



PARK WEST
BARBER SCHOOL

catalogue

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DECEMBER 2009

Although the publisher of this catalogue has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. The publisher has attempted to present information which, at the time of preparation for printing, most accurately describes the course offerings, faculty listings, policies, procedures, regulations, and requirements of Park West Barber School. However, it does not establish contractual relationships.

Park West Barber School, LLC reserves the right to alter or change any statement contained herein without prior notice.

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Durham, N.C.

Park West Barber School is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences (4401 Ford Avenue Suite 1300, Alexandria, V.A. 22302; telephone [703] 600-7600).

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about us

VISION

Barbering with Excellence through Service

Park West Barber School, LLC was designed with a desire to raise the standard of education and professionalism within the barbering industry. Park West Barber School cultivates and educates student entirely – preparing them for service and leadership in the barbering industry.

MISSION

It is our mission to:

- develop students with a solid foundation of technical barbering proficiency on all hair textures
- prepare students to pass the state licensing exam and to acquire a job in barbering
- teach and engage students in fundamental business concepts and practices relevant to the beauty industry
- engage students in community and industry building activities which foster both personal and professional development

OWNERS

Corey L. Bell, Jr.

Timothy McIntosh, Jr.

Park West Barber School, LLC

LICENSING AGENCY

The North Carolina State Board of Barber Examiners

5809-102 Departure Dr.

Raleigh, N.C. 27616

(919) 981-5210

NON-DISCRIMINATION STATEMENT

Park West Barber School does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation. Park West Barber School is an equal opportunity employer/program.

STUDENT FILE ACCESS

Students are allowed to view their records by making an appointment with written notice.

PRIVACY ACT INFORMATION RELEASE

Student records are only readily available to agencies covered under Family Education Rights and Policy Act (FERPA). Examples of these agencies are the Department of Education, NC State Barber Board and NACCAS, and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without the written consent of students. Park West Barber School does not publish a directory of or for its students.

COMPLAINT PROCEDURE

The party filing a complaint must submit the complaint in writing. Park West Barber School will acknowledge all written complaints and all complaints will be thoroughly investigated. Students will be notified of the results of the investigation in a timely manner.

Students also have a right to submit written complaints/grievances regarding actions taken by Park West Barber School or Park West Barber School policies which they feel are in violation of state and/or federal laws to:

North Carolina Board of Barber Examiners
5809-102 Departure Drive
Raleigh, NC 27616
(919) 581-5210

PROGRAM OFFERING

Park West Barber School program is Barbering.

ACADEMIC CALENDAR

Park West Barber School operates on a continuous basis. New classes begin on the first Tuesday of each month.

Park West Barber School observes most Federal holidays. Park West Barber School reserves the right to be closed additional days as deemed necessary. Students will not be penalized for such closings and their enrollment contract will be extended accordingly (e.g. closing for bad weather).

STUDENT SERVICES

Park West Barber School does not provide housing, transportation or childcare for students. Park West Barber School provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Park West Barber School also provides students with counseling services. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits.

- Park West Barber School does not have housing and therefore cannot assist student in this area.
- Park West Barber School will arrange interviews and provide placement assistance, which will consist of identifying employment opportunities after graduation. However, the school does not make any guarantees of employment, or salary. The final decision regarding accepting or rejecting the student and/or employer must make a job.
- A library containing books, periodicals, audio-visual aids, reference and instructional material on barbering, hair styling and related subject is available for use by students and staff during class hours.
- Student complaint/grievance procedures are posted on the main bulletin board located in student lounge area.

OCCUPATIONS

Park West Barber School provides training that upon graduation prepare students for such occupations as:

- Barber
- Platform Artist
- Barbershop Owner
- Barber Instructor
- State Barber Board Member

EMPLOYMENT ASSISTANCE

Park West Barber School will arrange interviews and provide placement assistance, which will consist of identifying employment opportunities after graduation. However, Park West Barber School does not make any guarantees of employment or salary. The final decision regarding jobs – accepting or rejecting – is between the student and the employer.

