OAKLANDBARBER ACADEMY

SCHOOL CATALOG
January 2, 2026 to December 31, 2026

A Non-Accredited Institution

5499 Bancroft Ave
Oakland, CA 94601
(510) 459-0337
www.oakbarberac.com

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrolment agreement.

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT.

APPROVALS DISCLOSURE

OAKLAND BARBER ACADEMY has been granted institutional approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau, nor does this approval to operate indicate that the institution exceeds minimum state standards. It is a private institution approved to operate by the Bureau, and approval to operate means compliance with the state standards outlined in the CEC and 5, CCR. Institutional approval must be renewed every five years and is subject to continuing review. The course approved by BPPE is the Barber Course for 1000 Clock Hours.

Barbering programs are also approved by the California Board of Barbering & Cosmetology (BBC), which sets minimum standards for our Program of study in accordance with Education Code Section 94915.

FINANCIAL AID

Currently, our college does not offer state or federal financial assistance to cover the financial costs associated with our courses of study.

The Occupational Classification code for this Barber program is, 39-501.

BANKRUPTCY

Our college is not involved in any type of Bankruptcy action, such as having a pending petition before a Bankruptcy court or operating as a debtor in possession, nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

UNANSWERED QUESTIONS REFERRAL

Persons seeking to resolve problems or complaints should contact the instructor in charge. Requests for further action may be made to the Owner – Mr. Christopher Colter.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website www.bppe.ca.gov

ACCREDITATION

This institution is not accredited by any Department of Education recognized accrediting Agencies. Therefore, we do not offer Federal Student Aid.

NOTE

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect enrolled students.

WELCOME MESSAGE FROM THE OWNER

Dear Prospective Student,
We are thrilled to welcome you to Oakland Barber Academy, your gateway to an exciting career in barbering! We can't wait to be part of your journey into this dynamic industry, and we're delighted that you've chosen our institution for your professional training.

As you step into this vibrant field, a world of opportunities awaits you. We are more than just a school - we are a community that welcomes everyone with a passion for barbering. We invite you to visit our campus, interact with our dedicated instructors, and explore the countless benefits we offer to our committed students.

At Oakland Barber Academy, we provide more than just the fundamental training you need to ace the Board of Barbering and Cosmetology examination. Our curriculum is designed to equip you with the knowledge and skills needed to thrive in the competitive marketplace and to excel in every task necessary to achieve your dream lifestyle.

But remember, your success hinges on your dedication, hard work, and constant practice. Our program covers a broad range of topics, including shop management, business concepts, and personal success techniques to ensure you're well-rounded in all aspects of the industry.

Joining Oakland Barber Academy is a joyful experience! We're here to help you unfold your potential and transform your passion into a fulfilling career. Remember, your training is an investment in your future – the more effort you put into it, the greater the rewards. Welcome to your new journey with Oakland Barber Academy!
Sincerely,
Christopher Colter, Owner

MISSION STATEMENT

Oakland Barber Academy's mission is to guide the student to excel at the theory and practical skills to pass the state licensing examination and become "shop-ready" for an entry-level position in a Barber Shop.

EDUCATIONAL OBJECTIVE

To provide each enrolled student with a high-quality program in an environment conducive to attaining real-world skills by adopting a straightforward, pragmatic methodology.

Students will be introduced and provided structured instruction in a learning environment that offers time to acquire hands-on experiences and the knowledge and techniques needed to complete their programs of study successfully.

Our school simulates barber shop conditions to help our students "learn by doing" with modern equipment and various supplies that help enhance the student's product knowledge. Our students practice managing the reception desk, setting appointments, answering the telephone, operating the cash register and assisting in operating our supply system.

The Oakland Barber Academy faculty is exhibited daily in the classroom and clinic floor. This core staff is supplemented with guest artists, lecturers and trainers with proven expertise from virtually all barbering spectrums.

Upon completing the course of study, the graduate should be able to function effectively in one of the areas such as Barber, Barber Shop Operator, Barber Supply/Equipment Sales Representative. Normal progression should move him or her to positions such as Barber Shop Manager, Barber Shop Owner or School Owner.

