



6856 INGRAM RD. SAN ANTONIO TEXAS 78238 (210) 816-3868
www.tonsore.com

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**TONSORE PROFESSIONAL, LLC
DBA INGRAM BARBER COLLEGE
6856 INGRAM RD. SAN ANTONIO, TX 78238**

STATE APPROVAL / DISCLOSURE STATEMENT
INGRAM BARBER COLLEGE application for approval to operate has been
Reviewed and approved by the Texas Dept Licensing & Regulations.
INGRAM BARBER COLLEGE IS A PRIVATE INSTITUTION.

Class A Barber	1500 Hours
Barber Instructor	750 Hours
Barber Instructor	500 with 1 Year Exp.
Cosmo to Class A Barber	300 Hours

Instruction is in residence with facility occupancy level accommodating 10 students and no more than 25 students at any one time. A student who successfully completes a course receives a Tonsore Professional Education Program certificate verifying the fact. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Texas Department of Licensing and Regulation sets minimum standards for the Barber, Cosmetology to Barber, and Teacher Instructor programs. The minimum number of class hours and the total clock hours for each course, as outlined in the Texas Barbers Laws and Rules Book, must be met to qualify the student for licensure.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the

Texas Department of Licensing and Regulation
P.O. Box 12157, Austin TX
For more Information
www.tdlr.texas.gov
1-800-803-9202

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for any further action may be made in writing to Robert Diaz, President; however if a complaint cannot be resolved, then a student or any member of the public may file a complaint about this institution with the Texas Department of Licensing and Regulation by calling (800) 803-9202 or by completing a complaint form, which can be obtained on the TDLR's Internet web site www.tdlr.texas.gov/Complaints.

All information in the content of this school catalog is current and correct and is so certified as true by Robert Diaz, CEO.

Signature

WELCOME

INGRAM BARBER COLLEGE welcomes you to your new career. The TONSORE Barber Culture delivers a hands on experience and cutting edge education. We are honored that you have chosen to start your barber career here, and we look forward to helping you reach your goals as a barber professional.

Sincerely,

Robert Diaz, CEO

Tonsore Professional, LLC

Tonsore Ingram Barber College

VISION

Teaching the Art of Barbering and its traditions to the next generation.

MISSION

To produce top quality barbers to successfully pass the State Board Barber Exam and to pursue your new career. We offer a hands on educational barber experience in a supportive coaching environment.

OBJECTIVES

The objectives of INGRAM BARBER COLLEGE is

- To provide classic barbering training that surpass the state board criteria.
- To pass the state board written and practical exam required.
- To obtain a barber license for entry level employment.
- To educate students to be professional, knowledgeable, and skilled in the field of Barbering.

TONSORE PROFESSIONAL CULTURE

Is focused in providing the Classic Barber Experience for students who want to pursue the Art of Barbering. Our goal is to train you in the technical skills that will help you reach your professional goals. The methods of Tonsore Professional Education offer a solid foundation in classic barbering, on the job training and a "hands on" learning experience.

You will notice differences in:

- Improved E Classroom Barber Instruction
- Online School Calendar

- Customer Online Booking
- Focus on Chemical Services
- Professional Development
- Tonsore Philosophy, methodology and terminology
- Hands On Demonstrations
- Tonsore Professional Tool Kit
- State Board Preparation, Online Games & Study Review.
- Service clients for on the job training
- Immediate family members receive Free Haircuts/family discount
- Student discount on Chemical Services

OWNERSHIP

INGRAM BARBER COLLEGE is founded by Robert Diaz

BIO / HISTORY



Robert Diaz, The Barber Pro, Trail Blazer, Mentor, Educator, Founder and Creative Energy for Tonsore Professional Education.

Began his journey by entering Barber College in the Summer of 1980 and later opened his first Men's hair salon in 1988. Soon after, he became a Paul Mitchell Associate/National Educator, achieving the levels of Senior Associate and National Color Educator for John Paul Mitchell Systems. 2015 brought a career change which led him down

A new path to open Tonsore Ingram Barber College to promote the Art of Barbering, sharing his passion, knowledge and experience to the next generation of barbers, hairstylists, & professionals. Tonsore Professional Education is based on Principles of Bone Structure, Planes of the head, Texture & Formation, to create: Seamless Fades, Natural Styles, Free Form Hair Cutting, using scissors, clippers and razor cutting techniques.

Tonsore - The Art of Barbering in your hands.

FACILITY

INGRAM BARBER COLLEGE IS LOCATED AT 6856 Ingram Rd., San Antonio Texas 78238 in the Ingram Square Plaza. With easy access from the 410 West, it is located one block south of Ingram Park Mall and various eating establishments. Ingram Barber College is located east from The VIA Ingram Transit Bus Center.

