

**SUMMIT BARBER ACADEMY**  
6290 S. Main St. Unit 105.  
Aurora, CO 80016  
303-974-6449  
[www.summitbarberacademyaurora.com](http://www.summitbarberacademyaurora.com)

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# **STUDENT HANDBOOK AND CATALOG**

Volume 1, January 5, 2026

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## **1. STAFF DIRECTORY**

### **ADMINISTRATORS AND INSTRUCTIONAL STAFF**

Nani Schwartz, Academy Director & Instructor  
Soon Mi Shin, Director & Instructor  
Brian Schwartz, Licensed Agent  
Anne Deegan, Admission Coordinator  
Ramona Phillips, Administrative Assistant  
Christi Brooks, Administrative Assistant  
Emily Naranja, Administrative Assistant  
Mykenna Maunu, Instructor  
Amber Brown, Instructor  
Ebony Lattimore, Instructor  
Darrion Smith, Instructor

\*Agents licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools

For information regarding the Academy please contact us at:

Summit Barber Academy  
6290 S. Main St. Unit 105  
Aurora CO. 80016  
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[www.summitbarberacademyaurora.com](http://www.summitbarberacademyaurora.com)

**We are training tomorrow's beauty professionals!**

## **2. INTRODUCTION**

The Summit Barber Academy (hereafter referred to as “Academy”) is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

The Academy is owned by 808 EDU Inc. The officers of the school are Huinan Kim Schwartz (Nani) and Brian Schwartz. Huinan is a licensed cosmetologist as well as a licensed agent in the State of Colorado.

## **3. SCHOOL OBJECTIVES/MISSION STATEMENT**

The Summit Barber Academy is student-oriented, with the goal of producing a graduate that has the skills to become a high-caliber professional in hairdressing and barbering. Summit Barber Academy Graduation rate for 2025 is above 85%.

The curriculum is designed not only to prepare students to take the state licensing examination but more importantly, to teach them the confidence and skills needed to become competent professionals in the beauty industry. The Academy uses only approved teaching techniques and training aids.

Instructors use a wide variety of educational procedures to guide the student through theoretical and practical techniques required in the course. These methods allow them to create fashion designs that, upon graduation and employment, will earn the professional trust of clients and praise of employers and colleagues. Studies include all aspects of hair, education, as well as studies in sales techniques and presentation, professional ethics and public relations. The programs are precise, fast, innovative, exciting and applicable in today’s salon or spa.

In order to constantly upgrade our quality student training and guest services, the Academy staff actively participates in educational seminars, conferences and meetings. Pride, confidence and integrity are the Academy’s values. These qualities are necessary to succeed in any career and are expected of all enrolled students.

## **4. FACILITIES AND EQUIPMENT**

The Academy is in Southlands which is a thriving business and residential area located on Main St in Southlands Mall. The facility has the look and feel of today’s salon and spa and is easily accessed by public transportation.

The Academy maintains reference materials and various trade publications, which may be accessed by the student. All the educational programs are supported by audio/visual aids and students are encouraged to take advantage of these resources whenever possible.

All classes are conducted at the contracted school location. However, periodically course work may be required at another location or at a time other than that of regular attendance.

## **5. ADMISSION REQUIREMENTS**

The Academy only admits, as students, persons who meet the following qualifications:

1. A completed Summit Barber Academy Application for enrollment.
2. Proof that the student is at least 18 years of age prior to the start of their program/course.
3. A personal interview with the admissions representative or the Director is required.
4. A certificate of graduation from a school providing secondary education (high school diploma) or the equivalent of such a certificate (i.e., GED).
5. A Government issued photo identification (i.e., Driver's License or Passport) and a copy of their social security card or its equivalent.
6. **Reliable transportation**
7. This institution does not recruit students who are in attendance or have been admitted at another post-secondary school in a similar program.

All admission requirements must be submitted two weeks prior to the start date for processing.

*The Academy does not discriminate based on race, sex, religion, ethnic origin, or disability.*

### **5.1. RE-ADMISSION**

Students who are dismissed or otherwise terminate enrollment, regardless of the reason for such separation, may be re-admitted at the discretion of the Academy's Director. Such re-admission shall only be considered with evidence that the issue associated with such termination or separation has been rectified and that the student has demonstrated their ability to succeed in the program. Each applicant for re-admission shall be reviewed on an individual basis.

Students wishing to re-admit must re-apply and complete the regular admissions process. **In accordance with state licensing standards, prior hours/credits will not be accepted if there has been a lapse of five or more years.**

## **6. ACADEMY CALENDAR**

### **6.1. DAILY CLASS SCHEDULE**

The facility is open: Monday-Friday 9:00am - 8:00pm

**Note: This schedule may change at the discretion of the Academy.**

### **6.2. TERM START DATES**

New terms start every eight weeks. For 2026, they are:

Term Start Date	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

\* Due to the frequency of start dates, no late enrollments will be accepted.