COURSE OF STUDY

BARBER COURSE: The course of study for students enrolled in a Barbering course shall consist of 1000 clock hours of technical instructional and practical operations covering all practices constituting the art of barbering.
Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (S.O.C. 39-5011). A Barber must be licensed to practice in the State of California.
***For licensed Cosmetologists, there is a 200-clock-hour curriculum that consists of the Shaving curriculum not taught in the cosmetology course.

ADMISSION REQUIREMENTS

- Government-issued picture identification; **and**
- Social Security **or** ITIN Card; **and**
- High School or College/University Diploma **or** Transcript (that clearly states you have met all graduation requirements), **or** GED, California State Proficiency Test **or** its equivalent, **ORaz**
- If Home Schooled, a valid certification document provided by the State in which you were home-schooled must be provided, and it must be equivalent to a High School Diploma, **OR**
- We do not admit students that graduated high school outside the United States.
- For licensed cosmetologists: a valid cosmetology license, Government issued picture identification **and** Social Security **or** ITIN Card are required for admissions.

We do not accept Ability to Benefit (ATB) students.

Oakland Barber Academy has not entered into an articulation or transfer agreement with any other college or university.

GRIEVANCE POLICY

In the event a student has a concern or grievance that cannot be resolved with the student's immediate Learning Leader or Education Leader, the student must file the concern in written form. The complaint will then be referred to the school's Management Team, which consists of the Director, the school owners, the sales leader, and the Future Professional Advisor. The team will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, a letter requesting additional information will be sent to the student. If no further information is needed, the team will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as a result of initiating a complaint. Students should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency or the U.S. Department of Education. Students will not be subject to retribution upon filing a complaint. Students may refer unresolved grievances to:
Bureau for Private Postsecondary Education (BPPE)1747 N. Market Blvd., Suite 225 Sacramento, CA 95834 (916) 574-8900
Toll-free: (888) 370-7589 website: www.bppe.ca.gov **Board of Barbering and Cosmetology** (BBC) P.O. Box 980818 Sacramento, CA 94244-2260 (916) 575-7281
Toll-free: (800) 952-5210 website: barbercosmo.ca.gov

DISABLED STUDENTS

Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled student depending on the physical ability of the potential student.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the barber field must be in good physical health, for he/she will be working in direct contact with patrons. In most aspects of the barber culture field, there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Medical Doctor stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personnel prior to her enrollment. In the case that a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Medical Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

STATEMENT-NON-DISCRIMINATION

Oakland Barber Academy does not discriminate on the basis of race, color, religion, ethnic origin, sex, disability, financial status, age, area of origin or residence in its admissions, instruction, or graduation policies.

CREDIT EVALUATION/TRANSFER POLICY

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology's approval of prior training.

Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Oakland Barber Academy. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Provisions for appeal: Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the CEO, Christopher Colter, at 5499 Bancroft Avenue, Oakland, CA 94601.

Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, transfer fee and kit, and tuition based on hours needed to be multiplied by the current hourly rate. A Transfer fee of $500.00 is applied to transfer students requiring less than 750 hours of study at Oakland Academy.

Experiential learning – Credit is not awarded for prior experiential learning.

RE-ENTRY POLICY

All students who withdraw may re-enter the Program without the loss of Program hours and provided it is within five (5) years from the date of their withdrawal, which is the institution's policy. All records of the student are retained permanently, and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND

CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Oakland Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Barber program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your

Attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Oakland Barber Academy to determine if your certificate will transfer.

LANGUAGE POLICY

All courses offered by Oakland Barber Academy are taught in English. The Institution does not provide an English as a second language (ESL) course. Students who have questionable English language skills will be interviewed by a committee of an instructor, the admissions officer and the school director to determine if the student has the ability to absorb the information in the textbooks and lectures. Alternatively, a high school diploma or GED from an English-only school or a passing score of 200 on the verbal Online Wonderlic Placement Exam in English will qualify the student.

