

School Catalog 2025-2026



1

CTC Barber Academy
137 Lynn Ave Suite 208
Ames, IA 50014
Phone: 515-766-9852

Published: April 2022
Edited- August 2025

Table of Contents

Disclosures.....	page 2
Ownership, Licensure, History.....	page 3
Facility & Equipment.....	page 3
Mission Statement and General Objectives.....	page 3-4
Admission Requirements	page 4-5
Class Schedule and Attendance.....	page 6
Time Accounting Policy.....	page 6
Absence Early Out and Tardiness Policy.....	page 6-7
Leave of Absence Policy.....	page 7-8
Make-up Work Policy.....	page 8
School Closings.....	page 8
Career Considerations.....	page 8
Graduation Requirements.....	page 9
Career Opportunities and Occupations.....	page 9
State Licensing Requirements.....	page 9-10
Curriculum – Course Outlines.....	page 10-15
Additional Course Information.....	page 15-16
Dress Code.....	page 16
Telephone and Cellphone Policy.....	page 17
Tools and Personal Items.....	page 17
Parking.....	page 17
Smoking.....	page 17
Emergency Evacuation Plan.....	page 17
Students Kit Policy.....	page 17
Rules & Regulations.....	page 17-18
Unlawful Discrimination & Harassment.....	page 19
Cheating.....	page 19
Theft Vandalism.....	page 19
Conduct.....	page 19
Termination Policy.....	page 19
Withdrawal Requirements/Procedure.....	page 19-20
Equipment.....	page 20
Personal Services.....	page 20
Sanitation Duties.....	page 20
Student Records and Transcripts.....	page 20-21
Student Information Release Policy.....	page 21
FERPA.....	page 21
Grievance Procedure.....	page 21-22
Satisfactory Academic Progress Policy.....	page 22-25
Tuition and Fees.....	page 26
Refund Policy.....	page 26-28
Drug-Free Workplace and Institution	page 28-29
Substance Abuse Resources.....	page 29
Child Abuse Reporting Policy.....	page 30

****Disclosure****

All policies are subject to change at the owner's discretion. Catalog updates will be posted on our website and information board in student lounge for a minimum of 30 days.

****All fees for licensure and examination are the responsibility of the student and are not covered in students' tuition fees. For more information refer to the Iowa Board of Barbering and Cosmetology Arts & Sciences <https://idph.iowa.gov/licensure>**

****Students are required to pay for tuition in full. If they cannot afford to pay his/her balance in full at the time of registration, he/she will be directed to the administration office to discuss payment options. If the students have obtained a loan of any type or from a lender, the student will have the obligation and responsibility to repay that loan in full plus any interest. Outstanding balances block students from future enrollment and put a hold on their account which prevents the issuance of official transcripts.**

Acceptable payment options include cash, money order, cashier's check, credit cards, or bank transfer.

CTC is a VA-approved education provider.

Disclaimer: "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 website at www.benefits.va.gov/gibill.

****CTC Barber Academy is currently seeking but is not yet accredited by USDE (recognized accreditor). **
(The school has Applied for Initial Accreditation with NACCAS) and is actively seeking full accreditation.
Credits earned as an unaccredited school may not transfer to an accredited school.**

Current licenses and certifications may be reviewed at the school during regular business hours. Please contact the school director during normal business hours to schedule an appointment to review certification documents and/or to obtain consumer information regarding the institution.

Campus Address

CTC Barber Academy is located at 137 Lynn Ave Suite 208 Ames, Iowa 50014.
The school's phone number is (515)766-9852

Administrative Staff and Faculty

President/Owner/Instructor- Joseph Evans
Vice-President/Co-owner/Director-Vivian Evans
Cosmetology Instructor- Beliesha Ross
Barber Instructor- Nicole Hill
Substitute Barber Instructor- ShaTasha Lamar

Accreditation and School Licensure

CTC Barber Academy is approved for training students receiving financial assistance from various state or federal agencies such as the Department of Vocational Rehabilitation and Department of Veterans Affairs.

CTC Barber Academy meets the state board of Barbering and Cosmetology Arts & Sciences requirements in Iowa and is licensed by the Dept. of Inspections, Appeals, & Licensing
6200 Park Ave Suite 100| Des Moines, IA 50321
515-281-0254

CTC Barber Academy is authorized through the Bureau of Iowa College Aid, Iowa Department of Education
475 SW Fifth Street Suite D| Des Moines, IA 50309-4608.
515-725-3400

CTC Barber Academy is National Accredited by the National Accrediting Commission of Career Arts and Science (NACCAS)
3015 Calvin Street | Alexandria, VA 22314
703-600-7600

The Academy has Applied for Initial Accreditation with NACCAS

History

CTC Barber Academy opened in the fall of 2022. When barber Joseph Evans couldn't find skilled barbers from his community, he did what any savvy entrepreneur would do, he decided to open a barber college where he can train potential barbers and share his unique "New Style" of barbering techniques and assist them in obtaining gainful employment.