The Facility occupies 2300 Square feet of educational space to enhance students learning objectives with a fully functional theory room, clinic floor, video library and professional products to enhance your Men's grooming skills.

Theory Room:

- Consists of TV screen, white boards, work tables and chairs.

Clinic Floor:

- The Clinic floor runs like a classic barbershop with a modern day vibe.
- Each student is provided with their own station and a reclining chair with headrest.
- Hand washing sinks between every two stations and accommodating shampoo bowls.

Library:

- A video library located in the office Various DVD's & VHS: Cutting, Color, Relaxer, Styling & Business Development.
- DVD's & Videos are not permitted to leave Ingram Barber College or be copied.

Break Area

- Coffee
- Refrigerator
- Microwave
- Water fountain

Parking

- There is ample parking on the west side of the building

School Hours

- Mon - Fri 8:00 AM - 12:00 PM
12:30 PM - 4:30 PM
5:30 PM - 9:30 PM
- Theory Monday No Client Services
- Clients 9:00 AM - 11:30 PM 11:30 PM Last client
1:00 PM - 3:30 PM 3:30 PM Last client
5:30 PM - 8:30 PM 8:30 PM Last Client
- Saturday and Sunday CLOSED

Office Hours: 3:00 PM - 4:30 PM Monday - Friday

- Interviews
- Walk through
- Teacher Conference

2018 - 2019 School Calendar - Ingram Barber School Closed for these Holidays

Holiday	Begin	Return
Labor Day	Sept 3 2018	Sept 4 2018
Columbus Day	Oct 8 2018	Oct 9 2018
Veteran's Day	Nov 12 2018	Nov 13 2018
Thanksgiving	Nov 22 2018	Nov 26 2018
Christmas Break	Dec 24 2018	Dec 31 2018
New years	Jan 1 2019	Jan 07 2019
Martin Luther King	Jan 21 2019	Jan 22 2019
Spring Break	Mar 11 2019	Mar 18, 2019
Good Friday	Apr 19 2019	Apr 22, 2019
Battle of the Flowers	Apr 26 2019	Apr 29, 2019
Memorial Day	May 27 2019	Jun 03 2019
July 4 th	Jul 04 2019	Jul 05 2019
School Break	Aug 19 2019	Aug 26 2019
Labor Day	Sep 2 2019	Sep 3 2019
Columbus Day	Oct 14 2019	Oct 15 2019
Student Holiday	Nov 25 2019	Nov 27 2019
Thanksgiving Day	Nov 28 2019	Nov 29 2019
Christmas Break	Dec 23 2019	Dec 31 2019

ADMINISTRATION - INGRAM BARBER COLLEGE

Robert Diaz CEO
 Educational Director
 Admissions Advisor
 Financial Advisor

NOTICE TO CHANGE

INGRAM BARBER COLLEGE reserves the right to change its curriculum calendar Structure, school hours, class schedules, tuition, fees, student rules, regulations and Requirements, modify its admissions and other policies and criteria at any time and without notice as determined appropriate.

Our barbering course is designed to establish standards, in theory and practical applications in a precise and professional manner that will ultimately have significant impact in their professional barber career & barbershop/salon environment.

NONDISCRIMINATION DISCLOSURE

In compliance with federal, state, and local government requirements, INGRAM BARBER COLLEGE does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, School-administered programs and publications, or employment practices. INGRAM BARBER COLLEGE follows the requirements established by the Americans with Disabilities Act. INGRAM BARBER COLLEGE does not discriminate against qualified individuals with disabilities. INGRAM BARBER COLLEGE does provide reasonable accommodations for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the School, fellow employees or fellow students.

APPLICATION ADMISSION

INGRAM BARBER COLLEGE program prerequisites:

CLASS A BARBER CERTIFICATE

- Be at least 16 years of age (Requires Parent/Guardian Signature).

INSTRUCTOR TRAINING

- Be at least 18 yrs of age
- Have a high school diploma or high school equivalency certificate
- Hold a current Class A Barber certificate.
- 750 hours or 500 hours with one year experience

COSMO TO BARBER CROSSOVER

- Be at least 18 years old
- Have a high school diploma or high school equivalency certificate
- Hold a current Cosmetology License

ENROLLMENT AGREEMENT

Prior to signing an Enrollment Agreement all prospective students must:

- Complete a personal interview.
- Tour INGRAM BARBER COLLEGE.
- This process allows you to understand our expectations of our students and helps you Better understand our program.
- Complete the Student Enrollment Agreement Form in full.

ATTENDANCE POLICY

- Students must attend a minimum of **70%** of their scheduled hours in order to complete their course in a timely manner to take the written exam at 1000 hours and the practical exam at 1500 hours. Be on time. Be Punctual. Be Professional.
- All requests for a day off must give one week notice notice prior to the day pending approval.
- Missing scheduled Monday or Friday is not permitted.
- Sick days require a doctors notice.

