of calendar days taken in the LOA and an addendum to the enrollment agreement must be signed by all parties.
- Students granted a LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at this time.
- Students will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Tuition and fees charged will be in accordance with the school's cancellation and refund policy published in this catalog and in the student's enrollment agreement.

VETERAN STUDENTS: Please see Veteran's Policies for the Leave of absence policies for Veteran Students who attend KCK Beauty & Barber Academy.

STUDENT SERVICES

Housing

Housing services is not available at KCK Beauty & Barber Academy. A list of reliable realtors and or rental properties in close proximity to the school will be provided to students who request housing assistance at the time of enrollment.

Advising

The Admissions Officer or a designee advises students who seek counseling. This opportunity is offered to students to encourage them to ask questions, discuss problems related to needs or concerns with educational, career, social, personal or emotional issues during their enrollment at the school. A list of agencies may be obtained from the office or resource library which includes professionals in the areas of drug counseling, domestic violence, child abuse, homeless etc...

Food Services

KCK Beauty & Barber Academy is surrounded by a variety of restaurants and fast food chains, which provides food services at reasonable costs. The school has vending machines located in the reception area.

Voter Registration

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Florida at www.election.dos.state.fl.us/voter-registration, at www.londistancevoter.org, or at www.registration.elections.myflorida.com.

Placement

KCK Beauty & Barber Academy does not guarantee job placement after graduating from any of the courses offered. However, the School maintains contacts in all areas of the barber, cosmetology, manicure, skin care, full specialist and Instructor industry. Information pertaining to possible employment is made available to all students by the posting of job openings and employment possibilities on the information bulletin board. This is done to assist students with finding suitable employment upon passing the State Examination and/or being licensed in the chosen field. The curriculum places a great deal of emphasis on how to obtain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Under the FERPA Policy the student's rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the School receiving the completed Release of Information Authorization Form.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the students privacy rights under FERPA.
3. The right to provide written consent before the school discloses personal identifiable Information from the student's education record, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. All complaints should be addressed to the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Records

Prior to beginning classes, each student must provide a copy of his/her high school diploma, or GED, documentation for transferred credits or hours, a social security card, photo identification and/or a birth certificate, all of which will become a part of the student's permanent record at the School.

Each student has academic and financial folder which contains attendance, grades, clock hours accrued, monthly progress reports and satisfactory progress reports which will be kept as permanent records on file at the School. Grades, practical hours, and attendance are maintained in a computer database.

Student information at KCK Beauty & Barber Academy is confidential; therefore, records are safeguarded in cabinets that are labeled, locked and accessible only to the administrative staff. Parents and eligible students or guardians of dependent minors are permitted to access their cumulative records by appointment and under the supervision of an Admissions Office staff member.

KCK Beauty & Barber Academy is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students or guardians to review the records. Information pertaining to the cumulative records of a student will be released only when the release of information authorization form is completed by the student and parent, or guardians of dependent minors. Student records or information to third

parties will not be released without consent (release of information authorization form) from the student and parents or guardians of dependent minors.

KCK Beauty & Barber Academy may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, we must tell parents and eligible students or guardians of dependent minors about directory information and allow parents and eligible students or guardians of dependent minors a reasonable amount of time to request that we not disclose directory information about them.

Generally, schools must have written permission from the parent or eligible student or guardian of dependent minors in order to release any information from a student's education record. However, FERPA allows schools to disclose these records without consent, to the following parties:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Policy for Safeguarding Student Records

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every year, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled or terminated students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive notice of this policy at the time they enroll. The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

Net Price Calculator

KCK Beauty & Barber Academy provides a Net Price Calculator. The Net Price Calculator is accessible on our website www.kckbbacademy.org and is designed to give our students an indication of how much and what types of financial aid they might qualify for while attending school full-time in the academic year indicated. The calculator measures the financial strength of the student's family, and uses other facts the student provides to estimate the amount of grants, scholarships and other financial aid that might be available to them. The "net price" is the difference between that amount and the cost of attendance. The estimates generated by the template do not represent a final determination, or actual award, of financial assistance or a final net price; they are only estimates based on price of attendance and financial aid provided to students in a given year. Actual attendance cost may be different based on

a variety of factors and circumstances not incorporated within the Net Price Calculator. Results calculated are simply non-binding estimates of attendance costs. The financial aid office will establish the student's eligibility based on the information they reported on the Free Application for Federal Student Aid.

STANDARDS & POLICIES

Administrative Policy

School Policies have been created in the best interest of both the students and the school. KCK Beauty & Barber Academy reserves the following rights to:

1. Change any requirement, including fees, contained in the catalog prior to student signing the Enrollment Agreement.
2. Require a student to withdraw at any time under appropriate procedures
3. Impose probation on any student whose conduct, attendance or academic standing is unsatisfactory.
4. Terminate students if fraud is discovered on the basis false statement or documentation. The student may not be entitled to any credit for any work that he/she may have completed at the school.
5. Cancel any classes which do not have a minimum number of students enrolled.

Student Conduct Policy

Students enrolled at KCK Beauty & Barber Academy is expected to exhibit standards of behavior and integrity that reflect favorably upon them, their families and the School. They are expected to abide by all rules and regulations of the School as well as the laws of the City, State and Nation. Consequently, any student who demonstrates an unwillingness to adhere to the prescribed, or that may be prescribed, rules and regulations governing the student body will be suspended or expelled from KCK Beauty & Barber Academy. Students wishing to petition a suspension or termination must follow the same appeal process as previously outlined in the Appeal Process.

Dress Code Policy

Personalized KCK Beauty & Barber Academy T-Shirt, black scrub bottoms with close toed black shoes. Two (2) T-shirts is included in the supplies cost of tuition. Additional T-shirts may be purchased in the administrative office. Other required uniform is supplied at the student's personal cost. All students are required to conform to the schools dress code. If you are not in the proper dress code, you will be asked to clock out to go home and change. Name tags must be worn at all times. Hair, make up must be clean, neat and professional. No hats or other head coverings are to be worn to classes or clinic floor.

Termination Policy

A student's enrollment may be terminated for noncompliance with General Policies, the enrollment agreement contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft of any illegal act. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00.

Services on Family, Friends or Students

The goal of KCK Beauty & Barber Academy is that each student is productive the majority of their scheduled time. The school recognizes that there will be slow times in which other task may be performed and feel this is the time to service family, friends and other students. Immediate family members receive student prices only. Students performing services or receiving services must first have a ticket approved by an instructor and pay student service cost. Students may receive services on Tuesday and Wednesday ONLY. Cash and Credit card is accepted as payment for client services.

Changes to Programs, Equipment, ETC.

KCK Beauty & Barber Academy reserves the right to make changes to equipment, textbooks, supplies and curriculum to reflect the latest advancement in a program of study and technology.

Course Numbering System

The course numbering system uses a 7 digit alpha numeric identifier. The prefixes represent the program area of study. The suffixes represent the sequence of content. The prefixes are as follows: BARP- Barber Program; RBAR- Restricted Barber Program; COSP- Cosmetology Program; MANP- Manicure Program; SKSP-Skin Care Specialist Program; FUSP- Full Specialist program; INSP- Instructor program.

Change of Name and Address Policy

Students must notify the admissions office of any change in name or address to ensure that official records are updated. Failure to do so may result in a delay in processing student's grades and other records.

Drug Policy

The School fully supports the Drug-Free School and Communities Act of the United States Congress. In cooperation with other agencies and organizations, the school provides educational materials on the dangers of substance use and abuse. KCK Beauty & Barber Academy prohibit the manufacture, distribution, dispensation, possession, unlawful use of a controlled substance and/or abuse of alcohol on the school premises. Students and faculty are subject to corrective action which includes suspension and termination for any of the indicated actions. As a condition of enrollment students are required to adhere to the guidelines indicated in the Drug-Free Workplace Policy, This policy is implemented pursuant to the Drug-Free Workplace requirements under F>S> 440.102, Florida Administrative Code, 38F-9 and Drug-Free Workplace Act of 1998. Any individual associated with KCK Beauty & Barber Academy who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may obtain a list of agencies from the Office. Refer to Alcohol Prevention Program located on website (www.kckbbacademy.org) for additional information.