Each course has standard hours of expected attendance. The schedules are as follows:

### **Barbering and Hairstyling Basic**

Barbering	Tuesday-Friday	9:00 a.m. – 12:00 p.m.
Hairstyling	Tuesday-Friday	1:00 p.m. – 4:00 p.m.

### **Clinic Students - Hairstyling and Barbering**

Monday-Friday 9:00 a.m. – 8:00 p.m.

There are three schedule options:

Schedule A: Monday-Friday	9:00 a.m. - 3:00 p.m.
Schedule B: Monday-Friday	3:00 p.m. - 8:00 p.m.
Schedule C: Monday, Wednesday, Friday	9:00 a.m. - 8:00 p.m.

### **6.3. HOLIDAYS**

The Academy will be closed on the following recognized legal holidays:

NEW YEAR'S EVE  
 NEW YEAR'S DAY  
 MEMORIAL DAY  
 JUNETEENTH  
 INDEPENDENCE DAY  
 LABOR DAY  
 THANKSGIVING DAY  
 CHRISTMAS EVE  
 CHRISTMAS DAY

### **6.4. CAMPUS CLOSURES**

If adverse weather or other reasons cause the school to close, students will be notified via telephone text message and email via the Fuse platform.

## **7. PROGRAMS OFFERED**

### **7.1. BARBERING**

50 Credits or 1500 Clock/Contact Hours

Upon successful completion of the program, the student will have demonstrated competencies required to take the State Licensing examination and upon passing gain an entry-level internship position. This program consists of 50 credits, which are focused on the basic elements of barbering, haircutting, and chemical hair services such as permanent waving and color. Students will also explore skills necessary for basic salon management and salesmanship. All students will be expected to participate in the learning elements in a classroom and/or a guest-centered environment. Students will be instructed to utilize methods of proper sanitation and patron protection as well as State Laws pertaining to Barbering.

<b>Subject Area</b>	<b>Credit Hours</b>	<b>Clock/Contact Hours</b>
Treatment of Hair & Scalp	2	60
Facial Massage & Treatment	3	90
Shaving	3	90
Haircutting	9	270
Hairstyling	9	270
Chemical Hair Services	8	240
Hair Coloring and Hair Tinting	8	240
Laws, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, Cleaning & Safe Work Practices	6	180
<b>Total</b>	<b>50</b>	<b>1500</b>

### **Program Cost-2026 (hour/credit requirements)**

<b>Barbering</b>	<b>Course Fee</b>	<b>Barbering Kit</b>	<b>Books</b>	<b>Registration</b>	<b>Total</b>
50 credits 1,500 hours 13 months	\$16,500.00 (\$11.00/hr.)	\$2,300.00	\$425.00	\$250.00	\$19,475.00

Time (weeks/months) in course/program is estimated based upon regular student attendance.

**\*\*Registration Fee of \$250.00 is in addition to program cost and is due prior to the start date. \*\***

**Note: Cost of kits, tools, books, supplies, and taxes are non-refundable and subject to change.**

**\*\*Hourly rate applies to transfer students and to overtime charges. \*\***

## **7.2. HAIRSTYLING**

40 Credits or 1200 Clock/Contact Hours

Upon successful completion of the program, the student will have demonstrated competencies required to take the State Licensing examination and upon passing gain an entry-level internship position. This program consists of 40 credits, which are focused on the basic elements of hairstyling, haircutting, and chemical hair services such as permanent waving and color. Students will also explore skills necessary for basic salon management and salesmanship. All students will be expected to participate in the learning elements in a classroom and/or a guest-centered environment. Students will be instructed to utilize methods of proper sanitation and patron protection as well as State Laws pertaining to Hairstyling.

**HAIRSTYLIST:** Must complete a minimum of 40 credit hours or 1,200 contact hours with the following minimum credit or contact hours:

<b>Subject Area</b>	<b>Credit Hours</b>	<b>Clock/Contact Hours</b>
Scalp Care (Shampooing, rinsing & conditioning)	2	60
Hair Coloring or Hair Tinting & Bleaching	8	240
Haircutting	8	240
Hairstyling	7	210
Chemical Texture Services	4	120
Law, Rules & Regulations	1	30
Management, Ethics, Interpersonal Skills & Salesmanship	1	30
Disinfection, Cleaning & Safe Work Practices	9	270
<b>Total</b>	<b>40</b>	<b>1200</b>

**Please note that not all states recognize the “Hairstylist” license for the purpose of reciprocity.** Please contact the school’s admission office for more information on reciprocity. It is also advised that you contact the state licensing agency in the state in which you intend to move prior to such a move.

### **Program Cost-2026 (hour/credit requirements)**

<b>Hairstyling 40 credits or 1,200 hours 11 months</b>	<b>Course Fee</b>	<b>Hairstyling Kit</b>	<b>Books</b>	<b>Registration</b>	<b>Total</b>
	\$13,200.00 (\$11.00/hr.)	\$2,200.00	\$375.00	\$250.00	\$16,025.00

Time (weeks/months) in course/program is estimated based upon regular student attendance.

