

CNK Barber College

**1705 South Gloster Suite H
Tupelo, MS
662-660-3133**

CNK Barber College

Licensed By: Board of Barber Examiners
510 George Street
Jackson, MS 39205

ADMINISTRATIVE STAFF

President/Owner: Nicholaus White
School Director/ Administrator/Instructor: Nicholaus White

SCHOOL SCHEDULE

Day Schedule

Monday through Friday from 8:00am to 3:30pm

Night Schedule

Monday through Thursday from 4:00pm to 8:00pm

Revised April 2015

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Dear CNK Barber College Student,

On behalf of the staff and administration at CNK Barber College, we welcome you to our College. We would like you to know that whatever your goal, you will find CNK to be a great choice in this industry.

CNK maintains a commitment to excellence in its program. So in choosing CNK, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your degree.

Sincerely,

Nicholaus White

Written in the English language.

Mission Statement

1. To assist our graduates in securing employment in the field as a Barber/Stylist.
2. To provide quality instruction to all Barber/Stylist students.
3. To ensure the success of our graduates in the field as a Barber/Stylist while providing an energetic environment that facilitates the confidence and skills necessary to attain success in these fields.

Educational Goals

Barber/Stylist,

Course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full Barber Shop.

Facilities and Equipment

CNK occupies approximately 2,800 square feet of space and it is divided into 1 Administrative Office, 1 Classroom, 1 Facial Room, 1 Storage Room, 2 Restrooms, 1 Break Area and Clinic Floor Salon. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

New Class Starting Dates

Class start dates are every Monday. CNK physical school year is August 1 through 3rd week in May.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

Hair Shows

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

THANKSGIVING DAY

CHRISTMAS Week Summer program

The months of June and July are reserved for summer school enrollment at an additional cost.

Admissions Requirements

To enroll in our program, an applicant must have a high school diploma or a GED certificate. All applicants must be above the compulsory age of school attendance, sixteen (16) years old. Any applicant who is not eighteen (18) years of age must have a parent or guardian with them when applying for admission. The state law requires a photocopy of the following items that has to be maintained in the student's file at all times:

- *High School Diploma, GED or its equivalent.
- * Photocopy of birth certificate or driver's license;
- *All students are required to submit an application

Registering Hours with the Board of Barber Examiners

In order for students to register hours with the State Licensing Board, they must submit the following documents:

Proof of age-birth certificate or driver's license
High School Diploma, GED or its equivalent

Transfer Policy

CNK will accept hours from other institutions provided that such are accepted by the Miss Board of Barbering. Tuition for transfer students is charged by the hour.

Non-Discrimination Policy

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of minor students. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least three years.

Attendance Policy

The contract you make with the school provides additional hours in which you can complete your program if necessitated by an emergency or unanticipated absences. Maximum excused absences cannot exceed 15%. If the student's attendance is below 75% at the end of each unit, the student will be placed on attendance probation for the following unit. At the end of that unit the student's attendance will be evaluated, if the student's attendance is below 75% for the unit the student is subject to termination. A student will be terminated from school if he/she misses 14 consecutive days unless mitigating circumstances can be documented.

Leave of Absence Policy

The maximum leave of absence is 180 days. Any student needing a leave of absence from his/her program should complete the appropriate form. This form must be submitted to the school administrator before an official leave can be granted. The school administrator will determine whether or not to grant the leave. Students must have clocked at least 150 hours before a leave can be granted. Any student who does not return from leave on the agreed documented date of return will automatically be subject to termination. An approved leave of absence will not affect the contract or the progress of the student.

Grading Procedure

Theory (quizzes, test, examinations and lessons in review).

Practical/Clinic Work (on mannequins, customers and models). Students are graded on a pass/fail on practical/clinic work

Students are evaluated on the following grade scale:

| | |
|-----------------------------|--------|
| Letter Grade | Range |
| Excellent | 90-100 |
| Above Average | 80-89 |
| Average | 75-79 |
| Below Satisfactory Progress | 0-74 |

Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the school programs are furnished clinic apparel, textbooks, workbooks, and kits.

