



# **Townsend Barber Institute**

## **Institute Catalog**

**2025-2026**

**TOWNSEND BARBER INSTITUTE**

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[www.townsendbarberinsitute.com](http://www.townsendbarberinsitute.com)

**1-855-TBI-CUTS**

# CATALOG AND GENERAL INFORMATION

Period 2025 -2026

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## **WELCOME!**

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Barbering Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey, and we are committed to helping you become a successful part of this elite group.

## **AN INVITATION TO OPPORTUNITY**

A quality technician in the beauty industry is always in demand - financial security can be yours in good times or bad. The beauty/barber profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barbershop or spa. They spend millions of dollars a year on beauty/barber services. Top rewards go to those men and women who acquire the cutting, skin care, and styling techniques skills through the education provided at our school. The school is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

## **CAREER OPPORTUNITIES**

The licensed professional may choose from a variety of jobs within the Barber field. The following vocations are options that may be considered upon graduation.

- **BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

## **JOB DEMAND IN BARBERING**

When most people think of a barber, they think of someone who snips and clips hair at a shop with a striped pole out front. While many barbers still work in traditional barbershops, a new variety of career options and opportunities has become available. Barbers can work for themselves, find careers in the personal care industry or teach in barber training programs.

Many barbers work on a self-employed basis, either in their own barbershops or in spaces they have leased in businesses such as salons, hotels, and spas. Barbers who lease typically supply their own personal care products and tools and pay a fee or rent to the business' owner. Self-employed barbers usually must manage their own taxes and provide their own benefits, such as insurance and retirement plans.

Barbers often find jobs in the personal care industry working in a variety of locations, such as established barbershops, resorts and cruise ships. Nursing homes and retirement communities often hire barbers to provide services for their residents. Barbers are frequently employed by government agencies to provide haircuts at military bases and public institutions, such as hospitals or prisons. Since many states require prospective barbers to attend training programs before they can obtain a license, there is a need for barber instructors. Many schools hire experienced licensed barbers to teach students the skills needed to cut and style hair, mustaches, and beards. Potential instructors may need to meet additional licensing requirements to teach. Our school can help you research this opportunity.

### **EMPLOYMENT OUTLOOK INFORMATION**

According to the U.S. Bureau of Labor Statistics (BLS), employment opportunities for barbers were expected to increase by 10% between 2014 and 2024 ([www.bls.gov](http://www.bls.gov)). This growth in opportunities was due to an increased demand for personal care services coupled with an increase in the number of barbers retiring or leaving the profession, in addition to the rise in population. In 2015, the mean hourly wage for barbers was \$14.01, including tips, reports the BLS. Barbers who worked for the state government earned a higher mean wage of \$21.00 an hour, while those working in personal care service earned slightly less than the national hourly mean at \$13.87. As a barber, you may be employed in a variety of establishments. This occupation calls for the completion of a barber program, after which you can pursue the necessary licensure. Job growth is faster than average.

### **ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS**

Applicants interested in pursuing a career in Barbering should consider all aspects of such a decision. Persons who want to become a professional in the barber industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and barber techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the barber industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing shop).

### **MISSION STATEMENT**

The school provides career preparation in Barber-Stylist arts and sciences, trains/prepares students for the State Licensing examination, and facilitates licensed graduates in successfully obtaining employment in the barber-stylist field.

### **GOALS AND OBJECTIVES**

1. To familiarize/instruct students with the proper and current methods in the study of Barber-Stylist arts and sciences.
2. To qualify and prepare students for the State Licensing examination.
3. To graduate qualified, competent and competitive students to be successful in the field of Barber-Stylist arts and sciences.
4. To assist the student in suitable job placement.
5. To provide assistance and advisement.

## **NON-DISCRIMINATION POLICY**

Townsend Barber Institute does not discriminate based on age, race, color, religion, national and ethnic origin or sex in its admission policies, administration of education policies, employment and other school administered programs. The school offers equal opportunity in its employment and vocational activities.

## **FACILITY/FACULTY**

Townsend Barber Institute is owned and operated by (Dr. Eric Townsend) with the assistance of contracted staff. The school occupies 3600 square footage of well lighted, air conditioned and modernly equipped floor space containing a lobby area, reception area, barber-stylist stations (25), rest rooms (2), classroom (1), and kitchen/breakroom. The school equipment for both visual training and practical purposes is comparable to that found in a barbershop atmosphere.

**Townsend Barber Institute is accredited by the National Accrediting Commission of Career Arts & Sciences.**

## **ADMISSIONS**

1. Applicant must be at least 18 years of age.
2. Applicant must provide a High School Diploma, G.E.D. or High School Transcript with Graduation Date.
3. Applicants are required to complete a personal interview prior to being accepted by the school.
  - a. Schedule an appointment by phone to request an interview and facility tour.
  - b. Complete an application for admission. Please note that there is an application fee.
  - c. Applicant can receive other material facts affecting his/her decision to enroll at [www.townsendbarberinstitute.com](http://www.townsendbarberinstitute.com)

Prior to enrolling, a student and accepting them for admission, the school must have received documentation of meeting all published admissions requirements, and provide the following:

1. High School diploma or General Education Development (GED), Highschool Transcripts with Graduation Date. Students with transfer hours must provide official transcripts of any college or technical courses completed.
2. Proof of Age (Birth certificate, Driver's License, or Official State ID)
3. Proof of citizenship or immigration status. (Social Security Card, Individual Taxpayer Identification Number (I.T.I.N). 4.
4. Student Permit (\$45.00), This cost is paid directly to the MN Barber Board & (Student Permit) is mandatory to perform haircut services in Townsend Barber Institute.
5. High School Diploma/GED Validation Policy- See Full Policy Page 28

**Townsend Barber Institute does not accept ATB students.**

### **TRANSFERS FROM OTHER SCHOOLS**

Enrollment is available for students wishing to transfer to Townsend Barber Institute after they have withdrawn from other barber schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification hours prior to signing the enrollment agreement. Credit for previous training and education in licensed barber training programs may be granted. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular entrance and registration requirements. A transferring barber student may be required to enroll for a minimum of 300 hours. Before a transferring student can be enrolled, they may be evaluated academically by the School Director. Students accepted for admission may be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

### **PROGRAMS / SCHEDULES**

Townsend Barber Institute operates continuously throughout the year except for recognized holidays. Classes begin at least 2 week prior to the respective state board exams to ensure each student has the correct amount of time to attain the required state hours. The Barber-Stylist program is offered per the schedules listed below.

<b>Schedule</b>	<b>Hours Per Week</b>	<b>Weekly Schedule</b>
<b>8:00am-3:30pm (Full -Time)</b>	<b>34 hours / 45 weeks</b>	<b>M, T, Th, Fri, Sat</b> Sun & Weds - Closed
<b>Early as 3:00pm-9pm</b>	<b>30 hours / 50 weeks</b>	

### **HOLIDAYS AND SCHOOL CLOSINGS**

In addition to being closed on Wednesdays and Sundays, Townsend Barber Institute is closed in observance of the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Holiday

The school is also closed on the day following Thanksgiving Day. The school reserves the right to close additional days with posted notice.