**\*\*Registration Fee of \$250.00 is in addition to program cost and is due prior to the start date. \*\***

**Note: Cost of kits, tools, books, supplies, and taxes are non-refundable and subject to change.**

**\*\*Hourly rate applies to transfer students and to overtime charges. \*\***

## **8. TUITION**

To secure a seat in the classroom, students must make a non-refundable deposit that covers the cost of the kit, registration, and textbook. Tuition payments will begin the month following the student's start date and adhere to the agreed-upon amount established during the enrollment period.

Should a student fall behind on tuition payments, they will be placed on a 30-days suspension to provide an opportunity to catch up. The student will be withdrawn from their program if the outstanding payments are not settled after these 30 days.

Students experiencing financial difficulties may arrange a payment plan with the director to permit partial monthly payments. This agreement is made with the understanding that the total balance will be paid in full by graduation. The availability of this option is at the discretion of the Director and will be evaluated on a case-by-case basis.

## **9. ACADEMIC EVALUATION & PROGRESS POLICY**

**The granting of credits will ONLY be awarded to students following the successful completion of the school's defined STAGES OF ADVANCEMENT. The Summit Barber Academy uses LEVELS to identify its stages.**

Students must maintain a grade average of 85%. Those who do not will be placed on academic probation for 30 days. During the probation period students must raise their grade average to passing or higher or face possible dismissal upon discretion of Academy Director. Please see "Probation, Suspension and Dismissal" below.

**SHOULD A STUDENT LEAVE SCHOOL BEFORE THE COMPLETION OF ANY LEVEL, NO CREDIT FOR THE UNFINISHED LEVEL WILL BE GRANTED.**

### **9.1. BARBERING: STAGES OF ADVANCEMENT (4 LEVELS) 50 CREDITS/1500 HOURS**

- Level 1: Novice (1-375)
- Level 2: Intermediate (376-600)
- Level 3: Senior (601-1050)
- Level 4: Advanced (1051-1500)

### **9.2. HAIRSTYLING: STAGES OF ADVANCEMENT (4 LEVELS) 40 CREDITS/1200 HOURS**

- Level 1: Novice (1-300 hours)
- Level 2: Intermediate (301-600 hours)
- Level 3: Senior (601-900 hours)
- Level 4: Advanced (901-1200 hours)

### **9.3. GRADING SCALE**

The following grading scale applies to all students:

95% - 100%	= A	Excellent
90% - 94%	= B	Above Average
<b>85% - 89%</b>	= C	<b>Average/Satisfactory</b>
75% - 84%	= D	Below Average
Under 74%	= U	Unsatisfactory

Students will receive monthly progress reports, which include grades for tests, workbooks, assignments, and reports. Students may view and print their Student Progress Report, which includes their rate of attendance, academic average, completed practical services and other academic requirements, through their student portal.

### **9.4. WRITTEN EXAMS**

**All exams are taken online at <https://candidate.psiexams.com>.** Each student will receive a confidential login id and password to gain access to the online digital textbook and test center. **Refusal to take a scheduled exam may result in a score of zero.** Zero scores resulting from a refusal will be calculated when determining satisfactory progress. It is the responsibility of the student to make all arrangements with his/her instructor to make up written exams missed during the student's absence or leave from school.

### **9.5. WORKBOOK REQUIREMENTS**

Upon completing the required reading chapters in their Fuse workbook, students must finish all related lesson challenges and quizzes before taking their final written examination. All students need to meet assignment obligations as a prerequisite for graduation. Once all lessons have been completed with a cumulative passing grade of 85%, the final grades will be reflected on their final transcript.

### **9.6. MONTHLY PRACTICAL REQUIREMENTS**

Each student is required to complete a certain number of practical elements to demonstrate proficiency. These tasks are usually performed on a mannequin, however, on occasion they are to be performed on a guest. All tasks of this nature are to be recorded on the student's monthly log sheet, which is to be turned in by the student to their instructor on the last school day of the month. Failure to turn in a monthly log sheet or an incomplete sheet shall result in probation for the next month.

### **9.7. MAKE-UP POLICY**

Students are required to make-up classes for each subject portion of the program missed. **Hours missed will be made up outside the student's normal schedule.** Make-up time will not lead to additional charges (except for the cost of materials or supplies) to the student except when completed after the expiration of the enrollment agreement. It is the responsibility of the student to schedule time with the admin faculty and schedule a set day and time to complete makeup hours.

## **9.8. ACADEMIC INFORMATION**

The standard classroom size typically does not exceed six (6) students. Students are expected to attend classes regularly as scheduled. Orientation for new students occurs every six weeks, during which administrative staff reviews the attendance policy, grading procedures, financial information, media release, code of conduct, dress code, and lunch/break policies with new students. Students must come prepared to learn and adhere to school policies and procedures. Additionally, students will be given a copy of the student handbook and sign an acknowledgement form.