CALENDAR/HOLIDAYS

The Academy is closed on the following holidays: New Year's Day, ML King Jr. Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve day, Christmas Day, and New Year's Eve Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES

Classes begin monthly unless there is a greater enrollment class, in which case, a class might begin before the first Tuesday of every month. Class sessions are held at 5499 Bancroft Avenue, Oakland, CA 94601.

ATTENDANCE STATUS

Full time: Any student scheduled to attend 30 hours or more per week is considered to be a full-time student. Part-time enrollment is defined as 20 - 29 hours per week.

ORIENTATION

An Orientation for students is held prior to students beginning class. All new students, transfers and re-enrollment students are required to attend prior to attending their first class.

FACILITY & EQUIPMENT

Oakland Barber Academy is a (1,340 sq. ft) air-conditioned; one-story modern facility accessible to all public transportation. The facility consists of a combined lecture/lab room, workshop areas, administrative office, student resource library and student and faculty lounge. We offer modern equipment, which includes Barber type chairs, individual styling stations and a variety of professional products and supplies that will help enhance the student's product knowledge. A student lounge is provided for the students' use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. The school, the facility it occupies and the equipment it utilizes fully comply with any and all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations. **OAKLAND BARBER ACADEMY** welcomes all persons interested in a beauty/barber career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious students. We will be pleased to answer all of your questions.

STUDENT SERVICES

This institution maintains a focus on the delivery of educational services. Should a personal problem interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Placement services, career counseling and drug counseling referral services are available to enrolled students of this institution.

CAREER COUNSELING AND PERSONAL ATTENTION
Students are counseled individually, as often as necessary but at least every six weeks, to review the student's progress and adjustment. Successful Barber Shop Owners and Barbers are scheduled in the school regularly to give demonstrations and to discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training, from the first day of enrollment to the day of graduation. At predetermined intervals, assessments are utilized to evaluate the rate and quality of the student, and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

DISCLOSURE OF EDUCATION RECORDS
Student records for all students are kept at the College for five (5) years. Transcripts and certificates earned are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student records, including a transcript of grades earned. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their parent/guardian if the student is a dependent minor) before education records may be disclosed to third parties, with the exception of accrediting commissions and governmental agencies so authorized by law.

PLACEMENT ASSISTANCE
Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. After passing the exam, students are encouraged to return for placement assistance by reviewing the listings of barber shops and salons seeking employees, the requirements, salaries, and other pertinent information. The school does not guarantee placement for any student.

DRUG ABUSE PREVENTION PROGRAM
The College makes the following information available to its students, staff, and instructors. Any individual associated with Oakland Barber Academy who is seeking information, counseling, or assistance concerning Drug Abuse and/or Prevention may call or visit the following agency**:**

LIBRARY RESOURCES
Our campus has a resource center in which computers and current magazines, Barber & Cosmetology reference books, videos and laptops are maintained. Students must sign a library reference sheet to check out any items from the resource center. Most of these materials, not computers, can be checked out for overnight use.

SCHOLARSHIPS

Our Academy does not award any institutional scholarship incentives at this time.

ADMISSIONS & FINANCIAL OFFICE HOURS

Applicants for admissions may secure information on Tuesday through Friday between 10:00 a.m. - 4:00 p.m. **Person to contact: MR. CHRISTOPHER COLTER Admissions @ PH: (510) 459-0337**.

PROOF OF TRAINING & TRANSCRIPT

The first official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or a transcript fee of $25.00 for two copies. POTs and Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

HOUSING / DORMITORY

Our Academy does not offer any type of housing, nor do we offer any type of housing assistance (i.e., housing referral, location assistance or financial housing assistance). Housing in the immediate area is available in one- and two-story walkup and garden apartments. The monthly rent for a one-bedroom unit is approximately $900 a month (www.apartmentguide.com).

VISA SERVICES

This institution does not admit students from other countries, so no visa-related services are offered. This institution does not provide airport reception services or other services.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences and the Federal regulations established by the United States Department of Education.

