

2020

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SCHOOL CATALOG
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www.kennysacademy.edu

GREGORY M. KENNY SR.
CEO/DIRECTOR



EDUCATE | EMPOWER

ALL COURSES TAUGHT IN ENGLISH

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We Certify all contents of this catalog is true

Gregory M Kenny Sr.

CONTACT INFORMATION

Kenny's Academy of Barbering

2150 Lafayette Road Indianapolis, Indiana 46222

Phone: (317) 635-5900

Kenny's Academy of Barbering - South

5425 South East Street Indianapolis, In 46227

Phone (317)735-2048

Kenny's Academy of Barbering - East

5670 Caito Dr. STE 101 Building #5 Lawrence, Indiana 46226

Phone: (317) 547-5900



WEST CAMPUS STAFF:

Greg Kenny Sr.**Campus Director and owner of all 3 campuses**
Paul MurphyAssistant Campus Director
Sade Smith School Clerk
Katrina Kenny.....Instructor
Jeffery AndersonInstructor

SOUTH CAMPUS STAFF

Terry Kenny**Campus Director**
Quenae Johnson..... School Clerk
Johnnie Lee..... Instructor

EAST CAMPUS STAFF

Gregory Kenny Jr**Campus Director**
Chanelle Garret.....School Clerk
Patricia Files.....Instructor

ADMINISTRATIVE STAFF

Rachel WigginsAccountant
Jennifer Hazelwood..... Financial Aid Administrator
Paula Carlisle.....Admissions Coordinator
Heather Matthews.....School Secretary / Admin

Contents

About Kenny’s Academy of Barbering	7
MISSION STATEMENT	7
OUR VISION	7
CORE VALUES	7
CORE VALUES OF BARBERING	7
SCHOOL FACILITIES	7
ADMINISTRATION/OWNERSHIP	7
ACCREDITATION AND LICENSING	8
PERFORMANCE STATISTICS.....	8
The Barbering Profession.....	8
BECOMING A BARBER.....	8
STATE LICENSING DISCLAIMER	8
JOB OUTLOOK	8
PHYSICAL DEMANDS	9
SAFETY REQUIREMENTS.....	9
Course Overview (all courses are taught in English)	10
BARBER SCIENCE	10
OVERVIEW.....	10
Segment 1-Freshman	10
Segment 2-Sophomore	10
Segment 3-Junior	10
Segment 4-Senior class 1351-1500 State Board Preparation and Licensing Laws, The Job Search and Internship.....	10
COURSE OBJECTIVES	10
TEACHING AND LEARNING METHODS.....	10
TESTING AND GRADING PROCEDURE	10
GRADING SCALE	11
THEORY AND DEMONSTRATION HOURS & COURSE DESCRIPTIONS.....	11
BARBER INSTRUCTOR	15
OVERVIEW.....	15
Segment 1-	15

Segment 2-	15
Segment 3-	15
Segment 4-	15
COURSE OBJECTIVES	15
TEACHING AND LEARNING METHODS.....	15
TESTING AND GRADING PROCEDURE.....	16
GRADING SCALE	16
THEORY AND DEMONSTRATION HOURS & COURSE DESCRIPTIONS.....	16
Admissions	18
NON-DISCRIMINATION STATEMENT.....	18
ADMISSION REQUIREMENTS	18
STUDENTS TRANSFERING INTO KENNY’S ACADEMY OF BARBERING.....	19
STUDENTS TRANSFERING OUT TO ANOTHER INSTITUTION	20
RE-ENTRY STUDENTS.....	20
RECRUITMENT.....	20
School Calendar	21
HOLIDAYS AND SCHOOL CLOSURES:.....	21
PROFESSIONAL DEVELOPMENT DAYS.....	21
SCHOOL ASSEMBLY AND GRADUATION	21
Cost of Tuition and Supplies	21
TUITION BARBERING COURSE.....	21
TUITION BARBER INSTRUCTOR COURSE.....	21
PAYMENT OPTIONS.....	21
TOOLS, BOOKS, AND SUPPLIES	22
TOOL AND SUPPLY LIST.....	22
Graduation	23
GRADUATION REQUIREMENTS BARBER SCIENCE	23
GRADUATION REQUIREMENT BARBER INSTRUCTOR.....	24
JOB PLACEMENT &EMPLOYMENT ASSISTANCE.....	24
Satisfactory Academic Progress Policy	24
EVALUATION PERIODS	25
ATTENDANCE PROGRESS EVALUATIONS	25

REASONABLE EXPECTATION POLICY	25
14 DAY POLICY	26
MAXIMUM TIME FRAME FOR PROGRAM COMPLETION.....	26
ACADEMIC PROGRESS EVALUATIONS.....	26
DETERMINATION OF PROGRESS STATUS.....	27
WARNING PERIOD.....	27
APPEAL PROCEDURE	27
PROBATION	28
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS.....	28
Leave of Absence	28
NONCREDIT, REMEDIAL COURSES, REPETITIONS.....	29
Withdrawal/Termination from KAB.....	29
WITHDRAWAL POLICY	29
TERMINATION POLICY.....	29
REFUND POLICY – NOTICE OF CANCELLATION	30
Attendance and Absenteeism.....	31
EXCUSED ABSENCES.....	32
UNEXCUSED ABSENCES.....	32
ABSENTEEISM MAKEUP POLICY	32
TARDY POLICY	32
Disciplinary Procedures	32
Student Right of Access and Record Retention Policy.....	33
GENERAL RELEASE OF INFORMATION	33
FERPA DISCLOSURES TO PARENTS.....	33
RELEASE OF INFORMATION TO REGULATORY AGENCIES.....	34
DISCLOSURE IN RESPONSE TO SUBPONEAS OR COURT ORDERS	34
DISCLOSURES FOR OTHER REASONS	34
RECORD MAINTENANCE	35
AMENDMENT TO STUDENT RECORDS.....	35
Harassment and Discrimination Policies	35
SEXUAL HARASSMENT POLICY	35
DEFINITION OF SEXUAL HARASSMENT	35

PERSONAL HARASSMENT	35
RACIAL HARASSMENT	36
EQUAL RIGHTS POLICY	36
Alcohol and Drug-Free Educational Facility Policy	36
Regulatory and Accreditation Agencies.....	36
Indiana Professional Licensing Agency	36
National Accrediting Commission of Career Arts & Sciences (NACCAS)	36
Internal Complaint Procedures.....	37
Student Grievance Procedure.....	37
Customer Service Policies and Procedures.....	38
CLIENT SERVICES	38
REFUSAL OF CLIENT SERVICES	39
FAMILY SERVICES	39
PRACTICAL SERVICES POLICY	40
SCHOOL RULES	40
CONSUMER INFORMATION	43

About Kenny's Academy of Barbering

MISSION STATEMENT

It is the mission of Kenny's Academy of Barbering to provide our students with a safe, positive learning environment, to prepare them to successfully pass the state board, and for professional employment in the barbering industry.

OUR VISION

To uplift students, staff, and patrons through the profession of beauty culture, by providing professional training, affordable customer service, and inspiration that leads to empowerment everywhere it is needed.

