

TABLE OF CONTENTS

Inspiring the Future	1
Mister Wayne a Professional Barber	2
Mister Wayne's Educational Mission	2
Mission Statement	3
Mister Wayne's Educational Objectives	3
School History	3
Licenses	4
Authorization	4
Accreditation	4
School Facility	4
Job Placement Services	4
Admission Requirements	5
Application Procedures	5
Transfer Credit	5
Transfer Credit to other Institititons.....	6
Program Start Dates	6
Schedule of Classes	6
Holidays	6
Master Barber Program (1500 hours)	7
Master Barber Program (1500 hours)	10
Instructional Materials	11
Teaching Strategy.....	11
Student Activity	11
Grading System	11
Attendance Monitoring	12
Make-up Work Policy	12
Graduation Requirements	12
Financial Aid Programs	12
Student financial assistance available at Mister Wayne's School of Unisex Hair Design includes:.....	13
Program Cost	13
Over Contract Charges	13
Cancellation & Refund Policy	14
Satisfactory Academic Progress Policy	15
Academic Progress Policy	15
Academic Progress	16
Determination of Progress	16
Warning	17
Appeal Policy	17
Re-establishment of Status	18
Re-entry Student/Interruptions	18

Transfer Student	18
Reinstatement of Financial Aid	18
Program Incompletes, Repetitions, and Non-Credit Remedial Courses	18
Leave of Absence:	18
Student Services	19
Student Right and Privacy/Release of Information	19
Student Conduct.....	20
Student Complaint Procedure	22
Faculty	24

In 2018, Mister Wayne's School of Unisex Hair Design ("Mister Wayne's") proudly celebrate its 39th anniversary as a postsecondary school providing education and training leading to a career as a Master Barber. Being committed to REDKEN'S "cutting edge technology", Mister Wayne's and REDKEN began their relationship in the 1980's, first as a SES school and continued as SES joined with PIVOT POINT SES 2000. Now, Mister Wayne's is a "REDKEN SUMMIT PREMIERE SCHOOL". We share a common goal: EDUCATION! Student and staff are given unparalleled educational opportunities provided by REDKEN and Mister Wayne's team with tools, products, and resources including one-on-one coaching, covering every aspect of the industry. From REDKEN.com, online education is taken to a whole new level.

Client consultation, merchandising tools, and the newest techniques in cutting, finishing, color, texture, makeup and skin care are introduced and incorporated into our students' training. That's what sets Mister Wayne's students apart! They enter the profession with the knowledge, confidence, and business skills needed to ensure a successful career in the industry.

Mister Wayne's is proud to be a part of this educational advancement into the future. In addition to state required course materials, our students are provided with REDKEN Over the Top and Summit planners that are supplemented with the latest material and resources. Bi-monthly on-site coaching by our Redken Summit coach is available to the owner, staff, educators and students to help us grow as leaders/mentors which in turn grows our students and guests. These books also serve as professional references after graduation.

Get Inspired! Be a part of Mister Wayne's Future Professionals!

Mister Wayne's

The legendary Mister Wayne's celebrated over 39 dynamic years in the school business. Mister Wayne's impact reached far beyond the immediate community by touching and changing lives of countless graduates and guests. The passion for the profession combined with dedication, talent, and relentless quest for excellence created a business whose impact has endured for decades.

Mister Wayne's journey started as a shoe shine boy in a Sparta barber shop where his “dream” took root, to his final position as the successful CEO along with his wife, Melissa, of their own school for the past 39 years and earned the respect and admiration of thousands. It was a journey of curves and detours but a testimony that “dreams” can become a reality. He journeyed from being a U. S. Navy plane captain to working in Nashville while attending Hassler Barber College at night, to working and building a booming clientele at the first California Concept salon in Tennessee, (England's at 100 Oaks Mall), to opening the first Markham Unisex Salon on Tech Campus and being awarded “Best All Around Shop in the Southeast” by the renowned Jim Markham (stylist to the stars and recent founder of Pureology (an elite product line). He won numerous state and national championships and had prominent clientele such as Vice-President Al Gore, Ronnie Milsap, and Ed Bruce, just to name a few. Mister Wayne passed away In December 2014 and now Melissa, wife and partner in the business, continues to carry on the school with the same traditions of excellence and Integrity of growing students

Mister Wayne's proudly passes to its students the tradition for excellence, the personalized technique of cutting, the wisdom and knowledge acquired through vast experiences and incorporated to reaffirm belief that skill alone does not guarantee true success. The philosophy of the owner, Melissa Fletcher, has always been, “The difference between a career and a true profession is emphasis on personal service, sincerity, positive attitude, integrity, and honesty”. This sets Mister Wayne's students apart. Mister Wayne's challenges its educators, staff and students to change lives and to contribute to society, the community and the industry. Mister Wayne's motto is "Be the Part, Look the Part, PERFORM. Our first and foremost priority Is growing students by being a leader, coach and mentor.

