



BARBER ACADEMY

2044 Atlantic Ave. Unit E.
Chesapeake, Virginia 23324
757-214-1232

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Academy Catalog

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BECOME A BARBER



UPPER ECHELON

THE PROGRAM

This program prepares you for the State Board Exam and equips you with the skills to acquire VA State License in Barbering through thorough training paired with hands-on experience.

LEARN

- NEWEST TRENDS IN HAIRCUTS AND STYLES
- FUNDAMENTALS OF SHAVING
- FACIAL HAIR DESIGN
- TECHNIQUES IN TRIMS
- REGULATIONS AND SAFETY
- BUSINESS OWNERSHIP AND BARBERSHOP MANAGEMENT

Barbers can start earning an average of \$45,000 per year.

Source: Employment Development Department

757.214.1232 

Welcome Students,

We are excited that you have chosen to attend Upper Echelon Barber Academy and have made the commitment to the beauty industry.

We have a passion for hair, style, people, and creativity that supports our work in the beauty industry.

The needs and demands of this industry are growing every day and that is why we believe a quality education is essential to succeed in the beauty industry. The methodology and course curriculum of our Academy addresses industry challenges by teaching strong fundamentals integrated with advanced methods. Our goal is to equip students with the knowledge, tools, and professionalism necessary to enter the field with confidence and the ability to succeed in the workplace.

We welcome you to Upper Echelon Barber Academy. We are pleased to provide you with a quality education that will enable you to join and enhance this rewarding profession.

UPPER ECHELON BARBER ACADEMY STORY

Upper Echelon Barber Academy was founded by Mr. Carlos D. Tanner and has a foundation of providing qualified graduates with the knowledge and skills they need to participate in the beauty industry at many different levels.

Upper Echelon Barber Academy offers a well-rounded education for their students by providing strong academic rigor while adhering to licensure standards. Upper Echelon Barber Academy delivers career-focused students in barbering of the beauty industry within cosmetic arts of our society.

We strive to instill in all students, the desire to develop and engage with the academy in building more than just a student body, but a legacy of successful entrepreneurs whose dreams have found direction and thus, come to reality at Upper Echelon Barber Academy. Since our inception, we have provided the academy with experts who hold credentials to instruct our students and Upper Echelon Barber Academy believes that our vocational-technical training is a vital part of our educational product today.

In 2020, the decision was made to develop the vision of Upper Echelon Barber Academy into a new educational facility, “where dreams find direction and passion meets purpose”. Upper Echelon Barber Academy created this exciting new path, and the transformation begins with each person we meet.

We have created a unique facility that delivers a quality education and administers and develops career driven students for the beauty industry. We strive to inspire our students to maintain a high level of professionalism and skill that will foster employment opportunities in the beauty industry and beyond. The academy believes it has very high standards it holds itself to in the Beauty Industry.

“Ability

Is what you are capable of doing

Motivation

Determines what you do

Attitude

Determines how well you do it”

By: Lou Holtz

MISSION

Our approach to the beauty industry is the foundation of education at Upper Echelon Barber Academy. The Academy's mission is to educate, train, and inspire students with a high level of professionalism and skill that will foster techniques and employment opportunities in the beauty industry. Upper Echelon Barber Academy will continue to be a leader in the beauty industry through experiences, knowledge and passion. It is our goal to influence the global beauty industry through the training and success of graduates at the Upper Echelon Barber Academy.

PHILOSOPHY

Today, there is a genuine need for an academy which offers students a career-orientated educational experience by providing personalized attention and training specific to the beauty industry.

At Upper Echelon Barber Academy, each student is considered not only a valued student but more importantly, an individual. The academy strives to be aware of the needs of each student. The faculty of Upper Echelon Barber Academy believes that training in the beauty fields coupled with educational instruction is an art form that requires dynamic and engaging faculty who assist students in developing both the skill set and the ability to professionally interact with the public. Upper Echelon Barber Academy's goal is to develop individuals by providing solid and foundational programs that produce employable and responsible members of society.