Facility & Equipment

CTC Barber Academy is a state of the art 4000 square foot facility consisting of reception area and clinic floor with barber stations and chairs, shampoo stations, a classroom, break/lunchroom, administrative office and laundry area. Lockers and sanitary drinking water is available, sanitary lavatories with hot and cold running water for students and patrons to use.

Mission Statement

The mission of CTC Barber Academy is to train our students to be professional, responsible and morally conscious Barbers/stylists, pass their licensing examination, and find gainful employment. Our goal is to equip our students with an infinite level of training that evokes the creativity that each student possesses individually. CTC Barber Academy will be dedicated and committed to exceed out students' expectations as we prepare them to embark upon a prosperous journey into the world of barbering.

General Objectives

The school's mission will be accomplished through the following performance objectives:

- To introduce and teach the techniques involved in the latest hair styling trends.
- Create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods, and relevant equipment of "hands-on" education.
- To develop professional qualities within each student by teaching them the importance of good public relation and customer services.
- To teach our students the current sanitation and sterilization procedures, and the Iowa State Barber Board Licensing Laws.
- To teach those subject areas which are most needed for the course through hands on instructional programs on the clinic floor.
- Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities, and equipment.
- Improvement of institutional effectiveness through assessment of student achievement and performance.
- Employing a faculty qualified by preparation, education or experience to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examination and employment using both theoretical knowledge and skill development.
- Providing equipment, instructional space and other facilities to meet instructional needs and professional standards of safety and hygiene.
- Using systematic student evaluation to assist students learning and satisfactory student achievement.

ADMISSIONS POLICY AND ENROLLMENT REQUIREMENTS

The academy does not admit ability-to-benefit students.

The following is required for admission to all programs at CTC Barber Academy, and must be received prior to enrolling:

- Enrollment application and \$100 registration fee. (non-refundable)
- Copy of the student's photo ID (examples: driver's license or passport)

- Provide a copy of a current social security card
- 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.
- Signed contract

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.

- Students who wish to re-enter after withdrawing must meet all the above requirements; pay all prior debt owed to the school. Students who re-enroll after the 180 days from date of withdrawal must sign a new enrollment agreement at the current rate of tuition at time of re-enrollment and \$200 re-entree fee. Students may be charged for an additional kit or equipment on a case-by-case basis dependent upon the condition of the original kit purchased.
- Students who withdraw voluntarily from school will be allowed to re-enroll one time.
- Students who are terminated from the program for disciplinary reasons will not be allowed to re-enroll in the school.
- Students seeking to **transfer** hours from another institution should follow the enrollment procedure outlined above and provide official academic transcripts. CTC Barber Academy may accept credits and/or hours from Cosmetology and/or Barbering schools accredited by nationally or regionally accredited (i.e. NACCAS, or North Central Association) post-secondary institutions on a credit-for-credit, or hour-for-hour provided the credits or hours were earned with a passing grade and are verified by the State Barbering and Cosmetology Board in the state in which the credits or hours were earned. Credits or hours earned in an unaccredited institution will be evaluated separately based on the recommendation of the State Barbering and Cosmetology Board and an examination of the transfer applicants' skills and knowledge by the Academy Director. To be eligible for a diploma from CTC Barber Academy, a transfer student must meet all diploma requirements as stated under "Graduation Requirements". There is no assumption made that hours earned in another institution shall be accepted on a credit-for-credit or hour-for-hour basis.
- CTC Barber Academy welcomes all qualified students with disabilities. In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2008, the institution is committed to providing equal access to all programs and facilities.

CTC Barber Academy does not offer a specialized program for students with disabilities. All students including those with disabilities, are responsible to meet the requirements as outlined in the institutions program curriculum. Students with disabilities seeking admission should be aware that all programs require a high level of dexterity and coordination.

This School will not:

- Prevent nor delay the student enrollment
- Assess a late penalty fee to the student
- Require the students to secure alternative or additional funding
- Deny the student access to any resources available to other students who have satisfied their tuition and fees to the institutions, including but not limited to access to classes, clinic floor, or other institutional facilities.

The Institution does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion in its employment, admission, instruction, or graduation policies.

CTC Barber Academy does not recruit students already attending or admitted to another school offering similar programs of study.

Class Schedule & Attendance

The school schedule are as follows: 8:00am-9:00am (Class) 9:00am-5:00pm Tuesday -Friday. 8:00am-5:00pm Saturdays. **The school is closed Sundays and Mondays.**

Barber/Cosmetology 40 hr./wk., 1550 hours~12 months

Tuesday	8am-5pm
Wednesday	8am-5pm
Thursday	8am-5pm
Friday	8am-5pm
Saturday	8am-5pm

Barber/Cosmetology 20 hr./wk., 1550~19 months

Tuesday	8am-2pm
Wednesday	8am-2pm
Thursday	8am-2pm
Friday	N/A
Saturday	8am-2pm

** Schedule options are subject to change**

2025-2026 Class Start Dates

CTC Barber Academy has open enrollment all year round. Classes generally start every first and third Tuesday of each month *subject to seat availability*.

