

A letter from the Owner of Lehigh Valley Barber School, Vito J. Villani:
Welcome to Lehigh Valley Barber School!

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 School (LVBS) look forward to having you with us on your journey of growth, education, and success.

Sincerely,
Vito J. Villani

Lehigh Valley Barber School (LVBS)
1517B Irene Street Bethlehem, PA 18107
610-419-6913

Catalog

Lehigh Valley Barber School reserves the right to make changes to this catalog at any time that effects the school's policy and rules. It is encouraged that students read all content to fully understand policies.

Mission Statement

Lehigh Valley Barber School's mission is to train students in all aspects of the art of barbering. Our goal is to provide students with the skills needed to take and pass the Pennsylvania State Board Exam of Barbering and to obtain employment in this vast profession. We will ensure this by empowering our students to learn the fundamentals of this field and provide an exceptional curriculum. Our staff will also continuously pursue educational classes to ensure the students implement the most advanced and popular trends in their field.

History

Lehigh Valley Barber School (LVBS) 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 exclusivity 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 School.

Faculty and Staff

Vito Jeffery Villani -Owner, Director, and Instructor

Sam Colon – Financial Aid

Rubenson Lacroix -Substitute Instructor

License

Lehigh Valley Barber School is licensed by the Pennsylvania State Board of Barber Examiners
Pennsylvania State Board of Barber Examiners

P.O. Box 2649

Harrisburg, PA 17105

(717)783-3405

Accreditation Agency-NACCAS

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

(703) 600-7600 or www.naccas.org

Lehigh Valley Barber School is accredited through the National Accrediting Commission of Career Arts and Sciences (NACCAS)

Facilities and Equipment

Lehigh Valley Barber School is located in a shopping complex. It occupies 1400 square feet consisting of a classroom for theory and a 10-chair client clinic room. Lehigh Valley Barber School has an administrative office to welcome all interested students.

Lehigh Valley Barber School (LVBS)
1517B Irene Street
Bethlehem, PA 18107

Number of students allowed

Lehigh Valley Barber School is designed to hold up to 20 students during the day and up to an additional 20 students for those interested in night classes.

Admission Requirements

Admission Policy

Students who are interested in becoming Licensed Barbers in the State of Pennsylvania are required to be at least 16 years old and must have a high school diploma or its equivalent and a transcript showing high school completion. Also accepted is a General Equivalency Diploma (GED). 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 high school diploma. Home Schooling students are not accepted at LVBS. Drivers License and/or passport must be used to show proof of age. The programs are taught using the English language. If a student is currently enrolled in another institution, they may not enroll in Lehigh Valley Barber School.

LVBS does not accept ability-to-benefit students.

Transfer of Hours

Lehigh Valley Barber School welcomes students from other barber schools. A notarized affidavit with the completed hours is required before starting classes. Students with a Cosmetology license (crossover students) wishing to obtain a Barber License have a 555 hours credit and are only required to complete 695 hours of Barber training.

The Admission Procedure

To become a student at Lehigh Valley Barber School (LVBS), an applicant must have a meeting with the Director to evaluate and discuss career information. After explaining the satisfactory academic policy, student goals, and requirements, a tour of the establishment will be given to the applicant. Following the meeting, the applicant will provide the school with the required credentials and a completed application. Before the applicants start date, they will sign an enrollment agreement and submit a down payment for the course, if applicable (this payment will count towards tuition). There is a \$25 non-refundable application fee and \$100 enrollment fee.

Withdrawal and Re-entry Policy

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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 at time of withdrawal. The student will have until the next evaluation point to achieve satisfactory academic progress, if applicable. 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 five 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.

Tuition/Fees and Program Start Dates

Program start dates for new students begin on Tuesday of every week. Students must have all forms completed before the start date.

Lehigh Valley Barber School Tuition

Barbering Program Tuition	Crossover Program Tuition
Total Cost: \$24325	Total Cost: \$14,825
Tuition \$23.000	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-optional (non-refundable) \$1,200	Books/Supplies-optional (non-refundable) \$1200
Cosmetology Program Tuition Total Cost: \$24,325 Tuition 23,000 Application Fee (non-refundable) 25.00 Enrollment Fee \$100.00 Books/Supplies-optional (non-refundable) \$1200	

Schedules

Full time 9:30am-5:00pm Tuesday-Saturday; 35 hours per week

Part Time 9:30-1:30pm Tuesday-Saturday; 20 hours per week

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. A down payment fee is required at the signing of enrollment agreement, if applicable. There is a \$25.00 late fee for past due payments. 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. HEA Title IV program funds are available for those who qualify. Students may purchase book/kit from the school in the amount of \$800.00 or may purchase one on their own.