Campus Crime Statistics & Security Policy

All employees and students are required to file a written incident report for all crimes and unsafe incidents occurring on campus to the Director of Education within 24 hours of the incident. All employees and students will be notified via memo if Management considers any incident to be a threat to campus safety. A detailed campus crime report is created annually and the report is provided to KCK Beauty & Barber Academy students prior to enrollment. The campus crime report will also be handed out as a memo to staff and instructors annually and additional copies will be kept in the office and made available upon request. Refer to campus crime report located on website (www.kckbbacademy.org) for additional information.

OSHA Requirements

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply.

A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

Discrimination Policy

KCK Beauty & Barber Academy is committed to providing an equal educational opportunity for its applicants and does not discriminate against students or its employees based on sex, age, race, color, religion, ethnic origin, or disability. KCK Beauty & Barber Academy is open to everyone and actively seeks to promote racial harmony through the recruitment, enrollment and integration of students of different ethnicities.

CANCELLATION AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. The refund shall be made by cancelled check, bank reconciliation, signed receipt of delivery, or documentation that the funds were disbursed in accordance with applicable Federal or State regulations. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a nonrefundable application fee of \$50.00.
- A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement regardless of whether or not the student has actually started classes, all monies collected by the school shall be refunded except a nonrefundable application fee of \$50.00.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee of \$50.00 and registration fee of \$100.00.
- A student notifies the institution of his/her withdrawal in writing.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school. (Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.)
- In bullet 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- Minimum Tuition Schedule: For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following minimum tuition adjustment schedule will be followed and will be considered to meet minimum standards for refunds. All refunds are based on actual hours:

PERCENTAGE OF ACTUAL CLOCK HOURS COMPLETED

0.01% to 40%
40.01% to 49.99%
50% and Over

PERCENTAGE OF TOTAL TUITION OWED TO INSTITUTE

Percentage of program hours actually completed
70%
100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid. A student will be terminated for the following reasons: not obeying the conduct rules, not making

satisfactory progress for attendance and academic, not returning from a leave of absence, being absent 14 consecutive days and not meeting financial obligations to the school.

- Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees (application, registration, books, kit, school shirt, state and HIV) are identified in the catalog and in this enrollment agreement.
- **Collection Policy**-When a student is withdrawn either officially or unofficially, the school performs necessary refund calculations and issues an invoice of any remaining balance due. Collection procedures shall reflect ethical business practices. Student is notified via certified mail of balance owed, if applicable, along with any pertinent information needed for repayment of obligations. Student has 30 days to respond to this notification, if student does not respond within designated time frame then student account will be turned over to the Financial Department. KCK Beauty & Barber Academy follows Fair Debt Collection Practices Act as determined by the Federal Trade Commission. The Financial Department is not affiliated with any branch of the federal government, local government, state government, accrediting agency or any court system, nor are their images, likenesses, logos, names or contact information used in any collection efforts. The collection letters from KCK Beauty & Barber Academy clearly indicates the school is attempting to collect a debt. KCK Beauty & Barber Academy adheres to school's Withdrawal and Settlement Policy. KCK Beauty & Barber Academy does not sell or discount student collection accounts to third party servicers for collection efforts. All collections are performed KCK Beauty & Barber Academy Financial Department.

RETURN TO TITLE IV FUNDS

The law specifies how KCK Beauty & Barber Academy must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered at KCK Beauty & Barber Academy:

Federal Pell Grants

Federal Direct Stafford Loans (Subsidized and Unsubsidized)

Federal Direct PLUS Loans

Calculation of the Amount of Title IV Funds That a Student Has Earned Upon Withdrawal:

When you withdraw from school during a payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

The Condition Under Which Title IV Program Funds Would Be Required To Be Returned:

If you received more assistance than you earned, the excess funds must be returned by the school and/or you. If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

The Condition under Which a Student Would Be Owed a Disbursement of Title IV Program Funds upon Withdrawal from the Institution:

If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds as follows:

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

How the Withdrawal Date for a Student Who Withdraws Officially or Unofficially is Determined:

Because KCK Beauty & Barber Academy is a clock hour school, the actual last date of attendance is the last day the student was physically in attendance. This is the withdrawal date.

The determination date of the withdrawal date on a student who had been previously attending could be up to, but will not exceed 14 calendar days from that student's actual last date of attendance.

An active student is determined to be **officially** withdrawn on the day they notify the school's administrative office of their intention to withdraw from school or to not return from an approved leave of absence.

An active student is determined to be **unofficially** withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office. A student who does not return from an approved leave of absence is determined to be withdrawn on the day they were scheduled to return but did not.

Time Frame for the Return of Title IV Funds:

The school has 30 days from the last date of attendance to complete an R2T4 calculation. The school then has 45 days from the **date of determination** of the withdrawal to return any funds due to the Title IV programs and no more than 60 days from the date of withdrawal or last date of attendance.

The Order in Which Title IV Program Funds Must Be Returned:

The school and or the student if applicable must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.

Repayment of Student Loans

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Grant Funds to Be Returned By a Student

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

Return of Title IV Grant Funds by the Student:

The student is obligated to return any Title IV overpayment in the same order that is required for schools.

Grant overpayments may be resolved through:

1. full and immediate repayment to the school;
2. repayment arrangements that are satisfactory to the school; or
3. by overpayment collection procedures negotiated with Debt Resolution Services.

A School's Responsibilities in The Return of Funds by The Student:

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Outlined below is the school's participation in the return of funds by the student.

Grant Overpayments:

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following five items:

- 1. The student owes an overpayment of Title IV funds.**
- 2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.**

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:

- a) The student may repay the overpayment in full to the school.
- b) The student may sign a repayment agreement with the school. **Note: Two years is the maximum time a school may allow for repayment.**
- c) The student may sign a repayment agreement with the Department.

*******The student should contact the school to discuss his or her options*******

Consequences for Not Following upon the Notification:

If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed.

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.

When a student receives additional funds during the 45-day period of extended eligibility:

Students who owe overpayments as a result of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible. Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

If, at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.

The school will also notify the student in writing via U.S. mail using a Refund Calculation worksheet, of the amounts of aid that were retained by the school for institutional charges and the amount(s) of aid that will be refunded by the school to each Title IV program. The student will also be notified of the amount of Title IV loans they will owe after all applicable refunds have been made, the requirement for the student to complete exit counseling, when the student will be responsible to start repayment of their student loans and who they may contact for further assistance or to report any changes to their personal information.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Return to Title IV Funds Example

On March 19, 2019 Mary has been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be withdrawn from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00, Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Registration Fee: \$100.00) The school has received the first disbursements of a Pell Grant in the amount of \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed in the current payment period as of the last day of attendance by, the scheduled hours available in the entire payment period, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ($\$7,566.00 \times .556 = \$4,206.70$) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine: a) the prorated amount of all institutional charges for a school that includes all allowable charges in the tuition or: b) the amount the school is entitled to charge for allowable institutional charges for the current payment period. For option a) the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours in the program to determine an hourly prorated amount

(\$13,750.00/1500=\$9.17) for the school that charges everything in the tuition amount. Now it will multiply the hourly proration X the 450 hours in the payment period which = \$4126.50 rounded up to \$4127.00. b) The other amount will be just the tuition divided by the hours in the program and multiplied x the hours in the payment period plus other allowable charges for the payment period. The greater of the amount charged and the amount retained for the payment period is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the 444 % of unearned Title IV aid. In the event that the amount in step 5 "O" is less than the amount in step 4 "K" then the lesser amount is what must be refunded by the institution. In the event of a credit balance on account, the procedures listed in the FSA Handbook for the "Treatment of Title IV Credit Balances When a Student Withdraws" must be followed.

Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation and it may be determined that the Title IV retainable is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds or the institution may be able to keep a credit balance on account to cover the institutional charges.

Rights and Responsibilities of Student:

Students are responsible for completing all forms accurately and by the published deadlines. They are also responsible for submitting information requested to the Financial Aid Office in a timely manner. Along with the information, students are responsible for keeping the Financial Aid Office up to date with any changes to name, address, and marital status. In addition students should notify the Financial Aid Office of any assistance from non-college sources such as scholarships, loans, and educational benefits. Students are responsible for informing the Financial Aid Office of any enrollment changes such as requests for leave of absences. Lastly, but not limited to, students are responsible for maintaining satisfactory academic progress, and re-applying for aid each year.

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and this may result in liabilities owed by the student and/or the institution, if applicable.

INTERNAL COMPLAINT POLICY

1. A student, instructor or any interested party may file a complaint against the school, in writing, to KCK Beauty & Barber Academy Administrator outlining the allegation or the nature of the complaint within 60 days.
2. The complaint form will be given to the Chief Executive Officer
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. This will notify the student of continued investigation and/ or action being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. Prior to filing any complaint with an outside agency, the complainant is required to make every attempt to resolve the problem through the School's complaint process,
7. KCK Beauty & Barber Academy will maintain written records of all complaints filed for up to six (6) years.
8. Appeals that cannot be resolved by the school may be referred to The Commission for Independent Education, Florida Department of Education 325 W. Gaines Street, #1414 Tallahassee, FL 32399-0400. Toll Free; (888-224-6684) or (850-245-3200) or website www.fldoe.org/cie

BARBER PROGRAM

BARBER PROGRAM OUTLINE

THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK Beauty & Barber Academy				Identification No.: 5309	
Program Title: BARBER					
Credential Issued: Diploma					
Program Completion Time		Months: 8 14	Weeks: 35 Full Time 60 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	☒	☐	☐	☐	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	1200	Theory Hours	500	Tuition	\$ 12,700.00
	SOC CODE:39-5011 CIP CODE: 12.0402	Lab Hours	700	Application Fee (non- refundable) Registration Fee	\$ 50.00 \$ 100.00
				CIMA E-Book/Tablet/ Kit/School-Shirt (non- refundable)	\$ 1,550.00
		Total Hours	1200	State Fee(non-refundable) HIV Fee(non-refundable)	\$ 255.00 \$ 20.00
				Total Tuition & Fees	\$ 14,675.00
Tuition is due on or before the first (1ST) day of each month. Any payment received after the tenth (10th) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Barber Program is \$7,337.53 with seven monthly payments of \$1,048.21. Methods of payment include full payment at time of signing enrollment agreement, registration and application fee at the time of signing enrollment agreement with balance paid prior to starting date or registration and application fee at the time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payments may be made by cash, check, money order, credit card, grants and loans. A charge of \$35.00 will be assessed for a returned check. Tuition must be paid in full prior to graduation.					

PROGRAM OBJECTIVE:

The 1200 hour Barber/Styling course prepares all graduates for the Florida State Board of Barber Examination to become licensed barbers. The students are trained in the basic manipulative skills, safety judgments, good work habit, business skills, and professional ethics as well as to take and pass the state licensing examination. Upon completion of the Barber Program, the student will receive a diploma and be prepared to obtain entry-level employment in the barbering industry.

PROGRAM DESCRIPTION:

The Barber Program (BAP) is taught in English. The Barber program course includes study in sterilization and sanitation, hair cutting, shaving & Mustache trim, facial, shampooing, styling, hair coloring, permanent waving, scalp and hair treatments, hair straightening, wigs and hairpieces, and regular toupee hair cutting. Students are required to complete 300 hours before being allowed to service clients on the clinical floor. Upon graduation students are required to demonstrate live model performances and complete the required HIV/AIDS education exam.

INSTRUCTIONAL METHODS:

This course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interaction lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

GRADING PROCEDURES:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93-100 A

85-92 B

75-84 C

74 and Below UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

BARBER STUDENT KITS:

Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 900 hours in the Barber program.

BARBER TEXTBOOKS:

Milady's CIMA for Barbering 6th Edition ISBN: 9780357812587- \$299.95

Online Licensing Preparation-ISBN: 9780357920237- \$29.96

1 Samsung Chrome Book- \$300.00

Milady's Standard Professional Barbering Student CD

ISBN-13: 978-1-4354-9709-2- \$82.95

Milady's Haircutting DVD Series

ISBN 9781439058817- \$399.95

Milady's Hair coloring DVD Series

ISBN 9781439058831- \$399.95

PROGRAM TITLE: **BARBER**

Course Number	Course Title	Theory & Service Clock Hours	Services
BARP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
BARP102	PROFESSIONAL & PERSONAL DEVELOPMENT-Identify and define personality traits and personal qualities necessary to cultivate a pleasing professional personality. Students will be able to describe benefits of professional ethics.	10	0
BARP103	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	4	0
BARP104	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the barber field in the state of Florida and the requirements necessary to be licensed by the state.	10	0
BARP105	STERILIZATION and SANITATION (Includes Bacteriology)- Demonstrate sanitation, sterilization, safety, the rules and regulations, patron protection, and the spread of disease.	200	0
BARP106	CHEMISTRY-Identify the terminology related to chemicals; demonstrate the proper application and safety of chemicals.	25	0
BARP107	SHAMPOOS and RINSES- Provides fundamental guidelines for using shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services. The student will learn how to select the proper shampoo for each client.	80	50
BARP108	HAIR CUTTING-Instruction in artistry, elements, and principles of hair cutting. Topics include theory, techniques, and application.	300	300
BARP109	SHAVE - MUSTACHE AND BEARD TRIMS-Instruction in artistry, elements and principles of beard and mustache shaving and trimming. Topics include theory, techniques and application of beard and mustache shaving and trimming.	250	30
BARP110	FACIAL-In-depth theory and practice of skin care and facials. Demonstrate proper applications of skin care.	25	15
BARP111	SCALP TREATMENT and COLOR RINSE-Recognize various scalp conditions and how to treat them; also, how to properly rinse hair color.	50	30
BARP112	HAIR STYLING-Identify the terminology related to hair design and demonstrate the proper techniques in hair design.	25	25
BARP113	HAIRPIECES-Identify the terminology related to hair pieces; demonstrate the proper techniques related to wigs and toupees.	10	0
BARP114	PERMING, HAIR RELAXING-Identify the terminology related to hair color and bleaching; demonstrates the proper application of hair color. Presents fundamental guidelines for using professional chemicals and implements in relaxing the hair. The student will be able to identify terminology related to chemical reformation	125	50

	services and demonstrate the proper application of relaxing products and be able to exhibit workplace competencies.		
BARP115	HAIR COLORING & BLEACHING-Provides fundamental guidelines for changing the client's hair color through the use of semi-permanent, permanent and lightening products, following proper steps to safeguard the client in providing the desired service.	75	25
BARP116	CAREER DEVELOPMENT & SHOP MANAGEMENT- Demonstrate an understanding of barber shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
	Total	1200	

RESTRICTED BARBER PROGRAM

RESTRICTED BARBER PROGRAM OUTLINE

THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK Beauty & Barber Academy				Identification No.: 5309	
Program Title: RESTRICTED BARBER					
Credential Issued: Diploma					
Program Completion Time		Months: 4 7	Weeks: 17.5 Full Time 30 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	☒	☐	☐	☐	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	600	Theory Hours	400	Tuition	\$ 9,000.00
	SOC CODE:39-5011 CIP CODE: 12.0402	Lab Hours	200	Application Fee (non- refundable) Registration Fee	\$ 50.00 \$ 100.00
				CIMA E-Book/Tablet/ Kit/School-Shirt (non- refundable)	\$ 1,550.00
		Total Hours	600	State Fee(non-refundable) HIV Fee(non-refundable)	\$ 255.00 \$ 20.00
				Total Tuition & Fees	\$ 10,975.00
Tuition is due on or before the first (1ST) day of each month. Any payment received after the tenth (10th) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Restricted Barber Program is \$5,487.52 with three monthly payments of \$1,829.16. Methods of payment include full payment at time of signing enrollment agreement, registration and application fee at the time of signing enrollment agreement with balance paid prior to starting date or registration and application fee at the time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payments may be made by cash, check, money order, credit card, grants and loans. A charge of \$35.00 will be assessed for a returned check. Tuition must be paid in full prior to graduation.					