Time Accounting Policy

The students' hours are documented via finger scanner or passcode and may be reported to the Iowa State Board of Barbering and Cosmetology Arts and Sciences on a quarterly basis. Students shall comply with the following procedure:

1. All students must sign in using finger scanner upon entering building each day and again upon leaving for the day, in order to receive appropriate daily hours. If a student's fails to punch in or out, they will lose all hours for that day unless they provide a time correction form to student services.
2. If a student wishes to make up lost time, they may provide a time correction form to student's services by approved and recorded in logbook by front desk.
3. Students are expected to arrive on time. Ten (10) minutes late is considered tardy.
4. Lunch is thirty (30) minutes.

Absence, Early Out, & Tardiness Policy

- Students should call the school at (515)766-9852 at the beginning of the scheduled day to inform the director if they will be late or absent and/or expected to return.
- To prevent disruption of class, students arriving late to class will not be permitted attendance for the duration of that period (students arriving 10 minutes or later after class start are considered late). Students arriving 10 minutes late will not be able to participate in class, therefore must clock in after their assigned theory class is complete. Further latencies, during the same month, will result in the following unless approved by campus admiration:
 - ❖ **1st unexcused tardy/early out will result in a verbal warning.**
 - ❖ **2nd tardy/early out will result in a written warning.**
 - ❖ **3rd tardy/early out will result in a one-day suspension.**
 - Request for days off are to be given to the director in writing and must be approved.
 - Each student will be allowed 10 personal/sick days (60 hours) for the scheduled duration of their program.
 - Students in violation of the personal/sick day policy are subject to overtime charges if hours not made up by the students contracted graduation date.
 - Absences or tardiness that exceed the personal/sick time must be made up to ensure compliance with school policies.
 - A student is determined to be excessively absent once a student reaches 120 hours behind schedule. Attendance is monitored monthly, students who are determined to be excessively absent are put on an action plan. Students absent for 10 consecutive days will be in violations of the action plan will result in dismissal/termination by the institution.
 - Personal days are not to be used on consecutive Fridays.
 - Any time missed, including suspensions, personal days off, early punch outs and late arrivals will count towards the students absent hours.
 - Any exception to this policy is at the discretion of the Administration.

Leave of Absence Policy

A Leave of Absence Policy may be granted for the following reasons: Death of a relative, an injury or illness of the student (medical), vacation, incarceration or any other allowable special or mitigating circumstance determined by the director. A Students must follow this policy in requesting a LOA.

All leave of Absences must be requested in advance in writing and must specify the reason for the Leave of Absence and include the student's signature. The Leave of Absence must be approved by the school in order of it to be official.

- A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to

recover before returning to the institution, the student would not have been able to request the LOA in advance.

- An emergency Leave of Absence, without prior written request, may be granted provided the student completes the leave of absence form and returns it to the school via mail, email, or in person with reasonable resolution of the emergency.
- The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution establishes the start date of the approved LOA as the first date the student was unable to attend.
- The Leave of Absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- There must be a reasonable expectation that the student will return from the LOA.
- A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- A Leave of Absence extends the student's contract end date and maximum time frame by the same number of calendar days taken in the leave. Changes to the contract period enrollment agreement must be initialed by all parties or an addendum to the contract will be signed once the LOA is granted by the institution.

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. All kit and personal items must be removed from the premises. If the student does not return on the specified date, and has not notified the institution, the student's enrollment will be terminated.

Students will not be assessed any additional charges as a result of the Leave of Absence. Monthly tuition payments must still be satisfied during a Leave of Absence. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and that the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Make-up Work Policy

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return in order to make arrangements to complete the assignments that were missed.

2025-2026 Scheduled Closings for Holidays

03/17/2025-03/22/2025 Spring Break

05/26/2025 Memorial Day

07/4/2025 Independence Day

09/1/2025 Labor Day

11/27/2025-12/02/2025 Thanksgiving Break

12/24/2025-12/31/2025 Christmas Break

01/01/2026 New Years Day

School Closing announcements due to inclement weather

In the event of inclement weather, students are advised to check out Facebook Newsfeed for the most up to date announcements. (Facebook.com/CTCBarberAcademy or Instagram@CTCBarberAcademy)

Students may also email the owners at headinstructor@ctcbarberacademy.com or vivian@ctcbarberacademy.com You may also contact them directly via text or call. Phone number 515-766-9852

Career Considerations

The school wants to ensure that students interested in pursuing a career in barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity, a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest barber techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Safety and Physical Requirements:

- The work can be arduous and physically demanding because of long hours standing over a stylist chair.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.

