

SUMMIT BARBER ACADEMY

6290 S. Main St. Unit 105.

Aurora, CO 80016

303-974-6449

www.summitbarberacademyaurora.com

STUDENT HANDBOOK AND CATALOG

Vol II, July 15, 2026

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1. Institutional Information

1.1 School Identification

Item	Information
Institution	Summit Barber Academy
Location	6290 S. Main St. Unit 105, Aurora, CO 80016
Telephone	303-974-6449
Website	www.summitbarberacademyaurora.com
Catalog Edition	Vol II - 2026
Effective Date	July 15, 2026

1.2 Ownership and Administration

Summit Barber Academy is owned by 808 EDU Inc. The officers of the school are Huinan Kim Schwartz (Nani), Soon Mi Shin (Ivy), and Brian Schwartz. The Academy Director is responsible for daily administration, academic oversight, student records, and compliance with institutional policies.

1.3 Approval, Regulation, and Accreditation Status

Summit Barber Academy is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools. The Academy offers programs designed to prepare students for applicable Colorado licensure examinations and entry-level employment in the barbering and hairstyling fields.

1.4 Equal Opportunity and Non-Discrimination

Summit Barber Academy does not discriminate based on race, color, religion, national origin, sex, age, disability, veteran status, or any other classification protected by applicable law in admissions, educational programs, employment, student services, or school-administered activities.

1.5 ADA and Reasonable Accommodation Policy

Students who need reasonable accommodation due to a disability should submit a written request to the Academy's admissions office prior to the school's acceptance. The request should identify the accommodation requested and, when appropriate, include documentation supporting the need for accommodation.

2. Mission, Vision, and Educational Objectives

2.1 Mission Statement

Summit Barber Academy is a student-centered institution committed to preparing graduates with technical skills, professional habits, customer service abilities, and confidence needed to succeed as entry-level professionals in barbering, hairstyling, and related beauty industry occupations.

2.2 Vision

The Academy's vision is to train tomorrow's beauty professionals in a respectful, modern, safety-focused learning environment that reflects real-world industry expectations.

2.3 Core Values

- Professionalism
- Integrity
- Safety and sanitation
- Respect for clients, students, and staff

- Accountability
- Continuous improvement
- Career readiness

2.4 Institutional Objectives

- Prepare students to meet Colorado education requirements for applicable licensing examinations.
- Provide sequential theoretical and practical instruction using classroom, demonstration, and supervised clinic experiences.
- Develop safe work habits, sanitation practices, and client protection procedures.
- Build professional communication, employability, business, ethics, and customer service skills.
- Support student progress through advising, academic monitoring, student reviews, and career assistance.

3. Facilities and Equipment

The Academy is located in Southlands Shopping Center in Aurora, Colorado, and is designed to provide a professional, real-world training environment. The facility includes classroom space, practical training areas, student salon stations, shampoo stations, reception/front desk areas, student lockers, a lunchroom, student break areas, and restrooms.

Students are expected to use all equipment, products, tools, and facilities in a safe, sanitary, and professional manner. Damage to school property, unsafe conduct, or unauthorized use of equipment may result in disciplinary action.

4. Staff Directory

The staff directory should be updated each time the catalog is published and whenever a significant staffing change occurs. Only current employees, instructors, administrators, and licensed agents should be listed.

Name	Title
Nani Schwartz	Academy Director, Licensed Agent & Instructor
Soon Mi Shin	Assistant Director & Instructor
Brian Schwartz	Licensed Agent
Anne Deegan	Admissions Coordinator
Ramona Phillips	Administrative Assistant
Christi Brook	Administrative Assistant
Emily Naranja	Administrative Assistant
Mykenna Maunu	Instructor
Amber Brown	Instructor
Ebony Lattimore	Instructor
Darrion Smith	Instructor
Makayla Fisher	Instructor
Jessica Powell-Durfey	Instructor

5. Admissions

5.1 General Admission Requirements

Summit Barber Academy admits applicants who meet the institution's admissions standards and who are able to benefit from the training provided. Admission is not guaranteed and may be denied if the applicant does not meet requirements or if the Academy determines that enrollment is not appropriate under school policy.