Mister Wayne's Educational Mission

Mister Wayne's School of Unisex Hair Design was founded in 1979 and since that time has dedicated itself to a training program of outstanding quality for all men and women who desire a career as a master barber. The school is attuned to the changing needs in this field and is continuously striving

to provide the student with saleable skills which are applicable today and in the

future. Mister Wayne's also realizes the importance of human factors as a part of a well-rounded education and encourages responsible leadership, morals, citizenship, and a positive attitude of professionalism in students to enhance career success.

Mission Statement

It is the mission of the school to produce well-trained and properly motivated graduates to potential professionals in the field. Students have many career paths: salon owner, educator, salon associate, manager, makeup artist, and affiliations with companies such as Redken, Matrix, Xtreme just to mention a few.

Mister Wayne's Educational Objectives

The chief objective of Mister Wayne's School of Unisex Hair Design is to provide students with an educational program through a practical-theory approach to qualify them for employment as an entry level licensed master barber by requiring them to accomplish the following:

1. Obtain knowledge, understanding, and skill of the theory and practical of hair design.
2. Develop a habit of performing work properly, displaying good professional ethical standards.
3. Develop good professional work relationships with both co-workers and employers.
4. Obtain knowledge of products that will enable students to wisely select and utilize products in all phases of salon use.
5. Acquire motivation that will encourage growth and the desire to keep abreast of new ideas and trends by attending workshops and seminars for continuing education.
6. Develop confidence and expertise that will reflect itself in the passage of the State Board Exam and the acquiring of a state license.
7. Training In the Redken Summit program and the level system earning the business side of the profession through one on one coaching of setting goals to ensure placement and success on entering the profession.

Our goal is to graduate students with a high degree of knowledge and technical skills so they may pursue any phase of the profession; Master Barber, salon owner or manager, color or perm expert,

make-up artist, skin care specialist, nail artist, sales, research, and many other exciting and rewarding opportunities offered by a master barber license. Mister Wayne's is dedicated to constantly improving and evaluating the Master Barber Program to attain this goal.

School History

Mister Wayne's School of Unisex Hair Design was established in December, 1979, at its present location in Willow Tree Shopping Center. At that time, the school was co-owned by Wayne Fletcher and William Peters. The partnership was dissolved in 1981, and Wayne and Melissa Fletcher became the sole owners. The 2300 square feet of space includes facilities for instruction in all phases of the curriculum. The average enrollment is 30 students.

Since the organization of Mister Wayne's, many graduates have made successful careers for themselves in all areas of the country. The school has grown substantially since 1979 and has become an important part of community services and support.

Licenses

Mister Wayne's School of Unisex Hair Design is licensed by the Tennessee Board of Barber Examiners to offer training for Master Barbers. Mister Wayne's School of Unisex Hair Design received a Certificate for Authorization from Tennessee Higher Education Commission.

Authorization

Mister Wayne's School of Unisex Hair Design is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Accreditation

Mister Wayne's School of Unisex Hair Design is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The U.S. Department of Education lists ACCSC as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and Subsequent Legislation.

School Facility

Mister Wayne's School of Unisex Hair Design is located at 170 South Willow in Cookeville, TN. The classroom is located in the rear of the building and is equipped with tables and chairs, instructor's podium, flip-chart post-it easel, dry erase board, training aids, and audio-visual materials, including: PowerPoint and large whiteboard. New appliances and bar stools constitute a break area. A small library has various training aids such as magazines, books, CD's and videos along with equipment for viewing and a computer with internet access and a printer. The school is equipped for 15 students per instructor.

The offices, with updated furniture and computers are located near the center of the building between the clinic cutting floor area and the classroom. Wireless is available for all laptops for instructors and staff. Separate rest rooms are located in the hall connecting the cutting area and the classroom. The building is equipped with a modern air-conditioning and heating system, modern reception desk with Envision software, 21 styling chairs, wet and dry sanitizers, newly updated shampoo area, manicure and spa pedicure stations, private facial and wax room, new color dispensary, separate containers of fresh and used linens, fluorescent lights, and all new updated wood flooring in the cutting area, classroom, and offices. The newly painted school has been completely remodeled in 2018 incorporating a modern open updated look.

Job Placement Services

At no extra charge to the student, assistance in job placement is provided to the graduate in good standing as a part of the regular student service program. Although the school cannot guarantee job placement, job interviews are arranged by the school and every effort is made to provide assistance to graduating students. The Summit Business program gives students a huge advantage in job placement with most students having jobs before graduation and employers that want and need our students upon graduation.