Graduation Requirements

Students must meet the following requirements from any program at the academy to qualify for graduation and be issued a diploma:

- Completion of state required hours (1550 hours)
- Completion of all assignments and tests
- Meeting the academic and attendance standard for your program
- Complete graduate exit survey
- Payment of all tuition & fees or make satisfactory payment arrangements for all debts owed to the school

Upon completion of the course of study and all graduation requirements, a diploma for the applicable course of study will be awarded. A copy of the student's diploma will be forwarded to the State Board of Barbering and Cosmetology by the school. The graduate will be eligible to pay the required examination fee and complete an application for the state licensing exam.

**** All fees for licensure and examination are the responsibility of the student and are not covered in students' tuition fees. For more information refer to the Iowa Board of Barbering and Cosmetology Arts & Sciences <https://idph.iowa.gov/licensure>**

Career Opportunities and Occupations

Job placement or employment is not guaranteed. However, CTC Barber Academy offers reasonable assistance in job placement. A bulletin board is available for job postings, shop owners/managers are invited into the school to inform students of available positions; a file is kept in the office of shops in the area; advice is given upon request of the student for potential employment. The school provides training professional image, resume' writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self-esteem, communication skills, continuing education, and building a clientele. A barber license provides many employment opportunities. Possibilities include hairstylist, barber stylist, texture specialist, educator, platform artis, shop manager or shop owner. Compensation will vary based on the type of shop, the location and the number of hours worked.

State Licensing Requirements

To obtain a Barbering and Cosmetology Arts and Sciences License in Iowa. Section 21.1 (158), a student must:

- Applicants shall complete an application form and pay fees to the State Board
- Applicants shall provide an official copy of the transcript or diploma sent directly from the school to the board showing proof of completion of training at a barber school licensed by the board. (1550 hours minimum)
- Applicants shall complete and pass the Iowa State Board Exam

Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

Disclosure: Please see the Board of Barbering and Cosmetology Arts & Sciences, Professional Licensure at (www.idph.iowa.gov/licensure). For information that may prevent an individual from obtaining or maintaining licensure and therefore employment as a licensed professional in this State.

Criminal Background Disclosure: I understand that all Licensing Boards within the Bureau have the authority under the Criminal History Record Information Act, to deny a license or discipline a license based on a felony conviction. The Board may also deny a license based on misdemeanor conviction, if that misdemeanor relates to the profession. Just because there exist grounds for provisional denial, does NOT mean applicant will be denied.

**** All fees for licensure and testing are the responsibility of the student and are not covered in students' tuition fees.**

Curriculum—Course Outlines

BARBER/COSMETOLOGY PROGRAM OUTLINE - 1550 HOURS

DESCRIPTION: The primary purpose of the Barbering/Cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering and Cosmetology or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and basic nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic and practical learning related information to ensure sound judgments, decisions, and procedures.
8. Pass the Iowa State Board exam

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering/cosmetology and related fields.

REFERENCES: A comprehensive library of references, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and recorded on the student action form. Students must maintain a written grade average of 75 percent or higher and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

<u>HOURS</u>	<u>SUBJECT – UNIT</u>
150	THEORY - CLASSROOM INSTRUCTION Orientation, the History of Barbering and Cosmetology, Career Opportunities, Life Skills Management, Communicating for Success, Study skills, Product, Tools, Equipment Use and Safety, Client Consultation, State Laws and Regulations, Professional Image, First Aid, Professional Ethics; Basic Tools and Implements Procedures
85	INFECTION CONTROL AND GENERAL SCIENCE Health, Cleaning and Disinfection Methods, Chemical Agents, Types, Classifications, and Identifying characteristics of Bacterial Growth and Viruses, Biology, Infections, Infection Control, Handling Exposure Incidents, Chemistry, Electricity, Anatomy and Physiology, Infection Control Procedures
75	HAIR AND SCALP CARE & TREATMENTS Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Draping for Wet and Chemical Services, Hair and Scalp Care Procedures
120	SHAVING Performing Facial Analysis, Mastering the 14 Shaving Areas of the Face, Fundamentals of Shaving, Facial Hair Designs, Choosing Designs Based on Client Features, Mastering Shaving Strokes, Shaving-Related Infection Control and Safety Precautions, Honing and Stopping Straight Razors; Shaving Procedures
220	HAIRSTYLING Men's and Women's Hairstyling Principles, Elements, and Philosophy of Hair Design; Creating Balance; Designing for Men; Wet Styling; Blow-drying and Waving; Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Thermal Hair Straightening; Styling Long Hair; Styling Procedures, Men's Hair Replacement Systems and Methods, Client Consultation Product Knowledge, use and safety
230	HAIRCUTTING Men's and Women's Haircutting, Basic Principles and Techniques of Sectioning and Haircutting; Identifying Basic Cuts, Understanding Client Language, Body and Posture Positioning; removing length or bulk with razor, cutting techniques with scissors, clippers and shears, Beginning Hair Design, Mastering Fade Cuts, Cutting Various Hair Textures; Haircutting Safety Precautions; Haircutting Procedures
150	HAIR COLORING – BLEACHING Identifying Natural Hair Color and Tone; Types of Hair color; Client Consultation; Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Lightening; Bleaching, Tinting, Toning, Frosting, Special Effects, Hair color Safety Precautions; Coloring the Mustache and Beard, Color Procedures
200	CHEMICALS (TEXTURE SERVICES)