MAKE UP HOURS

- Make up Hours are allowed with schedule approval.
- To Make up hours on another shift (day or night) must be approved.
- All Absence Requests and Make Up Hours Requests must be approved by the Director.

LEAVE OF ABSENCE

INGRAM BARBER COLLEGE may allow a student to take **ONE** Leave of Absence (LOA) from their Program. All LOA's must be pre-approved by the School Director, and students must submit their requests to the School Director in writing.

- The written request for an LOA must include the starting and ending date of the LOA.
- Only **ONE Leave of Absence is allowed** during their enrollment at INGRAM BARBER COLLEGE.
- The length of an LOA is no longer than 14 days.
- A LOA will not be granted during the first 375 hours in a student's program of study.
- A LOA will not be granted to an active student who exceeded or surpassed the 50% point of scheduled hours of their Program.
- Tuition charges still apply while on their LOA.
- The student enrollment contract will not be extended for the days taken for the LOA.
- Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same status they held prior to their LOA.
- Students returning from an LOA must coordinate their return with the director.

ADMISSION REQUIREMENTS

INGRAM BARBER COLLEGE accepts applicants for admissions as barber students once the following criteria have been met:

1. **Complete an The Student Enrollment Agreement Form**
2. **Submit Registration Fee:** Please submit the fee in the form of a cash, check or money order, payable to TONSORE PROFESSIONAL.
3. **Submit Two (2") Photos:** The photos should be a recent head and shoulder shot of the applicant.
4. **Provide Verification Documents:**
 - A valid state drivers license or state issued ID
 - Social Security Card.

SPONSORSHIP - INGRAM BARBER COLLEGE does not sponsor any Visa services for students and will not vouch for a student's legal status in the United States.

VERIFICATION DOCUMENTS FOR NON CITIZENS or LEGAL STATUS

In addition to the above documents,

- non-citizen applicants must also provide an I-20 form
- a copy of their visa
- Non-citizen applicants cannot qualify for any type of financial aid
- They must attend the full-time schedule
- can only attend the program for 12 months

ENROLLMENT DATE

Your enrollment date will be determined after we receive all required documents and registration fees.

- Bi-Monthly enrollment
- First day of the month

HOUSING

INGRAM BARBER COLLEGE does not have housing facilities under its control and offers no financial assistance for housing.

JOB PLACEMENT

- Job placement assistance is provided to graduates and students at no additional charge.
- Post job openings and opportunities on Networking Bulletin Board.
- Will endeavor to identify employment opportunities and place students in employment positions.
- INGRAM BARBER COLLEGE does not guarantee JOB placement to any student.

ADMISSIONS TEST

INGRAM BARBER COLLEGE - An admissions test is not given or required.

ENGLISH READ & WRITE PROFICIENCY

INGRAM BARBER COLLEGE courses are taught in English only; this academy does not offer ESL instruction. The student must have the ability to read and write English at the level of a High School diploma or GED.

TRANSFER STUDENTS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

- The transferability of hours you earn at INGRAM BARBER COLLEGE is at the complete discretion of an institution to which you may seek to transfer.
- Acceptance of the certificate you earn in INGRAM BARBER COLLEGE is at the complete discretion of the institution to which you may seek to transfer.
- If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

- For this reason you should make certain that your attendance at this institution will meet your educational goals.
- This may include contacting an institution to which you may seek to transfer after attending INGRAM BARBER COLLEGE to determine if your hours or certificate will transfer.

TRANSFER POLICY (Barber Rules 82.74 c,1.2.)

- INGRAM BARBER COLLEGE may accept transfer hours from other barbering institutions on a case by case basis with the approval of the Director.
- The tuition cost for transfer barbering students does not include the cost of a complete and current Tonsore Tool kit. A student kit will be inventoried for items needed.
- Students will be evaluated in all State Board Procedures to determine the amount of transfer hours accepted.
- INGRAM BARBER COLLEGE **may or may not accept ALL transfer hours** from other schools based on an evaluation of the student's evaluation comprehension of the course material and procedures.
- Upon signing the Student Enrollment Agreement, INGRAM BARBER COLLEGE shall notify the TDLR of the transfer on the TDLR website & issues a new student permit for the transfer.
- **Tuition for Transfer Hours must be paid in full and is NON REFUNDABLE.**
- Transfer Hourly rate is **\$16.57** an hour plus enrollment fees.
- Consideration is given on a case by case basis by the School Director.
- All barbering transfer students must attend a minimum of 750 hours to obtain the Ingram Barber College - Tonsore Professional Educational Program certificate of completion.
- Students who have had training outside the state of Texas must provide proof of training & hours to the Texas Dept of Licensing and Regulation and Ingram Barber College prior to Enrollment.
- INGRAM BARBER COLLEGE does not accept transfer hours for the cosmetology to barber crossover program.
- INGRAM BARBER COLLEGE does not accept credits through challenge examinations or achievement tests.
- Please note the number of transferable hours depends on the policy of the receiving school.