Admission Requirements

The applicant must be of good moral character and have temperate habits. The applicant's

background, prior education, work experience and desire to enter the profession are considered. Recommendations from persons who are not employed or affiliated with the school may also be considered in determining the applicant acceptance into the program.

Mister Wayne's admits as regular students only persons who;

- are at least 16 1/2 years of age,
- are high school graduates or
- holders of a high school graduation equivalency diploma (GED)
- Official transcript required
- interviewed by the school representative
- submit a completed School Application.

Applicants must provide an Official high school or GEC transcript. Applicants may contact the school for information and application forms or visit our web site at www.misterwaynes.com. Mister Wayne's School of Unisex Hair Design does not discriminate on the basis of race, national origin, sex, physical disabilities, age, religion, ethnic origin, marital status, sexual orientation, creed, or military status.

Application Procedures

The applicant will be required to take a tour of Mister Wayne's School of Unisex Hair Design. The applicant is also required to be interviewed by the school representative and submit a completed application including all required documentation before being accepted to the school and given a scheduled start date. Documentation includes an official high school or GED transcript, social security card, driver's license or form of identification, and two wallet size photos.

Transfer Credit

Mister Wayne's School of Unisex Hair Design will give credit to a student for hours earned in another accredited school up to 75% of the hours required to graduate from the same program in

Mister Wayne's School of Unisex Hair Design. The hours that are being accepted must come under the regulation of the Tennessee Board of Barber Examiners. Any questionable case will be referred to the Board for approval. Requests for credit on previously earned hours must be made at the time of enrollment.

Transfer Credit to other Institutions

Mister Wayne's School of Unisex Hair Design is a special purpose institution and our mission is to attract qualified students, instruct them with quality education and training, and prepare them for career occupations in their respective fields. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is controlled by the receiving institution and accreditation does not guarantee transferability. Whether or not credits transfer is the sole decision of the receiving institution. Any student interested in transferring credit to another institution should check with the receiving institution directly to determine to what extent, if any, credit can be transferred.

Program Start Dates 2019-2020

Enrollment in the Master Barber program is based on 44 weeks of instructional class.

Accepted students may enroll the second Wednesday of each month, providing there is an opening. Students are given a grace period of two weeks after the scheduled starting date.

Master Barber—Length of Course..... 1,500 Clock Hours
Classes..... Anticipated completion date 52 weeks*/Full-time**

*52 weeks includes holidays and breaks when the school is closed.

**Part-time Schedules are available upon request and approval.

A clock hour is defined as 60 minutes of instruction.

Schedule of Classes

Tuesday and Friday: 9:00 a.m.-6:00 p.m.

Wednesday and Thursday: 12:00 p.m.-6:00 p.m.

Saturday: 9:00 a.m.-5:30 p.m.

One hour for lunch every day, except Saturday. Saturday lunch is 30 minutes.

Tennessee State Barber Board Examiners rules and regulation regulates the maximum number of hours a student can complete each week in Tennessee to 40 hours per week. The rules and regulation also limit maximum amount of hours per day to not more than 8 hours in any one day.

Holidays and Breaks

Holidays observed:

New Year's Day

Fourth of July

Thanksgiving Day

Christmas Eve and Day

Break--Second week of October

The school operates continuously year round except for the above holidays. If a situation does arise and the school has to be closed other than the dates indicated, the students will be notified of the change and will not be charged overtime for the time lost.

Master Barber Program (1500 hours)

Mister Wayne's School of Unisex Hair Design offers the complete Master Barber program. All subjects in the Milady's Standard Professional Barbering textbooks are covered. The program length is 1500 clock hours. Students are required to complete 240 hours theory, 360 chemical, 1260 hours practical. The Tennessee Board of Barber Examiners requires this curriculum. Mister Wayne's School of Unisex Hair Design covers this entire curriculum in depth, plus many other areas related to the professional barbering industry using a number of different resource materials such as Over the Top and the Redken Summit planner.

The fifteen hundred (1,500) hours of training required to apply for certificate of registration as a Master Barber shall be apportioned as follows:

GENERAL HOURS:

- History and fundamentals of barbering
- Elementary chemistry relating to sterilization, sanitation, bacteriology and hygiene
- Barber implements
- Shaving, honing, and stropping
- Skin, scalp and hair Haircutting, hairstyling and hair setting
- Men's hairpiece (sales and service)
- Chemical theory (perming, waving, hair coloring, bleaching, and straightening)
- Nails
- Anatomy, physiology, and systems: structure of the head, face and neck: including muscles and nerves
- Make-up Theory of massage, facial treatment and skin care
- Disorders of the skin, scalp and hair
- Barber laws, rules and regulations
- Business management and salesmanship
- Preparation for seeking employment
- Required Total General Hours.....240 Hours**

CHEMICAL HOURS:

- Permanent waving
- Hair relaxer
- Hair coloring, bleaching and toning
- Required Total Chemical Hours360 Hours**

PHYSICAL HOURS:

- Shampooing and rinses
- Hair care and scalp care
- Haircutting (male and female)
- Skin, scalp and hair

Haircutting, hairstyling and hair setting
 Shaving (beards and mustaches)
 Hairpiece fitting
 Hairstyling
 Facials and make-up
 Manicures Required
Required Total Physical Hours.....900 Hours
TOTAL CURRICULUM.....1500 Hours

General Theory Hours—240 Hours

Master Barber Program Scope and Sequence

- A. Sterilization, Sanitation, and Bacteriology -Methods and procedures -Classification of bacteria and related diseases
Standard Textbook of Barber Styling
- B. History and Fundamentals of Barbering -Origin -Background
Standard Textbook of Barber Styling
- C. Skin, Scalp, and Hair -Structure of skin and hair -Disorders -PH of skin, scalp, and hair - Product knowledge
Standard Textbook of Barber Styling
- D. Chemistry -The atomic makeup of hair, skin, and nails -Chemistry of hair color, permanent waving and straightening -Chemistry of related products
Standard Textbook of Barber Styling
- E. Haircutting, Styling, Setting, and Hairpieces -Basic understanding of terms such as angles, elevation, and degrees -Classification of various cuts -Use of implements to achieve desired cut or style
Standard Textbook of Barber Styling
- F. Nails -Structure -Disorders and diseases -Manicures, pedicures, and acrylic nail procedures
Standard Textbook of Barber Styling
- G. Anatomy -Bones, muscles, nerves, and circulatory systems -Relation to our profession in terms of massage, haircutting, nails
Standard Textbook of Barber Styling
- H. Theory of Massage, Facial Treatments and Skin Care -Benefits of massage and types of movements -Types of skin and facial treatments -Skin Care products -Proper facial machine use
Standard Textbook of Barber Styling
 Bio-Elements Resource Materials

I. Makeup -Perfect facial features -Contouring (highlighting and shading) -Discussion of various products, Air brush - Special Effects - Special Events

Youngblood Mineral Makeup Resources

J. Barber Implements and Shaving, Honing and Stropping -Implements used in the profession - Shaving strokes, preparation steps, draping procedures -Related terminology

Standard Textbook of Barber Styling

K. Barber Laws, Rules and Regulation -Relating to sanitation -Fees(license, shop, permits, etc.) -Inspection -Requirements for shops and schools

Tennessee Barber Laws and Rules Online

L. Preparation for job market -80/20 rule -Professionalism -Business management and retailing -Preparation for seeking employment -Resumes

MiLady Standard Textbook

Over the Top by Michael Cole

Redken Summit Business planner

Online professional sites

Chemical Hours—360 Hours

Master Barber Program Scope and Sequence

Chemical

A. Permanent Waving -Blocking and subsections -Perm Wraps (directional and basic) -Correct procedures (wrapping, application, rinsing) -Selection of rods and perms, proper test curls

B. Hair Relaxer -Application procedures and timing -Choosing appropriate relaxer (thio and sodium hydroxide) -Retouch procedures and home maintenance

C. Hair coloring, bleaching, and toning -Application procedures, timing, strand tests, patch tests -Natural level, desired level, and tonal value -Classifications of color -Retouching procedures -Color Wheel

MiLady Standard Textbook

MiLady Standard Barbering Exam Review

Mannequins, tri-pod and clinic floor

Bio-Elements Product Knowledge Workbook

Youngblood Product Knowledge Workbook

Redken Summit Business planner

Social Media

Online Redken and other professional websites

Physical Hours—900 Hours

Master Barber Program Scope and Sequence

A. Physical

- Proper shampooing and draping techniques
- Regimens for hair and scalp care
- Haircutting (degrees, angles, and elevation) and proper use of implements
- Proper procedures for mustache and beard trims
- Various hairstyling procedures (curling iron, blow dryer, wet set, braiding, up-dos)
- Facials with emphasis on sanitation, application, procedures, facial manipulations, skin types, proper use of facial machine using high frequency & galvanic currents, steamer, and brushes
- Makeup application procedures, contouring, and selection of appropriate products
- Hot lotion and water manicure procedures (hand massage and proper polish application)
- Pedicuring with emphasis on sanitation, massage, and proper procedures
- Cutting, blending and styling hairpieces and wigs

Razor Cutting

Standard textbook of Barber Styling

Mannequins and clinic floor

Instructional Methods

Methods used in all programs taught at Mister Wayne's School of Unisex Hair Design contain lecture, demonstration, drills, role-play, discussion, handouts, assignment sheets – job sheets, audio// visual aids, student participation, question and answer, textbook/workbook related activities and projects, and additional online resources. will be used.