FACILITIES AND EQUIPMENT

Park West Barber School is comprised of approximately 4500 square feet. The building houses the administrative and staff offices, classroom facilities, clinical areas, lounge and rest rooms. The clinic area has barbering stations equipped with modern equipment. The building is located near the downtown area of Durham N.C.

FACULTY AND STAFF

President: Corey L. Bell, Jr.

School Director: Sonya A. Laws-Baker

Financial Aid Director: Timothy McIntosh, Jr.

Financial Aid Specialist: Valencia Thompson

Admissions Director: Sharonda Adams

Instructors: Rufus McKoy and Anthony Spence

PARK WEST BARBER SCHOOL ON THE WEB

To find out more about Park West Barber School through the World Wide Web, visit Park West Barber School's home page at www.parkwest.edu.

tuition and costs

FINANCIAL COMMITMENT

Attending barber school is an extensive responsibility, both personally and financially. Students must fulfill their written payment commitment with us in order to attend school.

TUITION

The tuition for Park West Barber School is \$11,149 (excluding termination fee).

FEES AND EXPENSES

Student Barber Kit*	\$800 (\$200 due at enrollment)
Student Barber Permit*	\$25
Registration fee	\$700
Termination fee	\$150

*These fees must be paid prior to the first day of class and are **non-refundable** based on the refund policy.

PAYMENT OPTIONS

The following payment options are available

1. A student may pay for the full tuition amount at the time of registration via certified check or money order.
2. A student may make a minimum payment of \$200 on the first class date of each month while attending Park West Barber School. Once a student has completed 93% (1428 hours) of the Barbering program, students must pay any remaining financial obligations owed to the school. A seven (7) percent finance charge will be applied to the amount financed if the balance is not paid in full by this time.

REFUND POLICY

In the event of transfer, withdrawal or dismissal, a student will be charged or receive a refund in accordance with the following:

- A. Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 1. An applicant is not accepted by Park West Barber School. This applicant shall be entitled to a refund of all monies paid with the exception of the application fee.
 2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within three (3) business days of the signing of the Enrollment Agreement. In this case all monies collected by Park West Barber School shall be refunded with the exception of the application fee. This policy applies regardless of whether or not the student has actually started training.
 3. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment after three (3) business days after signing the Enrollment Agreement, but prior to entering classes. In this case the student shall be entitled to a refund of all monies paid to Park West

Barber School, less the application fee, student permit fee, registration fee and student barber kit.

4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies Park West Barber School that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies Park West Barber School that the student will not be returning. Official notification from the student must be written and presented to a Park West Barber School official.
6. A student is expelled or terminated by Park West Barber School. A termination fee of \$150 will be charged.
7. In type 2, 3, 4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification or the date the said information is delivered to a Park West Barber School official in person.

B. For students who enroll in and begin classes, the following chart will be applied to refunds. Students' scheduled hours are used in the calculation.

Percentage Time to Total Scheduled Time of Course	Amount of Total Tuition Owed
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- C. Enrollment is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance at Park West Barber School.
- D. Any monies due a student who unofficially withdraws from Park West Barber School shall be refunded within 45 days of a determination by Park West Barber School that the student has withdrawn without notification. Unofficial withdrawals will be monitored and determined by Park West Barber School at the times it normally monitors attendance, based on the Park West Barber School attendance policy
- E. In case of illness, disabling accident, death in the immediate family or other circumstances beyond the control of the student, Park West Barber School will make a settlement that is reasonable and fair to both parties.
- F. If Park West Barber School is permanently closed and is no longer offering instruction after a student has enrolled, the student shall be subject to a pro rated refund.
- G. If The Barbering Program is canceled subsequent to a student's enrollment, Park West Barber School shall at its option provide a full refund of all monies paid.

admissions

ELIGIBILITY

To apply for admission, applicants must have a high school diploma, GED or its equivalent.

Park West Barber School does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation in admitting students.

Park West Barber School does not recruit students already attending or admitted to another school offering a similar program of study.