PROGRAM OBJECTIVE:

The 600 hour Restricted Barber course prepares all graduates for the Florida State Board of Barber Examination to become licensed Restricted barbers. The students are trained in the basic manipulative skills, safety judgments, good work habit, business skills, and professional ethics as well as to take and pass the state licensing examination. Upon completion of the Restricted Barber Program, the student will receive a diploma and be prepared to obtain entry-level employment in the barbering industry.

PROGRAM DESCRIPTION:

The Restricted Barber Program (RBAR) is taught in English. The Restricted Barber program course includes study in Florida Laws & Rules, safety, sterilization and sanitation, hair structure, cutting and cleansing, shaving, beard & Mustache trimming. Students are required to complete 150 hours before being allowed to service clients on the clinical floor. Upon graduation students are required to demonstrate live model performances and complete the required HIV/AIDS education exam.

INSTRUCTIONAL METHODS:

This course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interaction lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

GRADING PROCEDURES:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93-100 A

85-92 B

75-84 C

74 and Below UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

RESTRICTED BARBER STUDENT KITS:

Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 450 hours in the Restricted Barber program.

RESTRICTED BARBER TEXTBOOKS:

Milady's CIMA for Barbering 6th Edition ISBN: 9780357812587- \$299.95

Online Licensing Preparation-ISBN: 9780357920237- \$29.96

1 Samsung Chrome Book- \$300.00

Milady's Standard Professional Barbering Student CD

ISBN-13: 978-1-4354-9709-2- \$82.95

Milady's Haircutting DVD Series

ISBN 9781439058817- \$399.95

PROGRAM TITLE: **RESTRICTED BARBER**

Course Number	Course Title	Theory & Service Clock Hours	Services
RBAR101	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the barber field in the state of Florida and the requirements necessary to be licensed by the state.	10	0
RBAR101A	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	10	0
RBAR102	SAFETY, SANITATION & STERILIZATION (Includes Bacteriology)- Demonstrate sanitation, sterilization, safety, the rules and regulations, patron protection, and the spread of disease.	360	0
RBAR103	HAIR STRUCTURE, CUTTING & CLEANSING- Identify the terminology related to hair design and demonstrate the proper techniques in hair design. Instruction in artistry, elements, and principles of hair cutting. Topics include theory, techniques, and application. Provides fundamental guidelines for using shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services. The student will learn how to select the proper shampoo for each client.	150	185
RBAR104	SHAVING, BEARD & MUSTACHE TRIMMING-Instruction in artistry, elements and principles of beard and mustache shaving and trimming. Topics include theory, techniques and application of beard and mustache shaving and trimming.	50	15
RBAR105	PROFESSIONAL & PERSONAL DEVELOPMENT-Identify and define personality traits and personal qualities necessary to cultivate a pleasing professional personality. Students will be able to describe benefits of professional ethics.	10	0
RBAR106	CAREER DEVELOPMENT & SHOP MANAGEMENT- Demonstrate an understanding of barber shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
	Total	600	

COSMETOLOGY PROGRAM

COSMETOLOGY PROGRAM OUTLINE

THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK BEAUTY & BARBER ACADEMY				Identification No.: 5309	
Program Title: COSMETOLOGY					
Credential Issued: Diploma					
Program Completion Time		Months:8 14	Weeks: 35 Full Time 60 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	☒	☐	☐	☐	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	1200	Theory Hours	575	Tuition	\$ 12,700.00
	SOC CODE:39-5012 CIP CODE:12.0413	Lab Hours	625	Application Fee (non- refundable) Registration Fee	\$ 50.00 \$ 100.00
				CIMA E-Book/Tablet/ Kit/School-Shirt (non- refundable)	\$ 1,550.00
		Total Hours	1200	State Fee(non-refundable) HIV Fee(non-refundable)	\$ 255.00 \$ 20.00
				Total Tuition & Fees	\$ 14,675.00
Tuition is due on or before the first (1ST) day of each month. Any payment received after the tenth (10th) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Cosmetology Program is \$7,337.53 with seven monthly payments of \$1,048.21. Methods of payment include full payment at time of signing enrollment agreement, registration and application fee at the time of signing enrollment agreement with balance paid prior to starting date or registration and application fee at the time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payments may be made by cash, check, money order, credit card, grants and loans. A charge of \$35.00 will be assessed for a returned check. Tuition must be paid in full prior to graduation.					

PROGRAM OBJECTIVE:								
The 1200 hour Cosmetology course prepares all graduates for the Florida State Board of Cosmetology Examination to become licensed cosmetologist. The students are trained in the basic manipulative skills, safety judgments, good work habit, business skills, and professional ethics as well as to take and pass the state licensing examination. Upon completion of the Cosmetology Program, the student will receive a Diploma and be prepared to obtain entry-level employment in the cosmetology industry.								
PROGRAM DESCRIPTION:								
The Cosmetology Program (COSP) is taught in English. The Cosmetology course includes study in sterilization & Sanitation, hair cutting and styling, manicuring, makeup and facials, hair coloring, permanent waving, scalp and hair treatments. Students are required to complete 300 hours before being allowed to service clients on the clinical floor. Upon graduation students are required to demonstrate live model performances and complete the required HIV/AIDS education exam.								
INSTRUCTIONAL METHODS:								
This course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interaction lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.								
GRADING PROCEDURES:								
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning: <table><tr><td>93-100</td><td>A</td></tr><tr><td>85-92</td><td>B</td></tr><tr><td>75-84</td><td>C</td></tr><tr><td>74 and Below</td><td>UNSATISFACTORY</td></tr></table> Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating). <u>Grading Scale</u> All YES Results = Satisfactory 1 or more NO results = Unsatisfactory If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.	93-100	A	85-92	B	75-84	C	74 and Below	UNSATISFACTORY
93-100	A							
85-92	B							
75-84	C							
74 and Below	UNSATISFACTORY							
COSMETOLOGY STUDENT KITS:								
Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 900 hours in the Cosmetology program.								
COSMETOLOGY TEXTBOOKS								
Milady’s CIMA for Cosmetology 13 th Edition ISBN: 9780357812556- \$299.95 Milady’s CIMA for Cosmetology 14 th Edition ISBN: 9780357873441- \$299.95 Online Licensing Preparation-ISBN: 9780357921944- \$29.96 1 Samsung Chrome Book- \$300.00 Milady’s Standard Professional Cosmetology Student CD ISBN-13: 978-1-4390-5928-9- \$82.95 Milady’s Haircutting DVD Series ISBN 9781439058817- \$399.95 Milady’s Hair coloring DVD Series ISBN 9781439058831- \$399.95								