## **9.9. GRADUATION REQUIREMENTS**

To be eligible for graduation and to receive a certificate, a student must complete a minimum of 50-credit hours for the Barber program and 40-credit hours for hairstyling required by the State of Colorado and/or school's program description. All students must successfully complete the school's curriculum including written and practical criteria & examinations.

Registration for the licensing exam is the responsibility of the graduate. Registration fees and deadlines are determined by the State of Colorado and PSI Testing Agency and may be subject to change without notice.

## **9.10. TRANSCRIPTS/CERTIFICATE RELEASE**

Students may face a transcript or certificate hold if they have outstanding debts to the school for tuition and fees. A hold will be placed if a student has paid less than 40% of their tuition and their attendance is less than 80% after the class start date. Students behind on tuition for more than a month and/or owe more than 40% of tuition or fees will be placed on probation until they catch up. If staff notices students falling behind, a payment schedule may be arranged to help them catch up and continue their course. In severe cases, students may be placed on probation until they catch up. Factors considered are attendance and absence of any disciplinary actions, verbal or written, since attending. If a student is subject to a hold, their transcripts, and certificate will not be released unless exemptions are granted.

## **10. Transcript/Diploma/Certificate Financial Hold Exemption Policy**

Date Adopted: 7/16/2024

### **A. Purpose**

This policy is in response to Colorado HB22-1049.

### **B. Scope**

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

### **C. Policy**

1. Individuals may be subject to a transcript or certificate hold when such individual owes certain debts to the school for tuition. Individuals will be subject to such a hold when 30 days have passed since the student was initially notified of the hold. If a student fails to pay 5 percent of the debt accrued, the school will assign the debt to a third-party collection agency. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:

- a. Job application
- b. Transferring to another postsecondary institution
- c. Applying for state, federal, or institutional financial aid
- d. Pursuit of opportunities in the military or national guard
- e. Pursuit of other postsecondary opportunities

3. Process and Procedure for Exemptions: Upon submission of a transcript/certificate request and documentation to verify an exemption, the school will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the school will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the school will provide a written explanation of the denial of the request within seven business days.

4. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the school should contact: Summit Barber Academy Administration at 303-974-6448 or email [info@sbaaurora.com](mailto:info@sbaaurora.com)

5. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).

# **11. GENERAL INFORMATION FOR ALL COURSES & PROGRAMS**

## **11.1. PREPARATION FOR THE STATE LICENSING EXAM**

All students are required to participate in practical preparatory exams (intended to help to prepare the student for the state licensing exam) throughout their course of study.

## **11.2. GENERAL COURSE/PROGRAM INFORMATION**

The various phases and the allotment of time per subject in all programs are as follows: (hours include theory, practical, guest services, repetition, practice, as well as sanitation, sterilization and safety as related to each subject area.)

All programs consist of a combination of lectures, demonstrations, and student participation. Students will demonstrate knowledge of all aspects of their respective program through the completion of required practical and clinical activities. **Instruction will be supplemented with guest artists, visual aids, and other instructional techniques.**

All students are required to attend theory classes throughout the entire length of the program in order to reinforce their knowledge. It should be noted that these exams will be offered at various times throughout the program, including but not limited to, regular school hours. As these exams are required for graduation, the student will be issued credit upon completing the hours and practical requirements.

## **11.3. FUNDAMENTAL TRAINING**

Each student will spend the first portion of his or her program in “Basics Training.” Basics consist of 8 weeks Barbering and 8 weeks Hairstyling. Fundamental training is considered the most important aspect of your studies while at the Summit Barber Academy. During this time the student is introduced to the skills he/she will require to be placed on the clinic floor **therefore, daily attendance is critical.**

Should a student miss more than 3 consecutive days of classes (approved or unexcused) during the fundamental period, they may be automatically withdrawn from his or her program. The student will have the option of starting again, from the beginning, with the next available enrollment class. A student should avoid at all costs any absence or departure from Barbering Fundamentals training for any reason.

## **11.4. ID/TIMECARD PROCEDURES**

Students will be issued an ID card which will serve as identification on campus. **If a student loses their ID card, they must report it immediately and pay a \$5.00 replacement fee.** This card is the responsibility of the student.

## **11.5. LUNCH**

**Students are required to clock out whenever they leave the building.** Students working a shift of 8 hours or more must take a mandatory 30-minute lunch break and are allotted two 15-minute breaks. Students working a shift of 6 hours or less are not required to take a lunch break, but they may, if desired, and are required to clock out for 30 minutes. They are, however, allotted a 15-minute break on the clock.

Break times should be taken at staggered intervals to ensure proper coverage and minimal disruption. Students must communicate with their instructor about when they plan to take their breaks.