CORE VALUES

- Excellence
- Education
- Honesty
- Integrity
- Professionalism
- Dependability
- Faith
- Prayer

CORE VALUES OF BARBERING

- Finger over shear
- Shear over comb
- Clipper Cutting
- Razor shaving and shaping
- Sanitation

SCHOOL FACILITIES

Kenny's Academy has 3 campuses. One campus is located in (East) Lawrence area, another campus is in (South) Greenwood area and the third campus is (West) Speedway area.

Each campus is conveniently located on the bus line and has ample parking. Our colleges exceed the State of Indiana Beauty Culture School minimal spatial requirements of 3000 square feet, totaling a combined square footage of 16,000 square feet. Kenny's Academy campuses also exceed the states equipment requirements as well.

We have a combined ability to accommodate over 140 students at all three campuses. Each Campus has a separate theory classroom, equipped with a video projector and computer lab at each campus. Each campus is also equipped with a break room with snack and soda machines and lockers at each campus.

HOUSING: No housing facilities are owned, operated, or maintained by the school.

ADMINISTRATION/OWNERSHIP

Kenny's Academy of Barbering is a privately-owned corporation owned by Gregory M. Kenny. Mr. Kenny serves as the Chief Executive Officer of the corporation formally called "Kenny's Academy of Barbering Incorporated".

Mr. Kenny founded Kenny's Academy of Barbering in September 1992. Kenny's Academy is the example of what can be accomplished through hard work and determination. Mr. Kenny began as a barbershop owner in 1988 and within four years he had expanded to own four shops. The

urgency for a barber college that embraces the importance of professionalism, ethics and customer service had become very apparent.

ACCREDITATION AND LICENSING

Kenny's Academy of Barbering is a State Licensed College. We have fulfilled all of the necessary requirements and are licensed by the state according to the Indiana Professional Licensing Agency (302 W. Washington-Room E034, Indianapolis, IN 46204).

PERFORMANCE STATISTICS

Kenny's Academy of Barbering is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the U.S. Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. NACCAS requires schools to list the outcome rates for the main campus and all additional campuses as a whole. In this case, there are no additional campuses. If you have any questions regarding our outcome rates, please see our Admissions Team for assistance.

Kenny's Academy of Barbering annual outcome rates for 2016:

Completion Rate	Placement Rate	Licensure Rate
50%	100%	100%

The Barbering Profession

BECOMING A BARBER

All states require barbers, hairdressers, and cosmetologists to be licensed, with the exception of shampooers. To qualify for a license, candidates must graduate from a state approved barbering program.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Indiana Professional Licensing Agency to deny licensure. The Indiana Professional Licensing Agency denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Kenny's Academy of Barbering is not responsible for students denied licensure.

JOB OUTLOOK

According to Labor Statistics, the median hourly wage of barbers, hairdressers, and cosmetologists was \$11.94 in September 2019. Overall employment of barbers, hairdressers, and cosmetologists is expected to grow 8 percent from 2018 to 2028, faster than the average for all occupations. Most job openings will result from population growth that leads to a higher demand for hair services.

Many work full time, part time work is also common and nearly half were self-employed in 2010. Although not reflected in the Labor Statistics, the salary of a self employed barber can be estimated over \$50,000 annually.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-19 Edition, Barbers, Hairdressers, and Cosmetologists, on the Internet at <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists>.

PHYSICAL DEMANDS

Barbers, hairdressers, and cosmetologists provide hair styling and beauty services and typically work in a barbershop or salon. Physical stamina is important, given the barbering profession requires a person to stand on their feet for long periods of time. Due to constant use of hands and arms at the shoulder level, many barbers are prone to developing carpal tunnel and/or arthritis. Respiratory problems may also occur due to constantly inhaling aerosol sprays and chemicals. Serious consideration needs to be given for any potential candidate for this profession.

SAFETY REQUIREMENTS

The Barbering Profession is regulated by the State Barber Board, which requires strict adherence to the barber license law. These laws include observance of sanitation and sterilization practices for the safety of the barber professional and the customer. Improper use of sanitation and sterilization procedures can lead to the development of communicable diseases. Barbers are required to be tested for any communicable disease prior to being licensed.

When working with clients, the following precautions should always be taken:

- Protect clients' clothing by appropriately draping them.
- Ask clients' to remove glasses, hair accessories, jewelry.
- Always wear gloves when working with chemicals.
- Keep chemicals away from the eyes.

Course Overview (all courses are taught in English)

BARBER SCIENCE

OVERVIEW

Barber Science is a 1-1500-hour program measured in clock hours.

Our course is divided into 4 segments:

Segment 1-Freshman class starts from 0-450 teaching Study Skills, History of Barbering, Professional Image, Bacteriology, Sanitation, Tools and Implements, Chemistry and Anatomy.

Segment 2-Sophomore class starting from 451-900 hours teaching Electricity and Light Therapy, Properties and Disorders of the Skin, Properties and Disorders of Hair and Scalp, Treatment of the Hair and Scalp, Men's facial massage and Treatments, Shaving and facial Hair Design, Men's Haircutting and Styling,

Segment 3-Junior class 901-1350 teaching Men's Hairpieces, Women's Haircutting and Styling, Chemical Texture Services, Hair Coloring and Lightening, Nails and Manicuring, , Barbershop Management.

Segment 4-Senior class 1351-1500 State Board Preparation and Licensing Laws, The Job Search and Internship.

COURSE OBJECTIVES

Upon completion of the course requirements, the determined graduated will be able to:

- Project a positive attitude and self-confidence.
- Practice and exemplify the fundamentals of professional image.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Understand the importance of the employer-employee relation and customer service.
- Perform basic manipulative skills including haircutting, hairstyling, perming, and shaving, treatment of the skin and scalp, salon management, license laws, sanitation and retain knowledge relating to the history of barbering.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

TEACHING AND LEARNING METHODS

- Interactive Lectures
- Practical Demonstrations
- Audio-Visual Aids
- Cooperative Learning
- Field Trips and Guest Speakers
- Practical and Theory Worksheets

TESTING AND GRADING PROCEDURE

The following assignments and tests are incorporated during the 1,500-hour Barber Science course:

- In preparation for interactive lectures, an outline of each chapter is required to be completed as homework prior to the beginning of the lecture for that chapter. This assignment counts towards your theory grade.
- Each chapter of the barber workbook is also counted towards your theory grade.
- Exams-A passing grade of 75% or greater must be obtained to move forward
 - **Chapter Exams**-Following each chapter, an exam will be given and a passing grade of 75% must be obtained before moving forward to the next chapter.
 - **Exam 1**-Following completion of Chapter 8 and 450 hours
 - **Exam 2**-Following completion of Chapter 16 and 900 hours
 - **Exam 3**-Following completion of Chapter 23 and 1,350 hours
 - **Comprehensive & Practical Exams**-Covering Chapters 1-23 and after 1,500 hours

