



**BARBER/
STYLING COLLEGE OF LANSING**

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BARBER/STYLING COLLEGE OF LANSING
SCHOOL CATALOG
VOLUME 19, June 1, 2016

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APPROVALS

Michigan State Board of Barber Examiners
Michigan Department of Education
Rehabilitation Services
Michigan Dept. of Ed. for Veterans Benefits

MEMBERSHIPS

State of Michigan Barber's Association
Lansing Barber's Association Local 60

ADMINISTRATION

Walter J. Lupu School Director/President
Robert A. Hemenway Secretary/Treasurer

FACULTY

Walter J. Lupu School Director/Instructor
Kevin Lupu Clinic Manager/Barber Instructor
Laurie E. Lupu Barber Instructor

HISTORY

Barber/Styling College, Inc. was formed February 28, 1992, in Owosso, Michigan. At that time plans were made to open a Barber College in the Lansing area. On March 2, 1992, the Articles of Incorporation were filed with the State of Michigan in Lansing, MI. The present location was chosen and plans were developed for the building's renovation and the installation of new Barbering equipment. The College was opened on June 30, 1992. The College is located in a small mall on Lansing's north side. This area has a good business Climate, which helps to attract clients for students' practical training. Ample parking is available for students and clients. This location is easily accessible to most major expressways in the area.

FACILITY

The instructional facilities at the Barber/Styling College of Lansing are some of the most modern in the state. The practical training area is equipped to accommodate 40 full time students. There are barber and styling chairs, sanitizers, lather machines, mirrors, linen cabinets, and lavatories with hot and cold running water as required by the Michigan Barber Laws. The classroom area is equipped with student desks, 4'x8' chalkboard, anatomy charts, VCR equipment for viewing educational tapes, reference books on barbering and barber's instructor training, medical dictionary, standard dictionary, and mannequins for the practicing of wrapping permanent wave rods and applying hair relaxers, hair color, and lighteners. Lockers are also furnished to students for their personal belongings. All of the pictures included in this catalog and flyer were taken at this facility.

SCHOOL PHILOSOPHY AND EDUCATIONAL OBJECTIVES

The first and foremost responsibility of the College is to help each student reach their fullest potential. To attain this goal, we have implemented time proven "hands-on" training under the supervision of licensed barber instructors. In the school environment we duplicate the tasks and working conditions that students will face as a licensed

barber. Instructors are always available to answer questions as they arise and to guide students through new tasks and techniques.

In following this philosophy we feel we will best prepare each student to reach three main goals:

1. Develop solid entry-level skills to successfully enter the barbering profession
2. Pass the Barber licensing examination and become licensed
3. Develop the skills and desire needed to remain successful in the years to come

COMPLIANCE WITH CIVIL RIGHTS ACT

Barber/Styling College, Inc. agrees to comply with the title VI of the civil rights acts of 1964 (P.L. 88352) and all requirements imposed by or pursuant to the regulation of the Department of Education (45 CFT PART 80) issued pursuant to that end, in accordance with title VI of the act and regulations, no person in the U.S. shall, on the grounds of race, sex, color, age, religion, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received Federal Financial Assistance from the Department, and hereby gives assurance that we will immediately take any measure necessary to effectuate this agreement.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pursuant to the family educational rights and privacy act of 1974, a student or former student has the right to inspect his or her educational records maintained by the school. A student must request in writing that the School Director make his or her file available for inspection. In order to gain access to their cumulative records, an appointment will be made by the School Director within a 30-day period: and files will be viewed under the supervision of a member of the administrative staff. The school does not release information unless agreed upon with the student in writing. A form will be provided to the student for this purpose.

SCHOOL CALENDAR

Classes are scheduled continuously throughout the year with the following holidays observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the subsequent Friday, and Christmas Day and the day after.

CLASS ENROLLMENTS

New classes start each month. Exact starting dates for the current year are listed in the Class Starting Date section of this catalog.

Average class size is 4 students, with a maximum enrollment of 40 full time students.