TRANSFER AGREEMENT

- INGRAM BARBER COLLEGE DOES NOT HAVE A TRANSFER AGREEMENT WITH ANY OTHER BARBER OR COSMETOLOGY INSTITUTION.

LONG DISTANCE EDUCATION

- INGRAM BARBER COLLEGE DOES NOT OFFER LONG DISTANCE EDUCATION.

TRANSCRIPTS

- INGRAM BARBER COLLEGE RETAINS STUDENT RECORDS FOR FIVE YEARS.

RESPONSIBILITY, CANCELLATION, REFUND POLICY & WITHDRAWAL

STUDENT TUITION RESPONSIBILITY:

- Tuition and fees are the responsibility of the student.
- Tuition payments are due on the first day of the month or first day of each week with the exception of the down payment, which is made three weeks before the first day of school. According to the signed INGRAM BARBER COLLEGE STUDENT ENROLLMENT AGREEMENT.
- Tuition payment is late after the third day. Late payment is \$45.
 - All payments shall be made by cash, money order - No personal checks.
- INGRAM BARBER COLLEGE reserves the right to change tuition and fees for each course as needed.
- Please review student enrollment agreement for payment options.
- A non-refundable Registration Fee of \$150.00 is required to be paid by every student for each course or program of study, upon enrollment or re-entry into the program or course.

STUDENT CANCELLATION POLICY - Section 1601.562

1. The student (OR in the case of a student under legal age, her/his parent or guardian) has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session or the THIRD day after enrollment, whichever is later excluding Saturdays, Sundays, and legal holidays; or
2. Entered into the enrollment agreement because of a misrepresentation made in the schools advertising or promotional materials or by an owner or representative of the school.

STUDENT REFUND POLICY - 1601.563

A Barber School permit holder shall maintain a refund policy to provide for the refund of the unused part of Tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period established under

Section 1601.562:

- Fails to begin the course of training
- Withdraws from the course of training or
- Is terminated from the course of training before completion of the course.

A Barber School's refund policy must provide that:

1. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in the scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the Department.
2. The effective date of the termination for refund purposes is the earliest of:
 - The last date of attendance, if the student is terminated by the school.
 - The date the permit holder receives the student's written notice of withdrawal; or
 - 10 school days after the last date of attendance; and
3. The school may retain not more than \$100 if:
 - Tuition is collected before the course of training begins; and
 - The student does not begin the course of training before the date the cancellation period under Section 1601.562 expires.

A barber school permit holder shall publish in the catalog and enrollment agreement of the school a description of the refund policy.

STUDENT WITHDRAWAL OR TERMINATION - Section 1601.564

If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:

- May retain \$100 in tuition and fees paid by the student; and
- Is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50% of the course.
 - If the student withdraws or is terminated before the last 50% of the course begins, the school shall refund:
 - 90% of any outstanding tuition for a withdrawal or termination that occurs **during** the first week or first one-tenth Of Course, whichever period is shorter;
 - 80% of any outstanding tuition for a withdrawal or termination that occurs **after** the first week or first one-tenth of the course, whichever period is shorter;
 - 75% of any outstanding tuition for a withdrawal or termination that occurs **after** the first three weeks of the course But not later than the completion of the first 25% of the course; and
 - 50% of any outstanding tuition for a withdrawal or termination that occurs **not later than** the completion of the First 50% of the course.

If a student withdraws or is terminated after 50% of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

PAYMENT OF REFUND - Section 1601.566

1. INGRAM BARBER COLLEGE shall refund any amount paid by the student **within 30 days** after the date the student becomes eligible for the refund.

Professional Code of Ethics:

1. Start on time and End on time daily.
2. Keep personal life personal, professional life professional.
3. Demonstrate good manners with everyone in class.
4. Sanitize & Set up station daily from the start.
5. Practice Client protection and sanitation on each person.
6. Perform all State Board procedures in a safe & timely manner.
7. Keep theory tables clean & sanitized - Clean up after yourself - be a pro clean as you go.
8. Practice what you learn on a students, clients, or mannequins. Practice like I show you.
9. Before you leave - sanitize your station: wipe down your mirror, counter, sink, chair, sweep your floor area & empty your trash can.