### **TUITION, FEES AND KIT/SUPPLIES**

Students are responsible for the tuition and fees. Tuition may be paid monthly or on a scheduled arrangement created by the institution and recorded in the student's file. The student will be responsible for \$45 Student permit fee (**paid directly to MN Barber Board, NOT to Barber School**). We also offer Title IV funding through FAFSA that we encourage each student to apply for to ease the burden of the Cost of Attendance.

Student kits and supplies may be purchased from Townsend Barber Institute & will be issued under the direction of the school.

**Townsend Barber Institute is accredited by the National Accrediting Commission of Career Arts & Sciences.**

<b>Program</b>	<b>Student Permit Fee</b>	<b>Final Exam Fees</b>	<b>Tuition</b>	<b>Kit/Supplies</b>
Barber-Stylist	\$45.00	\$160.00	\$23,820.00	\$975.00

Payments can be made via cash, check, money order, or credit card, Non-federal agencies or loan programs.

### **SCHOLARSHIPS**

Townsend Barber Institute does not offer a scholarship program currently.

### **EMPLOYMENT ASSISTANCE**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview.

### **CAREER COUNSELING**

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.

### **STUDENT SERVICES, HOUSING AND COUNSELING**

The school conducts an orientation program typically before the first day of class which provides information about the Barber-Stylist program, goals of the course, policies affecting students, and services available to



students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided with any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

### **CAMPUS CRIME STATISTICS & SECURITY INFORMATION**

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

### **DRUG ABUSE PREVENTION**

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

### **OSHA REQUIREMENTS**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

### **PRIVACY AND FILE ACCESS POLICY**

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian of dependent minors (if the student is a minor) for each third-party request. The school form may be used for this purpose. It is the school's policy that no information is released without written authorization by the student, except for a parent who

claims the student on their Federal tax return. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

### **POLICY FOR SAFEGUARDING STUDENT INFORMATION**

Townsend Barber Institute is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director / administrator shall be responsible for coordinating the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operation, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements, all student personal information including progress reports and transcripts is stored in a locked file cabinet and made available at the students' request. Students shall receive notice of this policy at the time they enroll.

### **ATTENDANCE**

Students are to report to their scheduled time within 5 minutes of their scheduled time. If a student is going to be late, they must call the attendance line and inform the school that they will be tardy. We also require students to call the attendance line when a student is unable to make the scheduled school date. Any other method will be counted as a No Call, No Show (NCNS) and will be documented to their permanent record. Students are required to maintain an attendance base line of 67% of scheduled days to not be subject to suspension or termination and to still be eligible for Title IV funding.

### **LEAVE OF ABSENCE**

For those students who find it necessary to be out of school for an extended period, a leave of absence is available. A Leave of Absence must be requested in writing; a form is available from the Director/Business Office. Leave of Absence may be granted in cases of medical, death in the family, military service obligations, jury duty or unforeseen personal or financial hardships, but will be at the discretion of the Director/Business Office. Leave of Absence requests will only be approved for 6 or more consecutive school days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. Leaves of Absence may not exceed 180 calendar days in any 12-month period. The student's contract period will be extended by the same number of calendar days taken in the LOA. No federal student loan monies can be disbursed during a leave of absence.

### **GRADUATION REQUIREMENTS**

The graduation requirements for all courses are as follows: 1) Completed the required hours of training within the maximum time frame allowed. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy. 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 70%. 4) Fulfill all financial obligations to the school or have an approved payment plan in place prior to graduation, 5) Completion of an exit interview and required exit paperwork. UPON GRADUATION A DIPLOMA WILL BE AWARDED. Certification of hours will not be provided until all tuition charges have been paid in full.

### **LICENSING**

To apply for the licensing examination an applicant must; 1) Submit an application to the licensing exam administration; applications must be authorized by a licensed school, and 2) submit the appropriate examination fee. Upon successful completion of the licensing exam, the applicant must submit an application for licensure to the Minnesota Board of Barber Examiners. Applications must be confirmed by a licensed school and submitted with the appropriate licensing fee.

### **2023 Completion Rates**

**Graduation: 85.71%**

**License: 83.33%**

**Placement: 100%**

### **MAKE UP WORK POLICY**

The “make up work policy” affords students the opportunity to make up work and tests that they have missed. Students who miss or fail a test must make up the test prior to graduation to receive credit for the test. The student is responsible to make arrangements with the instructor to schedule a time to make up the test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student’s Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours.

### **TERMINATION/WITHDRAWAL**

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

### **DRESS CODE**

- Students are required to wear barber smocks or jackets always while in the class or lab area.
- Dress may be casual. **NO Open toe shoes, Shorts, Stretch leggings, Skirts, Sandals or Slides.**
- Pants must be worn neatly on the waistline.
- Clothing must fit in an appropriate manner. No excessively baggy/tight clothing.
- Any student who does not comply with the dress code is subject to suspension or sent home to change.

### **SATISFACTORY PROGRESS POLICY (SAP)**

The satisfactory progress policy applies to all students. Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to graduate from the school. To determine Satisfactory Progress, all students are evaluated in academics and attendance by the midpoint of each academic year. Students are advised of their academic and attendance status via a progress report.

### **SAP: ATTENDANCE PROGRESS**

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals may enter school 5 minutes after class/scheduled shift begins. Students who are more than 5 minutes late must meet with the School Director/ Business Office to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of

their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled “freshman” phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.50 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student’s contract period and max time frame by the same number of days taken in the LOA.

### **SAP: ACADEMIC PROGRESS**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain an average grade of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 – 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Satisfactory
	Less than 70%	= Failing

### **SAP: DETERMINATION OF PROGRESS**

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points:

Course / Program	Attended Hours
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Barber	450, 900, 1200, 1500
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### **SAP: WARNING**

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period (this will apply once the school is accredited and participating in Title IV Funding). Students are not required to appeal a Warning Status.

### **SAP: APPEAL AND PROBATION**

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding (this will apply once the school is accredited and participating in Title IV Funding). Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated (this will apply once the school is accredited and participating in Title IV Funding).. A student may be placed on Probation Status for one payment period.

### **SAP: APPEAL PROCEDURE**

If a student is determined as NOT maintaining Satisfactory Academic Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated (this will apply once the school is accredited and participating in Title IV Funding).

### **SAP: DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance. A

withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

### **SAP: REESTABLISHMENT OF STATUS**

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or 2) Increasing cumulative attendance to 67%.

### **SAP: REINSTATEMENT OF FINANCIAL AID**

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

### **SAP: COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incomplete, repetition and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

### **SAP: REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds (this will apply once the school is accredited and participating in Title IV Funding). Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 re-enrollment fee and may be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning

of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

#### B. Refund policy for Programs greater than 40 hours with a written contract or enrollment agreement

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date of that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you receive a prorated refund of the entire cost of your program based on your last day of attendance. You will be provided prorated tuition, fees, and other charges refund minus your initial student permit fees, up to \$50, and minus less or 25% of the total tuition. Proration is based on whether your program is term based or clock hours and how much of your program you have completed.

If your program is term based, the completion rate is the number of calendar days from the first day of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.67).

If your program is clock hour based, the completion rate is the number clock hours you attended divided by the number of clock hours in the program.

The completion rate is calculated to the second decimal point (.67).



If you withdraw from the program after 75% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days after receipt of your withdrawal. Any mailed notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official. (Defined by school's student right to cancel policy). [SEE BUYERS RIGHT TO CANCEL Per statute 136A.827- School Officials include: Director and Instructor].

