

# **Genesis Barber**

# **Institute**

115 C/D Racetrack Rd. NW.  
Fort Walton Beach, FL 32547  
Phone: 850-374-3824  
Vol. 3 Effective 2025

**Licensed by the Commission for Independent Education and the Florida Department of Education. Additional information regarding this institution may be obtained by contacting the commission at 325 West Gaines St, Suite 1414 Tallahassee, FL 323990400 Or the toll-free telephone number (888)224-6684**

# TABLE OF CONTENTS

Administrative Staff	3
Welcome to a New Career	4
Mission Statement	5
Educational Goals	6
Facilities and Equipment	6
New Class Starting Dates	6
Holiday and School Closings	6
Admissions Requirements/Entrance for Foreign Students	6-7
Non-Discrimination Policy	7
Sexual Harassment Policy	7
Right To Privacy and Information Release	7
Policy for Reviewing Financial or Educational File	7
Grading	7-8
Student or Faculty Complaints	8
Graduation Requirements & Diploma	8
Employment Assistance	8
Instructional Materials	8
Tuition Payments	8
Advising Services	9
Counseling Services	9
Student Conduct	9
Grievance Procedure	9
Refund and Cancelation Policy	9-10
Attendance Policy	10-11
Satisfactory Academic Progress Policy	11
Evaluations Periods	11
Attendance Progress Evaluations	12
Maximum Time Frame	12
Academic Progress Evaluations	12
Determination of Progress Status	12
Warning	13
Probation	13
Re-establishment of Satisfactory Academic Progress	13
Interruptions, Course Incompletes, Withdrawals	13

Appeal Procedure	13
Noncredit, Remedial Courses, Repetitions	14
Transfer Hours	14
Leave of Absence Policy	14
Re-Entry Procedure	14
Veteran's Policies	15-16
Barber Curriculum	16-18
Barber Crossover Curriculum	18-20
Cosmetology Curriculum	20-22
Graduation Requirements	22
Financial aid	22
Rules & Regulations	22-24
Tuition Schedule	24
Completion, Licensure & Placement Rates	24

**Licensed By: Licensed by the Commission for Independent Education and the Florida Department of Education 325 W. Gaines St. suite 1414 Tallahassee, FL 32399-0400. Toll free telephone number (888)224-6884.**

Catalog Written in English

**Administrative Staff**

Cameron Linares	Owner/ Director of Education/ Instructor
Christina Linares	Owner/Assistant Director/ Instructor/ Admissions Rep
Sandi Linares	Lead Instructor

**Statement of Legal Control** - The Genesis Barber Institute is owned and controlled by C & C Academics LLC, a Florida LLC.

Revised October 2025

# **WELCOME**

**On behalf of the staff and administration at Genesis Barber Institute, we welcome you to our Institution. We would like you to know that whatever your goal, you will find Genesis to be a great choice in this industry.**

**Genesis maintains a commitment to excellence in its programs. So, in choosing Genesis, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable training available to you and wish you success as you work toward your diploma.**

**Sincerely, Cameron & Christina Linares**

## ***Mission Statement***

Our mission is to maintain a commitment to excellence in our programs. To provide quality instruction to all students. To provide a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in their field. To assist our graduates in securing employment in their field which will allow them to be responsible, contributing factors to society.

### **Educational Goals**

The barbering and cosmetology courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the barbering or cosmetology industry. The knowledge and skills obtained will prepare you for work in a full-service barbershop or salon.

### **Facilities and Equipment**

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the students practice “hands on” customer service. Genesis Barber Institute occupies approximately 4000 square feet of space and is divided into an administrative office, a classroom, multiple storage rooms, 4 restrooms, a break area and clinic floor. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

### **New Class Starting Date**

Start dates are determined quarterly. Q1: Jan.-March Q2: April-June Q3: July-Sept. Q4: Oct-Dec.

