

Lehigh Valley Barber & Beauty Academy

Bethlehem Campus

1517B Irene Street, Bethlehem, PA 18017
Phone (610) 419-6913

Philadelphia Campus

114 N. 3rd Street, Philadelphia, PA 19106
Phone (610) 419-6913

Catalog

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A letter from the Owner of Lehigh Valley Barber & Beauty Academy:

Welcome to Lehigh Valley Barber & Beauty Academy!

It is our pleasure to have you as a member of this school as you start your journey of a rewarding career with us. When starting a new chapter in life, there will be many questions and concerns about what is to come. Therefore, it is important to me that you get as many of the questions and concerns answered so that you are able to begin your career in confidence.

This catalog is a tool to help you understand the fundamentals of our school and a guideline of how the school operates. It will also help you answer questions or concerns you might have about your education. It governs the quality in our school and establishes the present and future success of our organization. It will help you in obtaining an excellent barbering education.

If after reading this catalog, you still have unanswered questions, please ask immediately. It is important to me that you have a clear understanding of everything involved at this school.

All of us at Lehigh Valley Barber & Beauty Academy look forward to having you with us on your journey of growth, education, and success.

Sincerely,

Vito J. Villani

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Catalog

Lehigh Valley Barber & Beauty Academy reserves the right to make changes to this catalog at any time that effects the school's policy and rules. It is encouraged that student read all content to fully understand policies. For the purpose of this document, Lehigh Valley Barber & Beauty Academy will be further known as LVBBA or The Academy. As the institution is only approved to teach in English, all documents will be provided in English.

Mission Statement

Lehigh Valley Barber & Beauty Academy's mission is to train students in all aspects of the art of Barbering and Cosmetology. Our goal is to provide students with the skills needed to take and pass the Pennsylvania State Board Exam and to obtain employment in these vast professions. We will ensure this by empowering our students to learn the fundamentals of their fields and by providing exceptional curriculums. Our staff will continuously pursue educational classes to ensure the students implement the most advanced and popular trends in their field.

History

Lehigh Valley Barber & Beauty Academy was founded by Vito J. Villani in August of 2011. Villani found his passion for barbering at the young age of 15. He attended cosmetology school but found it was lacking the exclusive of barbering. Because of this, he commuted to American Barber Institute in New York City every day for his Barber License. After receiving his license, Villani opened Clean Cut Barbershop, a thriving business with an excellent rapport with the clients and the community. Villani recognized the need of an exclusive barbering school in the Lehigh Valley, and therefore, set out to establish Lehigh Valley Barber & Beauty Academy. In 2021, Villani made the decision to add the Cosmetology program based on community demand and industry relevance.

Non-Discrimination Statement

Lehigh Valley Barber & Beauty Academy does not discriminate on the basis of race, religion, creed, color, age, sex, ethnic origin, sexual orientation, national origin, ancestry, marital status, weight, height, medical condition or disability in admission to or employment in its education programs or activities it operates.

Licenses

Lehigh Valley Barber & Beauty Academy is licensed by the Pennsylvania State Board of Barber Examiners.

P.O. Box 2649
Harrisburg, PA 17105
(717) 783-3405

Lehigh Valley Barber & Beauty Academy is licensed by the Pennsylvania State Board of Cosmetology.

P.O. Box 2649
Harrisburg, PA 17105
(717) 783-7130

Accreditation

Lehigh Valley Barber & Beauty Academy is accredited by the National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS).

3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

**LVBBA located at 114 N. 3rd Street, Philadelphia, PA 19106, currently holds Provisional Additional Location Accreditation status with NACCAS.*

Facilities and Equipment

Our Bethlehem campus consists of a classroom for theory, a clinic floor with 20 stations, and an administrative office to welcome all prospective students. The facility is designed to accommodate up to 20 students during the day and an additional 20 students for those interested in night classes.

Our Philadelphia location consists of a classroom for theory, a clinic floor with 10 stations, and an administrative office to welcome all prospective students. The facility is designed to accommodate up to 10 students during the day and an additional 10 students for those interested in night classes.