The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Perms/Curling, Relaxing, Chemical Texture Service Procedures

50 MANICURING, PEDICURING

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring and basic nail care

100 SKIN CARE-FACIALS

Skin Structures and Growth, Skin Disorders and Diseases, Identifying Skin Cancer, Recognize Pigment Disorders, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Understanding the Theory of Facial Massage. Principles and Techniques of Skin Care Treatment, Removal of Unwanted Hair, Lash/Brow Tinting

60 BARBER/SALON BUSINESS, RETAIL SALES

Fundamentals of Business Management, opening a Barbershop/Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Business Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Barbershop/Salon Safety; Seeking Employment, Building Your Business, and Professional Ethics

10 IOWA STATE LAWS

Rules and regulations that pertain to the Barber/Cosmetology in specific city or state.

100 EMPLOYMENT ASSISTANCE/ INSTRUCTOR DISCRETION

Licensure preparation focused training to ensure readiness for the Iowa State Board Exam
Job placement assistance support in finding employment opportunities upon graduation.
Professional development guidance on building a successful career in the barbering industry.
Instructor discretion- To be applied by the instructor to strengthen student performance; supervised field trips; or other related training.

1550 TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

Note Nail Care may be added and is available in the appendix of the student text.

Note **1st Phase of Study**-Barbering and Cosmetology program students must complete entire (1st phase of study) theory curriculum prior to entering the student clinic floor and providing service to the public.

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of Instructor Discretion hours is to be applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

Additional Course Information

Upon Completing The courses, the student should be able to:

- Understand the importance of a professional image and how these skills relate to success
- Understand the importance of and comply with the rules for infection control
- Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.
- Name and describe the structures associated with the hair.
- List the factors that should be considered in a hair analysis.
- Discuss the different types of hair loss, their causes and options for treatment
- Recognize hair and scalp disorders
- Demonstrate proper shampooing and conditioning procedures. ‘
- Recognize disorders or diseases of the scalp and hair.
- Understand product knowledge use and safety
- Demonstrate basic haircuts and be able to choose which techniques and tools are required
- Apply the basic haircutting techniques to accomplish more advanced styles.
- Demonstrate shaving with a straight razor
- Demonstrate the ability to handle tools and implements properly
- Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures
- Define terms relating to skin disorders and discuss which disorders may be handled in the schools/shop and which should be referred to a physician.
- Identify and apply business and marketing strategies to be successful in the shop
- Describe the various types of shop ownership and operation procedures
- Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.
- Understand the laws and regulations set forth by the Iowa State Board of Barber Examiners.

Classroom Reading Material

Milady's Standard Professional Barbering Textbook and student Workbook

Lectures/Discussions

In addition to providing information, lectures/discussions are designed to:

- Help organize the reading materials
- Highlight important facts- (questions/answers)
- Discuss interpretations and experiences and to provide viewpoints on the materials being studied

Demonstrations

Instructors will demonstrate techniques and procedures for performing tasks.

Exams, Tests, and Quizzes

Chapter tests and a final exam will be given. Students must achieve a grade of 75% or higher.

Quizzes and other short assignments may be given.

Grading System

Methods of evaluation include practical and written exams, workbooks, quizzes and assignments.

Dress Code

CTC Barber Academy has established a standard dress code for all students to maintain a professional atmosphere. Students not in dress code may be asked to leave school to change, which will also result in a loss of hours. The dress code follows:

- School smocks must be always worn.
- Black or khaki pants must be always worn. ****No leggings****
- CTC polo shirts or T-shirt must be always worn
- Shoes must be always worn. Open toed shoes are not allowed.
- No caps, hats, head nets, or bandanas (except CTC apparel)
- No excessive jewelry
- Shorts can be worn during the summer (appropriate length)
- All clothing worn must be worn in a professional manner
- Jeans are not allowed (except FRIDAYS) ***No holes***

Telephone and Cell Phone Policy

- Personal phone calls will not be taken by the school unless in cases of emergency (i.e., accident, sick child, etc.)
- All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.
- During class and clinic time, cell phones need to be turned off or set to “silent” mode and stored away.

Tools and Personal Items

CTC Barber Academy and/or staff are not responsible for loss or stolen kit items or personal items. It is the student’s responsibility to replace such items. Lockers are available; however, the students must provide their own lock. Students are expected to have books and equipment ready for class and/or clinic every day.

Parking

Students are permitted to park in the parking lot behind the building. Students may also park in streets (which require a parking meter).