Student Dress Code & Student Conduct:

10. Pants/Shorts/Dresses above the waist & to the finger tips.
11. Shirts or Tee's with no vulgar logos or profanity.
12. No hats, tank tops, spaghetti straps, or sweats. No mini skirts or mid riff's.
13. Closed toe shoes, no house slippers, no flip flops.
14. Only use school authorized toolkit and chemical/hair color products.
15. White towels are for shaving, black towels for color, rags for cleaning.
16. Keep your station tidy, clean & organized.
17. Barber Chairs are to be locked and "up at attention" at all times Barber Chairs are only for clients in service.
18. No sitting, spinning, or sleeping in barber chairs! I do not, you may not.

Theory and Clinic Floor Expectations:

19. Check the school calendar daily for reading, workbook assignments, review & test dates.
20. Google Classroom - stay connected with posts, operation assignments, reviews & due dates.
21. No bad attitude on the clock.
22. **Personal Service privileges** - For students that are on time and do their work - daily theory attendance, proof of completed service tickets & workbook assignments.
23. No Explicit Music/Videos/Games. One ear headphones - No Blue Tooth Speakers!
24. No eating food on the clinic floor.
25. IBC Tobacco & Alcohol free facility.
26. IBC Drug free zone.
27. Get along with others - no coarse jesting.
28. Be quiet when shadowing - No criticizing of others. Shadows don't speak.
29. Be respectful - No harassment or discrimination of others. Show respect.
30. Student helpers must be approved.

ATTENDANCE NON-NOTICE POLICY & MAKE UP HOURS

31. Students must adhere to their **Student Enrollment Agreement** " schedule hours" in order to take the written exam at 1000 hours and the practical exam at 1500 hours to avoid overages at the end of of term contract.
 - A "NO SHOW" & "NO CALL" *Missing scheduled hours, Fridays or Mondays*
 - first offense: will be written up & \$50 fine.
 - Second offense: will be written up & \$50 fine.
 - Third offense: Written up, fined \$50 and suspended for a week.
32. Students may not leave before their scheduled time. Only for family emergencies.
33. Missing scheduled Fridays or Mondays requires two weeks notice before.
34. Sick students are sent home.
35. Calling out sick requires a doctors notice needed or is considered a "NO SHOW".
36. Make up Hours are allowed on another shift (day or night) and must be approved.

1. Be on time and display a good attitude.
2. No clocking in without Took Kit and Books.
3. Set up station at beginning and clean up at the end of shift.
4. Casual Dress Code with Barber Smock.
5. Stay on task. Agenda boxes to be accomplished
6. No sitting, spinning or reclining in barber chairs. Barber Chairs are to be locked and "up at attention" at all times.
7. Read Chapters and complete your workbook & tests.
8. Be polite and respectful to everyone students, teachers and clients.
9. No eating food at the station.
10. Smoke free, alcohol free and drug free facility.
11. Client service before personal service.
12. Be polite and respectful to everyone students, teachers and clients.
13. Use school appropriate language and behavior.
14. Refusing clients is not allowed.

Verbal Counseling

15. Student barber receives verbal counseling when satisfactory progress is below standard.
16. Student will be sent home for refusing to client services, operations, or assignments.
17. Laziness or poor behavior will not be tolerated.
18. After three verbal counseling notices a written counseling notice will be given.

Written Counseling

A Written Counseling notice will be given and is to be signed.

19. The student barber acknowledges not maintaining Satisfactory progress to correct the concerns addressed in the Verbal.
20. Counseling may lead to suspension and/or termination.

Suspension

After three notices: verbal and written, a student may be suspended for one month. All tuition paid up to the suspension is not credited toward reinstatement. No hours are lost or given during the Suspension. **The Contract end date is not extended for suspension.**

TERMINATION POLICY

INGRAM BARBER COLLEGE may terminate a student's enrollment at will for insubordination, unwillingness to carry out a directive, verbal refusal or non verbal refusal, unreasonable delay in completing work, immoral or improper conduct, sexual harassment, drugs, theft, property destruction, poor behavior, disrespectful behavior, cursing, verbally or physically intimidating, speaking loudly towards clients, students or teachers; and/or failing to comply with educational requirements, theory, attendance and agenda operations, Student Catalog, general

NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE

Section 53.152, Occupations Code

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Texas Department of Licensing and Regulation to deny licensure.

The Texas Department of Licensing and Regulation denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such License may not be eligible to apply to take the state licensure examination. INGRAM BARBER COLLEGE is not responsible for students denied licensure.

TDLR's criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm

FINANCIAL AID

INGRAM BARBER COLLEGE is TWC VOREHAB approved and does not offer or participate in the Federal Pell Grant Program, Title IV Funding or Federal Direct Loan Programs at this time.

STUDENT LOANS / RESPONSIBILITY

We do not offer student loans or alternative loans to help you meet educational costs. Please contact your financial institution for your educational needs. If a student obtains a personal educational loan to pay for the INGRAM BARBER COLLEGE program, the student is fully responsible and will have to repay the full amount of the loan plus any interest, less the amount of any refund in the case of a student's withdrawal.