### **HOLIDAY AND SCHOOL CLOSINGS**

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

MARTIN LUTHER KING DAY  
MEMORIAL DAY  
JUNETEENTH  
INDEPENDENCE DAY  
LABOR DAY  
COLUMBUS DAY

VETERANS DAY  
THANKSGIVING BREAK  
CHRISTMAS BREAK  
NEW YEARS EVE  
NEW YEARS DAY

### **Admissions Requirements**

The school requires that each student enrolling in a program must:

- Provide a copy of a current government issued photo ID
- Provide a copy of a current social security card
- Must be at least 16 years of age
- Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
- Pay application fee of \$100 (non-refundable)

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

In the absence of a high school diploma or GED, the applicant may take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator. In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 225 clock hours, if the program is longer than 600 clock hours.

### **Policy for Admission/Entrance for Foreign Students**

Non-US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

### **Non-Discrimination Policy**

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin. The school does not recruit students already attending or admitted to another school offering a similar program of study.

### **Sexual Harassment Policy**

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

### **Right To Privacy and Information Release**

Governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

### **Policy for Reviewing Financial or Educational File**

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained permanently.

### **Grading**

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

### **Student or Faculty Complaints**

Complaints can be filed directly with Cameron Linares the Director of Education or Christina Linares the Assistant Director. For a more discreet option please send a email to [GenesisBarbering@gmail.com](mailto:GenesisBarbering@gmail.com). You will receive a response within 72 hours of complaint submission. The Institute will make every attempt to resolve any complaint that is not frivolous or without merit. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature and patterns of complaints for the institution. As a last resource for grievances, after all other avenues have been utilized, students can contact the Commission for Independent Education at 850-245-3200.

### **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better to receive a diploma from the institute. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

### **Employment Assistance**

I understand that the school has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities. The institute does not guarantee employment.

### **Instructional Materials**

Students who are enrolled in the barber program are furnished clinic apparel, electronic textbook, and kits. Students must provide their own headphones, phone, computer or tablet to access online learning platform.

### **Tuition Payments**

Students who have not paid in full will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent. All fees and tuition must be paid before a student's graduation documents will be released. Other possible fees include; Insufficient funds fee - \$25, Credit card processing fee 3%. Payment types include: credit card, check, ach transfers and cash.

### **Advising Services**

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional, or emergency advising are encouraged to contact their assigned advisor for an appointment.

## **Counseling Services**

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

## **Student Conduct**

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

## **Grievance Procedures**

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. As a last resource, after all other avenues have been utilized contact the Commission of Independent Education at 325 W. Gaines st, suite 1414 Tallahassee, FL 32399, phone number 850-245-3200.

## **Refund And Cancellation Policy**

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

(Non-refundable charges: The application fee of \$100, termination fee of \$150, student kits, textbooks, digital learning platform access, & personal equipment issued to the students are non-refundable once issued, opened, or activated. These items become the personal property of the student and cannot be returned or reassigned. All items are issued at the start of class, except for the application)

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all funds paid except for the non-refundable application fee.
2. A student or legal guardian cancels the contract and demands his/her money back in writing, within 3 business days of signing the enrollment agreement regardless of whether the student has started training. All monies collected by school are refunded except a non-refundable application fee.
3. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee.
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 scheduled date of return from leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school.
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.
8. If cancellation has begun through 50% completion of the program it will result in a Pro Rata Refund of the tuition paid computed on the number of hours scheduled to the total program hours. Cancellation after completing more than 50% of the program will result in no refund.

For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of Scheduled Time Enrolled in Total Course or Program	Amount Tuition Owed to School
0.01% to 50%	Pro-rata based on Hours Scheduled
Over 50%	100%

All refunds will be calculated based on the students last date of attendance. Refunds will be calculated on a pro-rata basis calculated by the length of time the student remains enrolled, up to a minimum of 50% of the program, multiplied by the cost of the program. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. Students who withdraw/terminate prior to course completion are charged an administrative fee of \$150. When situations of mitigating circumstances are in evidence a refund to the student may exceed the minimum tuition adjustment schedule. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled after student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

### **Collections Policy**

In the event a student account becomes delinquent, the institution may pursue collection of unpaid balances using ethical and professional business practices. The name of the National Accrediting Commission of Career Arts and Sciences (NACCAS) will not be used in any collection efforts. All collection correspondence from the institution or any third party will reference and honor this Refund and Settlement Policy. If any tuition contracts or promissory notes are sold or transferred to a third party, that third party must comply with this Refund and Settlement Policy in full.