PROGRAM TITLE: **COSMETOLOGY**

Course Number	Course Title	Theory & Service Clock Hours	Services
COSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
COSP102	PROFESSIONAL & PERSONAL DEVELOPMENT Identify and define personality traits and personal qualities necessary to cultivate a pleasing professional personality. Students will be able to describe benefits of professional ethics.	10	0
COSP103	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	4	0
COSP104	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the barbering field in the state of Florida and the requirements necessary to be licensed by the state.	10	0
COSP105	SANITATION and STERILIZATION/PRODUCT SAFETY (includes Bacteriology).- Provides the student with sanitation procedures and explains the rules and regulations of the institution, department and the state. The student will gain an understanding in infection control and recognize the relationship that bacteria have with the spread of disease.	150	10
COSP106	SKIN STRUCTURE, SKIN DISORDERS,FACIAL MAKEUP and HAIR REMOVAL -In depth theory and practice of skin care, facials, waxing and cosmetics; students will demonstrate the proper application related to skin care and exhibit workplace competencies in skin care and cosmetics.	50	25
COSP107	MANICURING, PEDICURING and NAIL EXTENTIONS-Presents three main concepts: nail theory, natural nail care and artificial nail care. It provides fundamental guidelines for knowing the theory of nails plus the procedures for natural and artificial nail care in order to meet the client's total image needs. The student will identify proper terminology related to nail technology and exhibit salon competencies in nail technology.	50	10
COSP108	SCALP TREATMENT- PROPERTIES OF HAIR & SCALP INCLUDES CHEMISTRY, ELECTRICITY Provides fundamental guidelines for providing a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of a client's hair, following proper safety precautions in the application procedure.	25	45
COSP109	SHAMPOOS, CONDITIONS and RINSES-Provides fundamental guidelines for using shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services. The student will learn how to select the proper shampoo for each client.	100	50
COSP110	HAIR STYLING (includes Arranging, Marcel Curling, and Finger Waving).- Identify the terminology related to hair design and demonstrate the proper techniques related to hair design and exhibit workplace competencies related to hair design.	200	200
COSP111	HAIR ADDITIONS- HAIR ADDITIONS- proper techniques related to braiding, braids, weave sew ins.	50	100

COSP112	HAIR CUTTING-Presents two main concepts: haircutting theory and haircutting procedures. It provides fundamental guidelines for knowing and understanding the theory of cutting and performing cutting procedures. Seven procedures are presented to lay the foundation for other services.	50	75
COSP113	CHEMICAL TEXTURIZING (includes Permanent Waving and Relaxing/Straightening). -This course presents fundamental guidelines for using professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client. The student will also be able to identify terminology related to chemical reformation services and demonstrate the proper application of waving and relaxing products and be able to exhibit workplace competencies.	250	65
COSP114	HAIR COLORING and BLEACHING (includes Chemistry)-Provides fundamental guidelines for changing the client's hair color through the use of semi-permanent, permanent and lightening products, following the proper steps to safeguard the client when giving the desired service.	240	45
COSP115	CAREER DEVELOPMENT & SALON BUSINESS-Demonstrates an understanding of beauty shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
	Total	1200	

FULL SPECIALIST PROGRAM

FULL SPECIALIST PROGRAM OUTLINE

THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK BEAUTY & BARBER ACADEMY				Identification No.: 5309	
Program Title: FULL SPECIALIST					
Credential Issued: Diploma					
Program Completion Time		Months: 4 7	Weeks: 17.5 Full Time 30 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	☒	☐	☐	☐	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	600	Theory Hours	350	Tuition	\$ 6,050.00
	SOC CODES: 39-5092 39-5094 CIP CODES: 12.0410 12.0414	Lab Hours	250	Application Fee (non- refundable) Registration Fee	\$ 50.00 \$ 100.00
				CIMA E-Book/Tablet/ Kit/School-Shirt (non- refundable)	\$ 1500.00
		Total Hours	600	State Fee(non-refundable) HIV Fee(non-refundable)	\$ 180.00 \$ 20.00
				Total Tuition & Fees	\$ 7,900.00
Tuition is due on or before the first (1ST) day of each month. Any payment received after the tenth (10th) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Full Specialist Program is \$3,950.00 with 4 monthly payments of \$987.50. Methods of payment include full payment at time of signing enrollment agreement, registration and application fee at the time of signing enrollment agreement with balance paid prior to starting date or registration and application fee at the time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payments may be made by cash, check, money order, credit card, grants and loans. A charge of \$35.00 will be assessed for a returned check. Tuition must be paid in full prior to graduation.					

PROGRAM OBJECTIVE:

The 600 Hour Full Specialist Program is designed to instruct and train students in sterilization and sanitation, the theory and practical skills of manicure and skin care. The program prepares students with the foundation necessary to become Certified Full Specialist. Upon completion of the Full Specialist program, the student will receive a diploma, will apply to State of Florida for licensing and obtain entry-level employment in the nail and skin care industry.

PROGRAM DESCRIPTION:

The Full Specialist Program (FUSP) is taught in English. The Full Specialist Program includes study in manicuring, pedicuring, hand & arm massage, skin care, makeup, facials and hair removal. Completion of this course prepares graduates to become a licensed full specialist.

INSTRUCTIONAL METHODS

This course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interaction lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.

GRADING PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning:

93-100	A
85-92	B
75-84	C
74 and Below	UNSATISFACTORY

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).

Grading Scale

All YES Results = Satisfactory

1 or more NO results = Unsatisfactory

If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

FULL SPECIALIST STUDENT KITS:

Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 500 hours in the Full Specialist program.

FULL SPECIALIST TEXTBOOKS:

Milady's CIMA for Full Specialty: Foundations + Esthetics (12th Edition)+ Nails (8th Edition) ISBN: 9780357875049- \$449.95
1 Samsung Chrome Book- \$300.00

PROGRAM TITLE: **FULL SPECIALIST**

Course Number	Course Title	Theory & Service Clock Hours	Services
FUSP101	STUDY SKILLS- class syllabus, Identify effective study techniques such as note taking, test taking, distractors, that must be practiced in order to become a good student.	1	0
FUSP102	PERSONAL & PROFESSIONAL DEVELOPMENT Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	9	0
FUSP103	HIV / AIDS Instruction on modes of transmission, infection control procedures, clinical management and prevention of human immunodeficiency virus and acquired immune deficiency syndrome, with emphasis on appropriate behavior and attitude change.	5	0
FUSP104	FLORIDA LAW (includes License Requirement and Regulations). Proper knowledge and understanding of The Florida Statutes as they regard working, operating and owning a business in the field of skin care in Florida.	5	0
FUSP105	Facial Specialist -Sanitation Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	20	0
FUSP106	Facial Specialist - Anatomy Presents two main concepts; building blocks of the human body and basic body systems. It provides fundamental knowledge of anatomy and physiology that is necessary to enhance the quality of skin care services offered.	120	0
FUSP107	Facial Specialist –Skin Care, Waxing, Hair Removal & Facial Makeup Develop a thorough knowledge of hair growth as well as various types of removal options. Covers three main concepts: skin care, hair removal, facial makeup, and skin disorders. Understand color theory, and face shape and features as they relate to make-up design and application.	110	70
FUSP108	Manicure Specialist- Sanitation Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	20	0
FUSP109	Manicure Specialist Manicuring Ability to perform all manicuring services on the hands.	90	15

FUSP110	Manicure Specialist Pedicuring Consists of the proper set-up of equipment and the demonstration and procedure for pedicure services as well as the composition, purpose and use of hand, foot and nail products.	90	10
FUSP111	Manicure Specialist- Nail Tips- Techniques for applying artificial nail tips with an overlay.	100	65
FUSP112	Manicure & Facial Specialist- Client Care & Business Practices Defines the essentials of client consultation and service before, during and after manicure & skin care service. Instruct the student in the operational, financial and management needs of the manicure & skincare industry.	10	0
FUSP113	CAREER DEVELOPMENT & SALON BUSINESS- demonstrates an understanding of beauty shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	20	0
	Total	600	

INSTRUCTOR PROGRAM

INSTRUCTOR PROGRAM OUTLINE

THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK BEAUTY & BARBER ACADEMY				Identification No.: 5309	
Program Title: INSTRUCTOR					
Credential Issued: Diploma					
Program Completion Time		Months: 4 7	Weeks: 17.5 Full Time 30 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	☒	☐	☐	☐	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	600	Theory Hours	350	Tuition	\$ 3,900.00
	SOC CODE: 25-2032 CIP CODE: 13.1201	Lab Hours	250	Application Fee (non- refundable) Registration Fee	\$ 50.00 \$ 100.00
				CIMA E-Book/Tablet/ Kit/School-Shirt (non- refundable)	\$ 700.00
		Total Hours	600		
		Total Tuition & Fees			\$4,750.00
Tuition is due on or before the first (1ST) day of each month. Any payment received after the tenth (10th) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Instructor Program is \$2500.00 with 4 monthly payments of \$562.50. Methods of payment include full payment at time of signing enrollment agreement, registration and application fee at the time of signing enrollment agreement with balance paid prior to starting date or registration and application fee at the time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payments may be made by cash, check, money order, credit card, grants and loans. A charge of \$35.00 will be assessed for a returned check. Tuition must be paid in full prior to graduation.					