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contacted the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

**BUYERS RIGHT TO CANCEL** Per statute 136A.827

1. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
2. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.

## **BARBER-STYLIST COURSE**

### **TEXTS:**

Milady Standard Textbook of Professional Barbering and Workbook

### **COURSE DESCRIPTION:**

The primary purpose of the Barber-Stylist course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Barber-Stylist or related career avenues. The barber-stylist course consists of 1500 hours of instruction of both theoretical and practical skill development required for licensure by the Minnesota Board of Barber Examiners. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

### **COURSE GOALS:**

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Minnesota, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

### **COURSE FORMAT:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course

### **COURSE EVALUATION:**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of

70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

90 - 100	A = Excellent
80 - 89	B = Good
70 - 79	C = Average
69 or less	= Failure

## BARBER-STYLIST COURSE UNITS

<b>ANATOMY</b> Theoretical knowledge of the practice of barber-stylist services	<b>80 Hours</b>
<b>DISEASES AND DISORDERS</b> Theory knowledge of diseases and disorders of the scalp, hair, and skin	<b>25 Hours</b>
<b>SHAMPOOING</b> Skills in shampooing to include draping, brushing, scalp manipulations, conditioning and rinsing	<b>100 Hours</b>
<b>HAIR AND SCALP ANALYSIS</b> Skills in scalp and hair analysis	<b>25 Hours</b>
<b>HAIRCUTTING AND TRIMMING</b> Skills in haircutting and trimming to include scissors, razor, thinning shears & clippers	<b>300 Hours</b>
<b>HAIR STYLING</b>	

Skills in hairstyling to include wet, dry and thermal styling and the use of styling aids.	<b>200 Hours</b>
<b>FACIAL HAIR CUTTING &amp; TRIMMING</b> Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming.	<b>100 Hours</b>
<b>ARTIFICIAL HAIR</b> Skills in artificial hair design	<b>75 Hours</b>
<b>SAFETY</b> Skills in proper use of implements and electrical appliances	<b>25 Hours</b>
<b>DISINFECTION</b> Skills in disinfecting stations, equipment, tools	<b>50 Hours</b>
<b>BUSINESS MANAGEMENT</b> A-Z Training in how to correctly run a business First aid practices as related to barber-stylist. Practical Haircutting and Styling	<b>95 Hours</b> <b>25 Hours</b> <b>400 Hours</b>
<b>TOTAL HOURS</b>	<b>1500 Hours</b>

### **PROGRAM OUTLINE**

The course of barber-stylist at Townsend Barber Institute is a 1500-hour course. This consists of 281 class and 1219 Practical hours.

**SEE ADDENDUM A**

### **RULES AND REGULATIONS**

## DRESS CODE

- Students are required to wear barber smocks or jackets always while in the class or lab area.
- Dress may be casual. **Open toe shoes, shorts, stretch leggings and skirts are prohibited.**
- Pants must be worn neatly on the waistline.
- Clothing must fit in an appropriate manner. No excessively baggy/tight clothing.
- Any student who does not comply with the dress code is subject to suspension or sent home to change.

## CLASSROOM ETIQUETTE

- Any student that uses profanity or exhibits any other type of disruptive behavior is subject to suspension and loss of clock hours.
- Students are not permitted to read materials in the lab or classroom that do not pertain to barber-styling.
- All cell phones must be set to silent or vibrate during class and lab sessions.
- Students wishing to talk on the phone must do so outside of the classroom/lab – in the breakroom or outside in back of the building. This includes the use of blue tooth or other wireless headsets.
- There is to be no lending or borrowing of student tools.
- Stealing will result in termination.
- Students are not allowed to eat at barber stations or in the work area.
- Any student who misses Friday or Saturday without permission may be suspended & assessed an additional \$50 due before they return to school.
- Any Student who does a NO CALL / NO SHOW will be penalized up to Termination.
- Any additional penalties (ie late show, fines) are at the discretion of the Director/ Instructor.

## SERVING CLIENTS

- After clocking in, students are required to set up his/her workstation to be ready to service clients. The instructor will visually inspect stations for proper implements and sanitation.
- Students will receive practical assignments on a rotational basis from the instructor.
- Students may not provide services to a client without an instructor present in the lab area.
- Students must request a visual check of services from the instructor prior to dismissing the client.
- Before and after serving each client, students are required to follow established sanitary procedures. Sterilize all tools and implements when setting up and prior to serving clients.
- Students are not permitted to engage in conversation with other students while clients are being served.
- Students are not to provide any free services to clients.

## **USE OF LEGAL/ILLEGAL DRUGS AND WEAPONS**

- Students have the right to possess physician prescribed medication.
- Students are prohibited from the possession of, Use of, and distribution of any illegal drugs while on the property. Such behavior will result in suspension and/or termination.
- Firearms / Other Weapons are prohibited.
- Alcoholic beverages are prohibited. Any indication that a student is unable to perform required skills may result in suspension/termination.

## **STUDENT COMPLAINT PROCEDURE**

A student, teacher or staff member may file a complaint against the school or any school official. If a student, teacher or staff member feels that he/she has been adversely affected by the school's Operational Procedures, Rules and Regulations, or any faculty or staff member, he/she has the right to the school's complaint process. The complaint process is established as a two-part system: a) the pre-complaint process, and (b) the formal complaint process.

### **PRE-COMPLAINT PROCESS**

1. If the affected student feels he/she has a valid complaint, the affected party must contact the designated student counselor within twenty-one (21) calendar days of the incident occurrence. If complainant does not wish to use the designated counselor, he/she may request, in writing, the appointment of another student counselor.
2. The Counselor will attempt to resolve the matter on an informal basis within ten (10) calendar days from the time of the initial contact.
3. If unsuccessful, the counselor will inform the aggrieved party in writing of his/her subsequent rights.
4. If complainant is not satisfied or a resolution was not met, the complainant may pursue the matter through the formal process.

### **FORMAL COMPLAINT PROCESS**

A formal complaint must be filed within fifteen (15) calendar days of the notice in writing from the counselor.

1. A formal complaint may be filed in person or by mail with the Director of the School. The Director will form a Hearing Committee consisting of one (1) faculty or staff member, one (1) hair care industry professional that is not associated with the School, and one (1) student.

2. The complainant has the right to have a representative of his/her own choosing at all stages of the process.
3. The hearing may be held on or off the school premises. If it's held off the school premises, approval must be granted by the Director.
4. The Committee's decision must be issued to the Complainant within fifteen (15) calendar days.
5. A copy of the Committee's decision will be submitted to the Director for final adjudication.