## **11.6. OVERTIME**

Overtime charges apply to students at time of withdrawal and/or completion of program if it is in excess or more than three days. Students who are tardy or absent will incur overtime charges for the days and/or times missed. Hourly rates for overtime are \$20 per hour and listed under the attendance section.

Overtime charges must be paid prior to the Academy releasing any necessary documentation required for transfer or graduation and licensure. The Academy reserves the right to waive all or partial overtime charges at the completion of a student's program, only if student is in "good standing." The Academy does not waive any overtime charges if a student does not complete the program.

# **12. STUDENT SERVICES**

## **12.1. STUDENT ADVISING**

Individual, academic or placement advising is available from staff as warranted. The Academy keeps monthly records and provides feedback to each student regarding progress in education. Students will receive monthly progress reports, which include grades for tests, workbooks, assignments, and reports. Students may view and print their Student Progress Report, which includes their rate of attendance, academic average, completed practical services and other academic requirements whenever they access their personal portal.

## **12.2. RECORD RETENTION**

All student files will be kept for three years. This includes students using GI Bill Benefits, following the ending date of the last period certified to The Department of Veteran Affairs. Our institute ensures that students can access their records at any time. As our students are over 18, if a parent or guardian wishes to view a student's record, the student must complete a Family Educational Rights and Privacy Act (FERPA) form and submit it to the administrative staff for processing.

## **12.3. EMPLOYMENT ASSISTANCE**

The Academy is primarily an institution of learning and cannot operate as a job placement agency, nor guarantee employment. Placement assistance will be available upon request, in the form of giving advice and offering information about current open positions within the area. The Academy maintains contacts in the professional beauty industry to assist the students with job placement. Salon owners that contact the Academy are encouraged to interview a student. In addition to maintaining a professional network with local salons, the Academy also

keeps a file of prospective job openings, which include contact names and numbers. This file is maintained by the Academy's Director and is updated regularly.

#### **12.4. STUDENT COMPLAINTS AND GRIEVANCE PROCEDURE**

Should a student have an issue or grievance with the school, the student should bring it to the attention of the Director or owner to attempt resolution. It is also requested that the students submit their grievance in writing to the attention of the Director and owner.

Attempting to resolve any issue with the school first is strongly encouraged.

Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training by going to the DPOS website. <https://cdhe.colorado.gov/school-resources/dpos-connect-resources>.

#### **12.5. ATTENDANCE POLICY**

General Policy - Students are required to attend all scheduled shifts and classes and remain until their shift concludes. Doctor's appointments and other personal obligations should be scheduled for non-school days. It is imperative that students clock in by 9:00a.m. on each required day of study. Any student arriving more than 30 minutes late will be sent home without exception.

Students who anticipate being late must plan before their scheduled shift time. Should a student foresee being late or absent, they must complete a time off request form in advance and submit it to their instructor for approval. Failure to do so will result in a no call/no show on the requested day which will lead to either a verbal warning or a written reprimand if a pattern of tardiness or absence occurs.

Furthermore, students must contact Summit Barber Academy's attendance line at 303-974-6445 before 8:00AM on the day of their shift if they are going to be running late or not present. If no prior arrangement has been made, the student will be sent home without exception. Compliance with these rules is mandatory.

Students must arrive on time for class fully prepared with all the required materials. **Maintaining an overall attendance rate of 85% is not optional; it is mandatory.** If your attendance drops below this threshold and your tardiness surpasses 15%, your instructor will initiate your withdrawal from the course.

#### **12.6. TIME-OFF REQUEST/PRE-APPROVAL ABSENCES**

Approved absences are those that have been approved in advance by the Director and/or those justified by a documented medical circumstance. If students need to take time off (including partial and full days), they must submit their requests for time off to their instructor at least 10 days before the intended absence. The instructor then gives the request to the director for review and approval. This advance notice allows the instructor/director ample time to review and approve the request.

Please be aware that any requests submitted after this ten-day window may face denial due to the lack of sufficient processing time.

Once the director approves the time off request, the instructor promptly updates the student's schedule to reflect this change. The request is then forwarded to the administration office for proper documentation and archiving purposes.

## **12.7. UNEXCUSED TARDIES & ABSENCES**

**1<sup>st</sup> Unexcused Absence or Tardiness:** The student will receive a verbal warning from their instructor.

**2<sup>nd</sup> Unexcused Absence or Tardiness:** The student will receive a written notice about their attendance.

**3<sup>rd</sup> Unexcused Absence or Tardiness:** Students arriving late will receive written notice and be sent home after being placed on a two-week suspension. If the student is absent, they will receive written notice upon returning and be sent home after being placed on a two-week suspension.

**4<sup>th</sup> Unexcused Absence or Tardiness:** Students arriving late will receive written notice and discuss termination from their program. If a student is absent, they will receive written notice upon returning and discuss termination from their program.

**\*\*\*Habitual tardiness and absences will result in overtime charges of \$20 per hour. \*\*\***

## **12.8. NO CALL/NO SHOW POLICY**

Any student who does not call or text the attendance line or has an approved time off request will be written up and possibly dismissed if this becomes habitual.