GRADING SCALE

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74-and Below	Unsatisfactory

THEORY AND DEMONSTRATION HOURS & COURSE DESCRIPTIONS

Subject	Practice	Actual Hours	Total Hours
Sanitation, Bacteriology and Sterilization	40		40
<p>Discuss infectious materials transmission in the barbershop. Understand reasons for maintaining MSDS notebooks. Discuss federal and state agencies associated with infection control and safe work practices. Define and discuss the three levels of decontamination. Identify commonly used chemical agents. Demonstrate proper decontamination procedures for tools, equipment, and surfaces. Discuss standard precautions and blood-spill disinfection. Discuss disinfecting rules, decontamination safety precautions, and rules of sanitation. Define safe work practices. Recognize potential safety hazards in the shop.</p>			
Licensing Laws	20		20
<p>Discuss how to prepare for written state board examinations. Discuss barber board laws, rules, and regulations in your state. Discuss how to prepare for practical state board examinations. Explain what information may be found in candidate information booklets or materials. Identify the primary objectives of state barber board rules and regulations.</p>			

Salesmanship	5	10	15
Discuss different types of advertising. Identify the types of records shop owners must maintain. Demonstrate services and retail product sales techniques. Discuss techniques on how to market yourself as a barber.			
Barbershop Management	10		10
Discuss self-employment and barbershop ownership. Understand responsibilities associated with business development and ownership. Discuss types of business ownership. Explain the differences of employment classifications. Discuss the features of a business plan. Design a floor plan.			
Properties and Disorders of the Skin	10		10
Describe the structure and divisions of the skin. List the functions of the skin. Identify recognizable skin disorders.			
Properties and Disorders of Hair and Scalp	10		10
Identify the principal tools and implements used in the practice of barbering. Identify the parts of the shears, clippers, and razors. Demonstrate the correct techniques for holding combs, shears, clippers, and razors. Demonstrate honing and stropping techniques.			
Men's Facial Massage and Treatments	20	25	45
Describe the benefits of facial massage and treatments. Discuss the location and stimulation of facial muscles and nerves. Name and demonstrate massage manipulations. Demonstrate the use of facial treatment equipment. Discuss products used in facial treatments. Identify skin types and appropriate facial treatments and products.			
Women's Hair Cutting and Styling	75	150	225
Perform four basic women's haircuts. Demonstrate mastery of texturizing techniques. Perform basic wet styling techniques finger-waving. Perform basic blow-dry styling techniques. Perform thermal curling and straightening techniques.			
Electricity and Light Therapy	10		10
Identify and define common electrical terms. Discuss and recognize electrical safety devices. Explain different electrical modalities and their uses. Explain the effects of ultraviolet and infrared light on the skin.			

Chemistry	10		10
Define organic and inorganic chemistry. Define matter and its states. Define pH and understand the pH scale. Define organic and inorganic chemistry. Explain the characteristics of emulsions, suspensions, and solutions. Understand how the pH levels of hair products affect the hair and scalp. Discuss cosmetic preparations used in barbering including shampoos, conditioners, rinses, and tonics.			
Shampoo/Massage	20	50	70
Demonstrate proper draping procedures for hair services. Demonstrate the shampoo service. Demonstrate scalp massage techniques and treatments Learn incline method recline method of shampoo service.			
Scalp Treatment	10	25	35
Identify services associated with the treatment of the hair and scalp. Demonstrate proper draping procedures for hair services. Demonstrate the shampoo service. Demonstrate scalp massage techniques and treatments.			
History of Barbering	10		10
Define the origin of the word barber. Discuss the evolution of barbering. Describe the barber-surgeons and their practices. Explain the origin of the barber pole. Identify some organizations responsible for upgrading the barbering profession.			
Shaving and Facial Hair Design	20	25	45
Discuss sanitation and safety precautions associated with straight razor shaving. Demonstrate the ability to perform razor positions and cutting strokes with a straight razor. Identify the 14 shaving areas of the face. Demonstrate a facial shave. Demonstrate a neck shave. Demonstrate a mustache and beard trim.			
Honing and Stropping	15		15
Demonstrate proper methods of razor preparation sharpening and care using various types of hones strop.			
Professional Ethics/ Personal Hygiene	10		10
Explain the relationship between personality and attitudes and the demonstration of professional behavior. List guidelines to maintaining personal and professional health. Demonstrate understanding of human-relations and communication skills. List the rules of professional ethics. Discuss principles of personal and professional success. Explain the concepts of motivation and self-management. Create short-term and long-term goals. Describe Personal hygiene and Public Hygiene.			

Equipment Care	10		10
Identify the principal tools and implements used in the practice of barbering. Identify the parts of the shears, clippers, and razors. Demonstrate the correct techniques for holding combs, shears, clippers, and razors. Demonstrate honing and stropping techniques.			
Hair Coloring and Lightening	60	70	130
Discuss color theory and its importance to hair coloring. Identify classifications of hair color products and explain their actions on hair. Explain the action of lighteners on hair. Identify products used in hair coloring and lightening. Demonstrate hair color and lightener application procedures. Identify products used to color facial hair. Discuss hair coloring and lightening safety precautions.			
Permanent Waving & Chemical Relaxing Services	55	210	265
Explain the effects of chemical texture services on the hair. Identify the similarities and differences between chemical texture services. Discuss hair and scalp analysis for chemical texture services. Perform a permanent wave service. Perform a reformation curl service. Perform a hair-relaxing service.			
Men's Haircutting and Styling	100	200	300
Discuss the art and science of men's haircutting and styling. Discuss envisioning and the client consultation. Discuss the principles of facial shapes and anatomical features. Identify and name the sections of the head as applied to haircutting. Understand fundamental terms used in haircutting. Demonstrate basic cutting techniques: Fingers-and-shear, shear-over-comb, freehand shear Freehand clipper cutting, clipper-over-comb Razor cutting Demonstrate shaving the outline areas. Demonstrate disinfection procedures. Demonstrate basic hairstyling techniques. Discuss safety precautions used in haircutting and styling.			
Anatomy and Physiology	15		15
Explain the importance of anatomy and physiology to the barbering profession. Describe the structure and reproduction of cells. Describe the structure of the skull, face, and neck and their relationship to barbering. Identify important muscles of the head, face, and neck related to barbering services. Identify important nerves of the head, face, and neck related to barbering services.			
Hairpieces, Full partial, Facial	50		50
Discuss reasons for purchasing hair replacements. Recognize supplies needed for servicing hair systems. Demonstrate how to measure for a hair replacement. Explain how to create a hair replacement template. Explain how to apply and remove hair replacement systems. Describe how to fit and cut in a hair replacement system. Describe how to clean and service a hair			

replacement. Discuss selling hair replacement systems. Discuss alternative hair replacement methods.

Discretionary Hours	50	100	150
Discuss industry positions available for barbering students. Explain the guidelines of goal setting. List and discuss personal characteristics important for employment. Discuss employment classifications and wage structures. Write a résumé and perform a job search.			
TOTAL HOURS	635	865	1500

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The miscellaneous hours are to be applied as needed in curriculum related area.

BARBER INSTRUCTOR

OVERVIEW

Barber instructor course is a 1000 hour program measured in clock hours.