### **Attendance Policy**

#### **ABSENCES DURING FRESHMAN PERIOD**

Students are limited to how much time they can miss during the freshman portion of their course. Students are allowed no more than 12 hours absent.

#### **REGULAR ATTENDANCE**

Absences and Tardiness

Absences: Regular attendance will be always required.

Tardiness: Students tardy for theory will not be able to attend theory and must come back after the theory hour. Students can clock in after theory.

**Class Cuts:** No credit is given when daily timecards are not completed. Students must be checked in on the time clock and checked out before leaving the building. Additionally, any student leaving early must notify a STAFF MEMBER prior to leaving.

Students are allotted 10% of their course in excused absences which has already been calculated into the student's course completion date. No other absences are excused except for a leave of absence. Early departures, class cuts, tardiness etc., for any portion of a class will be counted as an unexcused absence.

## **OVERTIME**

If a student does not complete the course by the scheduled graduation date listed on their contract, the school will charge an additional \$15.00 per hour according to their contract schedule until completion. A grace period of 10% has been added to the student's completion date. It is not realistic to expect to receive an education for free. Payment for hours attended past the scheduled graduation date will be made prior to being given certificate of completion. Absences beyond 10% of the course hours incur overtime charges. Students must maintain a 70% overall grade and attendance rate to maintain satisfactory progress.

## **NO CALL-NO SHOW POLICY**

Any student who has not attended school for 14 days without notification of a leave of absence will be dropped on the 15<sup>th</sup> day.

### **Satisfactory Academic Progress Policy**

#### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows: Periods

##### **Barber-**

0-299 Hours

300-599 Hours

600-900 Hours

##### **Barber Crossover-**

0-200 Hours

##### **Cosmetology-**

0-299 Hours

300-599 Hours

600-899 Hours

900-1200 Hours

Evaluations are based on hours attended.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student prior to enrollment. 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. Students have access to satisfactory academic progress reports once they are completed.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule 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 for attendance. Students who meet the minimum attendance requirement will be considered making satisfactory academic progress until the next scheduled evaluation. The attendance percentage is determined by dividing the total hours accrued by the total number of hours attempted by the student at that time. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **MAXIMUM TIME FRAME**

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

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED HOURS</b>	<b>WEEKS SCHEDULED</b>
Barber (Full time, 30 hrs/wk) - 900 Hours	1350 hours	30 Weeks
Barber (Part time, 20 hrs/wk) - 900 Hours	1350 hours	45 Weeks
Cosmetology (30 hrs/wk) - 1200 Hours	1800 hours	40 Weeks
Barber Crossover (30 hrs/wk) – 200 Hours	300 hours	7 Weeks

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% 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.

## **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 rated 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 cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 – 89	VERY GOOD
70-79	SATISFACTORY
0-69	UNSATISFACTORY

## **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 hardcopy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **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 may be placed on probation. If the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive funds. The institute may elect to place the student on satisfactory academic progress probation without first placing the student on warning.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to continue program, receive Title IV funding and may be terminated. Students will be notified of any evaluation impacts to the students Title IV, VA, or any other funding if applicable.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **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. The Institute does not offer course incompletes, repetitions, or non-credit remedial coursework; therefore, these items have no impact on Satisfactory Academic Progress.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If the student does not prevail upon appeal, or chooses not to appeal, the student may continue on a cash-pay basis.

## **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**

The acceptance of any and/or all the transferring hours and services is at the discretion of Genesis Barbering Institute. Transfers students must provide proper documentation of hours, services and tests with a grade average of 70% (c) or higher. No more than 75% of the program credits will be transferred to Genesis Barber Institute from another Institution. For course credit to be considered the student must request that the institution send official transcripts directly to Genesis Barber Institute. It is the responsibility of the student to verify if another institution accepts transfer credits and is at the discretion of the accepting institution. Credit for work experience is not offered.