If the complaint cannot be resolved internally, the student has the right to appeal to the Minnesota Barber Board (651) 201-2820

Townsend Barber Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education

1450 Energy Park Drive

Suite #350

St. Paul, MN 55108-5227

**Phone Contact Information:**

651.642.0567 or 800.657.3866

To file a complaint with Minnesota Office of Higher Education, you can also go directly to their website:

[Complaints About Private Colleges and Career Schools \(state.mn.us\)](http://state.mn.us)

ADDENDUM A

KIT #: 215111 BARBER-STYLIST KIT

**KIT PRICE: \$975.00**

TOWNSEND BARBER INSTITUTE ITEM # ITEM DESCRIPTION QTY PER U/M --- Cutlery & Electrical

01309 BARBERING KIT: 7" SHEARS, 7" 1 UNIT  
02804 WAHL 5-STAR GOLD MAGIC CLIP 1 EACH  
02912 ANDIS BGRC PROF DETACH CERAMIC 1 EACH  
02806 WAHL 5 STAR GOLD DETAILERS CORDLESS LINER 1 EACH  
03025 ANDIS ULTRA EDGE BLADE 1 EACH  
03026 ANDIS ULTRA EDGE BLADE 1 EACH  
03027 ANDIS ULTRA EDGE BLADE 1 EACH  
02809 WAHL CLIPPER OIL 4 OZ 1 EACH  
02906 ANDIS COOL CARE PLUS 5 IN ONE 1 EACH

Brushes & Combs

05105 COMB 7 1/4" BARBER (#3751) 1 EACH  
05113 COMB 7" STYLING (#40) (3701-AD) 1 EACH  
05115 COMB STARTER KIT BLACK 10 PC 1 UNIT  
05247 WAHL WHITE FLAT TOP COMB 1 EACH  
05266 COMB CLIPPER/FLATTOP BLK #3850 1 EACH

Stylist Supplies

08593 EXTENDED SIZE CAPE BLK 59 X 58 1 EACH  
08305 MIRROR LRG HAND 7 1/2 X 6 1/4 1 EACH  
08595 8 OZ SPRAY BOTTLE CLEAR W/ 1 EACH  
08596 16 OZ SPRAY BOTTLE CLEAR W/ 1 EACH

Rods, Rollers, & Clips

10421 CLIP 4 1/8" PLASTIC CONTROL 1 BAG

Skin Care

130004 CLUBMAN NICK SAFE STYPTIC 1 EACH  
07290 TWEEZER 3" SQUARE MARIANNA 1 EACH



### **CAMPUS SECURITY GENERAL POLICY**

Students and employees of the school are advised to call 911 immediately if they are personally involved in or witness a crime being committed in the immediate building or surrounding parking areas. They are further instructed to immediately report the incident to the School Director at their campus.

School Directors will keep a log of reported incidents and combine with statistics collected from the Police Department. The statistics will be reported annually and made available to students and employees the following October 1<sup>st</sup>. The categories to be included, but not limited to, are Murder, Sex Offenses, Dating Violence, Domestic Violence, Stalking, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.

In addition, statistics will also be collected and reported concerning the number of arrests for the following crimes occurring on their campus for a) Liquor law violations, b) Drug abuse violations, and c) Weapons possessions.

The statistics will be made available to any applicant for enrollment or employment upon request and distributed to all employees annually. This information will also be published in the orientation information, which is given to and discussed with all students at orientation. The school does not employ campus law enforcement personnel; the possession, use, and sale of alcoholic beverages and illegal drugs is prohibited on the campus or at any school sponsored function.

### **CAMPUS SECURITY INFORMATION**

Townsend Barber Institute makes every effort to provide a safe, crime-free campus for our students. However, in the event a crime does occur, we want you to be aware of the procedure you should follow. If you are personally involved in or witness a crime in progress in our immediate building or surrounding parking areas, you should call 911 from the nearest available telephone as soon as possible. You should also immediately report the crime to the School Director or the most senior official available in his/her absence.

If you are the victim of a sexual assault which involves a staff member of Townsend Barber Institute, you should report the assault to the School Director. If the assault involves the Director, the incident should be reported to another employee of the school. In any case, you should feel free to notify local law enforcement of the assault. Law enforcement agency information concerning registered sex offenders can be obtained from the Police Department in the city where the school is located. Information can also be obtained via a national online sex offender's registry at [www.stopsexoffenders.com](http://www.stopsexoffenders.com). All students are

encouraged to use the “buddy system” for extra protection when leaving the building. The following statistics are provided as part of the requirement under the Student Right to Know and Campus Security Act, Public Law 101-542, with regard to the occurrence of the following criminal offenses reported to campus authorities for the period **January 1, 2022 through December 31, 2022**.

Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. The school reserves the right to impose sanctions following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense.

The school will change a victim’s academic status (such as schedule to attend classes) following a sexual offense, if such a change is requested by the student or staff member and is reasonable, the possession, use, and sale of alcoholic beverages and illegal drugs are prohibited on the campus of Townsend Barber Institute at any school sponsored function.

The Sexual Assault Response Center and the Police Department have provided information for students and staff on the following topics:

Listed below are all the crimes and arrest for Roseville MN 3 consecutive years.

2020														
	YTD	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Rape	12	1	0	1	3	1	0	0	2	1	1	1	1	
Robbery	58	4	3	1	3	4	7	5	2	7	7	5	8	
Aggravated Assault	46	3	5	4	6	4	4	3	3	5	5	1	3	
Burglary	269	17	18	10	21	39	21	45	30	15	15	19	19	
Shoplifting	697	78	90	55	22	38	49	55	58	50	50	70	88	
Theft from Auto	459	28	31	11	22	14	19	37	51	77	77	55	37	
Other Theft	502	52	58	55	39	42	48	61	39	30	30	20	30	
Motor Vehicle Theft	168	11	12	9	6	10	8	20	15	23	23	12	19	
Arson	1	0	0	0	0	1	0	0	0	0	0	0	0	
Human Trafficking	2	0	1	0	0	0	0	1	0	0	0	0	0	
Part One Total	2212	192	218	146	122	151	154	227	198	208	208	183	205	
Other Assaults	128	11	9	9	4	15	12	20	20	5	7	8	8	
Forgery/Counterfeit	57	6	1	5	5	3	6	4	7	2	6	6	6	
Fraud	299	29	26	22	15	16	29	30	29	19	30	22	32	
Embezzlement	5	1	0	1	0	0	0	0	0	1	1	1	0	
Stolen Property	50	5	5	2	4	3	5	3	6	3	5	6	3	
Vandalism	314	8	10	18	18	23	32	37	48	32	39	32	17	
Weapons	16	2	2	0	0	1	2	3	2	0	0	1	3	
Sex Offenses	21	2	2	0	1	3	2	1	3	4	2	1	0	
Narcotics	33	7	5	2	0	4	5	2	3	0	3	0	2	
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	
Against Family/Child	5	1	0	0	0	1	1	1	1	0	0	0	0	
DUI	25	4	3	2	0	1	2	2	6	3	1	0	1	
Liquor Laws	2	0	0	0	0	0	0	0	2	0	0	0	0	
Disorderly Conduct	163	16	28	12	17	15	22	27	12	5	2	4	3	
All Other Part II Crime	123	17	12	15	4	9	14	12	18	6	4	7	5	
Part Two Total	1241	109	103	88	68	94	132	142	157	80	100	88	80	
One & Two Total	3453	301	321	234	190	245	286	369	355	288	308	271	285	