PROGRAM OBJECTIVE:
The 600 Hour Instructor Program is designed to instruct and train students on how to become effective Instructors. The student will become skilled in using their professional knowledge already obtained to teach students interested in the beauty & barber industry using teaching techniques learned from this program. The program prepares students with the foundation necessary to become Barber, Restricted Barber, Cosmetology, Esthetician or Manicure Instructor. Upon completion of the course, student will receive a diploma and be prepared to obtain entry-level employment in the beauty industry as an Instructor.
PROGRAM DESCRIPTION:
The Instructor Program (INSP) is taught in English. The Instructor Program includes learning about common student problems & issues, good teaching techniques and practices and how to handle & prevent potential school problems. Completion of this course prepares graduates to become Instructors in the State of Florida. It is not a requirement in the State of Florida to have completed an Instructor Program to become a Instructor. The State of Florida requires Instructors to hold a current Florida license in related field.
INSTRUCTIONAL METHODS:
This course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interaction lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.
GRADING PROCEDURES
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning: 93-100 A 85-92 B 75-84 C 74 and Below UNSATISFACTORY Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating). <u>Grading Scale</u> All YES Results = Satisfactory 1 or more NO results = Unsatisfactory If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.
INSTRUCTOR STUDENT KITS:
No Student Kit is provided for the Instructor Program
INSTRUTOR TEXTBOOKS:
Milady's CIMA for Professional Educator 4th Edition + Printed Textbook ISBN: 9781337786867- \$344.95 1 Samsung Chrome Book- \$300.00

PROGRAM TITLE: **INSTRUCTOR**

Course Number	Course Title	Theory & Service Clock Hours	Services
INSP101	Orientation- Educator profile and classroom management	35	N/A
INSP102	Psychology of Student Training-Utilizing knowledge and experience to inspire students.	30	N/A
INSP103	Introduction to Teaching-Hands on training, how to communicate clear expectations, student interaction and positive learning environment.	40	N/A
INSP104	Personality & Professional Conduct- Maintain professionalism and cleanliness in classroom.	30	N/A
INSP105	Course Outline, Development & Lesson Planning-classroom assignments, projects, teach basic skills for writing lesson plans, course outline and scheduling.	136	25
INSP106	Teaching Techniques & Methods-Presentations, effective teaching and learning methods.	95	25
INSP107	How to Seek Employment- career development, Professional Ethics, Effective Communication Skills and Public Relations, Compensation Package and Fundamentals of Business Management	25	N/A
INSP108	Teaching Aids-How to identify auditory, hands on and visual learners	40	25
INSP109	Demonstration Techniques-Interaction with students. Identify characteristics of different types of learners.	30	N/A
INSP110	Test & Measurements-How to prepare students for exams, evaluations and grading methods.	50	25
INSP111	Record Keeping and Classroom Management- Time management, record keeping, maintaining a calm and professional learning environment.	45	N/A
INSP112	Teaching Observation- Student will observe Instructor teaching methods in classroom and on clinical floor.	30	N/A
INSP113	Teaching Assistant- Student will shadow instructor as an assistant applying all teaching methods and technique in classroom and on clinical floor.	0	50
INSP114	Student Training (Practice Teaching) - Student will apply Hands on training in classroom and on clinical floor.	0	100
INSP115	HIV/AIDS-Aimed at making the student aware of the spread of infectious diseases such as HIV/AIDS and infection control.	10	N/A
INSP116	FLORIDA LAW-Understanding and knowledge of the Florida Statutes in regard to owning, operating, and working in the beauty and barber field in the state of Florida and the requirements necessary to be licensed by the state.	4	N/A
	Total	600	

MANICURE PROGRAM

MANICURE PROGRAM OUTLINE

THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK BEAUTY & BARBER ACADEMY				Identification No.: 5309	
Program Title: MANICURE					
Credential Issued: Diploma					
Program Completion Time		Months: 1.5 3	Weeks: 7 Full Time 12 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	☒	☐	☐	☐	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	240	Theory Hours	100	Tuition	\$ 2,800.00
	SOC CODE: 39-5092 CIP CODE: 12.0410	Lab Hours	140	Application Fee (non- refundable) Registration Fee	\$ 50.00 \$ 100.00
				CIMA E-Book/Tablet/ Kit/School-Shirt (non- refundable)	\$ 1,050.00
		Total Hours	240	State Fee(non-refundable) HIV Fee(non-refundable)	\$ 80.00 \$ 20.00
				Total Tuition & Fees	\$4,100.00
Tuition is due on or before the first (1ST) day of each month. Any payment received after the tenth (10th) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Manicure Program is \$2,050.00 with two bi-weekly payments of \$1,025.00. Methods of payment include full payment at time of signing enrollment agreement, registration and application fee at the time of signing enrollment agreement with balance paid prior to starting date or registration and application fee at the time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payments may be made by cash, check, money order, credit card, grants and loans. A charge of \$35.00 will be assessed for a returned check. Tuition must be paid in full prior to graduation.					

PROGRAM OBJECTIVE:
The 240 hour manicure course teaches theory and practical skills in all phases of manicuring. The program prepares the student with the basic foundation necessary in sterilization and sanitation, manipulative skills, safety judgement, proper work habits, business skills, professional ethnics, applying to state board for licensing, continue education requirements. Upon completion of the manicure program, the student will receive a diploma and be prepared to obtain entry-level employment as a Nail Technology Specialist.
PROGRAM DESCRIPTION:
The Manicure Program (MANP) is taught in English. The Manicure program includes study in nail structure, manicuring techniques, as well as artificial nail application and nail tips. The program instructs the student in the state laws and provides the foundation and skills necessary to become a Certified Nail Technology Specialist.
INSTRUTIONAL METHODS:
This course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interaction lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.
GRADING PROCEDURES
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%.Numerical grades are considered according to the following scale for academic (theory) learning:
93-100 A 85-92 B 75-84 C 74 and Below UNSATISFACTORY
Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating).
<u>Grading Scale</u> All YES Results = Satisfactory 1 or more NO results = Unsatisfactory
If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.
MANICURE STUDENT KITS:
Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 140 hours in the Manicure program.
MANICURE TEXTBOOKS:
Milady’s CIMA for Nails 8th Edition ISBN: 9780357483657 - \$299.95 Milady’s Standard Nail Technology Student CD ISBN-13: 978-1-4354-9760-3- \$82.95 1 Samsung Chrome Book- \$300.00

PROGRAM TITLE: **MANICURE**

Course Number	Course Title	Theory & Service Clock Hours	Services
MANP101	PERSONAL & PROFESSIONAL DEVELOPMENT Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	2	0
MANP102	FLORIDA LAWS and RULES (includes Salon Business, Management, Taxes and Payroll). Proper understanding and knowledge of The Florida Statutes Regarding working, operating and owning a cosmetology business in Florida.	4	0
MANP103	HIV/AIDS (includes Bacteriology, Biology and Anatomy). Understanding of disease control and the way diseases are spread; how HIV/AIDS is contacted and techniques to prevent the spread of the virus.	4	0
MANP104	SANITATION (includes Bacteriology, Biology, Product Use and Safety). Instruction in use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon which promotes good health and protects patrons. Rules of protection are examined.	4	0
MANP105	NAIL THEORY, PRACTICE, DISORDERS & DISEASES Identify the structure adjoining and affecting the nails and recognize nail diseases that should not be treated in the salon.	75	0
MANP106	MANICURING Ability to perform all manicuring services on the hands.	20	15
MANP107	PEDICURING Consists of the proper set-up of equipment and the demonstration and procedure for pedicure services as well as the composition, purpose and use of hand, foot and nail products.	10	10
MANP108	TIPS with OVERLAY Techniques for applying artificial nail tips with an overlay.	38	15