1. Completed Summit Barber Academy application for enrollment.
2. Proof that the applicant is at least 18 years of age prior to the start of the program.
3. Personal interview with an admissions representative.
4. High school diploma, GED, or equivalent documentation showing completion of secondary education.
5. Government-issued photo identification and Social Security card or equivalent documentation, where applicable.
6. For foreign credentials, an evaluation and translation by a qualified outside agency showing equivalency to a U.S. high school diploma.
7. Completion of all required enrollment documents and payment arrangements before the start date.

The Academy does not recruit students who are currently attending or admitted to another postsecondary school in a similar program.

5.2 Enrollment Procedure

1. Submit application and required documentation.
2. Complete admissions interview.
3. Review program, schedule, tuition, refund policy, Satisfactory Academic Progress (SAP) policy, and graduation requirements.
4. Sign enrollment agreement and required acknowledgements.
5. Pay required registration, kit, book, or deposit charges according to the enrollment agreement.
6. Attend orientation before or at the beginning of training.

5.3 Re-Admission

Students who are dismissed, withdraw, or otherwise terminate enrollment may apply for re-admission at the discretion of the Academy administration. Re-admission may be considered when the issue related to the prior separation has been resolved and the student demonstrates the ability and commitment to adhere to and comply with program policies for success. Applicants for re-admission must complete the regular admissions process and may be required to sign a new enrollment agreement.

Prior transcripts will be evaluated according to applicable state licensing standards, institutional policy, and any time limits that apply to prior training.

5.4 Transfer Students and Previous Training

Transfer credits or hours from another institution are evaluated on a case-by-case basis. Students must provide an official transcript from the previous school/program showing hours or credits earned, courses completed, tests completed, and practical services completed. The Academy may conduct written and practical assessments before determining transferable hours. Transfer students may not begin training until transfer documentation has been reviewed and accepted.

Tuition will be prorated based on the remaining contracted hours required to complete the program at Summit Barber Academy. The Academy does not guarantee that credits or hours earned at Summit Barber Academy will be transferable to another institution unless a written transfer agreement exists.

5.5 Veterans Benefits

For students using Veterans benefits, evaluation of previous postsecondary education and training is mandatory. When transfer credit is granted, the Academy will reduce the program length proportionately, notify the student and the Department of Veterans Affairs in writing, and adjust VA invoicing accordingly.

6. Academic Calendar and Schedules

6.1 Facility Hours

The facility is generally open Monday through Friday from 9:00 a.m. to 8:00 p.m. Schedules may change at the discretion of the Academy due to holidays, weather, emergencies, enrollment, staffing, program needs, or operational requirements.

6.2 Term Start Dates

New terms are scheduled approximately every eight weeks. The Academy publishes start dates and last day to enroll dates each year. Late enrollment is not accepted unless approved in writing and consistent with applicable policy.

2026 Term Start Date (Updated Yearly)	Last Day to Enroll
January 12	December 29
March 9	February 23
May 4	April 20
June 29	June 15
August 24	August 10
October 19	October 5
December 14	November 30

6.3 Standard Schedules

Program Phase	Schedule
Barber and Hairstyling Basic Training - first 8 weeks	Tuesday-Friday, 9:00 a.m.-4:00 p.m.
Clinic Schedule A*	27.5 hours/week, Monday-Friday (58 weeks)
Clinic Schedule B*	27.5 hours/week, Monday-Friday (58 weeks)
Clinic Schedule C*	31.5 hours/week, Monday - Friday (52 weeks)

*Schedule breaks allotted at 15 minutes per 5 hours.

Lunch Period (Off the Clock)

- **Schedule A:** Optional 30-minute lunch break.
- **Schedule B:** Optional 30-minute lunch break.
- **Schedule C:** Required 30-minute lunch break.
- **Any shift greater than 8.0 hours: Required 30-minute lunch break.**

6.4 Holidays and Campus Closures

The Academy observes selected holidays and institutional closures. Holiday schedules may vary by year and are published in advance when possible. Recognized closures may include New Year's Eve, New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and other announced school closures.

Students are not credited with clock hours for days or periods when the Academy is closed unless otherwise required by law. Program completion dates may be extended due to holidays, weather closures, emergency closures, leaves of absence, or other unexpected school interruptions.