Smoking

This is a non-smoking facility. All smoking/vaping shall be done outside the building on the left side or behind the building in a designated area away from the entrance of the building. Discarded cigarettes must be disposed of in a designated container. Smoking/Vaping is **ONLY** allowed during approved break periods. Initial violations of this policy will result in immediate dismissal for the day. Repetitive violation will be subject to suspension and/or termination at the discretion of the school.

Emergency Evacuation Plan

There are two main exits from the building: one at the reception area entry (leading outside the front of the building) and the other through the breakroom.

- In case of emergency/fire, calmly leave the building through the closest exit.
- A fire extinguisher is located near the theory room exist of the school.
- In case of a tornado leave out of the front door and downstairs underneath the staircase

Student Kit Policy

Books and Kits are provided by the academy and issued to the students during training. Student (books & kits) are **non-refundable** once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. Student kit will be disbursed to students an appropriate time in their training. The Kit items may be changed at the discretion of the school.

Rules and Regulations

1. Students must attend school regularly and arrive on time.
2. Students must clock only themselves in and out every day.
3. Student must be in the stated dress code. Smock or CTC polo must be always worn while on the clinic floor.
4. Students must always behave in a professional manner.
5. Students must keep their work area clean and sanitary and clean up after themselves.
6. Students must be prepared to perform any service and have the necessary equipment.
7. Participate in the learning process.
8. Abide by all policies stated in the school catalog
9. Smock, cape, chair, station, and floor must be clean and organized before servicing any client.
10. Follow the school steps of service
11. If you are not engaged in a haircut, practice on mannequins; perform book work, observe, observe, observe! Do not be afraid to ask questions.
12. If you make a mistake on a haircut. Do not draw attention or speak of it openly. Continue with the haircut and your director will be over to fix or help with any issues.
13. Clients who come into the school will be directed into your chair
14. The client in your chair is to receive your undivided attention. Please do not engage in lengthy conversations with others while performing a service.
15. Cell phones are to be on silent and put away during service.
16. Gratuity is acceptable, but no to be expected or suggested in any way.
17. Before leaving for the day, stations must be cleaned, mirrors cleaned base and chair polished, combs taken out of barbicide.
18. Any client that is receiving a shave must sign a liability form release for located at the front desk.
19. Students are not allowed in the office
20. No eating in the clinic.
21. The clinic floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
22. Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
23. Professionalism is always a must. Remember a good and positive attitude married with your talents is the key to your success.

24. No personal services allowed on Fridays or when the school is busy.

Barbershop and school etiquette

- 1. Professionalism is always a MUST.**
- 2. Be mindful and respectful of who is around you when engaging in certain types of conversation. Speak courteously and use proper grammar.**
- 3. Four major topics that are not to be discussed on the clinic floor in the presence of a new client: Politics, religion, Race, Sex**
- 4. We DO NOT talk about other clients in any way in front of other clients.**
- 5. Do not talk about your tips in front of other clients.**
- 6. Clients who are balding are often very sensitive to the fact. We want to make clients feel good about themselves so be conscious of your words.**
- 7. Issues or conflicts that may arise with any clients will be handled by the director; do not take issues into your own hands.**
- 8. Quality Customer service is our **number one** priority and key to our growth and continued success.**
- 9. NO FOUL LANGUAGE**
- 10. We are in the service industry; no student will be allowed to refuse a service to a client.**

Children's Haircuts

- 1. Children under 5 years of age and or children that appear to be unruly must be accompanied by a parent or guardian. The parent or guardian must sign the release form located at the front counter. This is to protect our school against any claims that may come about if injury is caused by negligence due to your inexperience, or due to their child's unruly behavior.**
- 2. Exhibit a CALM composure while dealing with an unruly child. Your energy may have a direct effect on the child's comfort and willingness to work with you.**
- 3. ALWAYS keep one hand on the child's head with firm but comfortable pressure. This will allow you to know when to pull your clippers away and avoid any possible injury.**
- 4. NEVER offer a child candy without quietly asking the parent if it is ok first.**

Unlawful Discrimination or Harassment

No student shall engage in discrimination or harassment of another student, instructor, or staff member of this school. This shall include discrimination or harassment based on race, sex, gender, age, color, religion, disability, and ethnic origin. This includes verbal, physical, or another conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

Cheating

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, acquisition without permission of school test of other materials and/or destruction of these materials. Such behavior may result in the loss of a grade and/or suspension.

Theft/Vandalism

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

Conduct

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member.

Termination Policy

The school reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by school rules.