Teaching Strategy

Strategies used by Mister Wayne's School of Unisex Hair Design include the following: chalkboard, audio visual aids, mannequins, and live models whenever possible. Mister Wayne's School of Unisex Hair Design is always looking for new ways to present new material in a manner to which the student may relate giving special attention to different rates and styles of learners. We enjoy encouraging questions, explaining new words, terms, techniques, implements, and equipment, while requiring that students take notes. We also use demonstrations that include student participation and listing of new words on the chalkboard each week all to help students learn along with other interactive projects and activities to make learning fun and engaging.

Student Activity

To help students learn Mister Wayne's School of Unisex Hair Design assists students in the learning process by requiring note taking drills, role-play, discussion, homework, and reading assignments. Students have hands on practice sessions working on live models in both the performance of laboratory/clinical services. Students constantly have examinations/evaluations in practical, theory, workbook assignments, projects, and other activities.

Grading System

Students will be graded on homework, classroom participation, attitude, orderly behavior, practical work, and examinations. The letter grade and numerical equivalent for theory work is as follows:

LETTER GRADE	NUMERICAL EQUIVALENT
A – Excellent	90 –100
B – Good	80 – 89
C – Passing	70 –79
D – Failing	0 –69 F

State board preparation exam tests are given on a monthly basis, scheduled by the instructor. Finals and mock state boards are given during the last month of school. In order to meet the standards of progress required by the school and state, a student must pass ALL program curriculum with a grade of 70 or S before hours can be credited. The practical phase is graded on the basis of S for Satisfactory and U for Unsatisfactory, with S being equivalent to a C or above.

If a student's grades fall below C or S, has excessive absences from class, fails to complete homework assignments and projects, displays disrespect or unconcern, then they will be given a written 30 day warning. If the student's performance does not meet standards during the warning period, they will be put on thirty days probation. During probation, if a student's grades are not brought up to C or S, they will be interrupted for up to 30 days and may re-enter only once at the Administrator's discretion. A student must request reinstatement and be re-evaluated by the staff.

Monthly Attendance Monitoring

Students are monitored on a weekly and monthly basis as required by the TN state board of barber examiners. All hours must be passed, including a grade of 70 for theory minimum, a "S" satisfactory for practical work. The school regulates an 85/15 attendance rate to be able to ensure the hours are passed according to board regulation listed above. This ensures students are completing the course in 150% length or less. Corrective action can be taken according to Administrators discretion, which includes but is not limited to written warnings, probation, and suspension.

Make-up Work Policy

Students may make up any work missed during their absence at the discretion of the instructor as quickly as possible. Failed tests must be made up as quickly as possible at the administration discretion with specific instructions. Missed and or failing tests frequently Indicate a lack of Interest and will be handled on a one on one basis ASAP.

Graduation Requirements

Upon successfully completing the training program, (70 in theory, S in practical), and fulfilling financial obligations to Mister Wayne's, and upon successfully passing the State Board Exam, the graduate will be awarded a Diploma of Graduation from Mister Wayne's School of Unisex Hair Design School. Any student who does not meet the criteria of the school may be interrupted at 1490 hours and may not be allowed to graduate until all requirements are met. Diplomas will not be presented until student returns any items borrowed for exam test kit and presents scores from both theory and practical test and business card and or placement information.

Financial Aid Programs

The school participates in Federal Pell Grant and William D Ford "Direct Loan Program" Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school's COA and the Student's EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsel each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those who qualify (qualification is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of the pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a

portion of the grant becomes the student’s liability and as such may create a greater liability on the student in terms of balance owed the school. The financial aid administrator works with students in determining loan amount need(s) and loans must be certified by school’s financial aid office and DJA (a 3rd party servicer). The school certifies loans only in amounts to cover the cost of the student’s contractual agreement. All student loans are binding agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by student’s and or parents (Plus Loan) to the U S Department of Education as scheduled on the promissory note will have adverse effects on if the individuals credit history. Students are informed of expected federal funds for a specified award on or before the first day of class based on financial and or other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in pay periods of 0-450,451-900,901-1200, 1201-1500 hour increments. Disbursement of federal funds is contingent on the students being in Satisfactory Academic Progress (SAP) at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school’s satisfactory progress policy will cause a student’s federal funds to be withdrawn. At the time the student is no longer eligible to receive aid the school will do a return to Title IV calculation to determine how much money the student has earned to be used to cover the cost of education. This calculation is done for each period and a student must have completed at least 60% of the time in the evaluation period to be eligible to retain all funds that have used to pay for the cost of their education. If the student does not meet the 60% the money will be returned to the program and the student will be personally responsible for their costs of education to date.