Holidays 2026

Closure/Term	Date(s)
Labor Day	September 7
Thanksgiving Break	November 26-27
Winter Break	Dec 24 – Return on Jan 4

7. Programs Offered

7.1 Barber Program - 1,500 Clock Hours

Program Description

The Barber program consists of 1,500 clock hours of instruction designed to prepare students for the Colorado barber licensing examination and entry-level employment as a barber. Instruction includes barbering, shaving, haircutting, hairstyling, chemical hair services, hair coloring, sanitation, laws and rules, salon management, ethics, interpersonal skills, and salesmanship. Training is provided through classroom instruction, demonstrations, practical application, mannequin work, supervised clinic experiences, and guest services.

Program Objectives

- Prepare students to meet educational requirements for the Colorado barber licensing examination.
- Develop technical competencies in haircutting, shaving, styling, chemical services, hair coloring, and client protection.
- Develop professional communication, ethical behavior, and employability skills.
- Prepare students for entry-level employment in barber shops, salons, or related professional settings.

Barber Curriculum

Subject Area	Clock Hours
Treatment of Hair & Scalp	60
Facial Massage & Treatment	90
Shaving	90
Haircutting	270
Hairstyling	270
Chemical Hair Services	240
Hair Coloring and Hair Tinting	240
Laws, Rules & Regulations	30
Management, Ethics, Interpersonal Skills & Salesmanship	30
Disinfection, Cleaning & Safe Work Practices	180
Total	1,500

Barber Program Cost - 2026

Charge	Amount
Tuition - 1,500 hours at \$11.00/hour	\$16,500.00
Barbering Kit	\$2,300.00
Books	\$425.00
Registration	\$250.00
Total	\$19,475.00

7.2 Hairstyling Program - 1,200 Clock Hours

Program Description

The Hairstyling program consists of 1,200 clock hours of instruction designed to prepare students for the Colorado hairstylist licensing examination and entry-level employment as a hairstylist. Instruction includes shampooing, rinsing and conditioning, hair coloring, haircutting, hairstyling, chemical texture services, laws and rules, management, ethics, interpersonal skills, salesmanship, disinfection, cleaning, and safe work practices.

Program Objectives

- Prepare students to meet educational requirements for the Colorado hairstylist licensing examination.
- Develop technical competencies in shampooing, hair coloring, haircutting, hairstyling, chemical texture services, sanitation, and client protection.
- Develop professional communication, ethical behavior, and employability skills.
- Prepare students for entry-level employment in salons or related professional settings.

Hairstyling Curriculum

Subject Area	Clock Hours
Scalp Care: Shampooing, Rinsing & Conditioning	60
Hair Coloring or Hair Tinting & Bleaching	240
Haircutting	240
Hairstyling	210
Chemical Texture Services	120
Law, Rules & Regulations	30
Management, Ethics, Interpersonal Skills & Salesmanship	30
Disinfection, Cleaning & Safe Work Practices	270
Total	1,200

Hairstyling Program Cost - 2026

Charge	Amount
Tuition - 1,200 hours at \$11.00/hour	\$13,200.00
Hairstyling Kit	\$2,200.00
Books	\$375.00
Registration	\$250.00
Total	\$16,025.00

7.3 Licensure and Reciprocity Disclosure

Graduation from Summit Barber Academy does not guarantee licensure. Licensure requirements are established by the State of Colorado and may change. Students are responsible for applying for licensure, paying required licensing and testing fees, and meeting all requirements of the licensing agency. Students who intend to move or seek licensure outside Colorado should contact the licensing agency in that state before enrollment or relocation. Not all states recognize the same license categories or reciprocity rules.

8. Tuition, Fees, and Financial Policies

8.1 Tuition and Fees

Tuition is calculated at \$11.00 per contracted clock hour. Program costs include tuition and applicable charges for registration, books, kits, tools, supplies, and other items listed in the enrollment agreement. Kit, tool, book, supply, and tax charges are non-refundable once issued, unless otherwise required by law.

8.2 Registration, Books, and Kit Charges

To secure a seat in the classroom, students may be required to make a deposit or payment that covers registration, kit, books, and related required materials prior to the enrollment deadline for the desired start date. The exact payment due will be identified in the student's enrollment agreement.

8.3 Payment Plans

Tuition payments begin according to the payment schedule established in the enrollment agreement. Students experiencing financial difficulty should contact the Administrator overseeing Tuition/Financials promptly. Payment arrangements may be considered on a case-by-case basis. Approval of any payment arrangement is at the discretion of the Academy and must be documented in writing in the agreement.