Our course is divided into 4 segments:

Segment 1- starts from **0-250** hours teaching.

Segment 2- starts from **251-500** hours teaching.

Segment 3- starts from **501-750** teaching

Segment 4- starts from **751-1000** teaching State Board Preparation and Licensing Laws, The Job Search and Internship.

COURSE OBJECTIVES

Upon completion of the course requirements, the determined graduated will be able to:

- Project a positive attitude and self-confidence.
- Practice and exemplify the fundamentals of professional image.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Understand the importance of the employer-employee relation and customer service.
- Perform basic manipulative skills including haircutting, hairstyling, perming, and shaving, treatment of the skin and scalp, salon management, license laws, sanitation and retain knowledge relating to the history of barbering.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Effectively instruct students in theory and practice.

TEACHING AND LEARNING METHODS

- Interactive Lectures
- Practical Demonstrations
- Audio-Visual Aids

- Cooperative Learning
- Field Trips and Guest Speakers
- Practical and Theory Worksheets

TESTING AND GRADING PROCEDURE

The following assignments and tests are incorporated during the 1,500-hour Barber Science course:

- In preparation for interactive lectures, an outline of each chapter is required to be completed as homework prior to the beginning of the lecture for that chapter. This assignment counts towards your theory grade.
- Each chapter of the barber workbook is also counted towards your theory grade.
- Exams-A passing grade of 75% or greater must be obtained to move forward
 - **Chapter Exams**-Following each chapter, an exam will be given and a passing grade of 75% must be obtained before moving forward to the next chapter.
 - **Exam 1**-Following completion of Chapter 8 and 250 hours
 - **Exam 2**-Following completion of Chapter 16 and 500 hours
 - **Exam 3**-Following completion of Chapter 23 and 750 hours
 - **Comprehensive & Practical Exams**-Covering Chapters 1-23 taken after 1,000 hrs

GRADING SCALE

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74-and Below	Unsatisfactory

THEORY AND DEMONSTRATION HOURS & COURSE DESCRIPTIONS

Subject	Practice	Actual Hours	Total Hours
Orientation and review of the curriculum for barber training as established in 816 IAC 1-2-8	30	50	80
Orientation, State Laws and Regulations, first Aid, Career, and Employment Information, History of Teaching, Industry Needs, fundamentals of Business management and Communication skills.			
Intro to teaching	30		30
<ul style="list-style-type: none"> • Lesson planning • Teaching techniques • Teaching aids 			

<ul style="list-style-type: none"> • Developing • Administering and grading examinations 			
Communication Skills, Generational Skills, Presentation Skills, motivation, Openings, Closing, Varying the Stimuli, Research Topic, Examples, Analyzing Learners.			
Course & Outline Development <ul style="list-style-type: none"> • Lesson planning • Teaching techniques • Teaching aids • Developing • Administering & grading exams 	160	170	330
Curriculum Development, Advisory Council, Course Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Learning and Preparing Lesson Plans, Principles of Teaching, Planning, Analysis, Implementation, Benefits, Course Review.			
Laws and rules <ul style="list-style-type: none"> • Record keeping • School administration 	30	20	50
Preparing for Licensure, Job Seeking, Targeting the School Employment Interview, Compensation Packages and Payroll Deductions.			
Teaching - Assisting in the clinic and theory classrooms		150	150
Teaching to Diverse Learning Styles, 4MAT Cycle, Lecture, Demonstration, Group Discussion, Role Playing, Window Panning, field Trips, Guest Speakers, Mind Mapping, Concept Connectors, Visualization, Games, Group Synergy, Competitions, Special Learner Needs, Learner Barriers, and Study Skills.			
Practice Teaching – In the clinic and theory classrooms		260	260
Classroom Atmosphere, Professionalism, Principles of Learner Behavior, Academic Advising, Counseling, Classroom Environment, Classroom Arrangement, Administrative Responsibilities.			
Master Educator-Educator Relationship	100		100
Organizational Requirements, Professional Image, Effective Communications and Human Relations, Teaching maturity, Time management, Educator Relationship, Standards of Evaluation, Interpersonal Skills and Professional Conduct, Work Habits, Position Descriptions, Performance Assessment, Professional Development.			
TOTAL HOURS	350	650	1000

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The miscellaneous hours are to be applied as needed in curriculum related area.

Admissions

NON-DISCRIMINATION STATEMENT

The school, in its admissions, instruction, and graduation policies does not discriminate on the basis of sex, race, color, age, religion, financial status, and or ethnic origin in compliance with the Equal Opportunities Act.

Kenny's Academy of Barbering complies with the Family Educational Rights and Privacy Act of 1974, which protects the rights of students in access and release of personal information contained in student records (Federal Law 93-380). Any person/agency requesting information about a student must do so in writing. The student (parent or guardian if the student is a dependent minor) must give written permission for the release of such information.

Kenny's Academy of Barbering complies with the United States Department of Education Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226)

ADMISSION REQUIREMENTS

The school requires that each student enrolling in the Barber Science or Instructor Course provide:

1. Proof of age Valid (Driver's License, or State ID) must be 18 years old;
2. Proof of 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.;
3. Pay Registration fee of \$100.00;
4. Complete an application for enrollment; and
5. Sign Enrollment Agreement/Contract.
6. Applicants to the Barber Instructor program must also provide a current Indiana Barber License.

Note Kenny's Academy of Barbering does not accept Ability to Benefit Students.

STUDENTS TRANSFERING INTO KENNY'S ACADEMY OF BARBERING

Indiana State Board of Cosmetology and Barbering Rules and statutes 820 IAC 8-2-19
Transferred students Sec. 19.

If a student wishes to transfer “out” to another barber school, the student must do the following:

- (1) Notify the school in which the student is presently enrolled of the student’s withdrawal.
- (2) Submit a transcript of his or her grades and hours to the new barber school.
- (3) Complete and submit the school entry form to the new school. A student cannot transfer to another school until all financial arrangements have been satisfactorily settled with the school from which the student is transferring, a transcript of hours has been received by the new school, and the school entry form is completed. The board may order the issuance of the grade transcript by the forwarding school upon complaint of affected student

Students who desire to transfer “into” Kenny’s Academy of Barbering from another institution **will** be charged a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00.

Re-entry student are required to fulfill following admission requirements: Proof of age Valid (Driver’s License, or State ID) must be 18 years old Proof of Education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Pay Registration fee. Registration fee (\$100.00). Complete an application for enrollment. Sign Enrollment Agreement/Contract *Indiana Barber License*

- A. Must submit a transcript of grades and hours upon making application to Kenny’s Academy of Barbering. The school may charge a \$10.00 transcript fee for transcript requests.
- B. Kenny’s Academy of Barbering at its discretion may recognize all or part of the applicant’s previous training or work.
- C. Kenny’s Academy of Barbering may reject any previous training or transcript not approved by Indiana State Board of Cosmetology and Barbering
- D. Students transferring into Kenny’s Academy of Barbering may be required to pass a scholastic evaluation to determine placement.
- E. Students transferring in must meet all regular entrance and registration requirements.
- F. If approved for enrollment, tuition will be charged at the hourly rate for the course of study at the time of enrollment plus a registration fee of \$100.
- G. Applicants will be required to provide needed texts and comply with the school dress code at personal expense.