ATTENDANCE PROGRESS EVALUATION

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered for 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 67% 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 with satisfactory academic progress is:

	MAXIMUM TIME ALLOTTED	
COURSE		**D HOURS**
Barbering (F/T 40 hrs./wk.) – 1000 Hours	37.5 weeks	1500

No additional tuition is charged for hours needed to complete the contracted program.

EVALUATION PERIODS
Satisfactory Academic Progress will be assessed at the following benchmarks of actually attended hours:

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

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 the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

GRADING SYSTEM
Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis, and the percentage is equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING		POINT GRADES FOR PRACTICAL WORK
100%- 90% A	Superior Performance	(GPA 4) 4 POINTS=A
89% - 80% B	Above Average	(GPA 3) 3 POINTS=B
79% - 70% C	Average	(GPA 2) 2 POINTS=C
69% - 60% D	Unsatisfactory	(GPA 1) 1 POINTS=D = NOT PASSING
59% - 00 % F	Fail	(GPA 0) 0 POINTS=F = NOT PASSING

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

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 to the same satisfactory academic progress status as at the time of withdrawal.

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

TRANSFER HOURS
Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours to determine when the allowable maximum time frame has been exhausted.

PROGRESS POLICY
Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

STUDENT CLOCK HOUR POLICY
The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance. As a result of this requirement, this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half-hour must be deducted from your daily total, and you must clock in/out on your timecard for the lunch break.
At the completion of the day, your timecard is prepared from the current weekly timecard. The daily hours and operations earned are added to the totals in the prior column, and the final totals are transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly timecard. The timecard must be signed by the student and the instructor daily. **Instructors may not sign a student in or out, and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.** After clocking in, you are required to maintain applied effort. Timecards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster. The timecards are the property of the school and must remain in the school at all times. Timecards must be retained/stored in their entirety for six years by the school.

(6) **The Office of Student Assistance and Relief:**
The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/.

TIMECARD CREDIT: The following is a guideline for the instructor to issue credits**:**
Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.

1. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
2. The portion of the timecard concerning operations is to be applied effort of the students as they manually perform practical subjects.
3. Some practical operations may take longer to perform, according to the student. Note the following time frame the Program gives for each operation: Scalp Treatment = 1/2-to-1-hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Hair cut = 1/2 to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

LEAVE OF ABSENCE (LOA)

Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the Program. Students needing an LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave.
Occasionally, unforeseen circumstances prevent the student from requesting an LOA in advance (i.e., an injury in a car accident that requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone, text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event. In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences. There must be a reasonable expectation that the student will return from the LOA in order to for an LOA to be approved. Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties, or an addendum must be signed and dated by all parties.
A student may request more than one LOA during his/her contracted time frame. However, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period. A student who fails to return from an LOA will be considered dismissed (dropped) as of the class of last attendance prior to the start of the LOA.

SCHEDULE OF CHARGES

Course	Tuition	Enrollment fee	Kit	Learning materials	STRF	Total
Barber	$2,900	$100	$500	$500	$0	$4,000

Student Tuition Recovery Fund (STRF)

A qualifying institution shall include the following statement on both its enrollment agreement and school catalog. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in

the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must do the state-imposed assessment for the STRF, or it must be paid on your behalf if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important to keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in the teach-out plan approved by the Bureau or did not complete the chosen teach-out plan approved by the Bureau. Closed before the course of instruction was completed.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the Program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the Program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or another monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The current STRF assessment is $0.00 per $1,000.00

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect currently enrolled students.

METHODS OF PAYMENT

The Financial Advisor will develop a personalized payment program for each individual.

All tuition and fees are payable in advance unless other arrangements have been made prior to the commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged for participation in the payment plans offered. These payment plans are provided as a free service to our enrolled students.

Oakland Barber Academy accepts cash, checks and credit cards for payments.

This institution does not provide financial aid to students at this time.