Bethlehem Faculty and Staff

Vito J. Villani	Owner/Instructor
Zachary Neidert	Financial Aid Director
Samuel Colon	Office Manager
Vito J. Villani	Barber Instructor
Laura Wisser	Cosmetology Supervisor
Kenele Mayes	Cosmetology Instructor

Philadelphia Faculty and Staff

Vito J. Villani	Owner/Instructor
Zachary Neider	Financial Aid Director
Samuel Colon	Office Manager
Patricia Crosby	Barber Instructor
Hala Kadi	Cosmetology Instructor

Calendar

Lehigh Valley Barber & Beauty Academy will follow the high school in the city they are located. If the high school is closed, LVBBA will also be closed. The instructor will provide all students with this information. The projected graduation date will be extended accordingly. Schools will be closed on the following holidays:

Martin Luther King Day
Presidents Day
Good Friday
Memorial Day

Independence Day
Labor Day
Thanksgiving Day and Black Friday
Christmas Eve to New Year's Day

Admission Requirements

Admission Policy

Students who are interested in becoming Licensed Barbers and Cosmetologists in the State of Pennsylvania must meet and submit the following requirements for admission:

1. Be at least 16 years old. Driver's License and/or passport must be used to show proof of age.
2. Must have a high school diploma or its equivalent, or a transcript showing high school completion. A General Equivalency Diploma (GED) is also accepted. Home Schooling students are not accepted at LVBBA.
3. Foreign students must have evidence of verification of their high school diploma. Verification must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

All programs are taught using the English language. If a student is currently enrolled in another institution, they may not enroll in Lehigh Valley Barber & Beauty Academy. LVBBA does not accept ability-to-benefit students.

Transfer of Hours

Lehigh Valley Barber & Beauty Academy welcomes students from other schools. A notarized affidavit with the completed hours is required prior to enrolling. Students with a Cosmetology License who wish to enroll in the Crossover program will be given credit for 555 hours and will only be enrolled for 695 hours of Barber training curriculum.

Admission Procedure

To become a student at Lehigh Valley Barber & Beauty Academy, an applicant must have a meeting with the Director to evaluate and discuss career information. After explaining the goals, requirements and policies of the institution, a tour of the establishment will be given to the applicant. Following the meeting, the applicant will provide the school with a completed application and the applicable application fee. Before the applicants start date, the enrollment fee must be provided, and all pre-enrollment information must be signed prior to signing an enrollment agreement. There is a \$25.00 non-refundable application fee and \$100.00 enrollment fee.

Withdrawal and Re-entry Policy

Students who withdrawal or students who have been dismissed, must reapply if they wish to return to the program. A student wishing to withdrawal must notify the Director in writing to ensure proper tuition be paid to student. If the Director agrees on the re-entry, then the student may return to school providing all fees and charges per the school's refund policy have been paid for the current enrollment. If the student re-enters the school, the student will re-enter the school in the same progress status as when they left. The student will have until the next evaluation point to achieve satisfactory academic progress. It is the student's responsibility to retain copies of all previous hours and operations, as the school is only required to keep copies for six (6) years. The school reserves the right to deny re-entry to students who have been withdrawn from the school or withdrew a maximum of three times. For example:

- If a student withdrawals and re-enters before the refunded amount has been paid (according to the refund schedule), they will be considered in the same payment period and same progress status but will have to pay the enrollment fee.
- If a student withdrawals and re-enters after refunded amount have been paid, they will start a new payment period and pay the enrollment fee. They will return in the same program status as they had when they withdrew.

Program Start Dates/Schedule

Program start dates for new students begin on the first Tuesday of every third month. Students should submit all required paperwork at least five (5) days before the start date. Enrollment months: January, March, June, September, December.

LVBBA offers both full time and part time schedules for all programs.

Program	Length	Full Time Schedule	Part Time Schedule
Barbering	1250 Clock Hours	FT 35 hours/week for 36 weeks	PT 20 hours/week for 63 weeks
Crossover	695 Clock Hours	FT 35 hours/week for 20 weeks	PT 20 hours/week for 35 weeks
Cosmetology	1250 Clock Hours	FT 35 hours/week for 36 weeks	PT 20 hours/week for 63 weeks

Barbering Program

Course Description

At LVBBA we train the student in the mandatory areas needed to pass the Pennsylvania State Board Exam and to become a licensed as a successful barber with exceptional skills. The Pennsylvania State Board of Barbering mandates students acquire 1250 hours in theory and practical experience. The Barbering program is 9 months for full time students and 16 months for part time students. Students enrolled in the Barbering program are educated in theory and practical instruction. The course ensures students have gained knowledge in all aspects of Barbering including cutting, styling, haircoloring, and shaving.

Course Objectives

- Students will be trained in all aspects of Barbering
- Students will be prepared to take and pass the PA State Board examination
- Students will be able to identify characteristics important about employment

Instructional Methods

During theory, instructors lecture and assigns classwork. Following lecture and classwork, the class has an open discussion about the topics learned. In the practical aspect, the instructor performs a haircut on a mannequin or person while the students watch, then the students perform the haircut themselves with the instructor supervising. Learning styles include lecture, question and answer, demonstration, group discussion, guest demonstration, group projects, etc.