Tuition Payments

In the event the student is paying his or her tuition through outside programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the outside program will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Policy

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the Owner. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the Owner. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the Owner, will meet with the complainant to resolve the problem. The Owner will respond to the complaint within ten working days from the time of the meeting.

Re-Entry Policy

The school will allow student to re-enter at the same progress when they left regardless of how long he/she has been out. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is also a \$300 re-admit fee.

Refund Policy
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Refund and Cancellation Policy

In the event a student withdraws, is terminated or a course is canceled the following refund policy shall apply. Refund calculations are based on schedule hours. An applicant rejected by the school shall be entitled to a refund of all monies paid. A student may cancel this agreement at no penalty within 3 business days of the signing of the enrollment agreement. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training. If a student cancels contract after 3 business days after signing, but prior to entering classes. In this case the student shall be entitled to a refund of all monies paid to the school less an enrollment fee.

For students who enroll and begin classes, the following schedule of tuition adjustment is authorized: A student who withdraws or is terminated after the 3 days from the course beginning dated the following schedule of tuition adjustment is authorized.

For students who enroll and begin classes, the following schedule of tuition adjustment is authorized:

| Percentage Enrollment Time to Total Time of Course | Amount of Total Tuition School Shall Receive or Retain |
|---|---|
| .01% to 4.9% | 20% to be retained or received |
| 5% to 9.9% | 30% to be retained or received |
| 10% to 14.9% | 40% to be retained or received |
| 15% to 24.9% | 45% to be retained or received |
| 25% to 49.9% | 70% to be retained or received |
| 50% and over | 100% to be retained or received |

Any monies due the applicant shall be refunded within 30 days of formal cancellation by the student, or formal termination by the school which shall occur no more than 30 days from last day of physical attendance. In the case of a leave of absence, the date of withdrawal is the earlier of the date of expiration of the leave of absence or the date the student notifies the school that the student will not be returning. If the school is permanently closed and no longer has offering instruction after the student enrolled, the student shall be entitled to a pro-rated refund tuition. In the case of illness, disabling accident, death or circumstances beyond the control of the student, the school will make a settlement that is reasonable to all concerned parties.

If a course is canceled subsequent to a student's enrollment, the school shall at its option
Provide a full refund of all moneys paid.
Provide a completion of the course.

BARBER/STYLIST PROGRAM

Objective

The objective of this program and curriculum is to prepare the student for State Licensing Examination to become a Licensed Barber/Stylist, and to provide the appropriate training and hands on practice necessary for the students to become competent professionals. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered to take the state exam to become a licensed Barber/Stylist. Note: Graduates will not be able to practice their career until they have passed the State licensing examination.

Description

This program is designed for extensive training in Styling and Barbering. Students will learn techniques through intensive study and hands on practice. A student that enrolls in our school is guaranteed the provision of the books and equipment needed to develop his specialty as well as personal technically qualified to provide quality teaching. This program has been created to provide a formation in Barbering/Styling that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by barbers/stylists in their beginning level which includes: professional development, hair cutting & styling, shaving, mustache & beard trim, coloring, scalp treatment, facials, etc.

CURRICULUM

Professional Ethics

Sanitation / Disinfection

Implement Description

Hair Cutting

Hair Styling

Shampooing

Hair Pieces

Shaving/Mustache & Beard Trim

Hair Coloring & Bleaching

Hair Structure & Chemistry

Hair Relaxing / Waving

Scalp Treatment

Facials

Tests & Quizzes

Miss Laws

AIDS / HIV

BARBERING PROGRAM DESCRIPTION

PROFESSIONAL ETHICS

There are legal rules and regulations in place for the practice of Barbering (code of ethics). Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you very far and will help enormously in your success.

SANITATION / DISINFECTION

Students will learn what sanitation means, significantly reduce the number of pathogens found on a surface. Barbering tools and other surfaces are sanitized by washing with detergents followed by the application of chemical disinfectants antiseptics applied on the skin are another form of sanitation.

HAIR CUTTING

The student will learn how to discuss the art of hair cutting, and the importance of the client consultation, identify the sections of the head as applied to hair cutting, discuss the principles of facial shape and profiles, list and define the fundamental terms used in hair cutting and demonstrate an understanding of the following: finger and shear cut, shear-over-comb cut and clipper cut and razor cut.