8.4 Past-Due Accounts

Students are expected to remain current on their financial obligations. A student who falls behind on required payments may be placed on financial leave after 30 days. If the balance is not resolved within 60 days, the student may be withdrawn. The Academy may refer unpaid balances to third-party collection agencies in accordance with applicable law and school policy.

8.5 Overtime Charges

Tuition is calculated at \$11.00 per contracted clock hour. Overtime charges are separate from tuition and are assessed at a rate of \$20.00 per hour when a student remains enrolled beyond the contracted completion period or otherwise incurs additional time under the Academy's overtime policy. Overtime charges are administrative charges for extended enrollment and are not tuition charges.

Students who are tardy, absent, fail to complete required work/makeup hours, or otherwise require additional time beyond the contracted completion date may incur overtime charges. Overtime charges must be paid according to the Academy's financial policies. The Academy may, at its discretion, waive all or part of overtime charges for a student who completes the program. Waivers are not guaranteed and must be approved in writing.

9. Cancellation and Refund Policy

The Academy's refund policy is intended to comply with Colorado requirements for private occupational schools. The refund calculation is based on the official date of termination or withdrawal and the percentage of the contracted program completed. Used books, tools, kits, supplies, and taxes are non-refundable once issued, except where required by law or at the discretion of the director

9.1 Cancellation Before Training Begins

- Applicants not accepted by the Academy are entitled to a refund of all monies paid.
- Students who cancel the enrollment agreement within three (3) business days are entitled to a full refund of tuition and fees paid, provided training has not begun.
- Students who withdraw after three (3) business days but before classes begin are entitled to a full refund of tuition and fees paid, less a cancellation charge not to exceed \$150.00 or 25% of the contract price, whichever is less.

9.2 Withdrawal After Training Begins

If a student withdraws after commencement of classes, the school will retain the cancellation charge listed above plus a percentage of tuition and fees, which is based on the percentage of contract hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal, which is the last date of recorded attendance.

Completion at Withdrawal/Termination	Student Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% of program	No refund

9.3 Official Date of Termination

The official date of termination or withdrawal is determined by the earliest applicable date under school policy and applicable law, including the date the Academy receives written notice that the student intends to discontinue training, the date the student violates a published policy that provides for termination, or the applicable date for a student who fails to return from an approved leave of absence.

9.4 Refund Timing

All applicable refunds will be made within 30 days of the date of termination. If the Academy discontinues a course or program during a period in which a student could have reasonably completed it, the student will receive a full refund of tuition and fees paid, except where an exception applies under law.

- All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - The date on which the school receives notice of the student's intention to discontinue the training program; or
 - The date on which the student violates published school policy, which provides for termination.
 - If a student does not return from an approved Leave of Absence (LOA) as scheduled, the student's termination date will be the earlier date of: (1) the date the school determines the student will not return, or (2) the day immediately following the student's scheduled return date.
- The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- The policy for granting credit for previous training shall not impact the refund policy.
- Overtime charges may apply and will be deducted from any said refund.
- Discounts and/or incentives are void if a student does not complete the full program. Refund and withdrawal calculation will be based on original program cost.**

10. Satisfactory Academic Progress Policy

The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in Summit Barber Academy programs, regardless of schedule or payment method. The policy is provided to students before enrollment and is applied consistently to all students within each program and schedule category.

10.1 SAP Evaluation Periods

SAP evaluations are based on actual hours and weeks completed. Evaluations determine whether the student meets the minimum requirements for attendance and academics and whether the student can complete the program within the maximum time frame.

Program	Program Length	1st Evaluation	2nd Evaluation	3rd Evaluation
Barber	1,500 clock hours	450 hours / 15 weeks	900 hours / 29 weeks	1,200 hours / 39 weeks
Hairstyling	1,200 clock hours	450 hours / 15 weeks	900 hours / 29 weeks	1,050 hours / 34 weeks

10.2 Attendance Progress

Students must complete at least 75% of the scheduled hours for each evaluation period. Attendance percentage is calculated by dividing actual hours attended by scheduled hours incurred. At each evaluation, the Academy determines whether the student has maintained at least 75% cumulative attendance.

10.3 Academic Progress

Students must maintain a minimum cumulative academic average of 85%. Academic learning is evaluated after each unit of study through written examinations, assignments, workbooks, practical evaluations, clinic performance, and other required academic activities.