H. Kenny's Academy of Barbering will accept prior credit for training including military training as long as it is in compliance with the laws and statues of Indiana State Board of Cosmetology and Barber Examiners and the Indiana Professional Licensing Agency.

STUDENTS TRANSFERING OUT TO ANOTHER INSTITUTION

Student must notify the school in writing of the student's withdrawal.

Students who desire to withdraw and transfer and do not have an outstanding balance will be given a copy of student transcript within (3-5) business days of the request.

Students who desires to withdraw and transfer and do have an outstanding balance must satisfy and settle all financial obligations with the school before any hours are released to another institution.

A student that has been financially cleared to graduate will be given a copy of transcript within (3-5) business days of the request.

RE-ENTRY STUDENTS

Kenny's Academy of Barbering "allows" students to re-enter after they have withdrawn. However, each re-entry applicant will be reviewed by the school administration. Kenny's Academy does reserve the right to refuse a re-entry applicant. Re-entry applicants are reviewed and a decision made within 30 days of the request. Applicants are evaluated on a case by case basis. Standard admission requirements apply: Proof of age Valid (Driver's License, or State ID) must be 18 years old Proof of Education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion. Pay Registration fee. Registration fee \$100.00. Complete an application for enrollment. Sign Enrollment Agreement/Contract.

The school will charge a re-entry fee of \$100 to students who have withdrawn and wish to re-enter more than 30 days after termination. The tuition rate current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. The student agrees to pay court cost and attorney's fees in the event the school has to acquire legal or professional services to collect contracted fees.

Student who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment.

Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry.

Students who withdraw from enrollment at Kenny's Academy of Barbering two times may not be considered for re-enrollment.

RECRUITMENT

Kenny's Academy of Barbering does not recruit students who are actively enrolled in other colleges.

School Calendar

HOLIDAYS AND SCHOOL CLOSURES:

Kenny's Academy of Barbering is closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. The following are Holiday half days: New Year's Eve, day before Thanksgiving, and Christmas Eve.

PROFESSIONAL DEVELOPMENT DAYS

Professional Development Days are observed the first Tuesday of every month and are half days for students. Professional days are included in the student's contractual date of completion.

SCHOOL ASSEMBLY AND GRADUATION

School Assemblies and Graduations are held quarterly and are half days for students. Exact dates will be given upon orientation.

Cost of Tuition and Supplies

TUITION BARBERING COURSE

Registration Fee	\$ 100.00
Books	\$ 350.00
Tuition	\$17,800.00 (11.86/hour)
Tool Kit	<u>\$ 1,500.00</u>
TOTAL COST	\$ 19,750.00

TUITION BARBER INSTRUCTOR COURSE

Registration Fee	\$ 100.00
Books	\$ 350.00
Tuition	<u>\$11,860.00 (\$11.86/hour)</u>
TOTAL COST	\$12,990.00

- Payment is due before Kit disbursement
- Students are required to purchase Tool Kit from the Academy

PAYMENT OPTIONS

Kenny's Academy of Barbering offers a variety of financing options and payment terms to help students and/or parents to finance their education. Kenny's Academy is approved for and participates in Federal Pell Grants, Subsidized Direct loans, Unsubsidized Direct loans, Parent

PLUS loans, cash pay options, assistance through VA programs (if applicable), and assistance through Vocational Rehabilitation programs (if applicable). Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

“Cash Pay Option” payments may be made by check, money order or credit card. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Once a student reaches his contracted date of completion, he/she will be required to purchase additional training hours, at the current hourly tuition rate to complete the course. Payment arrangements must be made with the School Financial Aid director at that time.

TOOLS, BOOKS, AND SUPPLIES

All students are required to purchase tools, books, and supplies from Kenny’s Academy of Barbering. Students who are using Title IV Financial Aid, VA, or Vocational Rehabilitation will be provided a kit within 14 days of orientation upon verification and approval. Students who are pending approval should not be permitted to start class without the approval of the Executive Director and Financial Aid Director. Students that are permitted to start in pending status must have basic skill tools. Pending students will receive a temporary MindTap code that is active for 2 weeks. If, after 2 weeks, the student is still pending, the student’s training will be temporarily interrupted until student funds are verified, approved, and disbursed. Students that have not received approval will be required to start the following month.

All students must have these items by or before the second week of school. A waiver can be given for students who have proof of pre-purchased tools and books and waiting to receive items. Approved students waiting for funding to be disbursed such as Title IV, VA benefits, or Vocational Rehabilitation shall also be granted a waiver. These students are eligible to use loaner books, tools and supplies owned by the school until they receive their own.

1. Students are required to purchase books from the school.
2. Students are required to purchase Toolkit from the school.
3. Toolkits are usually provided within the first 30 days.
4. Students are required to have basic skill products and supplies by or before the 2nd week of class.
5. Students are required to have all tools prior to being tested and approved to be on the cutting floor.
6. Kenny’s Academy of Barbering is not responsible for lost or stolen items.

TOOL AND SUPPLY LIST

Basic Skills Supplies	
ITEM	QUANTITY

Spray Bottle	1
Tint/Shampoo Cape	1
Cutting Cape	1
Rattail Comb	1
Mannequin	1
Purple and White Perm Rods	4 packs (48 rods)
Butterfly Clips	1 Pack (12 clips)
End Papers	1 Box
Milady Text Book	1
Workbook	1
Standard Kit	
White Barber Smock	1
Steamer Towels	12
Flat Top Comb	1
All Purpose/Style Combs	5
Barber Combs	3
Afro Pick	1
"T" Outliners	1
Adjustable Blade Clippers (such as Andis Masters or Wahl Seniors)	1
Haircutting Shears	1
Styling Shears	1
Thinning Shears	1
Styling Razor	1
Clipper Disinfectant Spray	1
Talcum Powder	1
Oil Sheen	1
After Shave	1
Barber Tool Satchel/Case	1
Clipper Oil	1
Hair Cloth Clip	1
Blow Dryer	1
Hair Styling Brush	1
Vent Brush	1
Hand Mirror	1
Neck Duster	1
Guards	1 (00, 0A, 0)

*This kit list is not exhaustive. KAB provided Student Kit includes many tools not listed here.

Graduation

GRADUATION REQUIREMENTS BARBER SCIENCE

- Complete all program clock hours of training

- Complete all course work with a grade of 75% or higher
- Pass Indiana State Pre-Graduation Exam
- Pall all student tuition, fees and encumbrances

Once a student has met all the graduation requirements, a CERTIFICATE OF COMPLETION will be issued.

A certified transcript will be provided to a student who withdraws which will include hours that the school has been compensated for. For the purposes of transfers or graduation, hours will not be released until all monies owed have been paid in full and all academic requirement pertaining to those hours have been completed.