Overage Fees

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

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. 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.

Refund and Cancellation 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 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. If a student completes an application and is not accepted to the training program, the school will refund all monies paid except the \$25 non-refundable application Fee.
2. If a student or a legal guardian to the student 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. In this case all monies collected by the school shall be refunded except for the \$25 non-refundable application fee.
3. If 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 \$25 non-refundable application fee.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days. 14 calendar days for Title IV recipients)
6. In type 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.
7. Students who begin classes and either withdrawal (after three business days of signing the contract) or are terminated (in violation to school rules and policies) from the program the

following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage Scheduled Time to Total Time of Course	Amount of School Tuition Owed
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%

8. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially.
9. 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.
10. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
11. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course.
12. 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 participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
13. 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: kit, lab fees, extra kit materials, kit and books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
14. Any kit supplied to the student by the school is non-refundable and becomes property of the student.
15. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

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
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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.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. $(225/450)$
- Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned $\$1250 (2500 \times 50\%)$

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.

Return of Funds by the School

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.

Title IV Programs

Unsubsidized Federal Stafford Student Loan;

Subsidized Federal Stafford Student Loan;

Parent Loan for Undergraduate Students (PLUS);

Federal Pell Grant

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.

Graduation Requirements

Students who successfully complete the program will receive a certificate. Graduation requirements are as follows:

- Complete program hours according to the course enrolled
- Fulfill all financial obligations to the school
- Cumulative grade of 70% or better

Licensure Requirements

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

- Pass the theory and practical exam with a 75% or better
- Pay appropriate fees to State Boards
- Proof of age and education
- Affidavit from institution with completed hours

Academic Records

Each student has the right to view any items in their files and may do so by request. The student may request to view their files by scheduling an appointment with the school director. At no time may a student remove any items/articles from their file. All records will be maintained in accordance with accreditation, state, and federal law, but not less than six years. The school may only give student files to other parties with written consent from student and/or parents or guardians of dependent minors.

Unless otherwise required by law or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization, for each request, from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish “directory information” such as name, address, phone number, etc.

Family Educational Rights & Privacy Act - FERPA

The institution complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school administrator to review the student's records.

Performance Statistics - NACCAS Annual Report Outcome Rates 2018

	Graduation Rate	Licensure Rate	Placement Rate
Institution (all programs)	100%	100%	80%
Barbering	100%	100%	75%
Crossover	100%	100%	100%

Curriculum

Barbering Program Course Outline

Course Description

At LVBS we train the student in the mandatory areas needed to pass the Pennsylvania State Board Exam and to become a successful barber with exceptional skills. Students are educated in theory and practical instruction. The course ensures that students have the knowledge of all aspects of barbering in both theory and practical subjects. Students must complete course in 1,250 hours.

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

References

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

Grading System

Lehigh Valley Barber School applies the following measurement in student's academic progress:

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

Curriculum

25 Hours- Honing and stropping
 Techniques in Honing and Stropping

240 Hours- Shaving and various uses of the straight razor
Theories of Shaving, Proper Use and Care of Razor, Practical use of Razor

535 Hours-Haircutting, hairstyling and hairpieces
Proper Techniques and How To of Haircutting, Hairstyles, and Hairpieces, Tools Used, Practical Work

25 Hours -Shampoo and scalp massages
Proper Techniques of Shampooing and Scalp Massage, Practical Work

25 Hours -Haicoloring
Theory of Color, Proper Techniques of Hair coloring, Practical Work

25 Hours -Massaging (facials)
Massaging Products, Proper Massaging Techniques, Practical Work

25 Hours -Hairwaving or curling (perms), Straightening
Theory of Chemical Use, Proper Techniques of Perms and Straightening, Practical Work