Percentage	Grade	Description
95%-100%	A	Excellent
90%-94%	B	Above Average
85%-89%	C	Average/Satisfactory
Below 85%	U	Unsatisfactory

10.4 Determination of SAP Status

Students meeting both attendance and academic requirements at the end of each evaluation period are considered to be making satisfactory academic progress until the next scheduled evaluation. Students not meeting requirements may be placed on warning, probation, or other status as described below.

10.5 Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress 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, the student may be placed on probation.

10.6 Probation and Appeals

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 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, the student will be determined as NOT making satisfactory academic progress.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

10.7 Appeals

A student may appeal a negative SAP determination due to mitigating circumstances such as illness, injury, death of a family member, or other circumstances beyond the student's control. Appeals must be submitted in writing by the deadline stated in the SAP notice and must include the reason for the appeal, supporting documentation, and

an explanation of what has changed that will allow the student to meet SAP standards. The Academy will notify the student in writing of the appeal decision.

11. Academic Policies

11.1 Written Examinations

Students are required to complete written examinations and assessments as assigned. Refusal to take a scheduled examination may result in a score of zero. All missed examinations must be made up according to instructor direction and school policy.

11.2 Workbook and Online Assignments

Students must complete required reading, workbook assignments, lesson challenges, quizzes, and other academic requirements before final examinations or graduation. Final grades are based on cumulative academic performance according to school policy.

11.3 Practical Requirements

Students must complete required practical elements to demonstrate competency. Practical tasks may be performed on mannequins, students, or guests under instructor supervision. Students must record required practical activities as directed. Practical requirements are part of graduation eligibility.

11.4 Make-Up Work and Make-Up Hours

Students are responsible for making up missed instruction, assignments, examinations, and required practical work with their instructor. Make-up hours must be scheduled with administrative faculty and may be completed outside the student's regular schedule. Make-up time does not result in additional tuition charges unless completed after the expiration of the enrollment agreement or unless otherwise stated in policy; costs of materials or supplies may apply.

11.5 Academic Integrity

Cheating, plagiarism, falsification of records, misuse of technology, unauthorized collaboration, or submitting work that is not the student's own is prohibited. Violations may result in zero scores, probation, suspension, dismissal, or other disciplinary action.

11.6 Artificial Intelligence and Technology Use

Students may use technology or artificial intelligence tools only when permitted by an instructor and only in a manner that supports learning. Students may not use technology to complete examinations, falsify assignments, fabricate practical records, bypass required learning, or misrepresent their own work. The Academy may require a student to explain, redo, or verify any work submitted.

12. Attendance, Tardiness, and Leave Policies

12.1 General Attendance Policy

Students are required to attend all scheduled classes and remain until their scheduled hours conclude. Students must arrive on time, clock in and out accurately, and be prepared with required tools, materials, and professional dress. Doctor appointments and personal obligations should be scheduled outside school hours whenever possible.

Students must maintain at least 75% cumulative attendance to meet SAP requirements. Falling below the attendance requirement may result in warning, probation, loss of satisfactory progress, administrative action, or withdrawal according to SAP and attendance policies.

12.2 Reporting Absences or Tardiness

Students who will be absent or late must contact the Academy's attendance line before the required reporting time on the scheduled day. Failure to notify the Academy may result in disciplinary action. Students arriving more than 30 minutes late may be sent home and may not receive hours for the missed day or class period.

12.3 Theory Attendance

Theory attendance is required throughout the program. Students who are more than 30 minutes late to theory may not be allowed to attend theory that day. Excessive theory absences may result in probation, required make-up work/classes, or other academic action. Medical documentation or approved leave documentation will be required for tardiness or an absence to be excused.

12.4 No Call/No Show

A no call/no show occurs when a student is absent from a scheduled school day without notifying the Academy according to policy. A single warning will be provided and documented in the student file. Repeated no call/no show absences will result in probation, suspension, or dismissal.

12.5 Time-Off Requests (TOR)

Students should always request time off in advance. Pre-approval of an absence does not remove the student's responsibility to complete required hours, assignments, practical work, or SAP requirements. Pre-approved personal absences may not extend the student's expected completion date.

12.6 Leave of Absence

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course/program of study that has been approved by the Academy. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption instead of being counted as a withdrawal, which would then require the Academy to perform a withdrawal calculation. The Academy will not assess the student any additional charges as a result of the LOA. A student who must take an approved Leave of Absence (LOA), or must withdraw from training for non-academic reasons, may return to the Academy with no loss of SAP if the student was making SAP when the student left.