Course Content

SUBJECT	HOURS
State barber law and rules and regulations, Identifying and Understanding Laws, Rules, Regulations	50
Physiology, Identify, Describe, and Explain the Structure of the Head, Neck and Skull	50
Sterilization and sanitation, Proper Ways to Handle Tools and Equipment	50
Hygiene, The Importance of Proper Hygiene in the Workplace	25
Scalp and skin disease, Identify Diseases of the Skin and Scalp, Protection of Clients from Diseases	50
Bacteriology, Identify Bacteria, Ways to Prevent the Spreading of Harmful Bacteria	25
Electricity (ultraviolet, high frequency, infrared, curling irons) Proper Use of Electrical Tools	25
Honing and stropping Techniques in Honing and Stropping	25
Shaving and various uses of the straight razor, Theories of Shaving, Proper Use and Care of Razor, Practical use of Razor	240
Haircutting, hairstyling, and hairpieces Proper Techniques and How to of Haircutting, Hairstyles, and Hairpieces, Tools Used, Practical Work	535
Shampoo and scalp massages, Proper Techniques of Shampooing and Scalp Massage, Practical Work	25
Theory of Color, Proper Techniques of Hair coloring, Practical Work	25
Massaging Products, Proper Massaging Techniques, Practical Work	25
Hair waving or curling (perms), Straightening, Theory of Chemical Use, Proper Techniques of Perms and Straightening,	25
Professional ethics and barbershop demeanor, The Importance of Professional Work Ethic and Customer Service	25
Manager-barber instructions, instruments, shop management, examination orientation and preparation, Understanding the Responsibilities of all Aspects in Management, Test Preparation	50
	1250 HOURS

Each student shall perform the following minimum amount of practical work during his/her training:

Subject	Practical Services
Shampoos	50
Permanent Waves	50
Colors	50

Haircuts	200
Shaves	150
Facial Massages	50
Total	550

Grading Scale

<i>Percentage</i>	<i>Grade</i>
90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and below	F

References

- Milady's Standard Professional Barbering Textbook 2011 Edition
- Milady's Standard Professional Barbering Workbook 2011 Edition
- Pennsylvania State Barber Laws and Regulations

Cosmetology Program

Course Description

At LVBBA we train the student in the mandatory areas needed to pass the Pennsylvania State Board Exam and to become a licensed as a successful cosmetologist with exceptional skills. The Pennsylvania State Board of Cosmetology mandates students acquire 1250 hours in theory and practical experience. The Cosmetology program is 9 months for full time students and 16 months for part time students. Students enrolled in the Cosmetology program are educated in theory and practical instruction. The course ensures students have gained knowledge in all aspects of Cosmetology including cutting, styling, permanent waving, hair straightening, haircoloring, skin care, nail care and makeup.

Course Objectives

- Students will be trained in all aspects of Cosmetology
- Students will be prepared to take and pass the PA State Board examination
- Students will be able to identify characteristics important about employment

Instructional Methods

During theory, instructors lecture and assigns classwork. Following lecture and classwork, the class has an open discussion about the topics learned. In the practical aspect, the instructor performs a haircut on a mannequin or person while the students watch, then the students perform the haircut themselves with the instructor supervising. Learning styles include lecture, question and answer, demonstration, group discussion, guest demonstration, group projects, etc.

Course Content

SUBJECT	HOURS
History of Cosmetology	50
State Cosmetology Law, Rules, and Regulations, Identifying and Understanding Laws, Rules, Regulations	25
Bacteriology, Disinfection, Sanitation, Decontamination, First Aid	25
Trichology, Diseases, Infection, Infection Control	50
Physiology, Identify, Describe, and Explain the Structure of the Head, Neck, and Skull	50