HAIR STYLING

Styling hair is the art of arranging the hair an appropriate style following a haircut or shampoo. Today many haircuts require minimal hair style techniques due to the quality of the cuts and the availability of effective styling aids such as: gel, mousses and freezes sprays. Some haircuts, on the hand, require more styling attention, such as blow-drying, curling iron work, or finger waving. It is important for the barber to be proficient in such techniques.

SHAMPOOING

Excellence in shampoo services requires the barber-stylist to give individual attention to each client's needs. In addition to selecting the shampoo best suited to the condition of the scalp and hair, the effectiveness of the shampoo will depend on: the way the shampoo is applied, the way the scalp is massaged, the way the shampoo is rinsed from the hair, etc.

HAIR STRUCTURE & CHEMISTRY

The professional barber-stylist works with chemicals and performs services that change the hair chemically and physically. An understanding of the health and safety standards of the chemical used will help protect both is essential for an intelligent understanding of the various products and cosmetics used in the barber-stylist shop.

SHAVING MUSTACHE & BEARD TRIM

The students will learn the objective of shaving, the fundamentals of shaving how to demonstrate the ability to handle the razor in four standard cutting positions and strokes, identify the fourteen shaving areas of the face, the safety and sanitation procedures and precautions.

Relaxing/Waving

Our goal in this chapter is for the students to learn how to explain and demonstrate the theory and the fundamental procedures associated with a perm and the creation of a curl. This is a chapter where the

Chemical aspects are translated into the student ability to create a perm or to straighten the hair for a client. This technique produces great chemical changes in the hair that will offer new options for haircuts and styles for the client. The students will be capable of identifying the different types of perms, the chemical contents of each, and the methods of application. As well as different methods of hair curling, positions and patterns for perms, rinses, the different categories of curls and their advantages and the general elements necessary for the job.

HAIR PIECES

The students will be able to discuss reasons why men purchase hair pieces, identify the types of hair used in the manufacture of hair pieces, demonstrate correct cleaning methods for hair pieces, discuss alternative hair replacement methods, etc.

HAIR COLORING & BLEACHING

Hair coloring is the science and art of changing the color of the hair. Hair bleaching is the partial or total removal of natural pigment of artificial color from the hair. Skill in both hair coloring and bleaching requires thorough practice, determination and study.

SCALP TREATMENTS

The purpose of scalp and hair treatment is to preserve the health and appearance of the hair and scalp. These also help to prevent and combat scalp disorders such as dandruff, hair loss, dryness and oiliness.

FACIALS

The students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal.

TEST AND QUIZZES

At the end of each chapter an exam comprised of practice and theory will be given to each student to give them the opportunity to show that they have assimilated the information covered in the chapter and that they fulfill the professional requirements established in the barbering field. In addition to that, there will be examinations given at the completion of 300, 600, 900 and 1500 hours respectively.

Mississippi LAWS The students will learn to establish and describe the different types of property, structure, function and requirements necessary to run a successful business. In addition, they will learn the requirements for license renovation, the penalties for different infractions, the security and health requirements of a beauty salon, and in general, all the laws and rules established by the State of Mississippi.

AIDS / HIV

The students will be required to complete the AIDS / HIV four class and pass an examination before graduating. The school provides a four hours class in which the instructor discusses the course using the handbook provided by Informed. This is an Institution approved by the State of Mississippi to certify the students for this course.

MAXIMUM TIME FRAME

The minimum time frame for a full-time student attending an average of 32 hours per week is 12 months. The maximum time frame for that student is 14 months. The minimum time frame for a part-time student attending an average of 20 hours per week is 18 months. The maximum time frame for that student is 18 months.