Upper Echelon Barber Academy believes all members of the academy's academic community share responsibility for establishing, implementing and evaluating its educational programs in an ongoing manner. Additionally, the academy believes that members of the beauty industry community must also participate in and contribute to this process to evaluate the mission and philosophy of the academy.

PROGRAMS OFFERED

Upper Echelon Barber Academy offers the following program:

Program Name	Program Length	Program Duration	Program Graduates Receive
Barbering	1100 clock hours	36 weeks Full -Time 48 weeks Part-Time	Certificate of Completion

OWNERSHIP

The owner of Upper Echelon Barber Academy has more than 25 years of experience in the beauty industry.

Owner	Carlos D. Tanner
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LOCATION

Upper Echelon Barber Academy is in the heart of Chesapeake. Located at 2044 Atlantic Avenue, Chesapeake, Virginia 23324.

FACILITY AND EQUIPMENT

Upper Echelon Barber Academy believes that an exciting and motivating facility adds value to a students' education. The academy is divided into two basic sections: classrooms and clinical service areas for Barbering. This design intentionally separates classrooms from the clinical service areas, which mirrors a professional training environment for students to learn theory and practical techniques.

Institute facility include:

1. Reception area
2. Waiting area
3. Spacious seating to include books, journals, magazines, computer access, wi-fi access, and internet access.
4. Retail Boutique
5. Cutting/Styling Stations
6. Professional Wash area
7. Theory Classrooms
8. Clinical Service area
9. Student break room

COOPERATIVE RELATIONSHIP

Upper Echelon Barber Academy has established Educational Cooperative Relationship (ECR) with several industry leaders including:

- Influence

Our ECR Relationships adds value to students in several ways. In addition to providing brand name products for service applications and retailing opportunities, our students will gain advanced training from our ECR providing a unique educational experience.

The instructional staff at Upper Echelon Barber Academy has an enhanced core curriculum that provides additional training, educational lessons, and videos from our ECR. Our ECR not only offers additional opportunities for students to explore, but also ensures that training is aligned with current trends in the industry.

CAREER OPPORTUNITIES

The hair industry, also known as the beauty and wellness industry, possesses tremendous career opportunities for graduates of our Barbering Programs at Upper Echelon Barber Academy. Upon successful completion of the Barbering Program, graduates will receive a certificate of completion and certified paperwork necessary to apply for the state board exam for licensure.

Career opportunities upon successful completion of the respective program and licensure, include, but are not limited to:

Barbering
<ul style="list-style-type: none">• Professional Barber• Master Barber• Barber Shop Owner/Manager• Barber Instructor• Platform Artist/Educator• Beauty Product/Equipment Sale Consultant• Barber Academy Director/Owner• Barber Shop Owner

INDUSTRY REQUIREMENTS

Students interested in a career in barbering should:

1. Develop finger dexterity
2. Have a passion and dedication towards their education and the industry
3. Enjoy dealing with people
4. Be current on the latest beauty & wellness trends and techniques
5. Be aware of the physical demands of the industry (as mentioned below)

Licensure Restrictions: The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony, which relates to the profession of Barbering.

Physical Requirements of Industry: Students and professional cosmetologists and barbers must be able to stand for long periods of time and use their upper body strength (arms) continuously to work on clients.

Future Employers: Applicants as well as salons, barber shops must be professional, possess a fundamental skill set, have a positive attitude, and possess the proper licensure to be considered for employment in the respective field.

STUDENT KITS

Students at Upper Echelon Barber Academy will receive a student kit at designated time frames. A student kit consists of, but is not limited to:

1. Milady Standard Textbook and Manuals (textbook online access)
2. Professional Tools set applicable to the trade being taught (i.e. shears, clippers,)
3. Mannequin Heads (cosmetology & barbering)
4. Upper Echelon Barber Academy uniform

BARBERING PROGRAM COURSE OF STUDY

Upper Echelon Barber Academy offers an 1100-hour, 36 weeks full-time day and 48 weeks part-time evening Barbering Program to individuals seeking to become licensed barbers. Upon successful completion of the program, graduates will be awarded a certificate of completion, enabling these individuals to take their state board examination. The Barbering course is designed to offer students a wide range of educational opportunities through four levels.