2021													
	YTD	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape	17	1	0	1	1	3	2	2	0	3	2	0	2
Robbery	50	3	7	7	7	5	1	2	0	1	9	4	4
Aggravated Assault	67	5	5	4	4	3	10	9	5	6	7	7	2
Burglary	183	20	8	10	6	16	19	23	21	13	23	11	13
Shoplifting	778	70	56	50	69	66	69	68	59	76	79	54	62
Theft from Auto	402	36	31	15	21	36	30	32	41	36	56	40	25
Other Theft	224	21	12	20	14	18	14	16	27	19	20	27	16
Motor Vehicle Theft	165	29	14	13	8	6	11	13	15	12	16	12	16
Arson	12	1	0	0	3	4	0	2	0	2	0	0	0
Human Trafficking	4	0	0	0	0	0	0	1	0	2	1	0	0
Part One Total	1902	186	133	120	133	157	156	168	168	216	155	140	140
Other Assaults	118	6	3	14	6	5	9	15	7	12	15	16	14
Forgery/Counterfeit	43	2	4	7	2	2	3	5	1	3	8	1	5
Fraud	275	30	24	24	30	15	20	27	16	25	19	25	21
Embezzlement	5	0	0	2	0	0	0	0	0	0	0	2	1
Stolen Property	74	6	6	3	9	9	3	2	7	8	10	5	6
Vandalism	255	27	22	21	17	31	19	21	24	19	25	14	15
Weapons	24	3	0	1	1	3	1	6	2	0	2	5	0
Sex Offenses	14	2	0	2	1	1	0	1	1	0	2	3	1
Narcotics	39	11	4	4	0	2	3	5	2	4	1	3	0
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0
Against Family/Child	0	0	0	0	0	0	0	0	0	0	0	0	0
DUI	36	0	2	7	4	6	1	0	5	4	2	4	1
Liquor Laws	1	0	0	1	0	0	0	0	0	0	0	0	0
Disorderly Conduct	35	4	4	5	5	2	5	0	0	3	3	2	2
All Other Part II Crime	91	6	9	6	4	4	11	2	6	8	16	9	10
Part Two Total	1011	97	78	97	79	80	71	84	71	86	103	89	76
Part One & Two Total	2913	283	211	217	212	237	227	252	239	302	258	229	216

2022													
	YTD	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Homicide	2	0	0	0	1	0	0	0	0	0	1	0	0
Forcible Rape	18	3	1	0	0	1	3	2	1	0	2	1	2
Robbery	54	12	5	6	3	4	5	1	4	4	3	5	2
Aggravated Assault	51	2	4	5	5	9	5	6	6	2	4	2	1
Burglary	164	11	10	17	14	20	11	16	12	5	16	14	18
Shoplifting	879	73	70	68	56	73	63	79	66	71	71	88	101
Theft from Auto	248	27	18	18	17	32	16	30	26	23	15	15	11
Other Theft	205	16	17	22	20	21	15	11	11	16	24	18	14
Motor Vehicle Theft	213	19	19	7	15	11	19	16	19	15	20	25	28
Arson	6	0	0	1	1	1	0	0	0	1	2	0	0
Human Trafficking	1	0	1	0	0	0	0	0	0	0	0	0	0
Part One Total	1839	163	145	144	132	172	137	161	145		158	168	177
Other Assaults	154	12	10	21	12	25	16	14	4	7	15	6	12
Forgery/Counterfeit	50	8	2	4	5	6	3	8	3	1	5	2	3
Fraud	197	16	17	23	16	20	19	17	21	9	9	13	17
Embezzlement	12	0	0	5	0	1	1	1	0	0	0	0	4
Stolen Property	51	6	5	2	5	3	3	6	6	2	7	3	1
Vandalism	156	6	8	12	8	23	11	13	17	12	16	17	13
Weapons	18	0	0	3	1	2	3	4	1	2	0	1	1
Sex Offenses	12	2	2	0	1	0	2	0	1	1	0	1	2
Narcotics	44	6	3	2	3	2	3	7	3	3	3	5	4
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0
Against Family/Child	6	0	0	0	0	0	0	0	0	0	0	0	0
DUI	26	2	4	2	2	1	3	2	0	0	0	1	3
Liquor Laws	8	0	0	0	0	0	0	7	0	1	0	0	0
Disorderly Conduct	40	0	7	3	3	0	3	5	3	2	4	7	3
All Other Part II Crime	138	14	11	6	11	6	2	16	10	11	17	19	5
Part Two Total	892	74	69	85	67	89	69	100	69	51	76	75	68
Part One & Two Total	2731	237	214	229	199	261	206	261	214	51	234	243	245

Law enforcement agency information concerning registered sex offenders can be obtained from the Police Department. Information can also be obtained via a national online sex offender's registry at [www.stopsexoffenders.com](http://www.stopsexoffenders.com). All students are encouraged to use the "buddy system" for extra protection when leaving the building. The above statistics are provided as part of the requirement under the Student Right to Know and Campus Security Act, Public Law 101-542, with regard to the occurrence of the following criminal offenses reported to campus authorities for the period **Sept 1, 2020 through August 31, 2023.** <https://communitycrimemap.com/analytic>

No Crimes have been committed or laws broken on the Townsend Barber Institute Campus 2020/2021/2022/2023/2024.

**I have received the school's Campus Security Policy and have read the above Campus Security Information.**

**Student Initials:**

My name and signature below indicate that I have read the current crime and the Annual Security Report policies have been made available to me.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **DRUG ABUSE POLICY**

The Drug Free Schools and Communities Act of 1989 and the Drug Free Workplace Act of 1988 require the school to have their students and employees certify that they have adopted and implemented practices that prevent the unlawful possession, use or distribution of illicit drugs and alcohol. Therefore, it is the policy of this school in accordance with 34 CFR 86.100 to annually distribute this policy in writing to each student and employee.

The school is committed to providing a safe work and educational environment and to fostering the well-being and health of its employees and students. That commitment is jeopardized when any school employee or student illegally uses drugs or alcohol on the job, in class or on the premises, comes to school or work under their influence, or possesses, distributes or sells drugs on the school premises. Therefore, the school has established the following policy:

1. It is a violation of company policy for any employee or student to unlawfully manufacture, possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job, in class, on the premises, or at any school sponsored activity.
2. It is a violation of company policy for an employee or student to report to work or school under the influence of illegal drugs or alcohol.
3. It is a violation of company for an employee or student to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

4. Violations of this policy are subject to disciplinary action up to and including termination. Legal sanctions will be taken according to local, State, or Federal law to prevent and uncover those who would unlawfully possess or distribute illicit drugs and alcohol.
5. Employees and students must abide by the terms of this policy and must notify the school in writing of any conviction of a violation of a criminal drug statute occurring in the workplace, in class, or on school premises no later than five calendar days after such conviction. The school will impose sanctions consistent with local, State, and Federal law. The sanctions will be determined by the School Director after consultation with the Corporate Team, US Department of Education, law enforcement officials, rehabilitation staff and others depending on each individual situation. Each instance will be treated on an individual basis depending on the circumstances. Appropriate sanctions may include termination of financial aid and termination of school and employment, depending upon the severity of the offense, completion of an appropriate rehabilitation program, frequency of the violation, arrest records and convictions.

It is the responsibility of the Director to counsel employees and students whenever he/she sees changes in performance or behavior that suggest an employee or student has a drug/alcohol problem. Although it is not the Director's job to diagnose personal problems, the Director should encourage such employees and students to seek help and advise them about available resources for getting help.

Everyone shares responsibility for maintaining a safe work and school environment, and co-workers should encourage anyone who may have a drug problem to seek help.

The school maintains information regarding support services and additional resources available in the local community for students and staff. This information is maintained on the breakroom wall, and in the Director's office.

