



HAIR LAB DETROIT BARBER SCHOOL

HAIR LAB LIFE AND ENROLLMENT BREAKDOWN

☆ To view our most recent Student Catalog, please visit our website:

www.hairlabdetroitbarberschool.com ☆

~ Hello prospective students! We made this breakdown list for you to see what our program is about and to hopefully answer any questions you may have without having to read through our entire student catalog.

What Does Our Barber Program

Cover?

- Hands-on experience in all hair types and textures
- Men's grooming, including haircutting and straight razor shaving
- Long hair cutting and styling for both men and women
- All color and highlighting services
- Perming and relaxing
- Classic finishing and styling
- Editorial styling and competition collections

What Does The Schedule Look Like?

- ~ The barber course is 1800 clock hours required by the state of Michigan
 - Full-Time Days: Runs daily Monday - Friday from 9 am until 4:15 pm
 - ◆ This track is approximately 33.75 hours per week and will take about 54 weeks to complete at 100% attendance.

When Are The Upcoming Start Dates?

- January 22nd, 2024
- March 11th, 2024
- May 20th, 2024
- July 22nd, 2024
- September 9th, 2024
- November 11th, 2024

What Are The Built-In Holiday Breaks?

- Dec 25th, 2023 - Jan 4th, 2024 - Winter Break
- January 5th, 2024 - Professional Development
- January 15th, 2024 - Martin Luther King Day
- February 19th, 2024 - Presidents' Day
- April 1st, 2024 - Spring Break
- April 2nd, 2024 - Professional Development
- May 27th, 2024 - Memorial Day
- June 19th, 2024 - Juneteenth Day
- July 1st, 2024 - July 5th, 2024 - Summer Break
- August 9th, 2024 - Professional Development
- September 2nd, 2024 - Labor Day
- October 14th, 2024 - Indigenous Peoples' Day
- November 5th, 2024 - Voting/Pro Development
- Nov 27th - Nov 29th, 2024 - Thanksgiving Break

*** Flex Snow Days: January 31st, 2024 and February 29th, 2024

What Are The Requirements For Enrolling?

Hair Lab Detroit Barber School admits students without regard to race, color, religion, creed, sex, age, financial status, military status, or ethnic origin. A prospective student must be beyond the age of compulsory high school attendance, as prescribed by Michigan law and participate in financial/loan counseling and provide:

1. Picture for their file
2. Copy of high school diploma, GED certificate, transcript showing high school completion, a transcript showing high school completion, a transcript showing completion of the 10th grade is also accepted as a form of education; however a student that submits this will not be eligible for Title IV funds. Hair Lab Detroit Barber accepts a foreign diploma if it has been translated and confirmed the academic equivalence to a U.S. high school diploma by a certified outside agency.
3. Copy of driver's license/ birth certificate or passport
4. Social Security card
5. A non-refundable application fee of \$100 is required at time of enrollment. This fee is not included in the cost of tuition.

Hair Lab Detroit Barber School does not recruit students already attending or admitted to another school offering a similar program of study. Hair Lab Detroit Barber School will teach the Program in English and the Contract is in English.

****YOU WILL NOT BE ABLE TO START CLASS WITHOUT THESE DOCUMENTS IN****

What Is The Total Cost Of Tuition And Fees?

- Tuition \$18,900.00
- Books and Supplies \$2,392.95
- Application Fee \$100.00 (**Due at the time of contract signing**)
- **Total \$21,392.95**

What Are The Payment Options?

- Financial Aid - Must complete the FAFSA form online
- Private Loan - Either the student's personal bank or T&I Credit Union who we work with
- Cash Pay - Make lump-sum payments every payment period (450 hours)

What Happens After You Graduate?

- You will need to take your state board tests, there is a practical and a theory portion that is to be completed on different days. Once you pass both of these, then you will be a licensed barber in the state of Michigan.
- Struggling to find a job afterwards? We have tons of connections and we will do everything we can to help. Of course, obtaining and keeping the job is up to the student.

What If The Student Attended Hours At Another Barber School? Can Their Hours Get Transferred?