50 Hours -Scalp and skin disease
Identify Diseases of the Skin and Scalp, Protection of Clients from Diseases

50 Hours -State barber law and rules and regulations
Identifying and Understanding Laws, Rules, Regulations

50 Hours- Physiology
Identify, Describe, and Explain the Structure of the Head, Neck and Skull

50 Hours- Sterilization and sanitation
Proper Ways to Handle Tools and Equipment

25 Hours- Hygiene
The Importance of Proper Hygiene in the Workplace

25 Hours- Bacteriology
Identify Bacteria, Ways to Prevent the Spreading of Harmful Bacteria

25 Hours -Electricity (ultraviolet, high frequency, infrared, curling irons)
Proper Use of Electrical Tools

25 Hours- Professional ethics and barbershop demeanor
The Importance of Professional Work Ethic and Customer Service

50 Hours- Manager-barber instructions, instruments, shop management, examination orientation and preparation, Understanding the Responsibilities of all Aspects in Management, Test Preparation

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

	Approximate
Subject	Number
Permanent waves	50
Colors	50
Haircuts	200
Shaves	150
Massages (facial)	50
Shampoos	50
Total operations	550

Total of Hours Required

All student is required to complete 1250 hours of barber training in both theory and practical topics before being eligible to take the State Board Examination.

Length of Time for Completion

Pennsylvania State Board of Barbering mandates students to acquire 1250 hours in theory and practical experience. Lehigh Valley Barber School's program is 9 months for full time students and 16 months for part time students.

Crossover Program Course Outline

Course Description

At LVBS 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 a course in 695 hours. The State awards 555 hours for subjects previously taught in their cosmetology training courses and applied to the 1250 hour training requirement.

Course Length: 695 hours – to be completed in no less than 5 months (night/weekend class can be completed within 9 months)

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

References

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

Grading System

Lehigh Valley Barber School applies the following measurement in student's academic progress:

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

Curriculum

25 Hours - Honing and Stropping

Techniques in Honing and Stropping.

240 Hours - Shaving and various uses of the Straight Razor

Theories of Shaving, Proper Use and Care of Razor, Practical use of the Razor.

330 Hours - Haircutting, Hairstyling, and Hairpieces

Proper Techniques and How To of Haircutting, Hairstyles, and Hairpieces, Tools Used, Practical Work.

50 Hours - State Barber Law and Rules and Regulations

Identifying and Understanding Laws, Rules, Regulations.

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50 Hours - Manager-Barber Instructions, Instruments, Shop Management, Examination Orientation, and Preparation, Understanding the Responsibilities of all Aspects in Management, Test Preparation.

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

	Approximate
Subject	Number
Permanent waves	50
Colors	50
Haircuts	200
Shaves	150
Massages (facial)	50
Shampoos	50
Total operations	550

Total of Hours Required

All student is required to complete 695 hours of barber training in both theory and practical topics before being eligible to take the State Board Examination.

Length of Time for Completion

Pennsylvania State Board of Barbering mandates students to acquire 695 hours in theory and practical experience. Lehigh Valley Barber School's cross over program is 5 months for full time students and 10 months for part time students.

Occupations in Barbering

Barber

Barber Shop Owner or Manager

Product or Retail Representative

Platform Artist

Classroom Barber Instructor

Barber School Owner

~Some of these occupations require additional education after receiving state barber license

Grading System

Assessments after each chapter in the theory curriculum will be given to students. In practical work, the 550 operations that must be performed will be graded.

Lehigh Valley Barber School applies the following measurement in student's academic progress:

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

Attendance and Punctuality

Attendance is a critical component at LVBS because 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 attending 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 considered tardy and sent home for the day and will not be able to obtain hours. Absences of 14 consecutive calendar days will result in termination.

Leave of Absence

Lehigh Valley Barber School does not offer a leave of absence. If the students must stop their training, they can re-enroll upon returning.

Make-up Work

Students are responsible for make-up work on the days that they were absent or tardy.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Points

The following schedule is for Barbering 1250 Clock Hours
(Academic Year 900 Clock hours)

Clock Hours Scheduled in Evaluation Period	Minimum Hours to be Completed 80%
450	360
900	720
1075	860
1250	1000

The following schedule is for Crossover 695 Clock Hours
(Academic Year 695 clock hours)

Clock Hours Scheduled in Evaluation Period	Minimum Hours to be Completed 80%
347.5	278
695	556

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the academic year or course and/or program, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. 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 (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Barbering 1250 hours	1563
Crossover 695 Hours	869

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 contracted hours. Students who have not completed the course within the maximum timeframe will be terminated from the school.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs.

Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

Academic Progress Evaluations

At the end of each evaluation period, students must have a minimum cumulative passing grade of 70% or better in order to have satisfactory academic progress. Grades will be given in theory and practical work. The grading system is as follows:

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

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. School staff will review with students a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV, HEA Funds interrupted, unless the student is on warning.

Warning Status

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, your Title IV, HEA program funds, as applicable, will be interrupted and you will be terminated from the school.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV, HEA program funds, as applicable, by meeting minimum attendance and academic requirements by the end of the warning period at the next scheduled evaluation.

Course Incompletes and Withdrawals

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.

Noncredit and Remedial Courses

Noncredit 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-SAP

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

NOTE: Withdrawal passing/withdrawal failing and appeals are not applicable to this institution.

- END OF SATISFACTORY ACADEMIC PROGRESS POLICY

Student Complaint Procedure

If at any time during the enrollment at Lehigh Valley Barber School, 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 in writing the complaint 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 given to the student to establish a resolution.
3. If the complaint cannot be resolved at the school level, the proper agencies will be notified.

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.

Fighting

Fighting is not tolerated Lehigh Valley Barber School. Any physical altercation occurring between 2 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.

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.

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 School has no responsibility in the theft, loss, or damage of school equipment, personal property including vehicles.

Grounds for Termination

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

- 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 program in the maximum time frame

Non-Discrimination Statement

Lehigh Valley Barber School 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.

Calendar

Lehigh Valley Barber School will follow the high school in the city they are located. If the high school is closed, LVBS 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 Years Day

Items required by state licensing

- Proof of 8th grade or higher level of education
- Must be 16 yrs of age or older
- Complete the barber training program of at least 1,250 hours in no less than 9 months
- Pass the theory and practical state board exam

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 barbershops to strengthen professional development. The school also participates in traveling to nursing homes and/or mental health faculties to offer free haircuts
- There is plenty of off-street parking at Lehigh Valley Barber School.

Academic Advising & Career Counseling

The institution provides academic and career advice to all students including professionalism, resume development, interview preparation and job search skills. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Additionally, student advising takes place during Satisfactory Academic Progress evaluations.

Pre-requisites For Employment

- Physical requirements of the Barber industry are, but not limited to, standing for long periods of time, agility in use of hands, and to withstand the use and smell of chemicals
- Able to meet the requirements set forth by the employer
- Barber License

Employment Assistance

Lehigh Valley Barber School aids students in finding employment. The school invites local barbershops to come and see students perform the skills learned. The school also has an active list of barbershops hiring for students to set up interviews.

Please note: This school does not guarantee employment

Americans with Disabilities Act

The school does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, religion, sexual orientation, financial status, veteran status or national origin. You may request academic adjustments or auxiliary aids at any time.

The School is responsible for coordinating compliance with Section 504 of the rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
2. The Director will respond within 1 week of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

VETERANS SECTION
(applies to those students using veteran educational benefits)

#1 Evaluation periods for veterans

Evaluation Period: (based on actual hours completed)

Students receiving veteran education benefits will be evaluated for Satisfactory Progress at **300, 600, and 900** hours for the Barbering programs and **150, 300, and 450** hours for the Barber Cross-over program

Veteran Students will also be evaluated according to the institution's Satisfactory Academic Progress Policy found elsewhere in this catalog.

#2 Maximum times

Maximum Time Frame: Students receiving veteran education benefits must complete a program that is no longer than 110% of the approved clock hours for that program. The VA will not pay for additional hours, but the veteran student may complete the program using other funding.

#3 Warning

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 a warning period. During this time, the student will still be considered to be 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 (next evaluation period) the student has still not met both attendance and academic requirements, they will be placed on probation. Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP. (In order to stay in SAP compliance students must bring up their grade by the next evaluation period)

#4 Probation

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 be making satisfactory academic progress while on 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 probationary period (next evaluation), students that have met the SAP standards will be taken off probation. Those students that have still not met both attendance and academic requirements required for satisfactory academic progress will be determined as NOT making satisfactory academic progress and terminated from the program. **Note:** The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted.

****No more than two terms (evaluations periods), quarters or semesters on warning/probation will be permitted.***