SCHOOL HOURS

The daily class schedule is Monday through Friday, 8:15 am to 5:00 pm with 45 minutes for lunch. The barbering course is a 2000 clock hour program. One clock hour is equivalent to 60 minutes of training.

Classes are scheduled for 40 hours per week so the barbering program can be completed in one year (50 weeks).

In order to meet the course requirements, you must complete 250 hours of theory training and 1750 hours of practical training.

DAILY CLASS SCHEDULE

1 Hour	8:15 - 9:15	Theory Class
<u>7 Hours</u>	9:15 - 5:00	Practical Training
8 Hours daily	(45 minutes for lunch)	

ADMISSION PROCEDURES AND REQUIREMENTS

Prospective students desiring to apply for admission are asked to call the school and schedule a personal interview with the School Director. It is a required recommendation for all prospective students to visit the school before signing the Enrollment Agreement. During this interview we can answer your questions regarding the course, licensing, or just general questions regarding the barbering profession.

At the time of signing the Enrollment Agreement we will need:

1. Proof of High School completion (copy of your diploma or GED certificate)
2. Proof of Identification (copy of driver's license and social security card)
3. A completed application for a student license
4. A check or money order for \$80.00 made out to: "STATE OF MICHIGAN - BARBERS".

After meeting all the above prerequisites, an Enrollment Agreement must be completed and a \$25.00 application fee paid. The application fee will be refunded if the Enrollment Agreement is canceled within three days after the agreement has been signed.

STUDENT BARBER LICENSE

The Michigan Board of Barber Examiners requires that all students obtain a student license before starting classes. Prior to enrollment each applicant must submit an application for a student barber license accompanied with a check or money order for \$80.00 made out to: "STATE OF MICHIGAN-BARBERS".

This fee is paid to the State of Michigan and is non-refundable.

MINIMUM CANCELLATION AND SETTLEMENT POLICY

1. A student may voluntarily withdraw or cancel from the program by contacting the School Director.
2. If the student is not accepted by the College and denied entry to start classes, then all monies paid by the student to the College shall be refunded in full.
3. If the student cancels this Enrollment Agreement within 72 hours (midnight of the third day excluding Saturdays, Sundays and Legal Holidays) after this agreement has been signed, then the College shall give to the Student a full refund of any monies paid.
4. If the student decides to cancel this Enrollment Agreement after 72 hours, but prior to classes starting they may do so by contacting the School Director and all monies paid will be refunded to the student.
5. If a student withdraws or terminates classes after 72 hours and commencement of classes, refunds of tuition and other fees will be based upon the following terms and conditions (*excluding the non-refundable sum of \$1,100.00 for the Administrative Fee of \$100.00 and the Tool Kit of \$1,000.00*):
 - a. The effective date of the termination will be the last day of scheduled attendance by the student.
 - b. The College, upon termination in any form, shall charge the student a mandatory \$100 Administrative Fee, and retain or be due a percentage of the tuition and other fees for the number of clock hours scheduled for the student, rounded up to the nearest 10%. The College shall make a pro rata refund of the remaining tuition and fees, if any, as follows:
 - i. The pro rata refund due shall be calculated by dividing the total number of clock hours comprising the period of enrollment for which the student has been charged into the number of clock hours remaining to be completed by that student. The refund due shall be rounded downward to the nearest 10 percent, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged.
 - ii. If the student terminates or withdraws after completing 60% or more of the program, the College shall retain or be due 100% of the tuition and other fees and no refund shall be made.

For example, in a 2000 clock hour course:

A student starts classes and is scheduled for 8% (160 hours), the school is due 10% of the tuition and fees (\$520.00) and \$100.00 Administrative Fee. A student starts classes and is scheduled for 35% (700 hours), the school is due 40% of the tuition and fees (\$2,080.00) and \$100.00 Administrative Fee. A student starts classes and is scheduled for 61% (1220 hours), the school is due all tuition and fees (\$5,200.00).