Upper Echelon Barber Academy has designed the flow of its curriculum and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible barbers during their 1100-hours. Students will receive 1100 hours of theory and 370 clinical work with mannequins and clients on the barber clinical service area. Expectations are high for students while at the Academy, however, these expectations will produce tremendous results for those who attend the Academy with passion and dedication.

The overall educational objective of the barber program is as follows:

Students will develop a profound understanding of barbering technical skills and professional behavior necessary for careers in the beauty industry through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives of the program include:

- To understand that the profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- To identify what is best for each client and how to successfully communicate this to the client
- To build an extraordinarily strong foundation for technical application skills in styling, cutting, shaving & chemical services
- To build confidence within themselves as barbers and as people, and to project such confidence to the client through their application, professionalism, and personal image
- To successfully build their own brand and market themselves as barbers
- To understand the economics of the industry to achieve their desired earnings through goal setting and planning
- To produce graduates who obtain licensure and employment and maintain such employment

Barbering Program - Course of Study		
Level	Areas of Study	Brief Description
Level One 450 Hours	<ul style="list-style-type: none"> • Orientation • History of Barbering • Barbering tools & equipment • Professional Image • Communicating for success, life & study skills • Infection Control • Shampooing & Scalp Care/Treatment • Hair Styling • Facial Shaving • Sanitation • <i>Milady Standard</i> theory work 	<p>Freshmen Institute begins with an orientation designed to welcome and introduce new students to the Academy's policies, expectations, and educational pathway.</p> <p>Freshmen Institute emphasizes theory work to prepare students for more detail practices.</p> <p>Focus: Understanding the history, tools, and sanitation of barbering & introduction to shaving</p>
Level Two 450 Hours	<ul style="list-style-type: none"> • Hair Cutting <ul style="list-style-type: none"> ○ Clipper & Razor cutting ○ Shear Cutting ○ Haircutting Methods • Hair Coloring • Sanitation • <i>Milady Standard</i> theory work 	<p>Sophomore Institute continues the emphasis on practical education through mannequin work.</p> <p>Focus: building foundations for Hair Cutting, Facial Shaving and Hair Coloring (dyeing).</p>
Level Three 100 hours Level Four 100 hours	<p>Level Three</p> <p>Barber Shop Orientation</p> <ul style="list-style-type: none"> • Barber Shop Practical experience • Practice room assignments <p>Professional Development</p> <ul style="list-style-type: none"> • Professional image • Barber Business • Communication • Interviewing & Resume building • Product knowledge & retail selling • Clientele & reputation building <p>Theory & Advanced Classes</p> <ul style="list-style-type: none"> • General Sciences • Hair & Beard Designs • Advanced Cutting • Skin Care & Facials • State Board Review • Sanitation <p>Level Four</p> <ul style="list-style-type: none"> • State Board Preparation • Mock State Board Theory and Practical • Clinical • Make- up Testing and Practical 	<p>Junior and Senior Institute begins with a barber shop orientation that introduces students to the barber shop floor.</p> <p>Juniors and Seniors further develop fundamentals through advanced classes.</p> <p>Focus: developing and executing advanced barbering techniques by working with clients on the barber shop floor & through advanced theory/practical classes.</p>

ACADEMY CULTURE

Upper Echelon Barber Academy is committed to delivering an inspiring and motivating educational environment for its students. To prepare students for their careers, the Academy culture is based on a professional salon environment. All students, faculty, and staff are expected to actively engage in promoting:

- A professional environment
- An exciting, motivating, and inspiring atmosphere
- A continuous attitude of learning
- A continuous goal of excellence
- A positive morale
- Excellent customer service

EXTRACURRICULAR ACTIVITIES

Upper Echelon Barber Academy provides extra-curricular opportunities to students who meet the required criteria. These activities are designed to give back to the community, expose students to different avenues of the industry, offer post-graduation employment opportunities, and provide additional educational experiences in various industry-related environments. Some of the extra-curricular activities provided to students include, but are not limited to:

- Community Events: Students participate in events giving back to community by providing services to a variety of different groups and individuals
- Fashion Shows & Photo Shoots: Students may be given the opportunity to do hair for Academy Fashion and photo shoots, as well as for local fashion groups or photographers. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications
- Career Days: Barber shop owners and recruiters are invited to the Institute to recruit students for post-graduation employment
- Student Council: Students work together with Institute officials to provide additional academic activities that aid in student development and unity

ADMISSIONS

All applicants to Upper Echelon Barber Academy must fulfill all admissions requirements to be considered for acceptance to the Institute. Please call the Admissions Department to schedule your information session and Institute tour (757) 214-1232.