CTC Barber Academy may terminate a student's enrollment for non-compliance with school policies, the enrollment contract or state Laws and regulations. Grounds for termination include but not limited to:

- Failure to maintain satisfactory attendance, academic progress, or financial obligations
- Improper conduct or disruption of normal activities of the school
- Any action that causes or could cause harm to a client, student, or employee of the school
- Willful destruction of school property
- Non-payment of tuition fees or other debts owed to the school
- Theft or engagement in any illegal act

Withdrawal Requirements/Procedure

Students who officially withdraw from enrollment prior to course completion must:

- Provide a written notice to the school
- Complete all required exist paperwork
- Satisfy all debt owed to the school

Procedure for withdrawal/withdrawal date:

- A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- A student will be determined to be unofficially withdrawn from the institution if the student has not attended any class for ten (10) consecutive days
- All refunds will be issued within 45 days of the determination of the withdrawal date.
- Upon payment of all debts owed to the school and a \$10 transcript fee, a certified final transcript of hours will be given to the student. If withdrawal requirements are not met, no transcript will be released.

School Equipment

Cases of damage done to school equipment due to negligence or malicious intent will be reviewed by the directors. Students will be required to pay for all damages according to the assessment and discretion of the director.

Personal Services

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop personal service to accommodate the client.

Sanitation Duties

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked.

Advising and Professional Assistance Referral Policy

CTC Barber Academy provides academic advising to all students on a quarterly basis. Formal evaluations are conducted with students in accordance with the school satisfactory academic progress policy. Additionally, the faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

Student Records and Transcripts

Academic records are safely retained at the school under lock and key. The school will store paper records to provide back-up in case of loss or disaster. Electronic records are password protected and available to staff on "need to know" basis; subject to some routine back up (copy) process in the event of system failure. Backed up electronic records are frequently stored at a location other than the school in the event of disaster (fire, storm damage) at the school location. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed to the school. Additional transcripts are available to students upon written request and notification of permission for a fee of \$10. Student records will be provided only after receipt of a written request, which must be made by the individual student. Student records are maintained for a minimum of (15) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately. To obtain student records and transcripts contact school director---

Vivian Evans

vivian@ctcbarberacademy.com

515-766-9852

137 Lynn Ave Suite 208

Ames, IA 50014

Student Information and Release Policy

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parent or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

Family Educational Rights and Privacy Act-----FERPA

CTC Barber Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment. Public Law 93-380 section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance of the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the students' records.

Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution.

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school director. All communications regarding the complaint must be in writing and all meetings and communication will be documented in the student files. Records of complaints and their resolution, as applicable, are retained according to the school's record keeping policy for review.

The grievance policy is as follows:

1. Complaints against students or employee must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:

Bureau of Professional Licensure- Board of Barbering and Cosmetology Arts & Sciences
6200 Park Ave Suite 100 Des Moines, IA 50321
515-281-0254

or

Bureau of Iowa College Aid, Iowa Department of Education
400 E. 14th St. | Des Moines, IA 50319
877-272-4456

<https://educate.iowa.gov/higher-ed/student-complaints>

If the problem remains unresolved the student may choose to take the matter to the Academy's accrediting agency. The name & address of the agency is:

National Accrediting Commission of Career Arts and Science (NACCAS)
3015 Colvin Street | Alexandria, VA 22314
703-600-7600

Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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 National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. The institution shall notify any student who is not meeting SAP.

EVALUATION PERIODS

Students are evaluated for (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. All evaluations must be completed within seven (7) school business days following the established evaluation periods.

Barber/Cosmetology

450 actual hours and 15 weeks
900 actual hours and 30 weeks
1225 actual hours and 38.5 weeks
1550 actual hours and 47 weeks

*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% 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 scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% 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 117.7% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below.

Barber/Cosmetology

1550-hrs
Full-time; 47 weeks, 40hrs per week
Max. time allowed 53weeks; scheduled hrs. 1824
2 academic years

1550-hrs
Half-time; 80weeks, 20hrs per week
Max. time allowed 93weeks, scheduled hrs. 1824
2 academic years

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

Regarding Satisfactory Academic Progress, a student's transfer hours from another institution will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. The midpoint of the contracted hours or the established evaluation periods, whichever comes first. Students who have not completed the course within the maximum timeframe may remain in school and will be placed 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 grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	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 copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

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 have the ability to 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 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 receive Title IV funds.

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 by the end of the warning or probationary period. * This institution is not currently participating in Title IV*

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

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.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten 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.

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 from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

The satisfactory academic progress policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Tuition and Fees 2025-2026

Barber/Cosmetology Program

Registration Fee	\$100
Kit & books	\$2,000.00
Tuition	\$18,000.00
Total	\$20,100

TUITION PAYMENTS:

1. A payment of **\$100 non-refundable registration fee** is due with signing of the enrollment contract.
2. The full payment is due **2 weeks** prior to class.
3. Balance of tuition options:
 - A. Option 1: **\$10,000** due no later than **1 week** prior to class, the remaining balance is due **6 months after**. Payable by cash, check or credit card)
 - B. Option 2: **\$5,000** due **1 week** prior to class, with the balance to be paid in **3 quarter** installments in the amount of **\$5,000**. Tuition to be paid in full **1 week** prior to the last quarter of the program.
 - C. Option 3: Payment schedule by clock hours
 - 0-450
 - 451-900
 - 91-1350
 - 1351-1550

These options are available to all students.