## **LEAVE OF ABSENCE POLICY**

Genesis Barber Institute a Leave of Absence (LOA) is a temporary interruption in training approved by the school. LOA requests must be submitted in writing, signed and dated by the student, and include the reason for the request. Requests must be submitted before the leave begins unless an emergency prevents advance notice; in that case, the school may approve the LOA and collect documentation later. A student may receive one or more LOAs, but the total time may not exceed 180 calendar days in any 12-month period. No additional tuition or charges will be assessed during an approved LOA. While on an approved LOA, a student is not considered withdrawn, and no refund calculation is required. The student's contract period will be extended by the same number of days taken in the LOA, ensuring no loss of contracted hours. Changes to the contract will be documented by either initials on the enrollment agreement or a signed addendum. A student who fails to return from an LOA on the scheduled return date, or who takes an unapproved LOA, will be withdrawn from the program. In this case, the last date of attendance will be used as the withdrawal date for refund determination. Students who notify the school that they will not return from an LOA will be withdrawn as of the earlier of the LOA end date or the date they notify the school.

## **RE-ENTRY PROCEDURE**

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

## **Veteran's Policies**

### **VERTERAN'S ATTENDANCE POLICY**

Students are allotted 10% of their course in excused absences which has already been calculated into the student's course completion date. No other absences are excused except for a leave of absence. Early departures, class cuts, tardiness etc., for any portion of a class will be counted as an unexcused absence. Students exceeding 20% in unexcused absences in academic term will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

### **VETERAN'S REFUND POLICY AND APPLICATION FEE**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ration of the number of days or hours of instructions completed by the student to the total number of instructional days or hours in the course. The school

may retain a registration fee of no more than \$10, a breakage fee of no more than the exact amount of breakage, and fee for consumable supplies for no more than the amount of supplies actually consumed. – 38 CFR 21.4255

## **STANDARDS FOR ACADEMIC PROGRESS FOR VA STUDENTS**

Students receiving VA educational benefits must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 or 70% each evaluation period (term, quarter, semester, evaluation period, etc.) A VA student whose CGPA falls below 2.0 or 70% at the end of any evaluation period (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 or 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0 or 70%.

## **VETERAN CREDIT FOR PREVIOUS EDUCATION**

Veteran students must report all education and training and submit all requested documents for review and evaluation so that a final determination can be made within three (3) days of the student's program start date. Notification of this evaluation will be placed in the student's VA file. The school will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. Any credit awarded will be posted to the student's academic record as Transfer Credit. The Director has final decision on acceptance of previous training or experience

## **VETERAN SATISFACTORY PROGRESS**

Veterans are subject to the standards for Satisfactory Academic Progress, listed in this catalog under, "Satisfactory Academic & Attendance Policy." Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## **VA PENDING PAYMENT COMPLIANCE POLICY**

In accordance with Title 38 US Code 3679 subsection (e), Genesis Barber Institute adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This policy allows any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

This institute will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

However, to qualify for this provision students are required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

For more information, please contact our school certifying official:

Cameron Linares- Director: (850)374-3824

### **Barber Curriculum**

The professional courses being offered in the Barber program consist of 900 hours of training. Upon completion of this course and a board approved 4-hour initial HIV/AIDS course you will be entitled to take the Florida State Board of Barber Examination for the State Barber License. The barbing curriculum according to the State Board of Barbering is as follows: nine hundred (900) hours of training are required of applicants for a certificate of registration as a barber with at least one (1) hour of theory class per day. The hours shall be apportioned as follows:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SERVICES</b>
BAR 101	Florida Laws and Rules	225	
BAR 102	Safety, Sanitation and Sterilization	270	
BAR 103	Hair Structure and Chemistry	90	
BAR 104	Haircutting		
	1. Taper Cuts		
	2. Free Hand		
	3. Shear over comb		
	4. Clipper Over Comb		
	5. <u>Styled Cuts (Includes Blow Drying)</u>	135	100
BAR 105	Shampooing	45	48
BAR 106	Chemical Services		
	1. Permanent Waiving		
	2. Coloring and Bleaching		
	3. <u>Hair Relaxer and Curling</u>	90	200
BAR 107	Shaving, Beard Trims, Mustache Trims, Facials	45	48
<b>Required Total:</b>	<b>900 Hours</b>	<b>Curriculum Total:900</b>	<b>Service Total:396</b>