I hereby certify that I have received and fully understand The School's Drug Abuse Policy. I understand that The School can and will impose disciplinary sanctions if I violate the standards of conduct set by the policy.

Student Initials:

### **SCHOOL WEAPONS POLICY**

The school prohibits the presence of firearms, dangerous weapons, or other hazardous devices or substances on school grounds, to include the school facility, break areas, or parking areas. Anyone in possession, on school grounds, of any dangerous weapon, firearm, or other hazardous device or substance may be suspended or terminated. I have read and I understand the policy. I further understand that a violation of this policy is cause for immediate suspension and/or termination.

Student Initials:

### **RIGHT TO CHANGE**

We reserve the right to change and update the rules and regulations at any time without notice. All students, both established and new enrollments, understand they must sign new updates as they become effective.

I understand these policies are not an act of regimentation but are necessary to produce outstanding professionals who will be a credit to our school, our profession, and also to themselves.

Student Initials:

### **FIRE DRILL POLICY**

In compliance with federal, city, and state laws, no less than two (2) fire drills will be instituted during one (1) calendar year. Your instructor will provide the correct procedure to practice, and the appropriate exits to be utilized during emergencies.

Student Initials:

**TOWNSEND BARBER INSTITUTE**

**694 COUNTY RD B WEST**

**ROSEVILLE MN 55113-4527**

**TELEPHONE: (651) 330-9098**

### **CLASSROOM ETIQUETTE**

- Any student that uses profanity or exhibits any other type of disruptive behavior is subject to suspension and loss of clock hours.
- Students are not permitted to read materials in the lab or classroom that do not pertain to barber-styling.
- All cell phones must be set to silent or vibrate during class and lab sessions.
- Students wishing to talk on the phone must do so outside of the classroom/lab – in the breakroom or outside behind the building. This includes the use of blue tooth or other wireless headsets.

- There is to be no lending or borrowing of student tools.
- Stealing will result in termination.
- Students are not allowed to eat at barber stations or in the work area.
- Any student who misses Friday or Saturday without permission may be suspended & assessed an additional \$50 due before they return to school.
- Any Student who does a NO CALL / NO SHOW will be penalized up to Termination.
- Any additional penalties (ie late show, fines) are at the discretion of the Director/ Instructor.

Student\_\_\_\_\_ Date\_\_\_\_\_

Director/ Instructor\_\_\_\_\_ Date\_\_\_\_\_

## WITHDRAWING FROM SCHOOL

**Official Withdrawal Process:** If a student wishes to officially withdraw from School, the student must notify the Financial Services Leader of the school in writing at the following email address: [townsendbarberinstitute@gmail.com](mailto:townsendbarberinstitute@gmail.com). A student on an approved leave of absence must also notify the school as soon as possible if they will not be returning from the leave of absence. The notification may be made in writing or orally. The date the school is notified is the date of determination which is based on the postmark date on the written notification (including the date of an email) or the date the notification was delivered in person. Note, a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Official cancellation occurs when an applicant is not accepted by the school, or when a student or legal guardian cancels the Enrollment Agreement under the deadlines and requirements in the "Student's Right to Cancel" section. The school also may initiate an official withdrawal for reasons which include but are not limited to the expulsion of the student or the termination of the student for failure to meet the applicable requirements of the school's satisfactory academic progress policy or the failure to pay tuition and other charges by the applicable deadlines.



**Unofficial Withdrawal Process:** For unofficial withdrawals, a student's withdrawal date at the school is the student's last day of physical attendance in a class in the student's program at the school.

An unofficial withdrawal may occur for a variety of reasons including but not limited to failure to meet program attendance requirements, failure to attend a class in the student's program at the school for 14 consecutive calendar days, failure to meet the applicable requirements in the school's satisfactory academic progress policies, or failure to pay tuition and other charges by the applicable deadlines.

Unofficial withdrawals are determined by monitoring clock hour attendance every 15 days and a determination is made to withdraw a student who has been absent from School for 14 or more consecutive calendar days; the Withdrawal Date that will be used in this calculation is the student's last date of physical attendance.

In both cases the Withdrawal Date (which is sometimes referred to as the last day of attendance) will be used in the Institutional Refund calculation and, if applicable, in the Federal Return of Title IV calculation.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The school participates in the Title IV federal financial aid programs (Title IV). The Return of Title IV (R2T4) policy and formula are used by the school to determine the amount of Title IV funds that must be returned if the student withdraws from the school. The R2T4 formula is applicable when the student withdraws at any point during a payment period.

The requirements for returning Title IV funds under the R2T4 formula is different from a school's institutional refund policy. The R2T4 formula determines the amount of unearned Title IV funds that must be returned when a student withdraws. In contrast, the refund policy determines how much tuition a student owes after a student withdraws.

So, it is possible that the R2T4 policy might result in a return of Title IV funds that previously paid for tuition and other charges at the school. In turn, the institutional refund policy might result in a student owing funds to the school to cover unpaid institutional charges even though the student withdrew from the school without completing the program. The R2T4 policy is discussed below. The institutional refund policy is discussed in the previous section of the Enrollment Agreement.

**R2T4 Calculation:** The R2T4 formula applies if the student received or could have received federal Title IV financial assistance during the payment period in which the student withdrew based on applicable eligibility criteria (e.g., Pell Grants, Direct Subsidized Loans, Direct Unsubsidized Loans, or Direct PLUS Loans).

The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the student's withdrawal date. For clock-hour programs, a student earns the percentage of scheduled clock hours up to the date of withdrawal divided by the number of scheduled clock hours in the payment period.

For example, if a student completes 30 percent of the scheduled clock hours, the student will earn 30 percent of the assistance the student originally received or was eligible to receive. Once a student completes 60 percent or more of the scheduled clock hours in the payment period, the student is considered to have earned 100% of the assistance for the payment period.

The amount to be returned as unearned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student does not start or begin attendance at the school or start or begin attendance in a payment period at the School, the R2T4 formula does not apply but the school must return any Title IV funds disbursed on the student's account ledger for the applicable payment period.

**Title IV Funds Returned by the School:** If a student receives (or the school or parent receive on the student's behalf) excess Title IV funds that must be returned, the school must return all or a portion of the excess funds equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the student's Title IV funds:

OR

2. The entire amount of excess TITLE IV funds

The school must return its share of in the following order to the U.S. Department of Education:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Federal SEOG

Returns must be made no later than 45 days after the date of determination of the student's withdrawal.

**Title IV Funds Returned by the Student:** If the School is not required to return all of the excess Title IV funds, the student may be required to return the remaining amount. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

For any Direct loan funds, a student must return, the student (or the parent in the case of PLUS Loans) will repay the Direct Loan funds in accordance with the terms and conditions of the Master Promissory Note (MPN). That is, a student will not be required to repay any Direct Loan funds immediately, but instead, the student will make scheduled payments to the Department of Education over a period of time.

Any amount of unearned Pell Grant funds that a student must return is called an overpayment. The maximum amount of Pell Grant overpayment that a student must repay is any amount of the overpayment that is greater than one-half of the Pell Grant funds the student received or was scheduled to receive. A student does not have to repay a Pell Grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the School or the Department of Education to return the unearned Pell Grant funds or lose eligibility for the Title IV funds.