- Students who transfer to Hair Lab Detroit Barber School from another school must meet the following requirements:
 - ◆ Submit prior to enrollment a certified transcript of hours earned and requirements previously completed.
 - ◆ Completion of standard admissions requirements and financial counseling
- For transfer hours to be accepted, the student must show a qualitative and quantitative average of 75% or greater on their official transcript from the prior institution in order for the transfer hours to be accepted. If these thresholds are not met, the student may still enroll, however, their transfer hours will not be accepted and the student would begin the program as a new student.

- Transfer students will be charged an hourly rate of \$12.50 for each hour of instruction needed plus the application fee. If a kit and books are needed, additional costs will be incurred.
- Transfer and Re-Entry students must complete a minimum of 25% (450 hours) of the total program hours at Hair Lab Detroit. Under mitigating circumstances Hair Lab Detroit Barber School reserves the right to make acceptances on a case-by-case basis.

How Does Advancement Work?

→ Hair Lab Detroit Barber School has 4 stages:

- ◆ Launch (1-225 hours)
 - ◆ New Talent (226-600 hours)
 - ◆ Future Professional (601-1350 hours)
 - ◆ Shop Life/State Board (1351-1800 hours)
- Students will advance from Launch after they have completed the required hours and passed a Launch written and practical with an 80% or higher. After Launch, students will be considered New Talent and progress to Future Professionals until they have accumulated enough hours to be in Shop Life and prepare for their state boards. Shop Life will be available for those who have hit 75% of their school hours (1350 hours) and will be put in class based on class space availability.

What Is The Attendance Policy?

- Hair Lab Detroit Barber School reserves the right to make adjustments to start dates, schedules, and attendance policies with 30 days' notice.
- Students must maintain an 80% cumulative in attendance to avoid disciplinary action, and/or potentially lose Title IV assistance.
- Students are not allowed to exceed 100% of attendance. If the student goes over 100% of attendance, they will be required to take time off of school until their attendance is below 100%.
- If a student chooses to come late or leave early, they must come for at least half of the day or not at all. (see times below)
- Full-time 9:00 am-11:30 am OR 12:00 pm-4:15 pm
- If a student is late for the day, they may not clock in until the second half of their schedule (see above). A 15-minute grace period will be given. If they are late for the second half of their schedule as well, they may not clock in at all unless the student is needed to perform clinical services on clients. The Academy Director will make this determination.
- If a student does not come, they must notify the school by phone at least 30 minutes before their scheduled time. If the school is not notified the student will receive a 1-day suspension for a no-call no-show.
- If a student has not shown up for school for 14 days and has not been placed on an approved Leave of Absence, they will be dropped from the Academy due to non-attendance.
- The student agrees to pay extra instructional charges of \$12.50 an hour for each hour needed to complete requirements beyond the calculated completion date, which is based upon an 80% standard attendance rate. Extra instructional charges will accrue whether the student attends or not and are due immediately upon graduation. Transfer and part-time students will be calculated pro-rata
- Makeup hours are not available. Time missed counts against your percentage.

Maximum Time Frame

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Barber –1800 Clock Hours
 33.75 (Full Time- 1800 hours)= 67 weeks or 2250 hours
 Attending Monday - Friday 9:00 am – 4:15 pm

What If A Student Needs To Take A Leave?

Leave of Absence Policy

The following criteria will be used to base a decision on whether management will approve a student's request for a leave of absence:

1. Serious medical reasons deemed necessary by a physician
2. Maternity Leave

What Is The Dress Code?

- Students are required to wear the Hair Lab Detroit Barber School branded T-shirt that is received as part of their Student Kit. Sleeveless shirts, low-cut shirts, tank tops, printed tees, sweatshirts or sweatpants, hooded tops, belly shirts, or overalls are not to be worn. Absolutely no belly, bottom, and chest showing. Black, blue, and gray jeans are acceptable attire. Shorts and Skirts above the knee are acceptable if accompanied by solid/opaque leggings. Aprons are to be black and freshly laundered with no spots or tears. Clothes will be checked daily. Students not appearing in the proper attire will be clocked out and sent home to change. Piercings are acceptable. Colored jewelry may be worn. These colored accessories are allowed: jewelry, hair accessories, belts, shoes, and scarves. No hats. Shoes must be closed-toe.

What Are The Rules Students Are Upheld To?