A student's grade is determined by his/her theory tests and quizzes. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89

Average	70-79
Below Satisfactory Progress	0-69

### **Barber Program Description of Courses Being Offered**

#### *BAR 101- Florida Laws and Rules*

The students will learn the Laws and Rules that pertain to barbering in the state of Florida. Including, licensing laws, state board rules, the purpose of inspections and state board exam preparation.

#### *BAR 102- Safety, Sanitation and Sterilization*

This Course was designed to provide students with the proper training required to stop the spread of blood borne Pathogens and infectious diseases, including HIV. Students will learn best and safest methods to practice barbering.

- Principles and practices
- Current regulations for health and safety
- The principles of infection
- Prevention of the spread of disease
- Protective and safety precautions

#### *BAR 103- Hair Structure and Chemistry*

Students will learn the properties of the hair and skin, hair structure, general anatomy, general physiology and the basics of chemistry. Once this course is completed students will understand the human body, chemistry, hair structure and how they all function.

#### *BAR 104- Haircutting*

Students will learn the basic techniques of haircutting, including but not limited to, Tapered haircuts, Shear over comb techniques, clipper over comb techniques and hair styling. Students will have the knowledge to successfully and safely accomplish a haircut and style.

#### *BAR 105- Shampooing*

Students will learn the steps to properly and safely shampoo their client's hair. Including but not limited to;

- Materials, implements and equipment
- Client consultation
- Preparation
- Procedure
- Clean-up and disinfection

#### *BAR 106- Chemical Services*

In this course students will learn the application and safe practices of chemical services. These services include, permanent waiving, bleaching, coloring, hair relaxing and hair curling. All chemical services will be conducted under the supervision of an instructor on the clinic floor.

#### *BAR 107- Shaving, Beard Trimming, Mustache Trimming, Facials*

This course will teach the students how to properly conduct a straight razor shave, beard trims, mustache trims and facials.

Shaving-

- Fundamentals of shaving

- Facial hair design
- Infection control and safety precautions

Beard & Mustache Trims-

- Beard design
- Mustache design
- Procedure

Facials-

- Learn skin types
- Skin analysis
- Skin care products
- Different facial treatments
- Preparation
- Procedure

<u>Course Numbering System</u>	<u>Clock Hours</u>
BAR 101 - Florida Laws and Rules	225
BAR 102 - Safety, Sanitation and Sterilization	270
BAR 103 - Hair Structure and Chemistry	90
BAR 104 - Hair Cutting	135
BAR 105 - Shampooing and Skin Care	45
BAR 106 - Chemical Services	90
BAR 107 - Shaving, Beard and Mustache Trimming, Facials	45

**Course Numbering System Explanation:**

This course numbering system was designed specifically for the Genesis Barber Institute. The word "BAR" at the beginning of every course is short for Barber and is clearly identifiable. The numbering system of 101 through 107 is the order in which the students will learn these courses.

**Barber Crossover Curriculum**

The professional courses being offered in the Barber Crossover program consist of 200 hours of training. Upon completion of this course and a board approved 4-hour initial HIV/AIDS course you (cosmetologists) will be entitled to take the Florida State Board of Barber Examination for the State Barber License. The barbering crossover curriculum according to the State Board of Barbering is as follows: two hundred (200) hours of training are required of applicants for a certificate of registration as a barber with at least one (1) hour of theory class per day. The hours shall be apportioned as follows:

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CLOCK HOURS</u>	<u>SERVICES</u>
BCRS 101	Florida Laws and Rules	40	
BCRS 102	Safety, Sanitation and Sterilization	50	
BCRS 103	Shaving and Beard Trimming	55	40
BCRS 104	Mens Haircutting and Styling		
	1. Taper Cuts		
	2. Free Hand		
	3. Shear over comb		
	4. Clipper Over Comb		
	5. Styled Cuts (Includes Blow Drying)	55	40
<b>Required Total: 200 Hours</b>		<b>Curriculum Total:200</b>	<b>Service Total:80</b>

A student's grade is determined by his/her theory tests and quizzes. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

### **Barber Crossover Program Description of Courses Being Offered**

(Policy IV.04 Checklist Item-8a,8c,8f)

#### *BCRS 101- Florida Laws and Rules*

The students will learn the Laws and Rules that pertain to barbering in the state of Florida. Including, licensing laws, state board rules, the purpose of inspections and state board exam preparation.

#### *BCRS 102- Safety, Sanitation and Sterilization*

This Course was designed to provide students with the proper training required to stop the spread of blood borne pathogens and infectious diseases, including HIV. Students will learn best and safest methods to practice barbering.

- Principles and practices
- Current regulations for health and safety
- The principles of infection
- Prevention of the spread of disease
- Protective and safety precautions

#### *BCRS 103- Shaving, Beard Trimming, Mustache Trimming*

This course will teach the students how to properly conduct a straight razor shave, beard trims, mustache trims and facials.

##### Shaving-

- Fundamentals of shaving
- Facial hair design
- Infection control and safety precautions

##### Beard & Mustache Trims-

- Beard Design
- Mustache design
- Procedure

#### *BCRS 104- Mens Haircutting & Styling*

Students will learn the basic techniques of haircutting, including but not limited to, tapered haircuts, shear over comb techniques, clipper over comb techniques and hair styling. Students will have the knowledge to accomplish a haircut and style successfully and safely.

Course Numbering System	Clock Hours
BCRS 101 - Florida Laws and Rules	40
BCRS 102 - Safety, Sanitation and Sterilization	50
BCRS 103 - Shaving & Beard Trimming	55
BCRS 104 – Mens Haircutting & Styling	55

#### **Course Numbering System Explanation:**

This course numbering system was designed specifically for the Genesis Barber Institute. The word “BCRS” at the beginning of every course is short for Barber Crossover and is clearly identifiable. The numbering system of 101 through 104 is the order in which the students will learn these courses.

#### **Cosmetology Program Curriculum**

The professional courses being offered in the Cosmetology program consist of 1200 hours of training. Upon completion of this course and a board approved 4-hour initial HIV/AIDS course you will be entitled to take the Florida State Board of Cosmetology Examination for the State Cosmetology License. The Cosmetology curriculum according to the State Board of Cosmetology is as follows: twelve hundred (1200) hours of training are required of applicants for a certificate of registration as a cosmetologist with at least one (1) hour of theory class per day. The hours shall be apportioned as follows:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>SERVICES</b>
COS 101	Florida Laws and Rules	40	
COS 102	Safety, Sanitation and Disinfection	150	
COS 103	Hair Structure and Chemistry	60	
COS 104	Haircutting and Styling	200	375
COS 105	Shampooing, Scalp Treatments, and Hair Rinses.	100	95
COS 106	Skin Care, Facials, Makeup Artistry	100	10
COS 107	Hair Removal, Lash & Brow Beautification	100	10
COS 108	Hair Coloring	200	45
COS 109	Chemical Waiving, & Relaxing / Straightening.	100	65
COS 110	Manicuring, Pedicuring, & Nail Extensions	50	20
COS 111	Wigs / Hair additions	50	
COS 112	Salon Business & Professionalism	50	

**Required Total: 1200 Hours**

**Curriculum Total:1200 Service Total:620**

A student's grade is determined by his/her theory tests and quizzes. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

## **Cosmetology Program Description of Courses Being Offered**

### **COS 101- Florida Laws and Rules**

The students will learn the Laws and Rules that pertain to Cosmetology in the state of Florida. Including, licensing laws, state board rules, the purpose of inspections and state board exam preparation.