REFUNDS

Refunds, as determined, will be returned to the student within 60 days after the effective date of termination or withdrawal. There will be no refund of state license fees or tools and textbooks, as these become the student's personal property.

REFUNDS FOR VETERANS ONLY

Refunds for Veterans after entering School will be made as follows: If a student fails to enter a course or withdraws, or is discontinued wherefrom at any time prior to completion, the refund of advanced payments will be on a pro-rata portion of the charges for tuition, registration fees less \$10.00, and other fees or charges paid to the school. There will be no refund of State License fees, or tools and textbooks, as these are separate costs and independent from charges made for tuition. State Licenses, textbooks, and tools become the property of the student on the first day of classes and they are responsible for them from that time on. In the case of refunds to the student, all refunds will be totally dispersed within 60 days after the effective date of termination.

ORIENTATION

On the first day of class, students have a chance to familiarize themselves with fellow students, faculty, and the school. School policies will be explained in detail at that time.

HOUSING

Housing cannot be obtained from the school and the school does not accept any responsibility in finding quality housing for students, although we will assist when possible.

OUTLINE OF CLASS SCHEDULE

All students will be given a copy of the schedule for classes on their first day. A copy will also be posted in the classroom. This schedule has been developed to meet the state of Michigan Barber School curriculum requirements. A record will be kept of all theory and practical hours completed.

STATE OF MICHIGAN BARBER COLLEGE CURRICULUM

TOPIC	THEORY HOURS	PRACTICAL HOURS
Orientation History and implements of barbering profession.	10	
Safety and Sanitation General (basic first aid, work stations), bacteriology and diseases of hair, scalp, skin, nails, and glands. Implementing (sanitation, maintenance, care). Laws and rules governing safety and sanitation.	60	50
Client Services Composition, structure, function of skin, hair, head, face, and neck; Analysis of bone structure, skin, and hair. Determination of services desired by client. Examination of client (identifying disorders and diseases), as part of referral for medical treatment. Recommending services and follow-up maintenance.	30	Inclusive
Haircut and Shave Hair cutting, hair styling, razor honing and stropping. Shaving and beard trimming.	60	1000
Chemical Services Shampooing and conditioning hair, hair waving and relaxing and hair coloring and lightening.	45	350
Secondary Services Skin care (facials, massage and therapy). Hair and scalp treatments (preparations, massage and therapy). Selling and servicing hairpieces.	20	250
Law, Rules and Regulations Governing the barber and the barbershop.	10	
Business Management Ethics, Merchandising, Bookkeeping, Taxes, & Insurance.	15	100
TOTALS	250	1750

GRADING

Students receive grades based on weekly test scores. They will be tested on the theory material covered that week in class. A grade on practical work will also be given monthly. The practical grade is a combination of work habits and the development of technical skills, as observed by the instructors throughout the month. Work habits would include attendance, attitude, customer relations, sanitation, etc. Technical skills would include haircutting, shaving, shampooing, hairstyling, chemical services, product knowledge, etc.

The following grading system will be used:

Excellent	A	90 - 100%
Good	B	80 - 89%
Average	C	70 - 79%
Failing	D	60 - 69%
Incomplete	F	0% - 59%

MINIMUM SATISFACTORY PROGRESS REQUIREMENTS

Any student not meeting the following Minimum Satisfactory Progress Requirements for theory scores or attendance, will be placed on 60-day probation, and must meet the minimum requirements for the next 60 days. If improvement is not shown and maintained, then the student will be placed on a 30-day suspension. Any student returning from a 30-day suspension must meet the minimum satisfactory progress requirements every month or they will be terminated from the program.

MINIMUM THEORY SCORE REQUIREMENTS

All students must maintain the following minimum monthly averages for their theory scores:

0-499 clock hours ----- 70% minimum avg.
500-999 clock hours ---- 75% minimum avg.
1000-1499 clock hours -- 80% minimum avg.
1500-2000 clock hours -- 85% minimum avg.