GRADUATION REQUIREMENT BARBER INSTRUCTOR

- Complete all program clock hours of training
- Complete all course work with a grade of 75% or higher
- Pass Indiana State Pre-Graduation Exam
- Pay all student tuition, fees and encumbrances

JOB PLACEMENT & EMPLOYMENT ASSISTANCE

While Kenny’s Academy of Barbering cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review.

Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation.

Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Some of the career opportunities that may be available upon graduation are:

Barber Stylist	School Counselor
Salon Coordinator	School Owner
Barber Shop Manager	Sales Representative
Barber Shop Owner	Advanced Training Educator
School Instructor	Salon Division Manager
School Director	District Manager

Satisfactory Academic Progress Policy

Satisfactory Academic Progress 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. This 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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at scheduled hours:

<u>Course</u>	<u>Course Hours</u>	<u>Evaluation Points</u>
Barbering	1500 Hrs.	450, 900, 1200 clocked (<u>scheduled</u>) hours
Instructor	1000 Hrs.	450, 900, (<u>scheduled</u>) 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 midpoint in the course. Kenny's Academy notifies students of any evaluation that impacts the student's eligibility for financial aid.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours 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.

REASONABLE EXPECTATION POLICY

The school has the option to deny or terminate a student's enrollment if they do not show a "reasonable expectation" to complete the program. "Reasonable Expectation" is defined as the following:

- Attendance at or above 67%
- Theory Grade at or above 67%
- Practical Grade at or below 67%

Students will be subject to disciplinary actions up to and including termination if they fall under any of the following categories.

- Students who exceed the "Maximum Time Frame"
- Students who are below 74% SAP (Satisfactory Academic Progress) for more than 90 days.
- Students that miss more than 30 days within a 90 day period.

14 DAY POLICY

This Policy is one of many steps to help students complete the program. We have found that when enrollees are faced with crisis during their enrollment, the school has a higher rate of retention if the school is able to accommodate the student facing crisis. The school must devise a plan before a student is in crisis, giving them a greater chance of completing this program.

Students are not dropped automatically after 14 days of absence. A student that is absent for 10 days without contacting the school will be automatically “suspended”.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

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

Course	Course Hours	Schedule	Max Weeks	Max Scheduled Hours
Barber Science	1500 Hours	34 hours/week- Full Time	45 Weeks	2250
Barber Science	1500 Hours	20 hours/week- Part Time	75 Weeks	2250
Barber Instructor	1000 Hours	34 hours/week- Full Time	30 Weeks	1500
Barber Instructor	1000 Hours	20 hours/week- Part Time	50 Weeks	1500

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. Students who exceed the maximum time frame will be deemed ineligible to receive Title IV. However, student may be eligible to continue on a cash pay basis. Student who cannot pay cash will be dropped from the program.

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 hard-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 PERIOD

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.

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.

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.

Leave of Absence

If enrollment is temporarily interrupted for a Leave of Absence, the student 2 weeks prior must submit in writing personally with the reason for the temporary leave of absence. There must be a reasonable expectation that the student will return from the LOA. 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. You must not exceed 180 days in a 12-month period. Additional charges will not be assessed as a result of a Leave of Absence. Leave of Absences may be granted for medical or non-medical reason but it must be in writing in person unforeseen circumstances which will not allow the student to contact the school such as car accident and approved by administration. The new graduation date if applicable will be changed in our student computer system and a contract addendum must be signed by all parties. We will not make any changes to the contract and no refund calculation form will be required.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

The withdrawal date will be the last day of attendance. The student would be determined to have withdrawn from the school on the date:

1. The student notifies the Director in writing of your plan to withdraw.

2. The school terminates your enrollment due to a violation or unsatisfactory academic progress.
3. The student fails to attend class for 14 consecutive days without notice or any contact with the school.
4. The student fails to return after a leave of absence.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;

At an institution that is not required to take attendance, if a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance

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.

Withdrawal/Termination from KAB

WITHDRAWAL POLICY

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal.

The effect of course withdrawal is that the student would not be qualified to practice barber/styling until reinstated and all requirements are met. A student withdrawing more than once is not eligible for re-enrollment unless authorized by Director.

TERMINATION POLICY

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

1. A Student who is absent for more than 14 consecutive days without contacting the school can result in the student being terminated from the program.
2. A student who fails to meet minimum academic requirements, after probation may be terminated from the school.
3. A student, who is delinquent financially on contractual agreement, may be terminated from the school. A student, who is out of compliance with state board rules and statutes, may be terminated from the school.

The student agrees to be diligent and attentive to all instruction and advice he receives from the School and terms of the School catalog/handbook including but not limited to all regulations regarding conduct of the student, dress code of the student, and payment of tuition. The violations of any terms of this Agreement rule, policy or procedure of the School, except as stated elsewhere, shall subject the student to immediate dismissal from the School and immediate termination of this contract.

REFUND POLICY – NOTICE OF CANCELLATION

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable registration fee.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

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

Unofficial withdrawals are determined by the school through time clock monitoring which shall be checked every 30 days.

Student refunds are determined by counting from the date the withdrawal was determined. However, for clock hour schools, the refund is calculated based on the student’s last date of attendance.

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

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

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Attendance and Absenteeism

(State board of Cosmetology and barber Examiners) Rules and Statues 820 IAC 8-2-5 Sec. 5. States, “Students must be on time for all class studies and work, and shall not take any time off or leave the school without permission”

All students should be in their class location 5 minutes prior to starting class. At this time, the student must be completely prepared for class – ALL materials needed for class including, Barber Kit, book, school supplies, assignments, and smock must be in hand prior to starting class. Students who do not have required materials and uniform will not be allowed to clock in or attend class.

The time that occurs when a student is not present at school during a normally scheduled period is called an absence. Students are required to call in if not attending school for the day.

When calling in, you must speak with a School Official. Email notification, or calling in is encouraged but does not constitute an excused absence.

An excused absence is an absence that the student schedules in advance or an absence that occurs due to emergency or unforeseen circumstance beyond a student's control for which the student provides an acceptable reason to the director or school official upon return to class.

The student should be aware that all absenteeism excused or unexcused may affect the contracted date of completion. A Student who is absent for more than 14 consecutive days without contacting the school can result in the student being subject to the "14 Day" and "Reasonable Expectations" policies. The contracted date of completion may be changed throughout your program because of unexpected school closures.

EXCUSED ABSENCES

Students who cannot complete their contracted date of completion due to unexpected school closure may be required to sign an addendum to extend their contract at no cost to the student. An excused absence is Excused absences require third party substantiation such as a doctor, nurse manager or supervisor court official. The school does not ordinarily excuse absences without proper documentation. Excused absence documentation must be presented when student returns to class.

UNEXCUSED ABSENCES

Students are allotted a percentage of their contracted time to allow for absenteeism and/or tardiness. Once a student has used all time allotted for absenteeism, they will be required to purchase additional training hours, at the current hourly tuition rate. Payment arrangements must be made with the School Director at that time.

ABSENTEEISM MAKEUP POLICY

Students are required to make up all assignments and work missed because of absences. Make-up days for missed examinations will be scheduled at the discretion of the Instructor. Tests missed because of absence must be made up on the Thursdays following the students return to school with the instructor's approval.