To qualify for an authorized LOA:

- The student must follow the Academy's Leave of Absence Policy when requesting an LOA.
- There must be reasonable expectations that the student will return from the LOA.
- The LOA must be requested and approved in writing according to the Academy's LOA Policy and prior to the LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
- The student is required to list the reason for the LOA.
- The Academy will determine if the reason stated meets the criteria for an LOA.
- The LOA must be dated and signed by the student.
- The Academy may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:
 - The institution documents the reason for its decision;
 - The institution collects the request from the student at a later date; and
 - The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

A student granted an LOA in accordance with the Academy's policy is not considered to have withdrawn, and no refund calculation is required at that time.

A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence without penalty to the student. Changes to the contract period on the enrollment agreement must be acknowledged by an addendum and must be signed and dated by all parties. The day the student returns from a LOA, the student is required to inform the school administration of their return. If a student takes an unapproved LOA or does not return by the expiration of an approved LOA, the student will be dropped from the Academy, and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period.

13. Graduation, Transcripts, and Licensure

13.1 Graduation Requirements

To graduate and receive a certificate of completion, students must complete all of the following requirements:

- Complete the required clock hours for the enrolled program.
- Complete all required academic, written, workbook, practical, clinic, and service requirements.
- Maintain a cumulative academic average of at least 85%.
- Meet all SAP and program completion requirements.
- Satisfy all academic and financial obligations to the Academy or establish payment arrangements, when applicable, in accordance with Academy policy and applicable state requirements.

13.2 Licensing Examination Preparation

Students are required to participate in practical preparatory examinations and other review activities designed to support readiness for licensing examinations. Registration for licensing examinations, payment of examination fees, and compliance with testing agency requirements are the graduate's responsibility unless otherwise stated in writing.

13.3 Transcript/Diploma/Certificate Financial Hold Exemption Policy

In accordance with Colorado law, the Academy maintains a policy describing when a certificate of completion may be withheld due to an outstanding balance and when an exemption applies. A current or former student may request release of a transcript, diploma, or certificate for qualifying purposes, including job application, transfer to another postsecondary institution, financial aid application, military or National Guard opportunity, or other postsecondary opportunity.

Requests for exemption should be submitted to Summit Barber Academy Administration with documentation supporting the qualifying purpose. The Academy will review the request and provide the requested document if an exemption applies. If the request is denied, the Academy will provide a written explanation within seven business days.

Students may contact Summit Barber Academy Administration at 303-974-6449 or info@sbaaurora.com for payment plan or document request questions.

14. Student Services and Records

14.1 Student Advising

Academic, attendance, financial, and career advising are available from staff as needed and upon request. The Academy monitors student progress and provides feedback through progress reports, advising meetings, student reviews or student portal records.

14.2 Employment Assistance

The Academy provides employment assistance but does not guarantee employment. Assistance may include resume guidance, interview preparation, job leads, employer contacts, and referrals to salons or shops that contact the Academy. Students are responsible for pursuing employment opportunities and meeting employer requirements.

14.3 Student Records

The Academy maintains student records in accordance with applicable law and institutional policy. Student records may include admissions documents, enrollment agreements, financial records, attendance records, academic progress, practical requirements, disciplinary records, graduation documents, and transcript information.

Student files are retained for at least seven years after the ending date of the student's last period of attendance or certification, unless a longer retention period is required by law or agency policy.

14.4 FERPA and Release of Student Information

Because students are considered adults and we do not teach minors, the Academy will not release student education records to parents, guardians, employers, or other third parties without written authorization from the student, except as permitted or required by law. Students may request access to their own education records by contacting administration.

15. Student Complaint and Grievance Procedure

15.1 Internal Complaint Process

Students are encouraged to resolve concerns promptly and professionally. A student with a complaint should first attempt to resolve the issue with the appropriate student, instructor, staff member, or administrator. If the complaint is unresolved, the student may elevate the issue by submitting a written grievance to the Academy Director or owner. The written grievance should include the student's name, date, detailed description of the concern, persons involved, supporting documentation, and desired resolution.

The Academy will review written grievances and attempt to provide a written response within a reasonable time. The Academy may meet with the student, interview witnesses, review records, audio/video, and take corrective action when appropriate.

15.2 External Complaint Process

Students may file a complaint with the Colorado Department of Higher Education, Division of Private Occupational Schools, in accordance with DPOS procedures. Attempting to resolve concerns with the Academy first is encouraged but does not prevent a student from contacting DPOS when permitted by law.