Students will have one week to make up any work not completed due to absences. Any work not completed within one week will receive 0%, which will be averaged with the other grades for that month's theory score.

MINIMUM ATTENDANCE REQUIREMENTS

All students must attend classes a minimum of 95% of their scheduled hours every month. This means that in any one month a student may be absent only 5% of their scheduled hours for that month (5% is usually equal to 8 clock hours per month). If a student is absent between 5% and 15% they will be placed on probation for the next 60 days. If a student is absent more than 15% of their scheduled hours (15% is usually equal to 24 clock hours per month), they will be placed on a 30-day suspension or terminated from the program.

PROGRESS REPORTS

At the end of each month every student will receive a monthly progress report. This report is used to monitor progress in all areas and to notify the student of their current rate of progress. If there are any problem areas, every effort will be made to assist the student in improving their performance. We have handouts available outlining the chapters, textbook material on cassette tapes, workbooks, videotapes, and extra tutoring from the instructors.

ADVISEMENT

Any time a student is having a difficulty, it is strongly recommended they ask for help in the problem area immediately. This way the problem can be corrected and school can once again become a more enjoyable experience. Instructors are always available for extra help.

ATTENDANCE POLICY

In an effort to develop good work habits that will be expected by future employers, all students are required to attend classes regularly. Students that are absent more than 5% of the scheduled hours in any given month will be placed on 60-day probation. Any student that is absent more than 15% of the scheduled hours in one month will be placed on 30-day suspension. If unexcused absences continue, the student will be

terminated. Any hours missed must be made up. The requirement for completing the course is 2000 clock hours. Any student absent for more than 10 consecutive days and fails to contact the school will be automatically terminated. The school will not be responsible for any personal possessions left behind.

EXTRA TUITION COSTS

At the time of signing the enrollment agreement, every student will be given a projected graduation date. This date will include a maximum of 12 excused days of absences during the total 2000-hour course. Any student that fails to complete the course on their projected graduation date will be charged an additional \$3.00 per hour for any remaining hours needed to complete the course. In any event, the student cannot exceed 150% of the projected time for completing the course.

TARDINESS

Students are required to arrive at school and punch-in on the time clock before 8:30 am. Any classes missed must be made up in order to meet the state curriculum requirements listed in the Michigan Barber Laws. Each student will receive a copy of the Michigan Barber Laws and Barber College Curriculum on their first day of class. To encourage students to be punctual, the school has implemented the following policy:

Students will be docked the time they are late rounded to the next quarter hour.

Continued tardiness will not be tolerated. Any student not in attendance a minimum of 95% of their scheduled hours will be placed on probation, suspension or terminated as outlined below.

PROBATION, SUSPENSION, TERMINATION

The term "Probation" means that over the next 60 days a student must improve and maintain any area they are not currently meeting in the Minimum Satisfactory Progress Requirements. The term "Suspension" means that the student will not be allowed to attend classes for the next 30 days. When they return they will be required to meet the Minimum Satisfactory Progress Requirements every month or they will be terminated from the program. The term "Termination" means that a student will be dropped from the program.

TERMINATION AND REINSTATEMENT

The school reserves the right to terminate any student for the following reasons:

1. Fails to meet satisfactory progress requirements.
2. Is found to be disruptive in any way that would interfere with the smooth operation of the school.
3. Is involved in any illegal or destructive behavior.
4. Or for other reasons that would reflect in a negative way on the Barber/Styling College of Lansing.
5. Fails to follow the Schools Rules and Policies.

Any time a student is placed on probation, suspension, or is terminated they may appeal to the school director explaining their situation. The director will make a final decision on the status of the student.

LEAVE OF ABSENCE

Any student may request a leave of absence in writing for up to 100 days. Only one leave of absence may be granted during the 2000-hour course. All leave of absences will be granted subject to the discretion of the school director. The projected graduation date will be extended, considering the leave of absence time.

GRADUATION REQUIREMENTS

When all the following requirements have been fulfilled the student will be presented with a diploma, showing they have successfully completed the course.