Shampooing and Conditioning, Shampoo and scalp massages, Proper Techniques of Shampooing and Scalp Massage, Practical Work	25
Scalp Treatment, Principles and Techniques of Treatments, Disorders of the Hair and Scalp, Product Knowledge and Use	25
Care of all hair types and textures	50
Chemistry, Techniques and Procedures in achieving the coloring and lightening of hair	50
Electricity (ultraviolet, high frequency, infrared, curling irons), Proper Use of Electrical Tools	25
Haircutting, Proper Techniques, Tools Used, Practical Work	300
Hairstyling/Fingerwaving, Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions and Wigs, Product Knowledge and Use	250
Permanent Waving, Use of Professional Chemicals and Implements in the waving and perming of hair	25
Chemical Texturizing, Use of Professional Chemicals and Implements in relaxing the hair	25
Hair Straightening, Use of Professional Chemicals and Implements in relaxing and straightening of hair	25
Hair Color, Theory of Color, Proper Techniques of Hair Coloring and Lightening, Practical Work	50
Skin Care, History of the Skin, Principles and Techniques of Skin Care, Facial Treatments and Facial Massage, Product Knowledge and Use	25
Cosmetic Dermatology, Skin Diseases and Disorders, Diagnosis, Treatment and Prevention of Skin Diseases	25
Nail Technology, Nail Diseases and Disorders, Pedicure, Manicure, and Nail Technique, Product Knowledge and Use	25
Temporary Hair Removal, Instruction in removing hair from the body utilizing different techniques and products	25
Makeup, Makeup and Lash Application, Techniques, Color Theory, Sanitation	25
Professional Practices, On the Job, Professional Image	25
Professional Attitude, Ethics and Customer Service	25
Business Practices, Instruments, Shop Management, Understanding the Responsibilities of all aspects in Management, Opening a Salon	25
	1250 Hours

Each student shall perform the following practical work operations during his/her training: shampoos, scalp treatments, haircuts, hairstyles, permanent waves, chemical texturizing, colors, facial massage, manicures, and pedicures.

Grading Scale

<i>Percentage</i>	<i>Grade</i>
90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and below	F

References

- Milady's Standard Cosmetology Textbook 13th Edition, 2015
- Milady's Standard Cosmetology Exam Review Book 13th Edition, 2015
- Pennsylvania State Cosmetology Laws and Regulations

Crossover Program

Course Description

At LVBBA we train licensed cosmetologists in the mandatory areas needed to pass the Pennsylvania State Board Exam. The course ensures that students have the knowledge of all aspects of barbering in both theory and practical subjects. Students must complete the course in 695 hours and will be given 555 hours for subjects previously taught in their cosmetology training courses, which will be applied to the 1250-hour training requirement.

Course Objectives

- Students will be trained in all aspects of Barbering
- Students will be prepared to take and pass the PA State Board examination
- Students will be able to identify characteristics important about employment

Instructional Methods

During theory, instructors lecture and assigns classwork. Following lecture and classwork, the class has an open discussion about the topics learned. In the practical aspect, the instructor performs a haircut on a mannequin or person while the students watch, then the students perform the haircut themselves with the instructor supervising. Learning styles include lecture, question and answer, demonstration, group discussion, guest demonstration, group projects, etc.

Course Content

SUBJECT	HOURS
State Barber Law Rules and Regulations, Identifying and Understanding Laws, Rules and Regulations	50
Honing and Stropping, Techniques in Honing and Stropping	25
Shaving and various uses of straight razor, Theories of shaving, Proper use and care of razor, Practical use of razor	240
Haircutting, Hairstyling, and Hairpieces, Proper techniques, How to of haircutting, hairstyling, hairpieces, Tools used, Practical work	330
Management – Barber Instructions, Instruments, Shop Management, Test Preparation, Interview Skills, Resume Writing	50
	695 Hours

Each student shall perform the following practical work operations during his/her training: shampoos, permanent waves, colors, haircuts, shaves, and facial massage.

Grading Scale

Percentage	Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and below	F

References

- Milady's Standard Professional Barbering Textbook 2011 Edition
- Milady's Standard Professional Barbering Workbook 2011 Edition
- Pennsylvania State Barber Laws and Regulations

Professional Occupations

Students who graduate from LVBBA can follow more than one path once completing their education. Students may find themselves intrigued and/or inspired by the opportunities available in the Barbering and Cosmetology Fields. Professional Occupations available to Barbering and Cosmetology graduates include Barber, Cosmetologist, Barber Shop/Salon Owner or Manager, Product or Retail Representative, Platform Artist, School Instructor, and School Owner/Manager.

Attendance & Academic Requirements

Attendance

Attendance is a critical component at LVBBA as it allows students to understand the importance of reporting to work every day and to be punctual. Attendance is taken every day at the beginning of class. Students are required to contact an instructor if they will not be in attendance for that day. Any time a student knows beforehand that he/she must be absent, it is the responsibility of the student to let their instructor know, prior to the known absence. If a student is more than 15 minutes late, they will be sent home for the day and will not be able to obtain hours. Absences of 14 consecutive days will result in termination.