TRANSFER OF CREDIT

Park West Barber School makes no guarantee that credits or hours of training or education received at another school will be applied to The Barbering Program's requirements for graduation. Credits and hours are examined on a case by case basis.

PROCESS

Park West Barber School reviews applications and admits students on a monthly basis. The following process must be followed by students seeking admission:

1. Obtain a Park West Barber School Application, general information and financial aid forms from Park West Barber School.
2. Return a completed application packet to Park West Barber School. Application packets are accepted on a continuous basis and are due by 5 p.m. on the second Monday of each month.

A completed application packet includes:

- Completed Park West Barber School Application
- Completed financial aid forms
- Essay addressing the topic "Why I Want to be a Barber."
- Current Resume
- Copy of the high school diploma, GED or its equivalent
- Copy of a valid photo I.D. (driver's license or state issued identification)
- \$200 Textbook, workbook, barber Jacket, student Badge fee – payable by certified check or money order to Park West Barber School

3. Park West Barber School will contact applicants to schedule an interview. *Applicants must be appropriately dressed for the interview.*
4. Interview with Park West Barber School. During the interview, applicants will receive the Park West Barber School catalogue and sign their Park West Barber School Enrollment Agreement.

RE-ADMISSION POLICY

A student is allowed only one (1) re-admission and may not re-enter after another withdrawal or termination.

To be eligible for re-admission after termination or voluntary withdrawal a student must wait a minimum of ninety (90) days before requesting re-admission. All regular admission procedures will apply.

Once accepted for re-entry, the student will be credited for hours previously earned and will be charged the current rate for tuition on any hours remaining to be completed. The student will also be eligible for financial aid.

Re-enrolling students must purchase book(s), uniform(s) and equipment that are missing from the student kit or not in professional working order.

academic policies

GRADUATION REQUIREMENTS

A candidate for graduation must satisfy the following requirements:

- Complete all assignments, homework, exams and practical work with a grade point average of 70% or better, along with the required clock hours based on their program.
- Complete program requirements within 1.50 times the normal program length.
- Pay any tuition and fees owed to Park West Barber School.

COMPLETION AWARD

Upon successfully completing of all graduation requirements of The Barbering Program , the student will receive a diploma.

ATTENDANCE POLICY

Students are encouraged to strive for an attendance rate of at least 75% out of 100%. Attendance is monitored once a month.

A time clock is the official method of verification of time accumulated in The Barbering Program at Park West Barber School. It is solely the student's responsibility to clock in/out correctly.

Arrivals/clock-ins that are after the scheduled time will be classified as a tardy unless documented on the Student Work Verification Form.

Departures/clock-outs prior to the scheduled time will be classified as an absence unless documented on the Student Work Verification Form.

Three (3) instances of tardiness may equal one (1) absence during the course of a month.

One (1) absence on a Saturday may equal three (3) absences during the course of a month.

Park West Barber School reserves the right to request documentation to support any tardy, absence or early dismissal from the student before permitting the student to return to school.

MAKE-UP POLICY

Students will be required to make up all assignments, exams or other work missed as the result of any excused or unexcused absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the Instructor. All arrangements are subject to approval by the instructor.

SEQUENCE OF BARBERING UNITS

Classroom Lecture And Study Periods

	<i>Clock Hours</i>
Hygiene and Good Grooming, Professional Ethic	25
Bacteriology, Sterilization, Sanitation	50
Implements, Honing, Stropping and Shaving	30
Men's Haircutting	20
Cutting and Styling Curly Hair, Mustaches and Beards	10
Shampooing and Rinsing, Scalp and Hair Treatments	10
Theory of Massage and Facial Treatments	5
Men's Razor Cutting, Women's Razor and Shear Cutting	30
Finger Waving Men's Hair, Air Waving and Curling Iron Techniques	5
Permanent Waving for Men, Chemical Hair Relaxing and Blow Dying	25
Hair Coloring	10
Men's Hair Pieces	5
The Skin, Scalp, Hair and Nails	30
Disorders Therapy, Light Therapy and Chemistry	15
Anatomy and Physiology	10
Electricity Therapy, Light Therapy and Chemistry	10
Barber Styling, Shop Management, and Product Knowledge	70
Licensing Laws and Rules and History of Barbering	20