Colorado Department of Higher Education - Division of Private Occupational Schools:

<https://cdhe.colorado.gov/division-of-private-occupational-schools>

DPOS complaint information: <https://cdhe.colorado.gov/complaint-procedures>

16. Conduct Code

Summit Barber Academy is committed to maintaining a professional learning environment. Students are expected to conduct themselves as future licensed professionals and to treat guests, students, staff, instructors, and property with respect.

16.1 General Standards of Conduct

- Follow all safety, sanitation, and infection control rules.
- Attend class prepared, in dress code, and with required tools and materials.
- Treat all guests, students, staff, and instructors respectfully.
- Always use professional language and behavior.
- Complete assigned work, practical requirements, sanitation duties, and guest services.
- Protect client confidentiality and obtain approval before sharing photos, videos, or client information.
- Use school property, products, tools, and technology responsibly.
- Comply with all Academy policies, procedures, and reasonable staff instructions.

16.2 Prohibited Conduct

- Clocking in or out for another student or falsifying attendance records.
- Excessive tardiness or absences.
- Cheating, plagiarism, falsifying grades, or altering school documents.
- Disruptive behavior, insubordination, threats, intimidation, harassment, bullying, or retaliation.
- Stealing from a guest, student, staff member, or the Academy.
- Possession or use of weapons, illegal drugs, drug paraphernalia, or alcohol on school property.
- Being under the influence of drugs or alcohol during school activities.
- Smoking of any type inside the school or in front of the school entrance.
- Vandalism or damage to Academy property or another person's property.
- Leaving campus without required permission or failing to clock out when required.
- Refusal of assigned services, sanitation duties, or required academic work.
- Inappropriately amending client appointments without proper approval.
- Posting school, student, staff, guest, or client images or information without authorization.

16.3 Disciplinary Action

Violations of policy may result in verbal warning, written warning, probation, suspension, dismissal, loss of clinic privileges, required counseling meeting, required make-up work, or other corrective action. Serious violations may result in immediate suspension or dismissal.

17. Dress Code and Professional Appearance

The dress code is strictly enforced. Students who are out of dress code may receive a verbal or written warning and may be sent home to change. Repeated violations may result in probation, suspension, or dismissal.

- Clothing must be business casual, clean, professional, and free from holes, stains, or offensive images/language.
- Closed-toe, non-slip professional shoes are required.
- Shorts above the knee, miniskirts, exposed midriffs, halters, sleeveless shirts, overly ripped clothing, sweatpants, bandanas, and sagging pants are prohibited.
- Skirts and dresses must be at least knee length.
- Accessories should be minimal and professional.
- Tattoos containing vulgar, obscene, discriminatory, or inappropriate images or language must be covered.
- Facial hair, hair styling, nails, and overall appearance must be clean, safe, and professional.
- Students must wear required personal protective equipment when directed.

18. Guest Services, Client Care, and Confidentiality

18.1 Guest Services

Students are required to perform services on guests as assigned and under instructor supervision. Refusal to provide an assigned service without an approved reason may result in disciplinary action. Guest service requirements are part of training and are not transferable between students.

18.2 Client Confidentiality

Students must protect guests' and clients' privacy. Client names, images, service information, personal information, complaints, or other confidential information may not be shared outside the Academy or posted online without written approval.

18.3 Photography and Social Media Consent

Students may not photograph, record, livestream, or post images or videos of clients, guests, students, instructors, or staff without permission. Client photos or videos may be used only for approved educational or promotional purposes and only with appropriate consent. Students may not use the Academy name, logo, images, or reputation in a misleading, inappropriate, or unauthorized manner.

19. Health, Safety, Sanitation, and Infection Control

19.1 Sanitation and Safe Work Practices

Students must follow all applicable Colorado rules, Academy sanitation policies, manufacturer instructions, and instructor directions for disinfection, cleaning, safe tool handling, product use, and client protection. Failure to maintain sanitary or safe conditions may result in disciplinary action.

19.2 Blood Exposure and First Aid

Any cut, blood exposure, injury, or incident involving bodily fluids must be reported to an instructor immediately. Services must stop until the area, tools, and affected persons are managed according to Academy blood exposure and sanitation procedures. Students must not continue a service in a manner that risks client, student, or staff safety.