FINANCIAL STATUS DISCLAIMER

INGRAM BARBER COLLEGE DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY, NOR OPERATING AS A DEBTOR IN POSSESSION, NOR HAS FILED A PETITION WITHIN THE LAST FIVE YEARS, OR HAS HAD A PETITION IN BANKRUPTCY FILED AGAINST IT WITH THE PRECEDING FIVE YEARS THAT RESULTED IN THE REORGANIZATION UNDER CHAPTER 11 OF THE UNITED STATES BANKRUPTCY CODE (11 U.S.C. Sec. 1101 et seq).

BARBER PROGRAMS OVERVIEW

COURSE	CIP CODE	HOURS	MONTHS	WEEKS	GRADUATION
Barber Instructor	12.0413	750	6	25	CERTIFICATE
Barber Instructor	12.0413	500	6	25	CERTIFICATE
Class A Barber	12.0402	1500	10	40	CERTIFICATE
Cosmo to Barber	12.0402	300	3	10	CERTIFICATE

Barber Instructor - 750 Hours**SOC 25-1194 CIP Code 12-0413- DOT 075.127-010**

The program consists of 750 clock hours of Theory and Practical Training including instruction on creating lesson plans, barber course development, presentation skills, classroom management, teaching and setting up a demonstration. *Chapter 82, Barbers Page 77 January 1, 2016*

Prerequisite:

- Be at least 18 yrs of age
- Have a high school diploma or high school equivalency certificate
- Hold a current Class A Barber certificate.
- 750 hours completed not less than 25 weeks

Barber Instructor - 750 Hour Curriculum

(1) instruction in theory, consisting of 175 hours

- | | |
|--|----------|
| ● Lesson planning | 15 hours |
| ● Personality and professional conduct | 15 hours |
| ● Development of a barber course | 15 hours |
| ● Student learning principles | 10 hours |
| ● Principles of teaching | 35 hours |
| ● Basic teaching methods | 35 hours |
| ● Teaching aids | 10 hours |
| ● Testing | 10 hours |
| ● Self evaluation | 10 hours |

● Teaching adults	10 hours
● Classroom problems	5 hours
● Classroom management	5 hours
(2) instruction in practical work, consisting of 575 hours	
● Assisting with students	350 hours
● Theory class (assisting teacher, observing, teaching)	150 hours
● Learning office procedures and state laws	50 hours
● Grading test papers (assisting teacher, observing, grading)	25 hours

Barber Instructor - 500 Hour With 1 Year Experience Curriculum

SOC 25-1194 CIP Code 12-0413- DOT 075.127-010

The program consists of 500 clock hours of Theory and Practical Training including instruction on creating lesson plans, barber course development, presentation skills, classroom management, teaching and setting up a demonstration. *Chapter 82, Barbers Page 76 January 1, 2016*

Prerequisite:

- Be at least 18 yrs of age
- Have a high school diploma or high school equivalency certificate
- Hold a current Class A Barber certificate.
- 500 Hours to be completed not less than 25 weeks

Barber Instructor - 500 Hour With 1 Year Experience Curriculum

(1) instruction in theory, consisting of 125 hours	
● Lesson planning	15 hours
● Personality and professional conduct	15 hours
● Development of a barber course	15 hours
● Student learning principles	10 hours
● Principles of teaching	35 hours
● Basic teaching methods	35 hours
● Teaching aids	10 hours
● Testing	10 hours
● Self evaluation	10 hours
● Teaching adults	10 hours

• Classroom problems	5 hours
• Classroom management	5 hours
(2) instruction in practical work, consisting of 375 hours	
• Assisting with students	250 hours
• Theory class (assisting teacher, observing, teaching)	50 hours
• Learning office procedures and state laws	50 hours
• Grading test papers (assisting teacher, observing, grading)	25 hours

CLASS A BARBER COURSE

SOC 39.5011.00, CIP Code 12.0402-DOT 330.371-101

The program consists of 1500 hours of Theory and Practical Training including instruction on haircutting, hair coloring, perming, men's grooming, customer service, & professional development.

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Prerequisite:

- Be at least 16 years of age with parent signature,
- 1500 Hours to be completed not less than nine months.