MANP009	SCULPTING (using form) Techniques for applying sculptured nails using form.	38	10
MANP110	NAIL WRAPS & MENDING Techniques for mending nails.	15	10
MANP111	NAIL FILLS Perform maintenance on artificial nails in the form of a "fill-in".	10	10
MANP112	ARTIFICIAL NAIL REMOVAL Techniques in safely removing artificial nails.	5	5
MANP113	POLISHING and NAIL ART Polish all nails and apply nail art in the form of adhesive pre-manufactured art as well as demonstrate knowledge of the use of specialty brushes.	5	10
MANP114	CAREER DEVELOPMENT & SHOP MANAGEMENT- Demonstrate an understanding of barber shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
Total		240	

SKIN CARE SPECIALIST PROGRAM

SKIN CARE SPECIALIST PROGRAM OUTLINE

THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY

INSTITUTION DATA					
Name: KCK BEAUTY & BARBER ACADEMY				Identification No.: 5309	
Program Title: SKIN CARE SPECIALIST					
Credential Issued: Diploma					
Program Completion Time		Months: 2 3	Weeks: 7.5 Full Time 13 Part-Time		
Program Delivery:	Campus	Online	Correspondence	Other	If Other, Give a <u>Short</u> Description
	☒	☐	☐	☐	
PROGRAM LENGTH:		TOTAL CONTACT HOURS:		PROGRAM COST:	
Clock Hours	260	Theory Hours	160	Tuition	\$ 3,100.00
	SOC CODE: 39-5094 CIP CODE: 12.0414	Lab Hours	100	Application Fee (non- refundable) Registration Fee	\$ 50.00 \$ 100.00
				CIMA E-Book/Tablet/ Kit/School-Shirt (non- refundable)	\$ 920.00
		Total Hours	260	State Fee(non-refundable) HIV Fee(non-refundable)	\$ 80.00 \$ 20.00
				Total Tuition & Fees	\$4,270.00
Tuition is due on or before the first (1ST) day of each month. Any payment received after the tenth (10th) of each month is considered late. Failure to pay on time will result in a \$10.00 late fee. The required down payment for the Skin Care Specialist Program is \$2,135.00 with two bi-weekly payments of \$1,067.50. Methods of payment include full payment at time of signing enrollment agreement, registration and application fee at the time of signing enrollment agreement with balance paid prior to starting date or registration and application fee at the time of signing enrollment agreement with balance paid prior to graduation by payment plan. Payments may be made by cash, check, money order, credit card, grants and loans. A charge of \$35.00 will be assessed for a returned check. Tuition must be paid in full prior to graduation.					

PROGRAM OBJECTIVE:
The 260 hour Skin Care Specialist course teaches theory and practical skills in all phases of skin care. The Skin Care Specialist program prepares students with the basic foundation necessary in sterilization and Sanitation, manipulative skills, safety judgment, proper work habits, business skills, and professional ethnics. Upon completion of the Skin Care Specialist program, the student will receive a diploma and be prepared to obtain entry-level employment entry level employment as a Certified Skin Care Specialist.
PROGRAM DESCRIPTION:
The Skin Care Specialist Program (SKSP) is taught in English. The Skin Care Specialist course will train students in skin care, facial treatments, make-up application, and hair removal. Completion of this course prepares to become a licensed skin care specialist.
INSTRUCTIONAL METHODS:
This course consists of academic (theory) and practical application. Students are taught through discussion, question & answer, demonstration, cooperative learning, problem solving, interaction lecture, individualized instruction, clinical floor activities, classroom presentation, field trips, guest speakers and projects.
GRADING PROCEDURES
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and are evaluated after each unit of study. Minimum Grade Required for Barber, Restricted Barber, Cosmetology, Full Specialist, Instructor, Manicure and Skin Care Specialist coursework is 75%. Numerical grades are considered according to the following scale for academic (theory) learning: 93-100 A 85-92 B 75-84 C 74 and Below UNSATISFACTORY Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (the computer system will reflect completion of the practical assignment as a 100% rating). <u>Grading Scale</u> All YES Results = Satisfactory 1 or more NO results = Unsatisfactory If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.
SKIN CARE SPECIALIST STUDENT KITS
Each Station is fully stocked for practical services therefore student kits are disbursed when students reach 160 hours in the Skin Care Specialist program.
SKIN CARE SPECIALIST TEXTBOOKS:
Milady's CIMA for Esthetics 12th Edition ISBN: 978035812563- \$299.95 Milady's Standard Fundamentals Esthetics Student CD ISBN-13: 978-1-111-30694-6- \$82.95 1 Samsung Chrome Book- \$300.00

PROGRAM TITLE: SKIN CARE SPECIALIST

Course Number	Course Title	Theory & Service Clock Hours	Services
SKSP101	PERSONAL & PROFESSIONAL DEVELOPMENT Instruction in the three main concepts of personal development of a healthy mind and body. Provides fundamental guideline for lifelong professional development through effective communication and human relations. Presents basic foundation for the consultation process.	2	0
SKSP102	HIV / AIDS-Instruction on modes of transmission, infection control procedures, clinical management and prevention of human immunodeficiency virus and acquired immune deficiency syndrome, with emphasis on appropriate behavior and attitude change.	4	0
SKSP103	FLORIDA LAW (includes License Requirement and Regulations). Proper knowledge and understanding of The Florida Statutes as they regard working, operating and owning a business in the field of skin care in Florida.	5	0
SKSP104	SANITATION AND STERILIZATION (Bacteriology, Product Use and Safety)-Demonstrates sanitation and safety; explains the rules and regulations of the Institution, Department, and State. Gain an understanding of bacteriology and recognize the relationship between bacteria and the spread of disease.	10	0
SKSP105	CHEMISTRY Present three main concepts: Matter, PH scale and Chemistry of Cosmetics. It provides fundamental guideline for using a variety of products, and providing chemical services safety.	8	0
SKSP106	ELECTRICITY Provides information on the principle of electricity, including safety precaution for using electrical currents to treat client, and the workings of specialized electrical appliances.	9.25	1
SKSP107	SKIN THEORY, DISEASE AND DISORDER OF THE SKIN SKIN PHYSIOLOGY TREATMENT AND SERVICES Operational understanding of skin physiology, especially the structure and functions of the skin. SCIENCE OF SKINCARE ECOLOGY-Covers three main concepts: skin care, hair removal, facial makeup, and skin disorders. ANATOMY Presents two main concepts; building blocks of the human body and basic body systems. It provides fundamental knowledge of anatomy and physiology that is necessary to enhance the quality of skin care services offered.	75	0
SKSP108	FACIALS including Manual extractions Explains the process of skin-care analysis and identifies the basic skin-care types and main skin conditions. Describes the four basic	107.25	36

	steps of a regular daily skin-care regimen to maintain healthy skin.		
SKSP109	HAIR REMOVAL Develop a thorough knowledge of hair growth as well as various types of removal options.	7.5	10
SKSP110	EYEBROWS (includes Tinting and Shaping) Proper shaping of eyebrows and correct safety procedures to use when tweezing and tinting with non-permanent dyes.	5	2
SKSP111	MAKE-UP Understand color theory, and face shape and features as they relate to make-up design and application.	7	10
SKSP112	EYELASH Application Including strip lashes, individual lashes, and semi- permanent lashes.	10	12
SKSP113	CAREER DEVELOPMENT & SHOP MANAGEMENT- Demonstrate an understanding of barber shop operation, organizational skills and management. Including resume development, interview preparation and job search skills.	10	0
	TOTAL	260	

VETERAN POLICIES

The following information pertains to students attending KCK Beauty & Barber Academy using benefits due to their eligibility through the Veterans Administration. These policies are applied only to those students and do not apply to the general student population of KCK Beauty & Barber Academy.