A first no call/no show will result in the student being written up.

A second will result in the student being written up and suspended for three days.

A third will result in the student being placed on a two-week suspension

A fourth will result in the student being dismissed from their program due to failure to maintain attendance.

**Note: any suspension will result in the student accruing overtime charges based on an hourly rate of \$20 per hour, depending on the program.**

## **12.9. THEORY ATTENDANCE**

**All students are required to attend their theory class, beginning promptly at 9:00 am for barbering and 12:00 pm for hairstyling.** Students who are tardy (regardless of the reason) will not be allowed to attend theory class and will lose theory hours. No more than 3 theory absences will be allowed per month. **In the event the student is absent from theory more than three times, they will be placed on probation for the remainder of the current month, as well as the following month. Instructors may request withdrawal from a course/program if absences or tardiness exceeds 70%.**

**Should a student miss theory for a medical reason or a pre-approved absence (see above), they will be excused from theory for those days only. Medical documentation and pre-approval requests are required to be on file to excuse a theory absence.**

## **12.10. PROBATION/SUSPENSION/DISMISSAL**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in this catalog. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Academy Director, after consultation with all parties involved, makes the final decision.

The Academy Director, or its designee, will suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Academy Director will review each case and decide upon re-admittance.

### **Grounds for immediate suspension and/or dismissal:**

- Clocking in or out for another student regardless of circumstances.
- Cheating or falsification of grades and official school documents or records.
- Disruptive behavior or insubordination.
- Stealing from a guest, another student, a staff member, or the Academy.
- Disrespectful or harassing treatment of guests, students, or staff members.
- Excessive tardiness or absences.
- Possession of weapons, illegal drugs, drug paraphernalia and alcohol of any kind.
- If a student is under the influence or the Academy has “reason to believe” the student is under the influence of drugs or alcohol.
- Vandalism of the academy property, items belonging to staff, clients, or other students
- Leaving campus without prior permission during scheduled shift
- Failure to complete assigned work
- Removing clients without permission from schedule or refusal of service.
- Refusal of cleaning/sanitation chores

## **12.11. LEAVE OF ABSENCE AND MEDICAL LEAVE OF ABSENCE**

A medical leave of absence (LOA) may be granted in the event of a major medical circumstance (i.e., surgery). Medical documentation will be required upon return from leave. If a student did not provide the written request prior to the LOA due to unforeseen circumstances the institution will document the reason for its decision and collects the request from the student later. In the event of a medical emergency (i.e., Flu, hospitalization, ER visit), please provide written documentation explaining the reason and the length of time the doctor requires you to be gone. Such leave may be granted for good cause. A leave of absence outside of medical must be approved by the Academy Director at a minimum of 2 weeks before the effective date, as it may affect the student's graduation and program schedule. Time taken as an official leave of absence may extend the student's course or program past his/her contract expiration date. In this event, the student's contract may be reviewed and extended at the discretion of the Academy's Director. It is the student's responsibility to ensure that all parties are informed of his/her departure date and his/her return date.

## **12.12. PREVIOUS CREDITS**

Credits from another institution are evaluated on a case-by-case basis. Students must provide an official transcript from their previous school/program. Transcripts must include a detailed listing of all hours/credits, courses, tests,

and practical services completed. Prior to enrollment, all required documents must be submitted in full and reviewed for transferability. Transfer students may not start a program until this process is complete.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and The Department of Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

***Summit Barber Academy does not guarantee the transferability of its credit to any other institution unless there is a written agreement with another institution.***

### **12.13. POSTPONEMENT OF STARTING DATE**

Postponement of the starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student.
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course has not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### **12.14. WITHDRAWAL/ABSENCES/TERMINATION POLICY**

If a student is unable to attend school, he/she must call the school by the designated start time. The student is required to make up any assignments due to the absence (see additional information in satisfactory progress section). Failure to call in prior to class start may result in disciplinary action, including suspension or dismissal.

A student who is not in attendance for ten consecutive days may be withdrawn. A student who is placed on suspension and/or probation and does not meet satisfactory progress requirements within 30 calendar days may be withdrawn. Failure to meet other conduct requirements may be grounds for withdrawal/termination.

### **12.15. REFUND POLICY**

Students not accepted at the school are entitled to a refund of all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less.

In the case of students withdrawing 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.

## **REFUND TABLE**

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
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% (if paid in full, cancellation charge is not applicable)	NO Refund

The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.

1. 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:
  - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
2. 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.
3. The policy for granting credit for previous training shall not impact the refund policy.
4. Overtime charges may apply and will be deducted from any said refund.
5. **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.**

## **13. CONDUCT CODE**

Summit Barber Academy is devoted to the training of competent Hairstylists and Barbers to prepare students to pass the State Licensing examination(s). It is the wish of the Academy to provide every student with a comfortable and enjoyable educational experience. The rules and regulations of the Academy have been established for the good of the team, as well as to promote organization, structure, and professionalism. The priority is to provide the best possible education for each student. Therefore, a code of conduct shall be adhered to during the enrollment time.