Make-up Work

Students are responsible for make-up work on the days that they were absent or tardy. Students must make arrangements with their educator to complete all missed classwork, tests and exams.

Leave of Absence

Lehigh Valley Barber & Beauty Academy does not offer a leave of absence. If the students must stop their training, they can withdraw from the program and request to re-enroll at a later date. Students who re-enroll will be responsible for any re-enrollment fees and changes in tuition, as applicable, at the time of re-enrollment.

Academic Records

Each student, or parent or guardian if the student is a dependent minor, has the right to view any items in their files and may do so by request. Student files may be reviewed by scheduling an appointment with the school director. At no time may a student, parent, or guardian, remove any items/articles from the file. All records will be maintained for a period of six (6) years from the date of graduation or termination from the school.

The school may only give student files to other third parties with written consent from student and/or parent or guardian of a dependent minor. However, the school provides access to student and school records to its accrediting agency and in compliance with lawful judicial requests. The school may disclose, without consent, directory information such as a student's name, address, and telephone number. Written notification must be submitted to the school director for those who do not wish for their directory information to be released.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) applies to all students enrolled at Lehigh Valley Barber & Beauty Academy. The policy is printed in the school catalog and provided to students prior to enrollment. SAP applies to all students in all programs, regardless of chosen schedule (full and part-time).

Evaluations

Satisfactory Academic Progress will be evaluated at the end of each evaluation period. A period is defined as the time beginning at enrollment to the end of the first evaluation period, and then from each evaluation

period to the next, thereafter, until graduation. SAP evaluations are based on scheduled hours and are established using an academic year of 900 clock hours over 26 weeks of instruction. Evaluations will determine if the student has met the minimum requirements for attendance and academics. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Transfer students will be evaluated at the designated evaluation points or at the midpoint of their contracted hours, whichever occurs first.

Program Name	Program Length	1st Evaluation	2nd Evaluation
Barbering	1250 Clock Hours	450 and 13 weeks	900 and 26 weeks
Cosmetology	1250 Clock Hours	450 and 13 weeks	900 and 26 weeks
Crossover	695 Clock Hours	347.5 and 10 weeks	695 and 20 weeks

Attendance Progress

Students must complete a minimum of 80% of the scheduled clock hours for each evaluation period. The attendance percentage is determined by dividing the number of actual hours attended by the number of scheduled hours incurred. 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.

Maximum Time Frame

The maximum time frame a student must complete the program is 125% of the normal course length. Students who do not achieve satisfactory progress at their scheduled graduation date have additional time in weeks (up to 125%) to complete all graduation requirements. Students who do not complete the program in the maximum time frame will be terminated from the school. Students terminated for exceeding the maximum time frame can request to re-enroll on a cash pay basis.

Program Name	Normal Course Length in Hours	Normal Course Length in Weeks	Maximum Time Frame in Hours	Maximum Time Frame in Weeks
Barbering	1250	36 weeks FT 64 weeks PT	1562	45 weeks FT 80 weeks PT
Cosmetology	1250	36 weeks FT 64 weeks PT	1562	45 weeks FT 80 weeks PT
Crossover	695	20 weeks FT 35 weeks PT	868	25 weeks FT 44 weeks PT

Academic Progress Policy

Academic progress will be determined using a reasonable system of grades as determined by the school. Academic learning is evaluated after each unit of study. Practical skills are evaluated according to evaluation criteria established by the school. At the end of each evaluation period, students must have a minimum passing grade of 70% or better, in order to have met satisfactory academic progress requirements. Numerical grades are considered according to the following scale:

Percentage	Grade
90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and below	F

Determination of Status

Students meeting the minimum requirements for attendance and academic at the end of each evaluation period are considered to be making satisfactory academic progress until their next scheduled evaluation.

Students deemed not maintaining Satisfactory Academic Progress standards may have their Title IV funding interrupted, unless the student is on warning. Students will receive a hard copy of their SAP report at the time of each evaluation. Students can also view their evaluation results by requesting a copy from the director.

Warning Status

If a student fails to meet academic and/or attendance progress at the end of the evaluation period, they will be placed on warning status. Students placed on warning will still be considered making satisfactory academic progress until the next evaluation period. A student placed on warning status will meet with the director to implement a plan to achieve satisfactory progress. If the student does not meet satisfactory academic and/or attendance progress by the next scheduled evaluation period, he/she will be terminated from the program.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

Interruptions, Withdrawals, Re-Entry

In the event of illness, injury, death in the family, or other mitigating circumstances that interrupt the student's education, the student will have to officially withdraw and a fair refund settlement will be made. If enrollment is temporarily interrupted due to withdrawal or termination, the student will return in the same satisfactory academic progress status as prior to the interruption.