LATE FEE CHARGE
If tuition payments are not made as agreed, a late fee will be assessed as follows:

7 days = $25.00 30 days = $50.00

Please be advised that if your account becomes delinquent for more than 30 and special arrangements have not been made, the school may elect to terminate your enrollment and you will be required to pay any outstanding fees, or the school will pursue legal collection if necessary.

If a student receives a student loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

EXTRA INSTRUCTION CHARGES

Students who require additional training hours beyond their contracted completion date will not be assessed additional tuition charges for completing their contracted program requirements.

BRUSH-UP
Students requiring preparation for the licensing exam will be billed at the course hourly rate. Students must furnish their own equipment.

NOTICE OF STUDENT RIGHTS

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid, less the $100 enrollment/application fee, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

Notice of cancellation must be submitted in writing to the School Administrator or Owner at Oakland Barber Academy, 5499 Bancroft Avenue, Oakland, CA 94601. Notice may be delivered in person or by mail and need not take any particular form. Cancellation is effective on the date the written notice is sent or delivered.

All required refunds will be issued within 45 calendar days of cancellation. If an applicant is not accepted by the School, all funds paid will be refunded.

Withdrawal and Refund Policy

After the cancellation period, a student may withdraw by written notice or through conduct, including lack of attendance, in accordance with the published attendance and withdrawal policies. No separate refund application deadline or cancellation fee will be imposed.

Refund Calculation and Charges

Students who withdraw or are terminated after completing 60% or less of their period of attendance are entitled to a pro rata refund of unearned institutional charges.

The hourly tuition rate is calculated by subtracting applicable nonrefundable charges from total institutional charges and dividing the remaining amount by the contracted program hours. Earned tuition is calculated using applicable scheduled hours through the student's last date of attendance, including scheduled absences before that date, subject to applicable law.

Amounts paid in excess of earned tuition and applicable nonrefundable charges will be refunded. After more than 60% of the period of attendance has been completed, tuition is considered fully earned, subject to applicable law.

Nonrefundable Charges

The $100 enrollment/application fee is nonrefundable except where a refund is required by law. Barber kits, textbooks, equipment and learning materials become nonrefundable once issued to the student and the statutory cancellation period has expired, to the extent permitted by law. Educational materials remain refundable during the statutory cancellation period. STRF assessments will be handled in accordance with California law.

Determination of Withdrawal

The withdrawal date is the last date of recorded attendance. The school determines withdrawal upon written notice, termination for academic failure or violation of school policies, two weeks of absence without notice that the student is not withdrawing, or failure to return as scheduled from an approved leave of absence. For failure to return from leave, the determination date is the scheduled return date. Attendance is monitored daily.

All required refunds will be issued within 45 calendar days of cancellation or withdrawal. Nothing in this policy limits a student's refund rights under applicable California law.

Program Cancellation and School Closure

If the educational program is discontinued or canceled, or if the institution closes before the student completes the program, Oakland Barber Academy will comply with California Education Code section 94927, including arranging completion at another institution at no additional cost beyond the original enrollment agreement or providing a full refund of institutional charges, as required by law.

Student's Right to Cancel

A student may cancel the enrollment agreement through the first class session or the seventh calendar day after enrollment, whichever is later. The school will refund all institutional charges paid, less the $100 enrollment fee, unless a full refund is required by law.

Send or deliver written notice to the School Administrator or Owner, Oakland Barber Academy, 5499 Bancroft Avenue, Oakland, CA 94601. No particular form is required. Cancellation is effective when the notice is sent or delivered. Required refunds are issued within 45 calendar days. Applicants not accepted by the school receive a full refund.

Withdrawal and Refund Policy

After the cancellation period, students may withdraw by written notice mailed or delivered to the School Administrator or Owner at the address above. Notice is effective when received or earlier if delivered. Withdrawal may also occur by conduct as described on page 16. No separate refund application or cancellation fee is required.