19.3 Chemical Safety

Students must use chemicals only as directed by instructors, product labels, safety data sheets, and Academy procedures. Students must wear required PPE, avoid unsafe mixing of chemicals, properly label products when required, and report spills or exposure incidents immediately.

19.4 Emergency Procedures

Students must follow staff instructions during fire alarms, severe weather, medical emergencies, lockdowns, evacuations, or other emergencies. Emergency exits must remain clear. Students should promptly report unsafe conditions, injuries, threats, or hazards to staff.

20. Harassment, Discrimination, and Title IX-Type Concerns

Summit Barber Academy is committed to providing an environment free from unlawful discrimination, harassment, sexual harassment, bullying, intimidation, and retaliation. Harassment may include verbal, physical, visual, electronic, or online conduct that creates an intimidating, hostile, or offensive educational environment or interferes with a student's education.

20.1 Reporting

Students who believe they have experienced or witnessed harassment, discrimination, sexual harassment, bullying, or retaliation should report the matter promptly to the Academy Director, or another member of management. Reports may be made verbally or in writing. The Academy will review and document all reports and take appropriate action.

20.2 Anti-Retaliation

Retaliation against any person who makes a good-faith report, participates in an investigation, or supports another person in making a report is prohibited and may result in disciplinary action.

20.3 Investigation and Resolution

The Academy will handle reports as confidentially as practical while allowing for appropriate review and corrective action. The Academy may interview involved persons, review records, audio/video, or electronic communications, impose interim measures, and take disciplinary or corrective action when appropriate.

20.4 Professional Boundaries

Students must maintain professional boundaries. Unwelcome touching, fondling, caressing, kissing, fighting, aggressive behavior, or other inappropriate physical contact during Academy operations or on Academy property is prohibited and may result in suspension, dismissal, or legal action.

21. Technology, Cell Phones, and Social Media

21.1 Cell Phones and Smart Devices

Cell phones, smartwatches, earbuds, and other personal devices must be silenced during instructional time and may be used only during designated breaks or with instructor permission. Devices may not be used in a manner that disrupts instruction, compromises client privacy, or interferes with safety or sanitation. Cell phones may not be used on the main floor where customers are present, unless approval has been granted by Academy staff.

21.2 Social Media Responsibility

Students, instructors, and staff are expected to use social media responsibly. Online conduct that targets, insults, threatens, harasses, discriminates, bullies, or damages the Academy's reputation is prohibited. Students must not post negative, misleading, confidential, or unauthorized content involving the Academy, clients, students, staff, or guests.

22. Lunch, Breaks, and Timekeeping

22.1 Lunch and Breaks

Students are provided with a 15-minute break for every five (5) consecutive scheduled clock hours. Students scheduled for more than eight (8) consecutive hours are required to take a 30-minute meal period and must clock out for the duration of the meal period. Students scheduled for less than eight (8) hours may take a 30-minute meal period with instructor approval and must clock out if a meal period is taken. Breaks and meal periods are scheduled at the discretion of the instructor based on classroom instruction, clinic operations, and guest service needs. Students leaving the Academy during a break or meal period must clock out before leaving and clock back in upon returning.

22.2 Timekeeping

Students are responsible for accurately recording attendance. Clocking in or out for another student, asking another student to clock in or out, or falsifying time records is grounds for disciplinary action up to and including dismissal.

23. Postponement of Starting Date

Postponement of a starting date, whether at the request of the Academy or the student, requires a written agreement signed by the student and the Academy. The agreement must identify whether the postponement is for the convenience of the student or the Academy and must set a deadline for the new start date. If training does not begin by the new start date, the student will receive any appropriate refund according to the refund policy and applicable law.

24. Catalog Changes and Acknowledgement

The Academy reserves the right to update policies, schedules, tuition, fees, program requirements, and procedures, when necessary, subject to applicable law and agency approval requirements. Students will be notified of significant changes that affect their enrollment. The catalog in effect at the time of enrollment generally governs the student's program unless a change is required by law, regulation, accrediting agency, or written agreement.

24.1 Student Acknowledgement

I acknowledge that I have received or had access to the Summit Barber Academy Student Handbook & Catalog. I understand that I am responsible for reading and following the policies and procedures contained in this handbook and any approved updates or addenda.

_____	Student Printed Name
_____	Student Signature
_____	Date
_____	Academy Director
_____	Date