ADMISSIONS REQUIREMENTS

1. Submit a high Academy diploma, GED, or state-issued credential for secondary completion if home academy Ed or other circumstances apply.
 - High School transcripts will be accepted if diploma cannot be accessed (transcripts must clearly indicate graduation date). Online diplomas subject to acceptance upon verification standards.
2. Submit a copy of a legal form of identification.
3. Submit completed Application with a non-refundable \$100 Application Fee**
4. Complete the Financial Planning Session
5. Sign the completed Enrollment Agreement.
 - Barbering
 - Currently active and in good standard

Upper Echelon Barber Academy does not discriminate based on sex, race, color, creed, ethnic origin, religion, or age.

Students who successfully complete the above requirements in a satisfactory manner will be accepted to the Institute and notified of acceptance to the Institute.

**We accept Personal & Cashier's Check, Money Order, or Credit Card. Please make payable to Upper Echelon Barber Academy Note: Cash is not accepted for admissions payments.

TRANSFER STUDENT POLICY

Upper Echelon Barber Academy in congruence with the Board for Barbers, permits transfer students from barbering Academy's, who meet the below conditions, to apply to the program with possible awarding of previous credit earned. Students enrolled in Upper Echelon Barber Academy are permitted to transfer between the barbering program (details listed below).

For Upper Echelon Barber Academy to award credit for transfer students, the former Academy must meet the following conditions:

1. The former Academy must be licensed by the appropriate state licensing entity while the student was enrolled. The Academy's current curriculum must be approved by that entity.
2. The hours earned at the originating Academy must have been earned no more than two years prior to enrolling in the new Academy
3. The former Academy must be accredited by an accrediting agency recognized by the U.S. Department of Health
4. The new Academy may only credit completed content, and must substantiate, based on the student's transcript, how hours are awarded towards each content area
5. Satisfactory of the above must be shown by the transfer student when applying to the Board for exam application

If the former Academy meets the above conditions, then an Official Transcript must be provided to award previous hours, performance requirements, and exam grades earned from the former Academy. The Official Transcript must clearly indicate the course content completed for credit to be transferred.

In addition, the applicant must pass a competency exam and pass the exam successfully with a minimum score of 70%, to be eligible for transfer hours.

Hours earned from a program outside the state of Virginia are subject to being awarded depending on the state. The rules and hours of study for that state will be reviewed prior to accepting hours.

APPRENTICESHIP PROGRAM

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Barbers and Cosmetology does not permit apprentice hours to be awarded as credit towards Academy hours.

Completed coursework and/or credit earned at Upper Echelon Barber Academy are subject to acceptance by receiving Academy for students wishing to transfer out of the Institute.

RE-ENROLLING STUDENT POLICY

Students who have withdrawn from Upper Echelon Barber Academy in good standing may apply for re-admission after waiting a minimum 60-day period. After two (2) years of being withdrawn from the program, re-enrolling students will not be eligible for any previous credit.

1. Previous credit earned during the initial enrollment is not guaranteed. If the re-enrolling student re-enrolls within the time frames below, they may receive the applicable credit. Time frames are based on the time between the student's last day of their initial enrollment and the date of the re-enrollment:
 - Less than 2 years – 100% of hours & performances awarded
 - After 2 years - no credit will be awarded
2. A deposit of \$300.00 or 10% of the total re-entry costs is required prior to re-enrollment if a student is dropped for Finances. The deposit is non-refundable. The deposit will be applied to the student's account on their signed contract date.

The re-enrolling student will enter at the same level of progress before withdrawing, according to their most recent Satisfactory Academic Progress determination.