Refund Calculation and Charges

A student who withdraws or is dismissed after completing 60% or less of the period of attendance receives a pro rata refund of unearned institutional charges. The hourly charge equals total institutional charges less applicable nonrefundable charges, divided by 1,000 contracted hours. Multiply that rate by the hours attended, including scheduled absences before the last day of attendance. Subtract earned charges and applicable nonrefundable charges from payments received; refund any positive balance. After more than 60% of the period of attendance, tuition is fully earned, subject to applicable law.

Nonrefundable Charges

The $100 enrollment fee is nonrefundable except where a full refund is required by law. The $500 kit and $500 learning materials charges are nonrefundable only when the respective educational materials have been issued and the cancellation period has expired, to the extent permitted by law. Unissued materials remain refundable. STRF assessments are refunded when a full refund is required and otherwise treated in accordance with California law.

Determination of Withdrawal

The school monitors attendance daily. Withdrawal may occur by student notice, dismissal for academic or conduct reasons, two consecutive weeks of absence without notice that the student intends to continue, or failure to return from an approved leave of absence. The school will provide written notice of school-initiated withdrawal and document the determination date. For refund calculation, the last day of attendance is used; for failure to return from leave, the determination date is the scheduled return date. Approved leave days are excluded from scheduled attendance.

Required refunds and credit balances are paid within 45 calendar days of cancellation, withdrawal or completion, as applicable. Unpaid third-party fees collected on a student’s behalf are also refunded within the applicable 45-day period. The school maintains a cancellation and withdrawal log. No collection or disciplinary policy overrides statutory refund rights.

Program Cancellation and School Closure

If the institution closes or discontinues the program before completion, Oakland Barber Academy will provide refunds or arrange completion without additional charges as required by California Education Code section 94927. The school will comply with applicable California Education Code and 5 CCR sections 71750 and 71751.

Treatment of the Hair and Scalp	40
Men's Facial Massage & Treatments	60
Shaving and Facial-Hair Design	60
Men's Haircutting & Styling	40
Men's Hair Replacement	40
Women's Haircutting & Styling	40
Chemical Texture Services	40
Hair Coloring & Lightening	40
Preparing for Licensure & Employment	40
Working Behind the Chair	40
The Business of Barbering	40

#Required for Crossover students

TOTAL THEORY HOURS: 380 TOTAL PRACTICAL HOURS: 620 = 1000 Clock Hours

BARBERING PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
2. Acquire knowledge of sanitation and sterilization as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to barbering, including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Barbering.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp and face prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. Results of assessments,

whether completed in person or submitted via email, will be given to students within five (5) school days of the assessment. The evaluations are measured on a standard percentile basis, and the percentage is equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING		POINT GRADES FOR PRACTICAL WORK
100 % - 90% A	Superior Performance	(GPA 4) 4 POINTS=A
89% - 80% B	Above Average	(GPA 3) 3 POINTS=B
79 % - 70% C	Average	(GPA 2) 2 POINTS=C
69 % - 60% D	Unsatisfactory	(GPA 1) 1 POINTS=D = NOT PASSING
59 % - 00 % F	Fail	(GPA 0) 0 POINTS=F = NOT PASSING

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours, and practical operations in Barbering with a GPA of "C" (70%) or better the student will graduate. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

FRESHMAN PHASE: The freshman curriculum for the Barber course requires a specific number of hours of classroom lectures, demonstrations, and student practice**.** The freshman phase teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career.
The hours spent as a freshman are 200 hours. Oakland Barber Academy considers the freshman phase to be the foundation for your future.

STUDENT KIT CONTENTS

This Kit is mandatory that all 1000-Hour Barber Course students must purchase from Oakland Barber Academy.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks & Kits will be issued at the beginning of the freshman class. All needed school supplies and equipment will be maintained in the classroom. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen.

