



# 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](http://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 both men and woman
- All color and highlighting services
- Perming and relaxing
- Classic finishing and styling
- Editorial styling and competition collections

### When Is The Upcoming Start Dates?

- November 14th, 2022 - **Days Only**
- January 23rd, 2023 - Days and Nights
- April 17th, 2023 - Days and Nights
- July 24th, 2023 - Days and Nights
- October 23rd, 2023 - Days and Nights

### What Are The Built In Holiday Breaks?

- September 5th, 2022 - Labor Day
- October 10th, 2022 - Indigenous Peoples' Day
- November 8th, 2022 - Voting/Pro Development

### 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 9am until 4:15pm
  - ◆ This track is approximately 33.75 hours per week and will take about 54 weeks to complete at 100% attendance.
- Part-Time Nights: Runs daily Monday - Friday from 5pm until 10pm
  - ◆ This track is approximately 25 hours per week and will take about 76 weeks to complete at 100% attendance

- Nov 23rd - Nov 25th, 2022 - Thanksgiving Break
- Dec 23rd, 2022 - Jan 2nd, 2023 - Winter Break
- January 3rd, 2023 - Professional Development
- January 16th, 2023 Martin Luther King Day
- February 20th, 2023 - Presidents' Day
- April 10th, 2023 - Spring Break
- April 11th, 2023 - Professional Development
- May 29th, 2023 - Memorial Day
- June 19th, 2023 - Juneteenth Day

\*\*\* Flex Snow Days: January 31st, 2023 and February 28th, 2023

### What Are The Requirements For Enrolling?

- Picture for the student's file
- Copy of the student's high school diploma, GED or equivalent, or transcripts showing completion of 10th grade
- Copy of the student's driver's license / birth certificate or passport
- Copy of the student's social security card
- A non-refundable application fee of \$100 is required at the time of enrollment. This fee is not included in the cost of tuition.

### What Is The Total Cost Of Tuition And Fees?

- Tuition \$18,450.00
- Books and Supplies \$2,392.95
- Application Fee \$100.00 (**Due at the time of contract signing**)
- **Total \$20,842.95**

### What Are The Payment Options?

- Financial Aid - Must complete the FAFSA form online
- Private Loan - Either 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 is 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.

### What If The Student Needs To Switch Schedules?

- Should a student choose to change their schedule during their time at school, they will be allowed 1 free schedule change. Any additional scheduled changes will result in a \$100 fee and the student must pay before the change will take place.

### 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 Professional 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 9:00am-11:30am OR 12:00pm-4:15pm
  - ◆ Part-time 5:00pm-7:30pm OR 7:30-10:00pm
- If a student does not come to school, they must notify the school by phone at least a half hour 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 does not give the school notice of tardiness or absence before their scheduled start time they will receive a verbal warning. If it becomes a repeated problem disciplinary action will be taken.
- 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 is due immediately upon graduation. Transfer and part-time students will be calculated pro-rata
- If needed, the Academy Director will determine whether to grant an excused absence. It will be evaluated on a case-by-case basis.
- Makeup hours are available. Make-up hours must be scheduled with the Academy Director.

### 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, scarves, and hats. Shoes must be closed toe.

## What Are The Rules Student's Are Upheld To?

1. Students must take lunch during their assigned time unless you have a client.
2. If you are leaving please let your instructor, and Mrs. Des know
3. Any discrepancies with hours must be disputed within 14 days.
4. If a student cannot attend school on their required day, the student must call in and talk to a school official before their scheduled start time. Otherwise this is a no call no show.
5. Students are expected to maintain high standards of personal hygiene, i.e., daily showers and shaves, teeth brushed, hair clean and well-groomed upon arrival at school, and fingernails clean.
6. Students are expected to maintain a high standard of conduct, showing professionalism and respect to clients, other students and staff members.
7. Profanity and vulgarity on the school premises will not be tolerated and are considered grounds for disciplinary action.
8. Students involved in any form of bullying, verbal abuse and physical violence or threatening the use of physical violence with another student, staff member or client may be terminated immediately.
9. Any student found guilty of willful destruction, theft of other students or school property will be terminated immediately
10. Hair Lab Detroit Barber School is a Drug Free school and workplace. Any student possessing, using or selling illegal or prescription drugs, or alcohol will be suspended and could be subject to termination without warning. If you are suspected of the above, you may be asked to submit to drug testing at the students' expense and will not be allowed back into school until testing is complete and clean.
11. Students may not, under any circumstances, bring their children to school and collect hours for that time.
12. No visitors are permitted in the classroom, student break room, on the clinic floor or on the school premises unless approved by the school staff.
13. No personal phone calls except in case of emergency, are to be received through the business phone.
14. Food and drink are allowed in the student break room only, unless approved by an instructor.
15. 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.
16. Students must park in designated areas.
17. Students are not allowed to perform any service on a client without a service ticket while under the supervision of a licensed instructor.
18. Client release cards must be completed and signed by the client and instructor prior to performing any service.
19. In the event additional applications are necessary to complete a service, the student should consult a staff member and additional charges will be added to the client's ticket.
20. Work by students must be checked by the instructor and signed off on the student's worksheet before the student will receive credit.
21. All appointments are to be made by the reception desk. A student can make no changes. Students must accept all appointments given to them. If a student refuses a client, it will be grounds for disciplinary action.
22. Students are not allowed behind the front desk or to congregate in the reception areas unless they have been assigned to work there.
23. Students who are not working on a client are responsible for applying their efforts towards their field of study in practice or theory.
24. Students are responsible for cleaning up after themselves in the break room.
25. A sanitation assignment is to be completed each day by each student and signed by a school staff member.
26. Reception desk will schedule personal services for students only when approved by an instructor, after all tests, projects and attendance requirements have been met.
27. Students may not receive personal services on Fridays.
28. Students must immediately pay for personal services and any supplies used after their service is complete.

29. To not disturb other students during the learning process, it is recommended to silence your cell phones. Use cell phones during break times only. Do not leave the classroom or a client to take a phone call on your cell phone.
30. Students may not leave the classroom during instruction without permission. Students leaving without permission will be asked to clock out and go home.
31. Students who are disruptive (talking, texting, etc.) in class will be asked to clock out and go home.

### **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 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 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 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 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 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 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 to 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. 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.
2. Schedule a tour with us, call us at 734-258-8183 extension 2, or email us at [alicia@hairlabdetroitbarberschool.com](mailto:alicia@hairlabdetroitbarberschool.com).
3. 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.
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.**