CLASS A Barber - 1500 Hour Curriculum

(1) instruction in theory, consisting of 180 hours	
• Anatomy, Physiology, and Histology	50 hours
Consists of hair, skin, muscles, nerves, cells, circulatory system, digestion, and bones.	
• Texas barber law and rules	35 hours
• Bacteriology, sterilization, and sanitation	30 hours
• Disorders of the skin, scalp, and hair	10 hours
• Salesmanship	5 hours
• Barbershop Management	5 hours
• Chemistry	5 hours
• Shaving	5 hours
• Scalp, hair treatments and skin	5 hours
• Sanitary professional techniques	4 hours
• Professional ethics	4 hours

● Scientific fundamentals of barbering	4 hours
● Cosmetic preparations	3 hours
● Shampooing and rinsing	2 hours
● Cutting and processing curly and over-curly hair	2 hours
● Haircutting, male and female	2 hours
● Theory of massage of scalp, face and neck	2 hours
● Hygiene and good grooming	1 hour
● Barber implements	1 hour
● Honing and stropping	1 hour
● Mustaches and beards	1 hour
● Facial treatments	1 hour
● Electricity and light therapy	1 hour
● History of barbering	1 hour
(2) instruction in practical work, consisting of	1320 hours
● Dressing the hair, consisting of: men's haircutting, children's haircutting, women's haircutting, Cutting and processing curly and over-curly hair, razor cutting	800 hours
● Shaving	80 hours
● Styling	55 hours
● Shampooing and rinsing	40 hours
● Bleaching and dyeing of the hair	30 hours
● Waving hair	28 hours
● Straightening	25 hours
● Cleansing	25 hours
● Professional ethics	22 hours
● Barbershop Management	22 hours
● Hair weaving and hairpieces	17 hours
● Processing	15 hours
● Clipping	15 hours
● Beards and Mustaches	15 hours
● Shaping	15 hours
● Dressing	15 hours
● Curling	15 hours

• First aid and safety precautions	11 hours
• Scientific fundamentals of barbering	10 hours
• Barber Implements	10 hours
• Haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics	10 hours
• Massage and facial treatments	10 hours
• Arranging	10 hours
• Beautifying	10 hours
• Singeing	7 hours
• Manicuring	8 hours

CROSSOVER TO BARBER COURSE The curriculum for the class A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of not less than 10 weeks, as follows: *Chapter 82, Barbers Page 78 January 1,2016*

Cosmetology to Class A Barber Curriculum

(1) Instruction in theory, consisting of	25 Hours
• History of Barbering	1 hour
• Barber Laws and Rules Review	1 hour
• Implements, Honing, and Stropping	5 hours
• Shaving	5 hours
• Men's Haircutting and tapering	5 hours
• Beard and Mustache Trimming and Design	1 hour
• Hair color Review	1 hour
• Permanent Waving and Relaxing Review	1 hour
• Manicuring and Nail Care Review	1 hour
• Facial Treatments and Skin Care Review	1 hour
• Anatomy and Physiology Review	1 hour
• Blow-dry Styling Review	1 hour
• Shampooing and Conditioning Review	1 hour
(2) Instruction in practical work, consisting of	275 Hours
• Men's Haircutting and tapering	165 hours
• Shaving, Mustache and Beard Trimming	85 hours

- Hair coloring 5 hours
- Permanent Waving and Relaxing 5 hours
- Facial Treatments 5 hours
- Shampooing and Conditioning and Blow-dry Styling 5 hours
- Manicuring 5 hours

EDUCATIONAL GOALS

Performance Objective - Acquire knowledge

- Texas Barber Laws and rules regulating barbering practices.
- Sanitation and sterilization as related to all phases of hair, skin, and nails.
- Theory relative to Barbering including anatomy, physiology, chemistry and health & safety.
- Barbering Techniques, Professional Ethics, Salesmanship, and Business skills.

Skills to Be Developed

- Learn barber fundamentals proper use of implements relative to all Barbering services
- Acquire knowledge analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Will learn the procedures and terminology used in performing all barbering services.
- Will learn the proper procedure of manicuring to include water and oil manicure.
- Develop good workmanship common to Barbering.

Customer Service Oriented

- Develop & possess a positive attitude towards the customer, students and teachers.
- Develop honesty and integrity.
- Have improved personality and engage in proper conversation in dealing with patrons.

ATTENDANCE POLICY

- Students must attend a minimum of 80% of their scheduled hours in order to complete their course contract in a timely manner to pre-apply for state board at a 1000 Hours.
- **Theory is mandatory.**
- **Mondays & Fridays are mandatory attendance .**
- Emergency situations will be considered on an individual basis.

MAKE UP HOURS

- Make up Hours are to be scheduled.
- Make up Hours Requests must be submitted by email.
- All Absence Requests must be submitted by email.

GRADING POLICY

Grading is given by the percentage method. Instruction is through demonstration, lecture, classroom participation and assessment.

Theory Grades : **A** 90 - 100% **B** 80 -89% **C** 70 - 79% **D** 69 % and below

Test grades are accumulative .

Total Tests divided by number of Tests give Test Grade%.