Within 30 days of the date of the school's determination that the student withdrew, the school will send a notice to the student advising the student that he/she owes a Title IV overpayment as a result of the student's withdrawal. If the student is not able to pay the overpayment within 45 days of the date of the notice, the student may enter into a repayment arrangement with the Department of Education. If the student does not pay the overpayment or make a repayment arrangement, the student will be ineligible for any further Title IV funds.

**Credit Balances:** If a credit balance still exists on the student's account after the Return of Title IV calculation is completed, the credit balance will be used to pay any grant overpayment that exists based on the current withdrawal or any remaining institutional charges. Any remaining credit balance will be paid to the student within 14 days from the date that the Return of Title IV calculation was performed.

**Post Withdrawal Disbursements:** If a student did not receive all of the Title IV funds earned, a student may be due a post-withdrawal disbursement. If the post withdrawal disbursement includes Direct Loan funds, the school must obtain the student's or parent's (in the case of PLUS Loans) permission before it can disburse the Direct Loan funds. A student or parent may choose to decline some or all of the Direct Loan funds, so the student or parent does not incur additional debt. The school may automatically use all or a portion of a post-withdrawal disbursement of grant funds for institutional charges.

The school needs to obtain permission from the student to apply Title IV funds for other educationally related expenses. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be created to the student's account. Any remaining Pell funds will be released to the student without the student having to take any action. Any Direct Loan funds due in a post-withdrawal disbursement must be offered to the student or parent and the school must receive the student's authorization before crediting their account. Regulations for post withdrawal disbursements state that grants must be disbursed within 45 days and loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.

For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student grants only. Loans would need to be repaid in full.

## **TOWNSEND BARBER INSTITUTE**

### **ADMISSION REQUIREMENTS - HIGH SCHOOL EDUCATION AND EQUIVALENTS**

To qualify for admission to Townsend Barber Institute, a prospective student must demonstrate that they are academically prepared to be successful. A prospective student must be able to provide verifiable documentation to support that they have a high school diploma, recognized equivalency and/or those who are beyond the age of compulsory school attendance in the State where the institution is located prior to being accepted. To meet that requirement, prospective students must:

1. has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); or
2. Have a recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate like HiSet; or
3. Have completed homeschooling at the secondary level as defined by state law; or
4. Have completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
5. Have successfully completed at least a two-year college-level program that is acceptable for credit towards a bachelor's degree or completion of an associate degree.

The school does not accept the ability to benefit (ATB) students.

### **Verification and Validation Procedures**

If the school has any reason to believe that the diploma is not valid. The school completes a two-step validity process:

1. The school would check with the high school to confirm the validity of the student's diploma; and
  - a. Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of high school education.
  - b. Request a transcript of the HS Diploma or equivalent directly from the school or agency.
2. If the School is unable to determine validity of the high school diploma the prospective student will not be accepted to the school.

### **ADMISSION PROCEDURES**

The following admissions procedures apply to all new and transfer students. Transfer students are required to complete additional requirements if they would like their prior academic coursework to be considered for the awarding of transfer credits (please see the Transfer Students section of the catalog).

1. **Complete an Application for Admission:** Complete and submit the application for admission. The application for admission may be obtained from an admissions advisor.

2. **Pay the Student Permit Fee:** The student permit fee of \$45.00 can be paid in the form of cash, credit card , or personal check payable to Townsend Barber Institute. An application for admission cannot be processed until the student permit fee is received. The student permit fee is not included in the cost of tuition and must be paid prior to being admitted to the school. The school may opt to waive the student permit fee for students who transfer from a school and have a current student permit.
3. **Interview:** All applicants must complete an interview with an admission's advisor.
4. **Provide Proof of Identity:** Applicants are required to provide proof of identification as part of the application of the admission process. The school will maintain a copy of the identification presented as part of the student's admission file.

Acceptable forms of photo identification include:

1. Government-issued driver's license
2. Government-issued non-driver ID card
3. Government-issued passport
4. National identification card (Consulate, Permanent Resident Card, Immigrant Visa Card, Employment Authorization Card)
5. Tribal Photo ID (no photocopies accepted)
6. Government-issued military ID - Acceptable military IDs:
7. The Veteran Health Identification Card (VHIC)
8. Veteran Identification Card (VIC)
9. Personal Identity Verification Card (PIV)

*\*Photocopying of military identification cards for the purpose of receiving federal benefits other than military- related benefits is not authorized and therefore is unacceptable proof of identification. For this reason, any other form of military ID cards is unacceptable.*

Photo IDs must contain:

1. Applicant Students Full Name
2. Contain a photograph of the applicant
3. Be an original document
4. Be Current and valid: *expired documents are not acceptable*
5. Match the name used in the application
  - a. If name has changed, supporting documentation including but not limited to marriage certificate, court approval documentation or related documents are required.

**High School or Equivalent Verification Documents:** Applicants must demonstrate that they meet the High School requirements. Townsend Barber Institute considers a high school diploma or GED certificate valid if granted by a high school or agency/program accredited or recognized by the US Department of Education. General Educational Development (GED) completion programs are considered valid only if they are recognized by a state department of education or a national or regional accreditation agency.

*If we determine that your diploma or high school equivalent diploma is not valid, you will be denied admission to the school.*

**Students** who are **homeschooled** must be able to demonstrate and document that they meet their state's requirements, including providing a certified homeschooling credential if required. If the state does not provide a certified homeschooling credential. The student must submit the following:

1. A signed affidavit of completion of home education program from a parent or such documentation presented and approved by the Board of Education from the State of residence.
2. A photo ID of the parent/guardian/person completing the affidavit and documentation of completion.
3. Supporting documentation as required by the state to meet exception, continued education, and any HS graduation equivalency requirements.

**Applicants** who received their **high school diploma** in another **country** including all US territories (American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands) are required to submit their official high school transcripts to a foreign credentialing evaluation service.

Please note the document must be translated into English by a certified translator and accompanied by an evaluation of a credentialed evaluation service certifying it is equivalent to a U.S. high school diploma. We can accept credentials translated and evaluated by any agency under NACES. A list of approved agencies is located at NACES (National Association of Credential Evaluation Services) under:

<https://www.naces.org/members>. We must receive a credential report directly from the evaluation services. Copies will not be accepted. Applicants are responsible for paying the costs of translation and evaluation.

Official college transcripts demonstrating successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that did not result in the awarding of an associate degree, but that are acceptable for full credit toward a bachelor's degree at any institution.

The school will not accept a high school diploma from a school that is considered a "diploma mill". The U.S. Department of Education defines a "diploma mill" school as an entity that:

- A. offers, for a fee, degrees, diplomas, or certificates, that may be used to represent to the general public that the individual possessing such a degree, diploma, or certificate has completed a program of postsecondary education or training; and
- B. requires such individual to complete little or no education or coursework to obtain such degree, diploma, or certificate; and
- C. lacks accreditation by an accrediting agency or association that is recognized as an accrediting agency or association of institutions of higher education (as such term is defined in section 102) by-
  1. the Secretary pursuant to subpart 2 of part H of Title IV; or
  2. Federal agency, State government, or other organization or association that recognizes accrediting agencies or associations.

Any high school that meets the above definition for a diploma mill, will not be recognized as a valid high school for admissions or Title IV aid purposes.

Note that merely possessing a certificate of attendance and/or high school completion is not sufficient for a student to be Title IV aid eligible.