Attendance Policy for VA Students

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence. Students approved for VA education benefits may not be approved for a leave of absence due to VA pay purposes. Education benefits will be terminated during periods of absence as defined in the Veterans Policies. Students are required to attend at least 80% at each scheduled evaluation in order to be considered making satisfactory attendance progress. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA benefits. The student's attendance record will be retained in the Veteran's administrative file and in the student's electronic attendance record for USDVA and SAA audit purposes.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 75% for each evaluation period. All students enrolled are evaluated as follows:

Barber #1 (1200 Clock Hours)	Restricted Barber #2 (600 Clock Hours)
1 st Evaluation Period Ends:450 Hours and 13 weeks	1 st Evaluation Period Ends:300 Hours and 9 weeks
2 nd Evaluation Period Ends: 900 Hours and 26 weeks	2 nd Evaluation Period Ends: 600 Hours and 8.5 weeks
3 rd Evaluation Period Ends: 1200 hours and 35 weeks	
Cosmetology #3 (1200 Clock Hours)	Full Specialist #4 (600 Clock Hours)
1 st Evaluation Period Ends:450 Hours and 13 weeks	1 st Evaluation Period Ends:300 Hours and 9 weeks
2 nd Evaluation Period Ends: 900 Hours and 26 weeks	2 nd Evaluation Period Ends: 600 Hours and 8.5 weeks
3 rd Evaluation Period Ends: 1200 hours and 35 weeks	
Instructor #5 (600 Clock Hours)	Manicure #6 (240 Clock Hours)
1 st Evaluation Period Ends:300 Hours and 9 weeks	1 st Evaluation Period Ends:120 Hours and 4 weeks
2 nd Evaluation Period Ends: 600 Hours and 8.5 weeks	2 nd Evaluation Period Ends: 240 Hours and 3 weeks
Skin Care #7 (260 Clock Hours)	
1 st Evaluation Period Ends:130 Hours and 4 weeks	
2 nd Evaluation Period Ends: 260 Hours and 3.5 weeks	

All students are required to achieve a minimum CGPA average of 75% by midpoint of training. VA student whose CGPA fall below 75% at the end of any evaluation period will be placed on an academic probation until the next evaluation period. If the VA student's CPGA is still below 75% at the end of the probation period, the student's VA educational benefits will be terminated. A VA student terminated from the VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a minimum CPGA of 75% by the next evaluation period. KCK Beauty & Barber Academy maintains records of progress on all students. Progress reports are given and reviewed with students at the end of each month. Copies of these reports are distributed to each student and a copy is placed in their permanent file. The school maintains permanent student files for a minimum of 3 years.

Credit for Previous Education or Training for VA Students

Students must report all education and training prior to enrollment. Based upon the recommendation of the Instructor, KCK Beauty & Barber Academy may accept transfer hours and services from another licensed institution. The school will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the student notified.

LICENSING REQUIREMENTS:

BARBER/RESTRICTED BARBER	COSMETOLOGY	FULL SPECIALIST
AGE: Applicants for licensure by examination must be at least 16 years of age EDUCATION: Applicants must complete at least 600 hours of training at a Florida barbering school and be determined competent by a school official to sit for the barbering exam OR applicants must complete a minimum of 900 hours of training at a Florida school. For barbers who complete their education in Florida, ensure that the school official signs the portion of the application verifying a minimum of 600 barbering hours and the completion date. EXAMINATION: For more information regarding the barber written examination, please review the Barber License Examination Candidate Information Booklet. HIV/AIDS COURSE: Complete a board-approved Initial HIV/AIDS course and submit the course completion certificate with your application. The HIV/AIDS course must have been completed within two years prior to submitting an application and be at least two hours long. Note: The 4 hour course for cosmetology cannot substitute for the 2 hour course for barbers. For more information, please refer to our list of board-approved Initial HIV/AIDS Courses. FEE: Pay the required fee as provided in the application. If applying online, you can pay with a credit card or electronic check. If mailing your application, please include a check payable to the Department of Business and Professional Regulation. Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. Please visit our DBPR Military Services page for more information.	AGE: Cosmetology Applicants for licensure by examination must be at least 16 years of age or have received a high school diploma. EDUCATION: Applicants must complete 1200 hours in a cosmetology program. EXAMINATION: Applicants must complete both portions of the examination within a two-year period from the date of the first attempt of either portion of the exam. If both portions of the examination are not passed within a two year period, the applicant will be required to pass both portions of the examination again. If the applicant fails either portion of the examination on the first attempt, the applicant can submit a reexamination application without any additional signatures from the cosmetology school. Remedial hours may be required with verification by the school. For more information regarding the Cosmetology examination, please review the Cosmetology License Examination Candidate Information Booklet. HIV/AIDS COURSE: Applicants who completed their education at a Florida school should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within two years prior to submitting an application and must be at least four hours long. For more information, please refer to our list of board-approved Initial HIV/AIDS Courses. GRADUATION Certification: A completed Graduate Certification Form from Section III of form COSMO 1 must be submitted with your application. FEE: Pay the required fee as provided in the application. If applying online, you can pay with a credit card or electronic check. If mailing your application, please include a check payable to the Department of Business and Professional Regulation. Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. Please visit our DBPR Military Services page for more information.	AGE: Specialty registration applicants must be at least 16 years of age or have received a high school diploma. EDUCATION: Applicants must complete 400 school hours in a Florida full specialty program. HIV/AIDS COURSE: Applicants should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within two years prior to submitting an application and must be at least four hours long. For more information, please refer to our list of board-approved Initial HIV/AIDS Courses. EXAMINATION: You do not have to take the Florida cosmetology examination for this registration. CERTIFICATION OF ELIGIBILITY: A completed Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application. FEE: Pay the required fee as provided in the application. If applying online, you can pay with a credit card or electronic check. If mailing your application, please include a check payable to the Department of Business and Professional Regulation. Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. Please visit our DBPR Military Services page for more information.

MANICRE	SKIN CARE SPECIALIST
• AGE: Specialty registration applicants must be at least 16 years of age or have received a high school diploma. • EDUCATION: Applicants must complete 180 school hours in a Florida nail program. • HIV/AIDS COURSE: Applicants should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within two years prior to submitting an application and must be at least four hours long. For more information, please refer to our list of board-approved Initial HIV/AIDS Courses. • EXAMINATION: You do not have to take the Florida cosmetology examination for this registration. • CERTIFICATION OF ELIGIBILITY: A completed Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application. • FEE: Pay the required fee as provided in the application. If applying online, you can pay with a credit card or electronic check. If mailing your application, please include a check payable to the Department of Business and Professional Regulation. Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. Please visit our DBPR Military Services page for more information.	• AGE: Specialty registration applicants must be at least 16 years of age or have received a high school diploma. • EDUCATION: Applicants must complete 220 school hours in a Florida facial specialty program. • HIV/AIDS COURSE: Applicants should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within two years prior to submitting an application and must be at least four hours long. For more information, please refer to our list of board-approved Initial HIV/AIDS Courses. • EXAMINATION: You do not have to take the Florida cosmetology examination for this registration. • CERTIFICATION OF ELIGIBILITY: A completed Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application. • FEE: Pay the required fee as provided in the application. If applying online, you can pay with a credit card or electronic check. If mailing your application, please include a check payable to the Department of Business and Professional Regulation. Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount. Please visit our DBPR Military Services page for more information.

Applications for Barber, Cosmetology, Full Specialist, Manicure and Skin Care Specialist Programs can be completed by clicking on the "Online Services" link or the "Printable Application" link at the bottom of the page.

Addendum To Catalog

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019, the VA shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A **Covered Individual** is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.