Incompletes, Repetitions, and Remedial Courses

Course incompletes, repetitions, and non-credit and remedial courses do not apply to this school. Therefore, these items have no effect upon the school's satisfactory academic progress policy.

Transfer Hours

Transfer hours from another institution will be accepted towards the student's education and are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe will be exhausted. SAP evaluations are based on actual contracted hours.

Student Conduct

Professionalism

All students are required to conduct themselves in a professional manner. High standards of integrity and professionalism are expected. A student will be asked to leave if their conduct is unbecoming or disrupts the work or class environment. Students must treat each other, the staff, and customers with respect. A friendly atmosphere makes for more pleasant surroundings, therefore, rudeness, gossip, and trouble making will not be tolerated.

Dress Code

Students are expected to dress in a professional manner in the classrooms and clinic floor. No open toe shoes can be worn in the school at any time. Students are to report to school in good hygiene.

Cell Phone/Electronic Devices

Students may carry their cell phones with ringers off. Students can talk on their cell phone outside of the classroom for emergencies only. Student cell phones can be used on the clinic floor ONLY if taking pictures of haircuts to put in a portfolio. Students should wait until class is over to post such work on social media. The school reserves the right to confiscate a student's phone during school hours if their use becomes disruptive to other students.

Fighting

Fighting is not tolerated at Lehigh Valley Barber & Beauty Academy. Any physical altercation occurring between two or more students such as hitting, punching, slapping, kicking or any type of physical touching that causes harm to a student is unacceptable. Any student who participates in such violence will be suspended and may be terminated and local authorities will be called.

Sexual Harassment

It is the policy of this school to maintain an academic and work environment free of sexual harassment for students and staff. Sexual harassment is contrary to the standards of the school. It diminishes individual dignity and impedes educational opportunities. Sexual harassment is a barrier to fulfilling the school's mission and will not be tolerated. Sexual harassment can be a very serious matter having far reaching effects on the lives and careers of individuals. Intentionally making false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by the school. If a student believes he or she has been a subject of sexual harassment, they should immediately inform the Director. Anyone who intentionally files a false complaint under this policy is subject to discipline.

Alcohol and Drugs

No possession or use of drugs, including alcohol, on the school premises, before or during scheduled school time.

Personal Property

Lehigh Valley Barber & Beauty Academy has no responsibility in the theft, loss, or damage of school equipment, personal property including vehicles.

Student Services

- The school director and school owner are available any time for students during the student's training program and will offer academic advisement. Students who are in need in academic support can meet with the instructor where they will set up a plan to achieve academic success.
- The school also offers students resume-writing, strategies on job searching, and mock interview if student has an interview in place.
- Students have the opportunity to attend field trips to other shops and salons to strengthen professional development. The school also participates in traveling to nursing homes and/or mental health facilities to offer free haircuts
- There is plenty of off-street parking at LVBBA.

Complaint Procedure

If at any time during the enrollment at Lehigh Valley Barber & Beauty Academy, students become dissatisfied with any part of the training program, they may file a formal complaint. All complaints will be kept in school files. All students should use the following complaint procedure:

1. The student should submit the complaint in writing within 15 days of the date in which the grievance occurred. The complaint should be submitted to the school's director.
2. The Director will review the complaint and a meeting will be scheduled with the student to establish a resolution.
3. If the complaint cannot be resolved at the school level, the proper agencies will be notified.

Termination

A student may be terminated from their training for one or more of the following reasons:

- Failing to maintain 80% attendance

- Failing to maintain 70% cumulative grade point average
- Missing 14 consecutive calendar days
- Failing to meet financial obligations to the school
- Not complying with the rules and regulations of the school
- Students who do not complete the program within the maximum time frame

Graduation/Licensure/Employment

Graduation Requirements (All Programs)

Students who successfully complete their program of study will receive a certificate of completion. Graduation requirements are as follows:

- Complete all required program hours.
- Complete all academic requirements.
- Fulfill all financial obligations to the school or make satisfactory payment arrangements for all monies due.
- Achieve a cumulative grade of 70% or better

Licensure Requirements

To receive a Pennsylvania Barber License, the following must be obtained:

- Complete the Barber program of at least 1,250 hours in no less than 9 months
- Pay appropriate fees to State Board
- Provide proof of age (*16 years of age or older*) and evidence of high school completion or GED (*8th grade or higher*)
- Affidavit from institution with completed hours
- Pass the theory and practical exam with a 75% or better