Townsend Barber Institute does not recruit students who are already enrolled in a similar program at another institution.

Admitted students who would like to request a reasonable accommodation under the Americans with Disabilities Act should contact the ADA Compliance Coordinator.

Townsend Barber Institute accepts re-entry students if they qualify. Please review the re-entry policy for specific requirements.

Once an applicant has completed the process to apply to the school, the admissions team and director/business office reviews each applicant and their required application materials to determine if the applicant will be admitted.

The applicant will be notified of the decision in writing.

1. If the applicant is admitted, they will be notified of the next steps to enroll in their academic program.
2. If an applicant is not admitted and wishes to appeal the decision, they must write a letter/email to the School Director. Once the Director has evaluated the reasons for denial, the Director may either redo the personal interview for a second opinion or provide a response to the student. Appeals will not be considered if an applicant is not admitted because they do not meet the minimum education requirements to be admitted or if they have provided false information during the admission process.

### **ENGLISH PROFICIENCY POLICY**

English is the language of instruction and examination at the school. Minimum standards of English proficiency are required to ensure that students can understand and communicate clearly to be successful in the programs. Students who have successfully completed their High School Diploma or GED or a higher degree in the United States are exempt from this requirement.

Applicants for whom English is not a first/native language must demonstrate English Proficiency regardless of English language studies, academic history, residence in the United States or other English- speaking countries, or immigration status.

Applicants who have completed their education outside of the United States, may have the English Proficiency requirement waived if their transcript does not include any ESL course work, had completed their High School education with English as the primary language of instruction and have successfully completed four years of English language/literature with an average of 2.5 or higher on a 4.0 scale.

Applicants must meet the minimum test scores listed below, regardless of whether previous scores are higher. Only the most recent English Proficiency scores will be accepted. Tests must have been taken in the last 5 years.

Requests for testing waivers will not be considered.

Test	Minimum Score
• TOEFL	80 iBT
• IELTS	6-7

- Duolingo 110
- PTE 53

To know more about the tests, testing dates, location and the costs associated with taking the test, visit the following websites:

TOEFL: <https://www.ets.org/toefl/test-takers>

IELTS: <https://www.ielts.org/for-test-takers/ielts-online>

Duolingo: <https://englishtest.duolingo.com/applicants>

PTE: <https://www.pearsonpte.com/>

For additional information on the requirements, please contact the admissions team.

## **APPLICANTS WITH NON-IMMIGRANT VISAS AND INTERNATIONAL STUDENTS**

Applicants with non-immigrant visas should be aware of the following:

- Federal financial aid is not available to an applicant with a non-immigrant visa.
- An individual must be authorized to work in the United States to take the state licensure exam.
- If an applicant needs assistance in understanding how their visa status impacts their ability to receive federal financial aid or take the state licensure exam after completing their program, they should contact an admissions advisor.

Townsend Barber Institute is not eligible to enroll international students studying under an 1-20 student visa.

## **RE-ENTRY STUDENTS**

If a withdrawn student wishes to re-enter their program, they start the process by contacting the school's admission advisor.

Students who are withdrawn may re-enroll after 7 days if approved by the Director. The student will be assessed a \$100.00 re-entry fee unless a re-enrollment agreement is signed at the time of withdrawal. The fee must be paid prior to re-entry and cannot be paid with federal financial aid.

Students who are approved to re-enter the program within 180 days of their last date of attendance must comply with the following requirements:

1. Pay all outstanding tuition, fees, and overtime expenses or make satisfactory payment arrangements with the Financial Services Advisor. Please note, overtime expenses cannot be paid with federal financial aid.
2. Previous tuition payments will be credited to the student's balance based upon the original contracted cost for the course.
  - a. Tuition will be assessed at the current hourly rate.
3. Pay the \$100.00 re-entry fee (unless a re-enrollment agreement was signed prior to withdrawing).



4. Re-entry students with less than 100% attendance at the time they withdrew will have 60 calendar days to raise their attendance to meet institutional attendance requirements.
5. If a re-entering student has previously used all their excused absences provided under their original enrollment agreement, the student will not receive any additional time for excused absences under the new re-enrollment agreement.
6. Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
7. Submit a new application for admission.
8. Students who re-enter after 180 days must write a re-entry essay that demonstrates their commitment to completing the program.

The decision to allow a student to re-enter a program is at the sole discretion of Townsend Barber Institute. Students will be notified in writing of the outcome of their request to re-enter the program.

Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left the school.

Members of the U.S. Armed Forces, including the reserve components of the National Guard, will be readmitted to their former program if they notify the admission team that the reason for their withdrawal is their service in the Townsend Barber Institute will make every reasonable attempt to accommodate service members who request an absence due to their service. Members of the U.S. Armed Forces will not be assessed the \$100.00 re-entry fee.

#### TRANSFER OF CREDIT POLICY -STUDENTS ENTERING THE SCHOOL

Townsend Barber Institute will accept transfer hours from other schools based on an evaluation of the student's comprehension of the course material and the applicability of the courses to the student's intended academic program at the school.

Transfer students are assessed on tuition at the current per hour rate. Current tuition rate information is in the "Costs of Tuition and Supplies" section of the catalog.

At the school's sole discretion, a student may be permitted to transfer in more hours from a non-Townsend Barber Institute than is described in the policy below, if the student is transferring from a school that has closed without notice and the student can demonstrate the appropriate course knowledge.

Townsend Barber Institute does not award clock hour credits for service in the armed forces, paid or unpaid employment, or another demonstrated competency.

#### TRANSFER OF CREDIT POLICY

##### **Barber-Stylist(1500)**

*Barber-Stylist students transferring from another Townsend Barber Institute, all transfer hours will be accepted.*

*Barber-Stylist students transferring from a non-Townsend Barber Institute*

A maximum of 1200 hours will be accepted in the 1500-hour program. To determine how many transfer hours the school accepts is based on passing a practical and written test and what is allowed by the MN state board of barber examiners transfer

Students must complete a minimum of 300 hours.

1. Pass a practical test with a minimum of 70%
2. Pass a written exam with a minimum of 70% passing

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### **TRANSFER OF CREDIT-CREDIT EARNED AT ANOTHER INSTITUTION**

Townsend Barber Institute may accept transfer clock hours for courses completed at another institution.

A student must notify the Admissions team at the time of beginning the admissions process if requesting such credit. An official transcript is required for each school a student attended. School will review course descriptions and any transcripts provided by the student to arrive at a final decision.

Courses taken at another institution must be accredited by an agency recognized by either the U.S. Department of Education or Council for Higher Education Accreditation (CHEA).

To transfer credit, the student must do the following:

1. Inform the Admissions Leader during the application process requesting to transfer credit.
2. Provide official transcripts from previous attended school 7 days prior to signing the enrollment agreement (exceptions may be granted for extenuating circumstances)

Acceptance of transfer credit is at the sole discretion of the school. In addition, the institution does not have articulation agreements and does not give credit for experiential learning.

### **Student Acknowledgement**

**I acknowledge that I have received, read, and understand the Townsend Barber Institute Catalog, including all policies, procedures, and requirements contained therein. I agree to comply with the rules, regulations, and standards set forth by the school, and I understand that failure to do so may result in disciplinary action, up to and including termination of enrollment.**

Student Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_