Supervised Practice in Barbering

Shampooing and Scientific Hair and Scalp Treatments	55
Shaving	50
Tapered Hair Cutting	250
Hair Styling of Men and Women	400
Facials, Massages and Packs	10
Bleaching, Frosting, Hair Coloring and Body Permanents	90
Cutting and Fitting Hair Pieces	5
Hair Straightening	5
The Analyzing and Treatment of Hair and Skin Disorders	10

Lectures and Demonstrations on Practical Work

Shampooing and Scientific Hair and Scalp Treatments	15
Shaving	20
Tapered Hair Cutting	70
Hair Styling of Men and Women	100
Facials, Massages and Packs	5
Bleaching, Frosting, Hair Coloring and Permanent Waving	30
Cutting and Fitting Hair Pieces	5
Hair Straightening	3
The Analyzing and Treating of Hair and Skin Disorders	10
Men's and Women's Razor Cutting	15

TOTAL HOURS

1528 Clock Hours

satisfactory academic progress (SAP)

Revised and effective November 1, 2009

All enrolled students are considered to be making satisfactory progress. Enrolled students are expected to maintain satisfactory progress in both attendance and academics. Satisfactory progress standards apply to all students regardless of whether they participate in financial aid programs or not.

MAXIMUM TIME FRAME

The maximum time a student has to complete is 150% of the program length. (i.e. Fulltime student contracted for 12 months to complete program (under special circumstances) has 18 months to complete program).

MINIMUM SATISFACTORY PROGRESS LEVELS FOR ATTENDANCE

All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within maximum time frame.

MINIMUM SATISFACTORY PROGRESS LEVELS FOR ACADEMICS

Students are expected to maintain an average academic score of at least 70% of 100%.

MEASUREMENT AND REPORTING PERIODS

Each student's attendance and academic performance will be observed unofficially monthly to monitor progress and report state accumulated hours. Official SAP/Progress Report evaluations will be measured on a cumulative basis at the following intervals: 450 clock hours, 900 clock hours, 1200 hours and 1500 clock hours.

FAILURE TO MAINTAIN SATISFACTORY PROGRESS LEVELS

If a student fails to maintain the minimum satisfactory progress levels for attendance and/or academics, measured separately, he/she will follow the Progressive Disciplinary Procedures. Students who reach the 1st and 2nd occasion in the Progressive Disciplinary Procedures will still be considered to be making satisfactory progress.

GRADING

Park West Barber Schools' grading is completed and based on overall performance in The Barber Training Program.

Grading is completed according to the following scales:

- 30% Written Examinations
- 30% Practical Examinations
- 20% Assignments
- 20% Quizzes

For theory and practical work

90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
Below 70	D	Unsatisfactory
Incomplete 0	0	Unsatisfactory

*Grading for practical work may include Pass or Fail or Yes or No.

Student must maintain a 70% minimum (in theory and practical/clinical work) in order to be considered making satisfactory progress.

LEAVE OF ABSCENES (L.O.A)

In the event a student finds it necessary to be absent from Park West Barber School for an extended period of time, the student may request an official leave of absence (L.O.A.) from Park West Barber School. An L.O.A. is subject to the following U.S. Department of Education limitations:

- A L.O.A. may be granted for up to 180 days in a 12-month period.
- A second L.O.A. in the same 12-month period may be granted providing the second leave does not exceed 30-days; the leave is due to unexpected circumstances; and the combined numbers of days in both leaves does not exceed 180.
- An additional L.O.A. in the same 12-month period may be granted providing the additional L.O.A. is for documented jury duty, military leave, or Family Medical Leave Act (FMLA) provisions and the combined number of days in all leaves do not exceed 180.
- The 12-month period referenced in these provisions starts on the first day of the first leave.
- A L.O.A. may extend a student's contract period and maximum time frame by the same number of days in the leave of absence.
- A student's request for a L.O.A. must be submitted in writing, and must be approved by a Park West Barber School official.
- A L.O.A. may extend a student's contract period and maximum timeframe by the same number of days in the L.O.A.