Student financial assistance available at Mist Wayne's School of Unisex Hair Design includes:

Vocational Rehabilitation: Benefits are provided for students who qualify under the guidelines of the Dept. of Education and the Vocational Rehabilitation Act.

Veterans Benefits: Benefits are provided for students who qualify under the guidelines of the Veterans Administration.

Program Cost

Master Barber Program	
Tuition	\$14,500.00
Textbook & Supplies	600.00

Student Kits	1,400.00
Administration Fees	500.00
Total Program Cost	\$17,000.00

Kits, textbooks, and administrative cost are subject to price change without notice. The student kit and textbooks, when delivered, become the property of the student and this cost WILL NOT BE REFUNDED. Any monies owed to the school by a student must be paid in full upon graduation. Students who leave with outstanding debt will be responsible for collection cost, (attorney fees court cost, etc.)

Over Contract Charges

You have agreed to maintain a specific schedule while attending school. Full time students attend from 9:00 a.m. to 6:00 p.m. Tuesday and Friday with a 1 hour lunch break; 12:00 p.m. to 6:00 p.m. Wednesday and Thursday with 1 hour lunch, and 9:00 a.m. to 5:30 p.m. on Saturdays, with 30 minute lunch break. Part-time schedules are arranged with the school at enrollment. Each request to make a change in your attendance schedule must be approved by the school owners and each time a scheduled change is approved there will be a \$150.00 charge. The school has allotted its resources according to the schedule you have set. If you fail to attend as agreed and thus fail to complete the course in the time scheduled, you will be charged overtime at \$77.00 per day (1 day = 8 clock hours).

Overtime will be calculated monthly based on the schedule you set up. If you attend more hours in a month than your schedule states, there will be no overtime charges for that month but the excess hours cannot be applied to another month. (This is only for overtime calculations). The hours will be applied to completion of the course and reported to the Barber Board).

Students, who have absences of more than 1/2 of the scheduled hours per day, will have the whole day counted against them for overtime calculations. Time spent in a suspended (interrupted) status counts as an absence for overtime purposes.

The availability of comparable program information related to tuition, fees and program length can be obtained from: ACCSC at 2101 Wilson Blvd., Suite 302, Arlington, VA 22011, (703)247-4212.

Cancellation and Refund Policy

Rejected Students: An applicant rejected by the school shall be entitled to a refund of all monies paid.

Three Day Cancellation: If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training. The cancellation date will be determined by the postmark on written notification or date said information is delivered to the school administrator in person.

After Three Days but Before Entering School: If a student cancels his/her enrollment after three (3) business days, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school.

Students Who Do Not Visit the School Prior to Enrollment: May withdraw without penalty within three days following either a scheduled orientation or following a tour of the school facilities and inspection of equipment.

Termination/Withdrawal Date: Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school, which shall occur at the end of any month in which a student has been absent from class for (14) fourteen consecutive days as determined by monthly monitoring of attendance, the student is expelled by the school, or the student notifies the school. In the case of a student who does not return from a leave of absence, the documented expected date of return will become the date of withdrawal. Costs of supplies and materials actually used by the student will not be refunded which includes the kit. For computation purposes, the last date of actual attendance by the student determined by the school attendance records will be the date of withdrawal. Calculations must be done in 30 days from the date of withdrawal and any Title IV funds should be returned within 45 days.

If a student leaves before the course is completed, charges due the school will be calculated as follows:

1. Identify the date the school determined that the student was withdrawing. Identify the last date of class attendance.
2. Determine the portion of the course for which the student will be charged by dividing the hours that the student was scheduled to complete on the last day of class attendance by the total hours in the course. This will determine the percentage of tuition for which the student is responsible.
3. If termination occurs after the first day of classes and during the first 10% of the course the

student shall owe 10% of the tuition. If termination occurs after the first 10% of the course and until the end of the first 25% of the course the student shall owe 50% of the tuition. If termination occurs after the first 25% of the course and until the end of the first 50% of the course the student shall owe 75% of the tuition. If termination occurs after the first 50% of the course the student shall owe 100% of the tuition.

4. Multiply the percentage from table in Step 3, by \$14,500.00 (tuition for the course).
5. Determine charges for tools and books (which are non-returnable) that the student has received per their inventory sheet.
6. Add amount of tuition determined in Step 4, tool and book charges determined in Step 5, and \$265.00 administrative fee (as per contract). This is the total charges due to the school.
7. Subtract payments posted to the students account from total charges determined in Step 6. If charges exceed payments, the student owes the balance. If payments exceed charges this money will be returned to the student within 45 days from the date the school determined that the student was withdrawing.
8. Students who have not received financial aid: Calculations will be determined as above (same as students who have received aid) and any unearned money paid will be returned to the students.

Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school full time and part time. 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 Accrediting Commission of Career Schools and Colleges (ACCSC) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Master Barber 1500 450-900-1200 clocked (actual) hours

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

Full time students must complete at least 13 weeks at 450 hours, 26 weeks at 900 hours and 35 weeks at 1200 hours to have completed a evaluation period.

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 in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 67% 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 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 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Master Barber (Full time, 34 hrs/wk) – 1500 Hours	2250
Master Barber (Part time, 20 hrs/wk) – 1500 Hours	2250

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 150% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Students who have not completed the course within two academic years, at the end of the second year, the student must have a GPA of at least a “C” or its equivalent, or have academic standing consistent with the Institution’s requirements for graduation.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rates as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills

evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

LETTER GRADE	NUMERICAL EQUIVALENT
A – Excellent	90 –100
B – Good	80 – 89
C – Passing	70 –79
D – Failing	0 –69 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. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will lose Title IV Funding, HEA Program Funds eligibility: unless the student is on warning.

Warning

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, he/she will be placed on probation for the next pay period. If at the end of the Probation period, the student has still not met both the attendance and academic requirements, he/she may be deemed ineligible to receive Title IV funds, HEA Program funds.

Appeal Process

If a student is on a Warning for a period and at the end of the period, the student has not met both the attendance and academic requirements, he/she may be deemed ineligible to receive Title IV funds, HEA Programs funds. Students have the right to appeal their attendance and academic standings. The student should make an appointment with the School Director and the Financial Aid Director to discuss and appeal their standings, whether it be their attendance and or academic standings. At that time, students will be allowed to submit additional doctor's excuses and other documentation which may reestablish the student's eligibility. Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. If the appeal is granted, the student will then be placed on probation until the next evaluation.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. 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. Students who do not complete a course will not be given a grade, thusly, the student's SAP will not meet the minimum requirements and the student maybe given a warning or be ineligible for Title IV aid. If a student withdraws from school during their payment period, financial aid may have to return Title IV funding. The amount of aid a student has earned is determined on a prorated basis. If the student attends less than 60% of the payment period, a percentage of the aid will have to be returned.

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours

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

Leave of Absence

A student who interrupts training because of a medical emergency may be granted a leave of absence during which the student is considered not to have withdrawn. Other serious situations may warrant a leave of absence -solely at the schools discretion.

A leave of absence must:

- be approved in advance of the requested leave,
- be requested in writing,
- state the reason for the leave,
- be signed by the student and dated

A leave of absence is granted for 30 days, and the leave of absence together with any additional leaves cannot exceed 180 days in a 12-month period (this includes weekends and holidays).

If the student does not return from a leave of absence and does not contact the school and the withdrawal date is the last recorded date of class attendance as documented by the school.

Timely Payment: Any refund due the student shall be refunded within forty-five (45) days from the date the school determines the student has terminated.

Student Services

Mister Wayne's School of Unisex Hair Design offers services to students which include: Pre-enrollment advising, Admissions, Orientation, Financial assistance information, Housing assistance, Personal advising, Academic advising, Student records, Job placement assistance, Drug, Alcohol, and Tobacco Abuse Prevention Information. Students are encouraged to visit the office for assistance. All concerns are addressed and handled by the director and staff due to the size of our school.

Although the school does not provide housing facilities, assistance is available to help the student locate suitable housing. Housing is readily available in the school area.

Student Right and Privacy/Release of Information

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- A student should submit a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes

disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Student Conduct

Each student has the right to a safe, pleasant environment. Therefore, professional conduct is expected from all students enrolled in Mister Wayne's School of Unisex Hair Design. Before enrolling, students should familiarize themselves with the rules of the school. They have been developed and published to protect all students from unnecessary disruptions. On orientation day, these rules and regulations will be reviewed.

The student must conduct themselves in a respectable manner at all times. Cheating, unruly conduct in the school, insubordination, creating dissension, insulting conduct toward the public and fellow students, and inaptitude are not acceptable. These are reasons for dismissal. Students will be interrupted at the Administration's discretion and cannot be re-entered for a period of at least thirty (30) days. If a student is allowed to re-enter, he or she may re-enter only once at the Administration's discretion.

1. Students should arrive to school ready for class, which includes:

- Clean and professional looking attire (If clothing is inappropriate, you will be sent home).
- Clean scrubs.
- Hair, make-up, shaving, smoking and eating is to be done BEFORE class time.

- Bring text books, ink pen, and paper to class and full kit (when issued) must be set up at station ready for clients.

2. Theory begins promptly at the scheduled time. Late arrivals must report to an instructor or the office with the reason for their tardiness. When arriving late, please enter the classroom in a quiet manner as to not disrupt the entire class to clock in. Students arriving later than 10 minutes will not be allowed in class. Students are to remain in theory class until dismissed by the Instructor.