SCHOOL RULES AND REGULATIONS

1. School hours are as follows: The school is closed on Sundays and Mondays. School classes are Tuesday-Saturday: 10:00a.m.- 6:00p.m.
2. Timecards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call the school director to report his/her absence before 10:00 a.m. that morning.
4. Students are required to be in class for roll call promptly at 10:00 a.m. in a clean, prescribed uniform. Male and Female **(**Barber**)** students must wear a black school-issued Barber smock/jacket and clean.
5. Students will take lunch for an hour and must be cleared by the instructor or owner prior to leaving the facility. The lunch period is each student's responsibility and must be staggered.
6. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.
7. Student's may clock in or out for another student. This rule is strictly enforced.
8. Smoking is allowed in assigned areas only outside of the building.
9. Please refrain from using cell phones on the clinic floor and ensure your phone is set to vibrate or silent mode. If you need to take a call, kindly step outside.
10. Strict compliance with sanitation, disinfection rules, and personal hygiene practices is mandatory at all times.
11. Students must keep their workstation, in class or on the clinic floor, clean and sanitary at all times.
12. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
13. Students interacting with the public must always maintain a courteous and pleasant demeanor. In case of any issues, please seek assistance from an instructor. All assigned appointments must be accepted by students. Refusal to serve a client may result in suspension.
14. Students are not permitted to leave a client unattended during a service.
15. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
16. Students must not gather around the receptionist's desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist, and no changes are to be made by students.
17. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
18. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to a class who is apparently under the influence of alcohol or drugs.
19. Weekly sign in sheets will be audited by the college office. All work must be checked by an instructor, or credit will not be given.
20. All students will be expected to maintain an average of 70% in theory and in all practical subjects.
21. Only products furnished by the college may be used unless otherwise approved by the instructor.
22. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
23. Students must comply with college policy and state rules and regulations.
24. Missed assignments, tests and homework for any reason may be made up, but it is the student's responsibility to discuss missed assignments and tests with her/his instructor when she/he returns from an absence.
25. Notify the office immediately of any address or telephone change.
26. The absence of three (3) days or more without notice shall be considered cause

for suspension. Two consecutive weeks of absence without notice of intent to continue may result in withdrawal under the policy on page 16. The school will provide written notice.

These rules are designed to form excellent work habits and attendance and to aid in completing your course as soon as possible so that you may become employed as a Barber. Violation of school rules may result in suspension or termination.

Probation and Dismissal Policy:
Oakland Barber Academy values a conducive, safe, and positive learning environment. Dismissal grounds include academic inadequacy, financial delinquency, unprofessional behavior, and non-compliance with health and safety regulations. Prior to dismissal, students will receive a warning and a chance to correct their actions. If issues persist, dismissal may follow. This policy ensures a high-quality learning environment for all students.

FACULTY AND STAFF

OAKLAND BARBER ACADEMY

Owner/Admissions/Director/Instructor
MR. CHRISTOPHER COLTER

Instructor
Ucal Kenard

INSTRUCTORS

Christopher Colter, holding a full-time Barber License #B80198, embarked on his barbering journey in 2006 after graduating from Bayview Barber College in San Francisco. He spent his early career managing and working at Luckys Barbershop in downtown Oakland for five years. Between 2011 and 2021, he held dual roles as a barber and manager at Station 33 Barbershop. His expertise covers men's haircuts, shaves, designs and facials, as well as women's haircuts. Christopher has continually elevated his skills by attending numerous classes at some of the most renowned hair shows in New York and Los Angeles.

Ucal Kenard, licensed since 2023 (License #B112597), is a dedicated full-time barber. Beyond his grooming services, Ucal extends his influence as an educator at the Oakland Barber Academy. Here, he imparts his expertise and industry insights to aspiring barbers, shaping the future of the profession.

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, California 95834, P.O. Box 980818 West Sacramento, CA 95798-0818, web site address www.bppe.ca.gov, Phone number: (916) 574-8900, (888) 370-7589 / Fax number: (916) 263-1897.

All information in the contents of this school catalog is current and correct and is so certified as true by:

Mr. Christopher Colter, Owner/Director Signature:

NOTE

Oakland Barber Academy reserves the right to change the conditions, terms, fees and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.

By signing below, I acknowledge that I have read this document and had the chance to seek clarification on any points from the school's faculty.

_____

Student Date

_____

Instructor Date