TARDY POLICY

Students are required to be in their assigned area no later than 9:15am for Day classes and 5:15pm for night classes. Students not in class on time will not be permitted to clock in or attend class until the first scheduled break.

Disciplinary Procedures

All students are expected to follow the Rules & Regulations of Kenny's Academy of Barbering.

Kenny's Academy may terminate a student's enrollment for noncompliance with General Policies, School catalog, their contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Disciplinary procedures will take place in the following order:

Verbal warning — notice in student file

Written warning — warning in writing explaining the infraction

Disciplinary action — with the infraction the disciplinary action will be applied possibly in this order:

- a. Written assignment
- b. Probation
- c. Suspension
- d. Expulsion/dismissal

Student Right of Access and Record Retention Policy

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

- Review their education records,
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

GENERAL RELEASE OF INFORMATION

Except under the special conditions described in this policy, a student must provide written consent before the school may disclose personally identifiable information from the student's education records. The written consent must:

- State the purpose of the disclosure,
- Specify the records that may be disclosed,
- Identify the party or class of parties to whom the disclosure may be made, and
- Be signed and dated.

FERPA DISCLOSURES TO PARENTS

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as

defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student.

A school may let parents of students under age 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents' information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record.

RELEASE OF INFORMATION TO REGULATORY AGENCIES

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student's information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Kenny's Academy of Barbering provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences (NACCAS), or in response to a directive of said Commission.

DISCLOSURE IN RESPONSE TO SUBPONEAS OR COURT ORDERS

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

DISCLOSURES FOR OTHER REASONS

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of

violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

RECORD MAINTENANCE

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of five (5) years for withdrawal students; transcripts of graduates are kept indefinitely.

AMENDMENT TO STUDENT RECORDS

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

Harassment and Discrimination Policies

SEXUAL HARASSMENT POLICY

Kenny's Academy of Barbering is called to nurture the community of men and women to maintain our life and work environment free of sexual harassment or sexual intimidation from any employee or non-employed person, student or volunteer. Kenny's Academy will not overlook unjust social situations and acts of ethical misconduct by any individual. Prompt investigation of allegations of sexual harassment will be made to determine the veracity of complaints, and appropriate corrective action will be taken.

DEFINITION OF SEXUAL HARASSMENT

For the purposes of this policy, Sexual Harassment is any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a person who refuses to comply. Sexual Harassment may involve a wide range of behaviors from verbal innuendo and subtle suggestions to offensive and unwelcome hugs and kisses, overt demands and physical abuse/assault. Unwelcome acts will be considered as violations of the code.

PERSONAL HARASSMENT

As a part of Kenny's Academy of Barbering's commitment to equal opportunities, we wish to maintain a working and learning environment which is free from harassment. Incidents of harassment will be regarded extremely serious and will be grounds for disciplinary action, which may include dismissal or expulsion. All members of the Kenny's Academy community are responsible for helping to ensure that no individual suffers any form of harassment. Any member of Kenny's Academy community will have the support of Kenny's Academy management in putting a stop to it.

Bullying may be defined as any vindictive, cruel, and malicious or humiliating behaviors; including but not limited to unreasonably criticizing performance, isolation, or non-cooperation, exclusion from theory/seminars/discussions or aggressive behavior whether physical or verbal.

RACIAL HARASSMENT

Racial harassment may be defined as any racially derogatory statements or acts by someone in the Kenny's Academy community. This may include but is not limited to physical contact/assault, verbal threats/abuse, racial insults/ "jokes", and racist graffiti, pictures or objects or any comment that implies that race "impairs" a person's ability.

EQUAL RIGHTS POLICY

Kenny's Academy of Barbering is an independent non-sectarian proprietary institution of education, and is non-discriminatory with respect to age, race, color, sex, religion, national origin, ethnic origin or political alliance.

Alcohol and Drug-Free Educational Facility Policy

In accordance with the Drug-free School Communities Acts Amendments of 1989, Public Law 101-226, Kenny's Academy will adhere to a zero-tolerance for drugs/alcohol.

The administration of this school reserves the right to suspend or terminate any student if he/she comes to school under the influence or "smells" of alcohol or marijuana. A referral to a community agency will also be made for assistance. To be reinstated at Kenny's Academy you must have a written statement from said Agency indicating that the student is in treatment and/or drug free.

The administration of Kenny's Academy reserves the right to terminate any student if he/ she is caught using or having in their possession alcohol/drugs on the school's premises. The student may be subject to dismissal with NO reinstatement privileges.

Regulatory and Accreditation Agencies

The following institutions license and regulate our institution:

Indiana Professional Licensing Agency

State Board of Cosmetology Examiners
302 W. Washington Street, Room W072
Indianapolis, IN 46204
(317) 232-2980

www.in.gov/pla/

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

www.Naccas.org/naccas/

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

If you are interested in reviewing or receiving a copy of the school's state license/approval or a copy of the school's letter of accreditation, please contact the campus director.

Internal Complaint Procedures

A student, teacher, or interested party may file a complaint against the school: however, the complaint shall be in writing to the school director and shall outline the allegation or nature of the complaint.

The Campus Director shall meet with the complainant within 10 days of receipt of the written complaint. If, after careful evaluation, the problem cannot be resolved through discussion, the complaint should be referred to the Owner of Kenny's Academy. The school affiliates and Director will document the meeting between the school representative and complainant in writing. The complainant shall be provided a copy of this written record at the time of the meeting.

The school will setup a complaint committee to review all allegations received. The committee shall be comprised of at least three individuals that may be from the following categories: school owner, director, instructor, financial aid administrator, member of the public interest, or student. The schools' complaint committee shall meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information.

If no more information is needed the complaint committee should act on the allegations and a letter is sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

Student Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint 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 complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the grievance process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date the act which is the subject of the grievance occurred.

2. The complaint form will be given to the Assistant Campus Director or Campus Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency **NACCAS**, if applicable.
8. Students can also file a complaint with the Indiana Professional Licensing Agency. Information on how to file a complaint can be found at <http://www.in.gov/pla/3638.htm>

Customer Service Policies and Procedures

It is our goal to service to all clients in an efficient manner. However, we reserve the right to refuse service.

CLIENT SERVICES

1. ALL guests and patrons are required to sign in at the front desk with name and nature of business.
2. All patrons after signing in at front desk are required to wait in waiting area ONLY until the instructor assigns the patron to the next available student
3. Patrons who refuse to comply with instructor's assignment may not be serviced, money should be refunded.

4. All patrons are assigned on first come first serve basis, according to student seating chart, by rotation system.
5. Patrons who make personal request may only do so with instructor's approval.
6. In the event the student cannot service personal request in a timely manner the instructor may re-assign the patron to the next available student.
7. ALL work must be inspected by instructor.