**** Students are required to pay for tuition in full. If they cannot afford to pay his/her balance in full at the time of registration, he/she will be directed to the administration office to discuss payment options. If the students have obtained a loan of any type or from a lender, the student will have the obligation and responsibility to repay that loan in full plus any interest. Outstanding balances block students from future enrollment and puts a hold on their account which prevents the issuance of official transcripts.**

Acceptable payment options include **cash, money order, cashier's check, credit cards, or bank transfer.**

Scholarships

From time to time, CTC Barber Academy will offer scholarships to potential students on a promotional basis. Details will be posted when scholarships are available and how to apply on the school's website- www.ctcbarberacademy.com under Scholarships.

CANCELLATION AND REFUND POLICY:

The school shall refund all tuition charges to a student minus (\$100) registration fee to students who withdraw within the first two weeks of instruction.

The institutional refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

The school shall refund all tuition charges to a student who withdraws within the first two calendar weeks of instruction.

CTC Barber Academy shall make a pro rata refund of tuition charges to a student who terminates from any of the school's postsecondary educational programs or course after the first two calendar weeks in an amount that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period. If a terminating student has completed sixty percent or more of a school period, CTC Barber Academy is not required to refund tuition charges to the student.

If the school is permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student or provide course completion through a prearranged teach out agreement with another institution. If the course is canceled after a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course later.

If the school cancels a course and/or program cease to offer instruction after the students have enrolled and instructions has begun, the school shall at its options:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the course and/or program; or participate in a Teach-Out Agreement; to provide a full refund of all monies paid.

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date

- A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be unofficially withdrawn from the institution if the student has not attended any class for ten (10) consecutive days
- D. All refunds will be issued within 45 days of the determination of the withdrawal date.
- E. Upon payment of all debts owed to the school and a \$10 transcript fee, a certified final transcript of hours will be given to the student. If withdrawal requirements are not met, no transcript will be released.

2. Tuition charges/refunds:

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of \$100.
- B. After the commencement of classes, the tuition refund, minus the registration fee of \$100 will be determined per the cancellation and refund policy.

Books, supplies and fees: (student kit) Are non-refundable as specified in the school's catalog.

Refunds will be issued within 45 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Exceptional Policy

The exceptional refund policy applies when a student terminates a postsecondary educational program after the first two weeks due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city. The terminating-student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of clock hours in the school period to the total number of clocked hours in the school period.

Military Refund Policy

For students who are members of the Iowa National Guard or reserve forces of the United States (and the spouses of such members have dependent children when ordered into active duty); The school shall provide a full refund of tuition and fees to a student who withdraws and request that benefit for the payment period in which the student withdrew. If arrangements

cannot be made for the student to complete the program at a later time, the student shall be considered dropped and all tuition refunded.

Drugs and Alcohol-Free Campus

CTC Barber Academy has zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and or removal. Students may be required to take a drug test during enrollment period. Students may request counseling for substance abuse and will be referred to community resources.

All Students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by CTC Barber Academy students and employees of a controlled substance that is not medically authorized is strictly prohibited. Students and employees who violate the drug-and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by CTC Barber Academy may be subject to, as applicable, discipline, suspension, expulsion, or employment termination. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotic or drugs, or possession of paraphernalia, may result in disciplinary sanction from CTC Barber Academy and/or referral to law enforcement officials.

Sexual Misconduct Policy

CTC Barber Academy is committed to providing and maintaining a positive learning and working environment, that is free of any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

CTC Barber Academy administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is violation of this policy for any member of the CTC Barber Academy community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the CTC Barber Academy community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the CTC Barber Academy community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

Drug, Alcohol, and Sexual Abuse Resources

Iowa

Iowa Department of Public Health Your life Iowa

<https://yourlifeiowa.org/resources>

(855)581-8111

Iowa Coalition Against Sexual

Assault <http://www.iowacasa.org/>

Sexual Abuse Hotline: (800) 284-7821

Sexual Violence Prevention

<https://www.iowacasa.org/resources>

National

Alcoholics Anonymous

<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism

Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health>

Public education materials

<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration

Behavioral Health Treatment Services Locator

<https://www.samhsa.gov/find-treatment>

DEA-United States Drug Enforcement Administration

<https://www.dea.gov/druginfo/factsheets.shtml>

Rape, Abuse & Incest National Network (RAINN)

(800) 656 HOPE (4673)

Safety and Prevention

<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture Victim Services/Advocates

<http://changingourcampus.org/category/victim-services/>

Foundation For a Drug-Free World

<https://www.drugfreeworld.org/>

National Institute on Drug Abuse

<https://www.drugabuse.gov/>

Child Abuse Reporting

Pursuant to Iowa Code Section 261.9(1)(h), any CTC Barber Academy employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the administrators and the employee shall immediately make a report to the local law enforcement.