3. No student will be dismissed from any special demonstration class, unless working on a client. Rudeness during a demonstration, classes or on the clinic floor will not be tolerated. Examples of rude behavior might be sleeping, texting, whispering, or an un-interested attitude, etc.

4. When not working on clients, unfinished class work must be completed and turned in by 3:00 p.m. each day. Daily **practical** sheets are to be kept current and turned in weekly.

5. Students may perform services on each other only after receiving permission from their Instructors and if all requirements (theory and practical) are completed. All services must be paid upon receiving.

6. All students are required to clock out if leaving campus for any reason, no matter the length of time. Getting caught “on the clock” and not being on campus will result in a suspension. Inform your instructor in advance if you need to leave earlier than scheduled. Leaving at 5 and not taking lunch is not acceptable unless preapproved.

7. Failure to sign in or out will result in a 30-minute deduction of time earned.

8. Students are responsible to help maintain clean and sanitary conditions in the school. Therefore, daily cleanup duties are assigned. Cleanup must be completed and checked by an instructor before leaving each day. Students are also responsible for keeping their own station area clean and sanitary. Students will not visit with another student who is working on a client.

9. You must have permission from an instructor BEFORE helping another student who is working on a client.

10. Students will be held responsible for their own textbooks, equipment and all personal property. Lost items or equipment must be replaced at the expense of the student. If a student doesn't have the necessary equipment to work on their client, the student could be sent home until they replace all missing items.

12. Students will not slander, backbite, use foul language, fight, or gossip about Mister Wayne's, other students, faculty, curriculum, and facilities or be involved in any criminal activities. Adult behavior and professionalism is expected from all students. Any problems or questions should be taken to the CEO and will be dealt with on an individual basis.

13. Students are to take patrons as assigned to them. Patrons are to be greeted and handled in a cheerful, professional manner. Refusal to take a patron will result in the student being sent home.

14. Cell phones may only be used while on lunch or break or for posting work. Keep all cell phones on vibrate only. Please advise friends and family to call only in the case of a **TRUE EMERGENCY**.

NO CELL PHONES DURING CLASS OR TESTS

15. Any staff or faculty member of Mister Wayne's has the right to discipline any student for failure to abide by any of the school rules, regulations and policies.

16. No eating at workstations or in classroom during class periods.

17. Students will only receive hours for the period of time they are clocked in. Forgetting to clock in or out at the end of your scheduled time will result in a loss of hours.

18. Students are required to inform instructors when they leave the campus for any reason. Lunch times are only for one hour. If the student has to take a longer lunch for whatever reason, authorization is required prior to leaving the campus.

19. **NO ELECTRONIC DEVICES AT ALL** are to be used on the clinic floor. No accessing non-

school related web sites. **NO PERSONAL LAPTOPS.**

20. **NO GAMES** of any kind are to be played while a student is on the clock (unless part of lesson used by the Instructor during Theory or Practical class).

21. Students should report any change of address, phone number, or any other information to the office.

22. Failure to abide by the above rules and regulations will result in disciplinary action and possible termination.

23. The Student acknowledges that they have received and/or has reviewed electronic copies of the School Catalog, Consumer Information Handbook and Student Policies by visiting (www.misterwaynes.com) prior to signing this agreement. By signing this agreement the Student agrees that they understand and accept the provisions stated herein.

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints.

In accordance with the requirements the following procedure will be used to resolve any complaints that might be filed by a student of Mister Wayne's School of Unisex Hair Design. The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

The following procedure outlines the specific steps of the complaint process.

1. The student should register a written complaint to the Director within 60 days of the date that the

act which is the subject of the grievance occurred.

Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

Students must exhaust the institution's internal complaint process before submitting the complaint to another agency. If a complaint is not settled at the institutional level, the student may contact:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
Telephone: 615-741-5293

Or

Tennessee State Board of Cosmetology
500 James Robertson Parkway
Nashville, TN 37243-1147

If the response from the State Board fails to solve the student's situation and the student wishes to

27

Mister Wayne's School of Unisex Hair Design

Publication Date: December 2018

pursue it further, please contact, in writing, the accrediting agency:
Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd., Suite 303

Arlington, VA

www.accsc.org

Telephone: 703-247-4212

A copy of the Commissioner's Compliant Form is available at the school and may be obtained by contacting Melissa Fletcher, owner or online at <http://www.accsc.org/Forms-andReports/Forms-And-Reports.aspx>

Faculty

Faculty
Melissa Fletcher, Full Time Licensed Master Barber/Instructor
Beverly Villard, Full Time, Licensed Master Barber/Instructor
Bridgette Maynord, Part Time Licensed Master Barber/Instructor
Tammy Dodson, Part Time Licensed Master Barber/Instructor