REFUSAL OF CLIENT SERVICES

1. Refusal of service is authorized by faculty only no student can refuse a client.
2. Any services that are prohibited by the State Barber Board for a Barbering School.
3. Any client without shoes and shirt.
4. Any client that may have a contagious disease or undiagnosed skin or scalp disorder without documented proof of medical treatment.
5. Any client with unmanageable or unruly behavior such as crying children.
6. Any service that poses or threatens the safety and wellbeing of the student, faculty or client.
7. Any services that the instructor deems to be unsafe or non-beneficial to the client.
8. Any client that is belligerent, disruptive or disrespectful. TO STUDENT OR Staff!
9. Any client that is bullying, harassing, discriminating or violating the rights with respect to age, race, sex religion, national origin or political alliance.
10. Active Students are the only persons authorized to perform barber services at Kenny's Academy of Barbering under the supervision of a Barber instructor. No other person is permitted to perform barber services at Kenny's which includes Customers and patrons.

FAMILY SERVICES

1. All rules and policies which are established for Client Services will also apply to Family Services
2. Students are not eligible to do Family Services until all daily Practical Progress Plan requirements have been completed.
3. Free Family Services are only available to immediate family members eg. Mother, Father, Spouse, and Children. Other Family members including aunts, uncles, cousins, and siblings are exempt.
4. Students are required to get their instructor's authorization prior to performing any Family Services.

5. Free Family Services will only be honored Tuesday, Wednesday, and Thursday. Absolutely NO Free Family Services are allowed on Friday and Saturday.
6. Free Family Services will only be performed after 3pm on the designated days. NO EXCEPTIONS!
7. Free Family Services Must be performed by the student of the family member.
8. Family Members who choose to receive Chemical Services will be charged ½ price.
9. Family Members must sign in and wait for rotation.

PRACTICAL SERVICES POLICY

Student services are always subject to instructor's approval. Students are not eligible to perform or receive student services until practical progress is complete. Student services are generally performed after 3:00pm each day. This rule applies Tuesday through Saturday. Customers are always given first preference over student services. Students being services without instructors approval risk their service being disrupted and being removed from the barber chair prior to the services being completed.

SCHOOL RULES

1. Theft of school property or that of a fellow student will not be tolerated; any student involved in such activity will be expelled and turned over to the proper authorities. Students involved will face disciplinary actions up to expulsion.
2. The school will exercise zero tolerance against any student, staff, or patron involved in disorderly conduct while on the school's premises. Disorderly Conduct is any act of yelling, screaming, belligerent use of profanity, indecent exposure, verbal or physical fighting, or any action or behavior that may be seen as aggressive and/or violent. Horseplay is also categorized with this rule. Students involved will face disciplinary actions up to expulsion.
3. Intentional disruption of teaching, administration or other school activity is deemed as unacceptable behavior which includes, sowing discord, gossiping, instigating, and openly venting. Students involved in such activity will face disciplinary actions up to expulsion.
4. Possession, use or sale of illicit drugs or alcoholic beverages on school property is totally prohibited. Any student involved in such activities will be expelled immediately and reported to the proper authorities. Students who are alleged to be under the influence of drugs or alcohol while on the clock will be suspended. A drug test will be required before returning to school.
5. Possession of firearms or other dangerous weapons on school property is strictly prohibited. Students involved will face disciplinary actions up to expulsion.

6. The school will exercise Zero Tolerance against bullying and harassment of any form. All acts of threats or intimidation from or against a student, staff member, or patron will be reported to police. Students involved will face disciplinary actions up to expulsion.
7. All students are required to be in compliance with State board law 820 IAC 8-2-5 Sec. 5. Which states “*Students must be on time for all class studies and work, and shall not take any time off or leave the school without permission.*” (State board of Cosmetology and barber Examiners)
8. Students are required to follow their contracted schedule. No other schedule is recognized by the school. Students who require a change of schedule must fill out a change of schedule request and a contract addendum. Schedule changes must have written approval campus director. Students who fail to comply may result in additional fees and delayed graduation or program completion.
9. Time accrued when a student is clocked in but not present (in the building) shall be deemed as unofficial or unauthorized. Unofficial or unauthorized time will either be deducted or shall not be credited to a student record. Repeat offenders will face disciplinary actions up to expulsion.
10. Students cannot leave the building without instructor’s permission. Students who leave without permission will be clocked out. Students who accrue time under the aforementioned circumstances will be deducted from student record. This applies to unauthorized breaks, returning late from lunch and being on the school parking lot without instructor’s approval. Repeat offenders will face disciplinary actions up to expulsion.
11. Students are not allowed to clock in or out for any other student. Students involved will face disciplinary actions up to expulsion.
12. Student must clock in and out on the time clock and sign in and out on the student sign in sheet daily upon on arrival and departure. Students who fail to do so may not receive credit for time.
13. Students are not allowed sit in the school’s client chairs unless they are being serviced.
14. Students are required to comply with the *Practical, Theory, and Sanitation rules* brought forth by the Indiana State Board and this institution and which is carried out by the instructor.
15. Students are required to bring their “School Issued” tools kit, books, mannequin and white smock as well as their own paper and writing utensils each day. Failure to do so will result in the student not being allowed to attend class.
16. Students are required to attend theory and take all theory exams and quizzes.
17. Students are required to follow the weekly Practical Progress Plan set forth by the school.

18. Students are required to turn in practical progress for the current week before or by Saturday of each week.

19. Dress Code: Students are required to wear “School Issued” white smock with sleeves while on the clock. No sleeveless smocks allowed.

- a. No tank tops or sleeveless shirts/blouses.
- b. No clothing that is ripped or torn
- c. Skirts/short pants must cover the thigh.
- d. No sagging pants
- e. Closed toe shoes with socks or stocking. No open toed shoes/sandals
- f. Hairstyles, especially braided styles, must be styled unless being serviced.
- g. No hats, head coverings scarves or wave caps allowed while on the clock this rule applies to women and men. Religious head coverings are the exception.

20. Students are not allowed to be compensated for any barber services rendered on school premises.

21. Students who are insubordinate with an instructor or disrespectful to Kenny’s Academy faculty will result in disciplinary action up to expulsion.

22. No sleeping on the premises. Student caught sleeping while on the clock will be taken off the clock and sent home. Repeat offenders will face disciplinary actions up to expulsion.

23. Cell phones must be on vibrate while on the clock. Students cannot to talk on cell phone while on the clinic floor or while servicing a client.

24. Media equipment is not allowed on the clinic floor or while on the clock unless school related. Media equipment shall not be used for any illegal purposes. Media equipment includes headphones, iPods, laptops, cell phones, video games portable DVD players.

25. Students cannot refuse student service (patron) without instructor’s approval.

26. Games such as cards, chess, checkers, craps etc. are not permitted: all forms of gambling is prohibited on the school premises.

27. Students are required to produce his or her own work, cheating or plagiarism is unacceptable and will not be tolerated. Students involved will face disciplinary actions up to expulsion.

28. Students are not allowed to bring children or guest to the school during school hours.

CONSUMER INFORMATION

This catalog is published to inform prospective students of Kenny's Academy of Barbering of the programs, tuition, fees, faculty, administration, and policies. It is current and accurate as of the date of effectiveness shown in the table of contents. The school reserves the right to make changes to this catalog; therefore it is for informational purposes only, not intended as a contractual agreement. Students are expected to read and understand the information published in this catalog.