When Re-enter	Requirements for Re-entry to the Institute
Within Six Months	<p>If a student re-enters <i>within six months</i> of withdrawal, then:</p> <ol style="list-style-type: none"> 1. The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours the student had at time of withdraw <ul style="list-style-type: none"> ○ <i>Example: If the student withdrew with 850 scheduled hours, then the student's next review point will be in 350 scheduled hours (1200 cumulative scheduled hours).</i>
After Six Months	<p>If a student re-enters <i>after six months</i> of withdrawal, then:</p> <ol style="list-style-type: none"> 2. The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours as new students <ul style="list-style-type: none"> ○ <i>Example: If student withdrew with 850 scheduled hours, then the student's next review point will be in 600 scheduled hours (as is the case for new students).</i>
NOTE: A student may not be re-enrolled for a third time without extreme extenuating circumstances.	

Placement and Student Kits for Transfer or Re-enrolling students:

A written and practical evaluation may be administered once a transfer or re-enrolling student has registered to determine at which level the student shall begin. A transfer or re-enrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard. Students who withdraw or graduate from the program will have 30 days from the last day attended to collect all kits and personal belongings before items will be discarded.

PROGRAM SCHEDULES & START DATES

Every Monday-Open Enrollment- The Academy utilizes a standard schedule for the level system. Students will sign an Enrollment Agreement before beginning classes, which will contract the student to their specific schedule. Schedules are final once the Enrollment Agreement is signed unless extenuating circumstances are presented. Upper Echelon Barber Academy offers full and part time schedules.

BARBERING PROGRAM SCHEDULE & START DATES: Every Monday-Open Enrollment

Days of Week	Times	Hours/Day	Length
Monday-Friday	9:00 am – 3:00 pm	30/5	Full-Time 1100 Hours/36 Weeks
Monday - Thursday	4:30 pm – 10:00 pm	22/4	Part-Time 1100 Hours/48 weeks

All schedules will receive the same course of education.

Upper Echelon Barber Academy has open enrollment for the Barbering program.

(Dates subject to change, please call Admissions Director to confirm dates)

Class Start Dates Full-Time and Part- Time

Class Start Date

January 1, 2024

Scheduled Completion Date

December 31, 2025

- Barber FT-est. 9 months
- Barber PT-est. 1 year

STUDENT ORIENTATION

Students registered for class must attend orientation, which will be held on the first day of class. Students will also be scheduled to finalize paperwork for their enrollment before the first day of class.

ACADEMY CLOSURE DATES

The Academy will be closed during the following dates. Make-up time may be scheduled around the time of closure. Enrollment Agreements will be extended for holiday closures. The Academy may also close for Educator Training days (dates will be posted in advance):

Closure Reason	Beginning Date Closure	Returning Date
New Year's Day	01/01/ 2025	01/02/2025
Martin Luther King Jr. Day	01/20/2025	01/21/2025
Spring Break	03/31/2025	04/07/2025
Memorial Day	05/26/2025	05/27/2025
Summer Break	06/30/2025	07/07/2025
Labor Day	09/01/2025	09/02/2025
Thanksgiving Break	11/26/2025	12/01/2025
Christmas Break	12/19/2025	01/02/2026
Juneteenth	06/19/2025	06/20/2025
ALL CLOSURE DATES ARE TENTATIVE AND SUBJECT TO CHANGE EACH YEAR		

GRADUATION REQUIREMENTS – BARBERING PROGRAM

Upper Echelon Barber Academy students in the barbering program must complete the following requirements to graduate:

1. Complete the 1,100 clock hours required by Department of Professional and Occupational Regulation within required length of time
2. Complete the below 370 service performances required by the state:

Performance	Minimum Required
Hair & Scalp Treatments	10
Hair Services	320
Tinting	15
Temporary Rinses	10
Semi-permanent color	10
Basic Facials	5
Total	370

3. Maintain or achieve an academic grade point average of 70% or better
4. Complete and receive passing grades on all practical evaluations
5. Complete State-Board review written and practical examinations in satisfactory manner
6. Make satisfactory arrangements for payment of all financial obligations

Upon satisfactory completion of all requirements, student will receive a diploma and all necessary certified paperwork required to apply for state board examination & licensure.