1. Complete 250 hours of theory training, maintaining the minimum satisfactory progress requirements for theory scores.
2. Complete 1750 hours of practical training with a satisfactory rating for practical work.
3. Maintain a grade point average of 85% for the last 500 clock hours of the course.
4. Complete two Mock Board Exams given by the school. A minimum passing score of 85% on the written and a minimum of 112 points on the practical is required for Graduation.
5. All tuition and fees must be paid in full before the student's projected graduation date.

When all these requirements have been met the student will be eligible to graduate and apply for the Michigan Barber Examination.

EXAMINATION FOR LICENSING

To be eligible for licensing in the State of Michigan each candidate must pass the Michigan Barber Examination. The exam consists of two parts, Written and Practical. Students must furnish their own male model for the practical exam.

CAREER PLACEMENT

The Barber/Styling College of Lansing maintains a file of names and addresses of employers that have contacted the school requesting barbers. We also maintain a list of barbers that are looking for new jobs. This file is available to all of our students. Both present and former students may take advantage of this service. Like all reputable schools, we cannot guarantee our graduates employment or salaries.

RULES OF CONDUCT

As part of our training, students are expected to maintain a level of professionalism that would be acceptable in a job situation. No more will be expected of any student than what will be required in the future by any successful shop or salon owner.

A copy of the school rules and policies will be given to each student during the orientation process. These rules have been developed to keep the school running smoothly. The school reserves the right to place a student on probation, suspension, or terminate a student for violation of school rules and policies.

COURSE COSTS

Effective June 1, 2017

ADMINISTRATIVE FEE	\$100.00
TUITION	\$5,100.00
<i>2000 clock hour course to be completed in 12 months</i>	
LABORATORY FEE	\$50.00
<i>Use of linens, towels, creams, shampoos, products, etc</i>	
MAL-PRACTICE INSURANCE	\$50.00
BARBER/STYLING TOOL KIT	\$1,000.00
<i>Text Books, Barber/Styling Tools (sales tax included)</i>	
<i>Non-refundable after they are distributed to the student</i>	
TOTAL COURSE COSTS	\$6,300.00
<i>If completed by the projected graduation date.</i>	

STATE OF MICHIGAN LICENSES AND FEES: There is a Michigan Student Barber License fee collected by the State of Michigan for \$80.00 prior to the student starting school. Upon completion of the course, a \$161.00 State of Michigan Barber Exam application fee is also required. State fees are non-refundable.

We do not participate in Financial Aid Programs but we do offer the following payment plans:

PAYMENT PLAN OPTIONS

1. The total cost of the course is \$6,300.00 with a required down payment of \$1,800.00 due on the first day of classes, and monthly payments of \$375.00 due on the first day of the month for the next 12 months. No additional interest is charged for financing.
2. The total cost of the course is \$6,300.00 with a required down payment of \$1,575.00 due on the first day of classes, and three more quarterly payments of \$1,575.00 each, due on the first day of the next scheduled 500 hours. No additional interest is charged for financing.
3. The total cost of the course is \$6,300.00 with a minimum required down payment of \$1,500.00 due on the first day of classes, the balance of the tuition is to be paid in 12 equal monthly payments of \$400.00, due on the first day of each month.

TUITION MUST BE PAID IN FULL BEFORE GRADUATION.

CLASS STARTING DATES

2018

Class Starting Date	Projected Graduation Date
January 8, 2018	January 31, 2019
February 12, 2018	February 28, 2019
March 12, 2018	March 31, 2019
April 9, 2018	April 30, 2019
May 14, 2018	May 31, 2019
June 11, 2018	June 30, 2019
July 9, 2018	July 31, 2019
August 13, 2018	August 31, 2019
September 10, 2018	September 30, 2019
October 8, 2018	October 31, 2019
November 12, 2018	November 30, 2019
December 10, 2018	December 31, 2019

Please note: The student cannot exceed 150% of the projected time for completing the course.