REPEAT COURSES

If a student repeats a course, the course will count in the maximum number of attempted hours each time the course is taken.

WITHDRAWALS

Any student who withdraws from Park West Barber School will have his/her financial aid eligibility suspended. Their most recent progress determination will determine the students' withdrawal status.

INCOMPLETES

Any student who fails to complete a course will receive an incomplete. Incompletes courses will be given a grade of zero.

PROGRESSIVE DISCIPLINARY PROCEDURES

Occasion One (Warning):

Students not making satisfactory progress in either area during any grading period will receive a written warning letter, stating that his/her performance does not meet the required level.

Occasion Two (Probation):

On the second occasion of unsatisfactory progress in either area, the student will receive a written warning letter. The second warning letter will indicate that the student will be placed on a thirty (30) day probation period. The probation will be lifted if both minimum progress levels (no matter if one or both levels were the basis for the probation) are met at the end of next reporting period.

A student remains eligible for financial aid during this period. If a student is on probation and it was the result of a mitigating circumstance (as approved by Park West Barber School), he/she will be deemed on Occasion One of the Progressive Disciplinary Procedures.

Occasion Three (Termination):

On the third occasion of unsatisfactory progress in either area, a third written warning letter will be issued to the student. This letter will terminate the student from The Barbering Program .

APPEAL PROCEDURE

Students who receive a negative progress determination may appeal this determination, if there are mitigating circumstances beyond a student's control. Such mitigating circumstances are considered to be a serious illness or injury to the students, death or serious illness of an immediate family member or serious personal circumstances that adversely affected a student's performance. Appeals must be submitted in writing to Park West Barber School within three (3) business days of receiving the determination. A decision will be issued to the student after the appeal has been evaluated. All decisions are final. If an appeal is declined the student continues to follow the Progressive Disciplinary Procedures.

TERMINATION POLICY

Students must comply with all rules and policies of Park West Barber School. Park West Barber School shall have the right to terminate a student's contract and the student's enrollment at any time for violation of the rules and policies that presently exist, or which may exist in the future. Termination may result for fighting, obscenities, and use of illegal drugs, concealed weapons, and disrespecting school authorities. Park West Barber School reserves the right to modify the rules and regulations.

general policies

CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of Park West Barber School's student conduct policy include, but are not limited to, the following:

- Destroying or damaging Park West Barber School property.
- Use any illegal drugs or alcohol while on Park West Barber School property or attending Park West Barber School while under the influence of illegal drugs or alcohol.
- Cheating on a school examination.
- Engaging in any unlawful or improper action as described in the Student Handbook.
- Exhibiting violence, insubordination or inappropriate language toward any school staff or another student.
- Cell phone usage on the school premises.
- Sitting or lounging in the barber chairs.

DRESS CODE

A clean uniform must be worn at all times. A student will not be permitted on the premises without a uniform. Students will be sent home who do not have on proper uniform, proper attire and/or proper shoes. All uniforms are the expense of the students. Park West Barber School reserves the right to modify the rules and regulations.

All students are required to wear:

- a Park West Barber School photo id badge (issued by Park West Barber School)
- a black barber jacket
- a black button-up collared shirt
- a black necktie
- a black pair of slacks
- a black belt
- a black pair of socks
- a black pair of shoes

Ladies acceptable attire:

- black slacks
- black knee-length skirt
- black knee-length dress
- black blouse

Students may not wear the following:

- shorts above the knee
- skirts above the knee

- blouses that reveal the upper body
- pants that inappropriately reveal the lower body
- skirts that inappropriately reveal the lower body
- hats
- scarves
- visors
- do rags
- sandals
- open-toe shoes
- high-heeled shoes
- Mule-style shoes

Shoes must completely cover the foot and socks or pantyhose must be worn with shoes at all times.



parkwest.edu