1. Students are expected to maintain high standards of personal hygiene
2. Expected to maintain a high standard of conduct, professionalism, and respect
3. No Profanity or vulgarity
4. No bullying, verbal abuse, violence, or threatening violence
5. No Willful destruction or theft
6. Hair Lab Detroit Barber School is a Drug/Alcohol-Free school and workplace.
7. No Children of students allowed (unless they are a client with another adult)
8. No Food and drink are allowed in the classrooms
9. No smoking is allowed in or around the building except in designated areas. You may not leave the classroom or the service floor for a smoking break unless you are on an approved break.
10. Students are responsible for cleaning up after themselves in the break room.
11. Sanitation assignment to be completed each day and signed by a school staff member.
12. To not disturb other students during the learning process.
13. Students who are disruptive (talking, texting, etc.) will be asked to clock out and go home
 - a. -Cell Phones in class: Use during break times only (or Pivot Point)
 - b. * Silence/vibrate- *No leaving Class to take a call- *No social media or texting
14. Students may not leave the classroom during instruction without permission. Students leaving without permission will be asked to clock out and go home.
15. Students must not leave without informing their instructor and Mrs. Des/Candace.
16. Students must take lunch during their assigned time if possible
17. No visitors are permitted in the classroom, break room, clinic floor, or school premises
18. Students must accept all appointments given to them.
19. Students not working on a client: Should be doing practical or theory
20. The reception desk will schedule personal services for students only when approved by an instructor after all tests, projects, attendance, and academic requirements are met.
21. Students may not receive personal services on Fridays.
22. Students must immediately pay for personal services after their service is complete

Are There Any Disciplinary Actions?

Students must understand that any infraction of the Standards of Conduct Policies or the Enrollment Contract could result in the loss of financial aid and may be subject to any of the following disciplinary actions:

Warning

Upon the first offense, a verbal or written warning may be given depending upon the severity of the

infraction.

Suspension

A fee of \$50.00 will be charged for each suspension before returning to school.

A student will be put on an automatic one-day suspension with no warning given for the following infractions:

1. Refusing a client
2. Not calling in
3. Leaving school without permission while being clocked in
4. Not being readily available while on the clinic floor
5. Inappropriate language.

*Students who have not corrected a progress or disciplinary policy problem may be suspended for a period of 1 day up to 1-week. A second suspension would result in an additional 1-week suspension.

Termination- Dismissal

Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:

1. Immoral or improper conduct as stated in the Standards of Conduct
2. Noncompliance with educational requirements, Standards of Conduct, General Policies, and/or the Enrollment contract.
3. Noncompliance with state laws and regulations.
4. Any action, which causes or could cause bodily harm to a client, a student, or an employee of the school.
5. Willful destruction of school property or theft.
6. Engaging in the manufacture, distribution, dispensation, possession, or use of drugs and/or alcohol.

What Does It Look Like If A Student Needs To Drop Out?

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. All scholarships are contingent upon completion. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. The school expels a student. (The institution will determine unofficial withdrawals by monitoring attendance at least every 30 days.)
7. 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.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled in Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 4.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

What Are The First Steps To Enrollment?

1. Schedule a tour with us, call us at 734-258-8183 extension 2, or email us at alicia@hairlabdetroitbarberschool.com.
2. Sit in for a class, if you had a tour and are still unsure if we are the right fit for you, then we can schedule a class for you to sit in and observe what the Hair Lab Life is.
 - a. To schedule this, call 734-258-8183 extension 3 or email us at des@hairlabdetroitbarberschool.com
3. If you are interested in financial aid then you will need to complete a FAFSA, after this is submitted, in 3-5 business days we will receive a copy, and if there are no corrections that need to be made, we will put together a financial package estimate for you. If there are corrections that need to be made, we will be in contact with you and let you know.
 - a. View our helpful tips and guides on our website!
 - i. <https://www.hairlabdetroitbarberschool.com/fafsa>
4. Schedule your contract signing with us, once everything is set with financial aid, you will come in one last time before you start and we will go over and sign your contract. **(At this time you will need your high school diploma, social security card, state ID, and the non-refundable \$100 application fee).**

If you need an appointment one-on-one with our Admissions Director you can set it up here!

<https://calendar.app.google/neutF7qoeFVsNAm19>