### **ANY VIOLATION OF SCHOOL POLICIES MAY RESULT IN PERMANENT DISMISSAL FROM SCHOOL!**

The following are general rules of conduct, which every student is expected to abide by:

1. Students will be required to follow all safety and sanitation rules adopted by the state of Colorado and the Academy as they relate to the performance of your assigned duties or the operations of the school and company. Creating or contributing to unsanitary or unsafe conditions and/or failure to report the same to a staff member is deemed inappropriate and may lead to disciplinary action and/or probation.

2. Eating and drinking are allowed **ONLY** in the break room/area. Eating in the classroom or in the salon area is not acceptable. Chewing gum is discouraged, but if you must, please chew discreetly.

3. General Etiquette and Respect - It is expected that the students treat all staff, guests and fellow students with the utmost respect and courtesy. Students that display a disrespectful attitude or actions toward others will be dealt with appropriately by the Academy Director, including but not limited to probation, suspension, or dismissal.

4. Cellular device use during academic hours is to be restricted. Such devices must be silenced to maintain an environment conducive to learning. Furthermore, their presence is prohibited in the salon area. Students are advised to utilize designated periods, such as lunch or their break to attend to calls or messages.

5. Students permitted behind the reception desk will be there for training/learning purposes to learn how to schedule clients and answer calls.

6. Students are required to practice on guests. Refusal of service to a guest is grounds for probation, suspension and/or dismissal and the student will be clocked out and sent home for the day. Guest service requirements are not transferable.

7. Students will be working on each other and have work/services performed on them during their training. It is your responsibility to make sure that your client's time is covered, and you have blocked out the time you will be performing these services on one another in the calendar.

8. Cleaning - All students are required to clean up after themselves. Refusal to do so may result in probation, suspension and/or dismissal. Cleaning up should become a habit and should be completed immediately following the service. Students are responsible for the cleaning and maintenance of all guest service areas (e.g., shampoo, dryer, facial rooms, styling stations, etc.)

9. Daily Sanitation - Every student shall complete daily sanitation duties before leaving the Academy. **Refusal to do daily sanitation, in a manner that is consistent with State and Academy requirements, may result in dismissal.** Students will not be allowed to clock out until all duties are completed, even if leaving early.

10. There is **NO SMOKING or VAPING** allowed on the premises of the Academy facility. Guests of the Academy should also be kindly reminded not to smoke. Students may be suspended if found smoking on premises.

11. Personal services must be pre-approved by the Director. All services are based on immediate availability only, No personal services shall be performed by or on a student who is on a progress plan. Students must receive permission from the Director before they may receive a personal service. Students must pay for their service prior to having it performed. If a student fails to pay for his/her service, his/her tips will be held until full payment is received. Student services (regardless of the day) shall be cancelled if the student(s) are needed to perform services on paying guests

12. The Academy is not responsible for a student's personal belongings, including but not limited to their tools, books, or other equipment. All students are required to have their own equipment to perform their assigned duties or those duties that may be assigned throughout the day. Do not expect to borrow. Student kits must always be available for inspection to ensure the equipment is indeed the student's and/or that it is in safe working order.

13. Students can receive tips. The tip amount is at the discretion of the guest. Tips are processed through outside vendor Tippy. Taxes on tips are the sole responsibility of the student as applicable under the IRS Tax Code. Management shall determine the method and schedule for tip distribution and reserves the right to hold a tip until a student's daily assignments are complete.

14. The Academy is first and foremost a center for learning and therefore it is not appropriate to have family members and other personal visitors in the facility for lengthy periods. Visits should be limited to the times family and friends are scheduled for guest services or during lunch. Visits not related to services are to occur only in the reception area and should be kept brief. The student breakroom is for students and staff only.

15. Silence is to be observed during class. Disruptive behavior will not be tolerated and may result in dismissal from class and/or dismissal from the Academy. This includes no eating during any classroom segment.

16. Using abusive, harassing, or profane language or displaying or inflicting harmful, degrading or injurious action or behavior toward any staff member, student or guest may result in immediate suspension, dismissal and/or legal action.