To receive a Pennsylvania Cosmetology License, the following must be obtained:

- Complete the Crossover program of 300 clock hours and a Barber program of 1250 hours (*which was completed in no less than 9 months*)
- Pay appropriate fees to State Board
- Provide proof of age (*16 years of age or older*) and evidence of high school completion or GED (*10th grade or higher*)
- Pass the theory and practical written exam with a 75% or better

Prerequisites For Employment

- Physical requirements of the Barber/Beauty industry include but are not limited to:
 - standing for long periods of time
 - agility in use of hands
 - withstand the use and smell of chemicals
- Able to meet the requirements set forth by the employer
 - Be on time
 - Dress appropriately
 - Be respectful to clients and staff
 - Follow management policies and procedures
 - Maintain ethical behaviors and safety precautions
 - Account for employer interests and trade secrets

Employment Assistance

Lehigh Valley Barber & Beauty Academy aids students in finding employment; however, we do not guarantee employment. Representatives from local barber shops and cosmetology salons are invited to visit the school and see students perform the skills they have learned. The school also maintains a list of barber shops and cosmetology salons who are actively hiring.

Tuition & Fees

Barbering/Cosmetology		Crossover	
Tuition	\$20,000.00	Tuition	\$13,500.00
Application Fee (non-refundable)	\$25.00	Application Fee (non-refundable)	\$25.00
Enrollment Fee	\$100.00	Enrollment Fee	\$100.00
Books/Supplies (non-refundable) <i>*optional</i>	\$800.00	Books/Supplies (non-refundable) <i>*optional</i>	\$800.00
Total Cost:	\$20,925.00	Total Cost:	\$14,425.00

Payment Options

Payments can be made in full, or students have an option of a monthly payment plan due on the last Friday of the month. There is a \$25.00 late fee for past due payments. A down payment fee of \$500.00 is required at the signing of the enrollment agreement. If a student is past due by two consecutive months, they will be terminated from the program. All forms of payments such as cash, check, all major credit cards, and money orders are accepted and there will be a \$25.00 fee for returned checks. Students may purchase book/supplies from the school or may purchase them on their own.

Overage Fees

Students will be given an extension of five (5) school days to complete their training hours if they have not done so by their scheduled completion date. If they exceed the five (5) additional days, they will be charged an hourly fee of \$10.00 for every hour needed to reach the completion of their training hours.

Refund and Cancellation Policy

The following refund policy applies to all terminations, for any reason, by either party, including student decision, course or program cancellation, or school closure. To ensure refund calculations are performed and refunds are made in a timely manner, the policy complies with all state and federal mandates. The policy is printed in the school catalog, in the enrollment agreement, and is provided to students prior to enrollment.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted to the training program, the school shall refund all monies paid except the non-refundable \$25.00 application fee.
2. A student or a legal guardian cancels enrollment and requests their money back in writing within three (3) school calendar days of signing the enrollment agreement, regardless of whether the student has actually started training, all monies shall be refunded except for the \$25.00 non-refundable application fee.
3. A student cancels enrollment after three (3) school calendar days of signing the enrollment agreement, but prior to starting classes, all monies shall be refunded except for the non-refundable \$25.00 application fee and the \$100 enrollment fee.
4. A student notifies the institution of his/her withdrawal.
5. A student is expelled/terminated by the school.

- In case of official cancellation or withdrawal, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the owner/director in person.

The Policy requires that:

- All refunds are based on scheduled hours as of the student's last date of attendance.
- Any monies due to applicant or student shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
- Students who enroll and begin classes, refunds will be based on the following minimum tuition adjustment schedule:

Percentage Time Completed to Total Time of Course	Amount of Tuition Owed to School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Unofficial withdrawals are determined by the school through monitoring attendance at least every thirty (30) calendar days.
- In the event of illness, injury, death in the family, or other mitigating circumstances, a fair refund settlement will be made, which may exceed the minimum tuition adjustment schedule.

Program Cancellation:

- If at any time the school cancels the program following a students' enrollment and before instruction in has begun, the school will issue full refunds of payments received.
- If the school cancels a program and stops offering instruction after students enroll and instruction has begun, the school will provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school.
- If the school closes permanently and stops all instruction after students have enrolled and instruction has begun, the school will provide a pro-rata refund.

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, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and the enrollment agreement.