### **COS 102- Safety, Sanitation and Disinfection**

This Course was designed to provide students with the proper training required to stop the spread of blood borne Pathogens and infectious diseases, including HIV. Students will learn best and safest methods to practice Cosmetology.

- Principles and practices
- Current regulations for health and safety
- The principles of infection
- Prevention of the spread of disease
- Protective and safety precautions

### **COS 103- Hair Structure and Chemistry**

Students will learn the properties of the hair and skin, hair structure, general anatomy, general physiology and the basics of chemistry. Once this course is completed students will understand the human body, chemistry, hair structure and how they all function.

### **COS 104 - Haircutting & Styling**

This course covers the fundamental techniques and principles of haircutting and styling. Students will learn various cutting styles, methods for different hair types, and advanced styling techniques to achieve a wide range of looks.

### **COS 105 – Shampooing, Scalp Treatments, and Hair Rinses**

This class focuses on the proper techniques for shampooing, conditioning, and performing scalp treatments. Students will learn about different hair and scalp conditions, appropriate treatments, and the benefits of various hair rinses.

### **COS 106 – Skin Care, Facials, Makeup Artistry**

Students will explore skin care basics, facial treatments, and makeup application techniques. This course includes instruction on skin analysis, product selection, and the latest trends in makeup artistry.

### **COS 107 – Hair Removal, Lash & Brow Beautification**

This course teaches the methods of hair removal, including waxing and threading. Students will also learn techniques for enhancing and beautifying lashes and eyebrows through tinting, lifting, and shaping.

### **COS 108 – Hair Coloring**

Students will learn the science and art of hair coloring, including color theory, application techniques, and corrective color processes. This course covers the use of different coloring products and the latest trends in hair color.

### **COS 109 – Chemical Waving and Relaxing / Straightening**

This course covers the principles and techniques of chemical waving (perming) and hair relaxing/straightening. Students will learn about different chemical solutions, application methods, and aftercare for treated hair.

### **COS 110 – Manicuring, Pedicuring, and Nail Extensions**

This class provides instruction on the techniques for manicures, pedicures, and nail extensions. Students will learn about nail anatomy, proper sanitation, and the use of various tools and products.

### **COS 111 – Wigs and Hair Additions**

Students will learn about the selection, application, and styling of wigs and hair additions. This course covers different types of wigs, extensions, and integration methods to enhance natural hair.

### COS 112 – Salon Business and Professionalism

This course focuses on the business aspects of running a salon, including management, marketing, and client relations. Students will learn about professionalism, ethics, and building a successful cosmetology career.

<b>Course Numbering System</b>	<b>Clock Hours</b>
COS 101 - Florida Laws and Rules	40
COS 102 - Safety, Sanitation and Disinfection	150
COS 103 - Hair Structure and Chemistry	60
COS 104 - Haircutting and Styling	200
COS 105 - Shampooing, Scalp Treatments, and Hair Rinses.	100
COS 106 - Skin Care, Facials, Makeup Artistry	100
COS 107 - Hair Removal, Lash & Brow Beautification	100
COS 108 - Hair Coloring	200
COS 109 - Chemical Waiving, & Relaxing / Straightening.	100
COS 110 - Manicuring, Pedicuring, & Nail Extensions	50
COS 111 - Wigs / Hair additions	50
COS 112 - Salon Business & Professionalism	50

### **Course Numbering System Explanation:**

This course numbering system was designed specifically for the Genesis Barber Institute. The word “COS” at the beginning of every course is short for Cosmetology and is clearly identifiable. The numbering system of 101 through 112 is the order in which the students will learn these courses.

### **Unit of Credit**

A clock hour is defined as a minimum of 50 minutes of supervised instruction with a 10-minute break.

### **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs to receive a diploma from the institution. The diploma signifies that you have successfully completed the basic course training program.

### **Financial Aid**

Currently we do not offer Financial Aid.