17. **Possession of weapons, illegal drugs, and alcohol of any kind are not allowed on school property. Any violation of school policies may result in permanent dismissal from the Academy (regardless of the reason or violation).**

### **13.1. DRESS CODE**

**The dress code shall be strictly enforced.**

**Students out of dress code will receive a written warning and may be sent home to change. Continuous dress code violations may lead to probation, suspension, or dismissal.**

- 1. Clothing must be business/casual attire and must be in good taste.
- 2. Clothing should be neatly pressed and free from holes or stains. All clothing must look professional.
- 3. Shoes: Closed-toed, non-slip professional shoes should be worn. Prohibited shoes are: Open-toed shoes, hiking boots, any excessive worn athletic shoes, flip-flops, and shower shoes.
- 4. Prohibited clothing includes: Bandanas, shorts above the knee, overalls, miniskirts, midriffs, halters, athletic hoodies, sleeveless shirts, overly ripped jeans or dresses. Pants must be worn at the waist (no sagging). Sweatpants and fleece material are not allowed. Skirts must be at least knee length.
- 5. Accessories are allowed, but they should be minimal and professional.
- 6. Any tattoos that are offensive in nature must always be covered.
- 7. Men's facial hair (if applicable) must be well-groomed.
- 8. When attending a school or company function outside the regular school schedule or when otherwise representing the academy, students are expected to be in the school dress code.

9. Appearance deemed unprofessional or inappropriate by the academy staff is prohibited. The student shall be dismissed until appropriate attire is evident.
10. Makeup application and styling of your hair must be done at home prior to arriving at school.

**Please keep in mind that you are in training for a professional job with the public and therefore all behavior and presentation of yourself and the school are to be maintained at the highest level of professionalism. This portion of the school environment is just as important as the classes. Clients look at you first to determine if you know how to perform your job. First impressions always! Clean styled hair, clean nails, completed, clean professional clothing, have pride in your look!**

## **14. HARASSMENT/SEXUAL or OTHER**

It is the intent and commitment of Summit Barber Academy that all students and employees are provided with an environment free from all forms of discrimination, including harassment.

Harassment based on age, race, color, religion, disability, sex, or national origin is considered a violation of the Equal Opportunity Employment policy.

You are expected to deal fairly and honestly with other students and employees to insure an environment free of intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist, sexist slurs or through other derogatory or objectionable conduct is considered offensive behavior and may subject the violator to disciplinary action up to and including termination.

The Federal Government has established three basic criteria used to determine whether an act of “unwelcome advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature” constitutes unlawful sexual harassment in violation of Title VII of the Civil Rights Act. These are:

- Submission to the conduct is either explicitly or implicitly a term or condition of employment.
- Submission or rejection is used as a basis of employment decisions affecting such individuals.
- Such conduct has the effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment is a specific form of harassment that undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment refers to behavior that is not welcome, is personally offensive, lowers morale, and therefore, interferes with work productivity. Persons believing they have been harassed should notify the director of the school or other upper management immediately. Summit Barber Academy will not tolerate any retaliation against an individual for complaining about sexual harassment or participating in the investigation of any such complaint.

Summit Barber Academy will exercise the strictest level of confidentiality to ensure anonymity in reporting harassment activities and to investigate thoroughly any allegations. Persons who have been found by the academy,

after appropriate investigation, to have harassed another person may be subject to disciplinary action including termination. All forms of electronic harassment that cause a person or persons to feel violated will not be tolerated and may be grounds for dismissal. As stated above you are being trained for a professional position and childish behavior should always be avoided.

#### **14.1 TOUCHING OF OTHER STUDENTS**

It is not acceptable for students to touch each other in an unprofessional manner at any time during academy operation or on academy property. This includes fondling, caressing, kissing or other public displays of affection. Fighting and or aggressive actions by students during academy operations or on academy grounds will not be tolerated. This behavior may be subject to students' disciplinary action, suspension, termination and or legal action by both parties and or the academy.

#### **14.2 SOCIAL MEDIA RESPONSIBILITY AND PROFESSIONALISM**

We promote a respectful and professional learning environment, both in person and online. All students, instructors, and staff are expected to use social media responsibly and avoid any forms of harassment, bullying or discrimination. Any online behavior that targets, insults, or threatens another person, or that damages the school's reputation is strictly prohibited. Students should not post negative comments, share photos or videos of others without consent or use the school's name or logo in any appropriate context. All social media should reflect professionalism and uphold the values of the industry.

Incidents of social media harassment will be reported immediately to school administration. Violations of this policy may result in disciplinary action, including suspension or dismissal. The school is committed to maintain a positive and safe online culture where respect, integrity, and accountability are demonstrated by all members.

## **SUMMIT BARBER ACADEMY**

I HAVE RECEIVED A COPY OF THE SUMMIT BARBER ACADEMY  
STUDENT HANDBOOK & CATALOG DURING ORIENTATION  
&  
I AGREE TO THE POLICIES AND PROCEDURES SET FORTH.

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Student Signature

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Date

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Academy Director Signature

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Date

**Federal Trade Commission Statement: HOLDER IN DUE COURSE NOTICE CONCERNING  
HOLDERS OF THIS CONTRACT; ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS  
SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE  
SELLER OF GOODS AND SERVICES OBTAINED PURSUANT HERETO OR WITH THE  
PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED  
AMOUNTS PAID BY THE DEBTOR HEREUNDER.**

**APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF HIGHER EDUCATION,  
PRIVATE OCCUPATIONAL SCHOOL BOARD**