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Grading Requirements

A student must maintain a 75% grade point average and the student will be evaluated at each payment period. If the student falls below 75% the student will be placed on academic probation. The student is considered making satisfactory progress while on probation. If the student does not raise their academic grade point average to 75% while on probation the student is subject to termination. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Grading Scale:

| | |
|-----------------------------|--------|
| Excellent | 90-100 |
| Above Average | 80-89 |
| Average/Satisfactory | 75-79 |
| Below Satisfactory Progress | 0-74 |

Appeal Process

The student may appeal the determination of satisfactory progress and their termination to a designated school official based upon extenuating circumstances. In such cases, the school official may determine that the student is making satisfactory progress despite the failure to conform within the time frame of minimum grade average. Appeals must be in writing with documentation where appropriate. Appeal forms can be obtained from the school official.

Course incomplete repetition and non-completed have no effect upon this policy.

SCHOOL RULES AND REGULATIONS

1. The students must be dressed in proper attire including their proper uniforms at all time or will be asked to leave premises.

BARBER/STYLIST: Black jacket and Pant.
2. No shorts see through skirts or blouses, tank tops, half shirts, hats, bandanas or open toe shoes allowed. If any student loses or damages his/her uniform, they must buy a new uniform at the office.
3. All students must bring the proper equipment and book to class, in case of failure to comply, the student will be sent home.
4. All vacation time must be pre-arranged with the Director.
5. The school must be notified if a student cannot attend class. There must be a valid reason for the absence. Three absences with failure to notify the school will result in dismissal from the program.
6. Student must satisfactory complete all their academic requirements within their designated enrollment period. They must make up any test missed or a zero will be given. Make up work can be completed Tuesday, Wednesday or Thursday from 5pm to 6pm.
7. While inside the school premises a professional appearance is mandatory at all time.

8. Gum chewing is not permitted.
9. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards the instructors or students. The result will be immediate dismissal from the program.
10. Stealing or defacing of property that belongs to the school or other students will result in immediate dismissal.
11. Thirty minutes is allowed for lunch break. Students must sign in and out when leaving and returning from their lunch break.
12. The students are responsible for cleaning their workstations after using them.
13. The school is not responsible for student's personal property or belongings.
14. No personal phone calls will be accepted or permitted by the school. The use of a cell phone during class is prohibited.
15. Any students refusing to work on a customer will be sent home and marked off from the time of refusal.
16. Any student working on a customer can not receive any phone calls, unless it is an emergency.
17. No personal services are to be performed without permission from an instructor.
18. If a student receives three (3) or more suspensions, they will automatically be dismissed from the school. Suspensions can last from one to thirty days

(Students will be expelled for the following reasons listed below)

The students unable to demonstrate responsible conduct shall be expelled based on the following reasons:

19. Commit fraud in order to pass or maintain the corresponding grades.
20. Damage to school property.
21. Give false information to the school.
22. Unjustified absence of five (5) days or twenty (20) hours within a thirty (30) day period.
23. Failure to adjust to the school's rules and regulations.
24. Failure to wear the school's uniform.
25. Improper conduct, disrespect towards the teachers as well as fellow students.
26. Use of controlled substances at the school property or attend school under the influence of such illicit substances.
27. Failure to pay the school's fees.

| | |
|-----------------------|--------------------|
| BARBER/STYLIST | <i>1500 HOURS</i> |
| ENROLLMENT FEE | \$300.00 |
| EQUIPMENT | \$750.00 |
| TUITION | <u>\$10,500</u> |
| TOTAL | \$11,550.00 |

Students can make weekly or monthly payments by check, cash, and credit card.

DISCLOSURES

Licensed by the Board of Barber Examiners. Additional information regarding this institution may be obtained by contacting the Board at

**510 George Street, Suite 400
Jackson, MS
Number (888) 224-6684**

This catalog must be made available to applicants at least one week before enrolling.

CNK Barber College is not an accredited school. This means that students who enroll will not be eligible for federal financial aid.

The transfer of credits from CNK Barber College to another similar Institution is solely at the discretion of the other institution. CNK makes no guarantee that the credits will be accepted by another institution. It is the responsibility of the student to arrange for the transfer of credits with the receiving school.

Our school does not discriminate against any applicant based on their physical capabilities, however, students should take into consideration that some of the programs we offer, such as Barbering, demand certain physical capabilities, like being able to stand on their feet for long periods of time.