### **SCHOOL STANDARDS/RULES & REGULATIONS**

1. Full time students are expected to attend class from 9:00am to 3:00pm Monday through Friday. Part time from 9:00am to 1:00pm Monday through Friday.
2. Legal verification of hours must be made for each student. Each student must clock in upon arrival and clock out upon departure from school. If the student leaves the school premises for any reason the student must clock out. Hours could be missed if student does not follow required clocking procedures.
3. Students will not be given time if they do not clock in.
4. Students are given 10% of their course in excused absences which have already been calculated into their graduation date. No other absences will be excused except LOA.

5. The Florida DBPR and the school required that all students be in school every day in the prescribed uniform (school smock) and following the dress code. Any student not in the prescribed uniform will not be allowed to stay in school out of uniform and will be sent home.
6. Full time students will have 30 minutes for lunch each day and one 15-minute break. Part time students will have one fifteen-minute break each day. Students that are late returning from lunch will not be allowed to clock in the remainder of the day.
7. Students, patrons and staff members will be provided a sanitary environment. Florida Department of Business and Professional Regulation requires that sanitary conditions be always maintained. As part of the student's credit and training, thirty minutes each day is scheduled for sanitation. The student daily sanitation requirement must be completed and checked by an instructor at the end of each day.
8. Instructors and administrators are authorized to clock out any student who exhibits unbecoming behavior. If a student continues to exhibit unbecoming behavior the student will be terminated. No profanity is allowed anywhere in the school. Profanity is not professional or acceptable.
9. The parking spaces directly in front of the school are for customers and staff parking only.
10. Only emergency telephone calls will be accepted on the business telephones. Students will not be allowed to leave class or clinic area to receive or make personal telephone calls except in case of emergency. All cell phones must remain on silent.
11. Any student who possesses or uses illegal substances on school property will be terminated from the school. (no exceptions)
12. Students are solely responsible for their personal property. This includes kits, books, purses etc. The school will not be responsible for such property. Lost or stolen kit items must be replaced by the student.
13. Students cannot conduct free family members hair services. They will be charged the full price as any other client.
14. The floor instructor will assign patrons to students for services. A service ticket is issued for each service assignment.
15. No student or staff member is allowed to eat in the clinic floor.
16. Smoking is not allowed in the school. Students and staff must smoke outside at least 25 feet from all business entrances.
17. Students must satisfactorily complete all their academic requirements within their designated enrollment period. Students must make-up any test missed and assignments or a zero will be given.
18. Any student that arrives after 9:00 am will be able to sign in after theory at 10:00 am.

19. Students will receive a comprehensive progress report at the end of each educational module. This report will reflect the students written and practical work. The instructor will counsel with the student in areas of improvement needed.

20. Suspension from school can last from one to thirty days.

21. Dress code: students are required to wear a smock during all school hours. Professional dress is expected. Examples of not acceptable attire: crocs, sandals with socks, shorts, graphic t-shirts that may be offensive, short skirts or dresses, low cut blouses, flip flops, sagging pants, gym attire, see through clothing, sweatpants etc.

22. Headphones are not permitted during client services.

#### Tuition Cost

Program	Clock Hours	Full-Time	Part-Time	Enrollment Fee	Tuition	Materials/ Books/Uniform	Total Tuition
Barber	900	30 wks	45 wks	\$100.00	\$8,081.00	\$1,419.00	\$9,600

Program	Clock Hours	Full-Time	Part-Time	Enrollment Fee	Tuition	Materials/ Books/Uniform	Total Tuition
Barber Crossover	200	7 wks	N/A	\$100.00	\$2,000.00	\$500.00	\$2,600

Program	Clock Hours	Full-Time	Part-Time	Enrollment Fee	Tuition	Materials/ Books/Uniform	Total Tuition
Cosmetology	1200	40 wks	N/A	\$100.00	\$10,000.00	\$1,220.00	\$11320.00

Ways of paying tuition payments: Monthly payments or pay in full.

#### **Completion, Licensure, and Placement Rates**

<b>Placement Rate: 100.00 %</b>	<b>Retention Rate: 75.00 %</b>	<b>Graduation Rate: 71.43 %</b>
(These rates are calculated when data have been submitted.)		