Example: $100 + 70 + 90 = 260 / 3 = 87\%$ Test Grade Average

Attendance Grade: Divide Actual Monthly Clock Hours by Monthly Goal Hours = Attendance %

Example: **90** (Monthly Clock hours attended) / **120** (Monthly Goal) = **75%**

Operations Grade: Divide Number of Operations by Operations Goal = Operations Grade %

Example: 20 boxes) / 40 Boxes = 50% Operations Grade.

TRAINING POLICY: Students are to stay on task with Weekly Agenda.

- Operation Worksheet
- State Board Practical Daily assignment
- Daily practical operations on a mannequin.
- Clinic floor services on a client or another student.
- Must be checked, signed and dated by instructor and student.
- Teacher assigns daily tasks from Weekly Agenda Sheet.

GRADUATION REQUIREMENTS

In order to graduate and receive a certificate of completion, each student must:

- maintain a minimum grade average of 70% in Theory and Practical Training.
- Complete their program's required clock hours
- Pass all Theory exams
- Pass Practical Training assessments with satisfactory grades or higher.
- Complete the program on time.
- Pay All Financial obligations to INGRAM BARBER COLLEGE before graduation day.
- Make satisfactory arrangements for payment of all debts owed to the school.
- Final payment must be made in the form of a money order or cash.
- Personal checks are not accepted.
- All must be met prior to the release of final Documents or transcripts or pre-application.
- When student meets these requirements, a CERTIFICATE of COMPLETION is given.

KITS	ITEM	QTY	BARBER	CROSS OVER	INSTRUCTOR
Mannequin	Male w/beard	1	X	X	X
	Lady	1			X
	Tripod				X
Razor Kit	Straight Razor	1	X	X	
	Razor Blades	100 ct	X	X	
	Texture Razor	1	X	X	
	Texture Blades	1	X	X	
Haircut Kit	Clippers	1	X	X	
	Trimmers	1	X	X	
	Shears	1	X	X	
	ThinningShears	1	X	X	
	Blow Dryer	1	X	X	
Combs	All purpose	2	X	X	
	Pro Styling	1	X	X	
	Wide Tooth	1	X	X	
	Taper	1	X	X	
Brushes	Sculpting	1	X	X	
	Vent	1	X	X	
	Round	1	X	X	
	Paddle	1	X	X	
Capes	Smock	1	X	X	
	Shampoo	1	X	X	
	Nylon	1	X	X	
General Supplies	Spray Bottle	1	X	X	
	Neck Duster	1	X	X	
	Hand Mirror	1	X	X	
	Cape Clip	1	X	X	
	Hair Clips	4	X	X	
	Nic Relief	1	X	X	
	Clipper Oil	1	X	X	
Tool Kit	Carrying Case	1	X	X	
Total					

COURSE TUITION (prices subject to change)

Course	Barber	Cross Over	Instructor	Instructor	Refundable
Hours	1500	300	750	500	*
Cost Per Hour	6.67	10	10	10	*
Tuition	10000	3000	7500	5000	Cancellation Policy
Registration Fee	150	150	150	150	NO
Deposit					Cancellation Policy
Books					NO
Tool Kit					NO

TEXT BOOKS (prices subject to change)**1 Pivot Point Fundamentals: Barbering Course book Set**

- 1 Pivot Point Study Guide & License Exam Prep
- 1 Fundamentals: Barbering Course book Set
- 1 Fundamentals: Barbering Study Guide
- 1 Fundamentals: Barbering License Exam Prep

TOOL KIT & TEXT BOOK POLICY

- **TOOL KIT AND TEXT BOOKS ARE NON REFUNDABLE**
- **ALL ELECTRIC SHAVERS (ALL BRANDS) ARE NOT SCHOOL APPROVED OR ALLOWED.**
- **FOR PROFESSIONAL DEVELOPMENT AND EDUCATION USE ONLY**
- **THE TONSORE PROFESSIONAL BARBER KIT IS FOR TRAINING PURPOSES AND PROFESSIONAL DEVELOPMENT.**

STUDENT SERVICES

Professional Development:

- Industry and Alumni guest speakers.
- Customer service - People skills.
- Customer service and client satisfaction.
- School and career goals.
- State Board preparation
- Resume preparation
- Post job listings opportunities for graduates.

Career Fairs

- High School Career Fairs
- Job Fairs
- Specialty groups that need grooming services for a Job Interview

Community Events

- We give back to the community by letting our hands do the talking.
- Special Event
- Student Business Card Referral

FACULTY

Robert Diaz - DIRECTOR

- Barber, Teacher, Educator
- Specialist in: Shaves, Clipper haircutting, men and women haircut & styling, color, permanent waves, texture, long hair, thermal styling.
- Former National Educator for John Paul Mitchell Systems & National Color Educator
- Business and Marketing Management.
- Texas Licensed Barber and Instructor.