Unpaid Debt Policy

Students who have unpaid balances to the school may be sent to a Collection Agency. The Collections Agency will be notified of the school's refund and settlement policy, as will be indicated on all correspondence. Collection fees may be added to the student's balance owed to the school. Students will have six months to pay any balances to the school before being sent to a Collections Agency. Students who have not fulfilled their financial obligations to the school and have not made arrangements to pay the debt will have grades, transcripts, and certificates withheld. Students will not be able to continue with the program until the debt has been fulfilled.

Financial Aid (available to those who qualify)

LVBBA is approved by the U.S. Department of Education to participate in federal aid programs. In order to qualify for financial assistance all applicants must complete a Free Application for Federal Student Aid

(FAFSA). The application can be completed online at fafsa.ed.gov or by contacting a Financial Services Advisor. To be eligible for student aid an applicant must:

- ✓ Have a high school diploma, a General Education Development (GED) or the equivalent
- ✓ Be enrolled as a regular student working toward a degree or certificate in an eligible program
- ✓ Be a U.S. citizen or an eligible non-citizen
- ✓ Have a valid Social Security Number (SSN)
- ✓ Comply with Selective Service registration if required (males only)
- ✓ Be in good standing on federal student loans and grants (Not in Default)

Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times. Application deadlines may apply. Contact the financial services department during regular business hours for additional information regarding application procedures and deadlines.

**Our Philadelphia location is not currently eligible to participate in federal Title IV Financial Aid Programs.*

Return of Title IV Funds

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants; Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS).

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered 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. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. 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. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. The institution determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed or the Title IV aid that could have been disbursed to the student or on the student's behalf.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. 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. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it

can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the school within 14 days. Any amount of unearned grant funds that you must return is called an overpayment.

You must make arrangements with your school or the Department of Education to return the unearned grant funds. 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 a student drops before they start classes, they cannot use Title IV to cover their non-refundable application fee because they will not have earned any Title IV funding. Also, if a student withdraws at 50% scheduled hours, 100% of tuition will be earned by the institution. However, the institution will be required to refund 50% back to Title IV. If the student used Title IV to pay all of their charges, they will now owe the institution 50% of the charges after the 50% refund is sent back to Title IV funding.

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the school is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination. The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant.

Veteran's Educational Benefits

(Applies to those students using Veteran's Educational Benefits in all programs)

Students receiving Veteran's Affairs (VA) benefits must maintain an 80% attendance average.

Evaluation Periods for Veterans

Evaluation Periods are based on actual hours completed. Students enrolled in the Barbering and Cosmetology programs receiving VA Benefits will be evaluated for Satisfactory Progress at 300, 600, and 900 hours. Students enrolled in the Crossover program will be evaluated at 150, 300, 450 hours. Students receiving Veteran's Benefits will also be evaluated at the established evaluation periods as established under the Satisfactory Academic Progress Policy applied to all students.

Maximum Time Frame

Students receiving VA benefits must complete their chosen program in no more than 110% of the approved program length. The VA will not pay for additional hours exceeding the 110%; however, the student may complete the program using other sources of funding.

Warning

The first time a student fails to meet minimum requirements for attendance or academic progress during an evaluation period, he/she will be placed on warning. During this time, the student will be considered to making satisfactory academic progress. 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 attendance and academic requirements, they will be placed on probation. Students meeting attendance and academic requirements at the end of the warning period will be considered to be making satisfactory academic progress.

Probation

Students who fail to meet minimum requirements for attendance or academic progress at the end of the warning period are placed on probation and considered to making satisfactory academic progress while in the probation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. At the end of the probation period, students that have met both attendance and academic requirements will be taken off probation. Students that have not met both attendance and academic requirements will be determined as NOT making satisfactory academic progress and may be terminated. The VA will be notified of any impact in attendance or academics that is below the minimum requirements. Eligibility of VA benefits may be impacted.

**No more than two terms (evaluation periods) on warning/probation will be permitted.*

Annual Report Rates

The following rates are provided for the 2020 calendar year at the Bethlehem Campus only. The Philadelphia Campus did not have any students scheduled to graduate in the 2020 calendar year.

All Programs 2020*

Graduation Rate: 100.00%
Placement Rate: 62.50%
Licensure Rate: 100.00%

Barbering 2020

Graduation Rate: 100.00%
Placement Rate: 57.14%
Licensure Rate: 100.00%

Crossover 2020

Graduation Rate: 100.00%
Placement Rate: 100.00%
Licensure Rate: 100.00%

**The Annual Report Rates for all programs do not include Cosmetology, as it was not offered in the 2020 calendar year.*