GRADING SYSTEM

All students are tested in both theory and practical assessments. Students will be tested on every theory chapter. Students must take and pass all practical assessments before becoming eligible to perform the application on clients. If the student is absent or fails a test, it is the student's responsibility to schedule and pass a makeup test. Upper Echelon Barber Academy's grading system is as follows:

Range	Grade	Description
100%-90%	A	Excellent - Exemplary performance.
89%-80%	B	Good - mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
79%-70%	C	Satisfactory - mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
69%-0%	D	Fail - below average mastery of program. Needs improvement and review of materials covered and content concepts. Student considered failing. Unsatisfactory progress report will be issued in program content.

- Theory grades include scores earned on quizzes, tests, and oral exams.
- Practical grades are assigned by the instructor's evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed.
- A minimum grade point average of 70% is required.

All students will receive formal, documented academic evaluations, known as **Satisfactory Academic Progress Evaluations**, throughout their course of study at the following points:

BARBERING EVALUATION

1 st Evaluation Period Ends:	450 Hours	15 Weeks
2 nd Evaluation Period Ends:	900 Hours	30 Weeks
3rd Evaluation Period Ends	1100 Hours	36 Weeks

ACADEMY POLICIES

Upper Echelon Barber Academy has established policies, procedures, and guidelines to allow for a conducive learning environment while at the Institute.

Attendance — Students must maintain 70% attendance rate. Saturday attendance (make -up hours and work) is required for scheduled students (unless permission for absence is granted in advance). Attendance is recorded using timecards issued to students to clock in and out.

Excessive Absenteeism — Upper Echelon Barber Academy does not differentiate between excused and unexcused absences. Students who are excessively absent will not meet the minimum attendance average requirement and will ultimately be terminated. Students who do not attend for seven (14) consecutive instructional days without prior written notification will be terminated from the program.

Tardiness — Students are expected to be present and prepared by the scheduled start time. The Institute does not permit tardy students to enter unless the student provides:

- A same day note from a doctor's office, Court, social services, or child's school clearly dated and documented, excusing the student for the schedule start time
- First-person notification (before the scheduled start time) to an Institute Official of an extenuating circumstance causing the expected tardiness

Students will be permitted to enter at the time of arrival if providing one of the above. Tardiness adversely affects student's attended hours and attendance rates.

Make-Up Testing Policy — Any student with failed or incomplete tests must make-up those tests before they can perform services on clients. It is the student's responsibility to monitor test grades, schedule make-up test time, and retake a test. In the event of a re-test, because of an unacceptable grade, the re-tested grade will replace the prior grade.

Professional Image Policy – Students are expected to come to the Institute with professional image standards each day, including hair, make-up, personal hygiene, and wearing the Academy issued uniform with solid black pants, solid black closed-toed shoes, and Academy issued name badges.

Leave of Absence Policy – An advanced written request for a leave of absence (LOA) must be submitted to the office (or maybe verbal under certain circumstances, with appropriate paperwork completed upon return). The LOA shall be awarded under special circumstances that make attendance impossible or impractical for a student to attend Academy. The LOA together with any additional leaves of absence must not exceed a total of 180 calendar days in any twelve-month period.

Conduct

Upper Echelon Barber Academy educates and trains students to build the skills and professionalism necessary to succeed in the beauty industry. Behavioral conduct is a key focus in building professionalism and is expected among all students. Students who have behavioral misconduct may be subject to suspension or termination.

Corrective Action - Upper Echelon Barber Academy follows a corrective action procedure to discipline behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. The standard corrective action procedure is as follows:

1. Verbal Warning
2. Written Warning & Performance Improvement Plan
3. Suspension
4. Termination

The Academy may elect to skip a progressive disciplinary action step(s) to appropriately address any behavioral misconduct (i.e. students in gross misconduct may be immediately suspended or terminated without any warnings).

Students may follow the complaint procedure to appeal any corrective action taken against student for behavioral misconduct. Students may be readmitted to the Institute or permitted to earn make up hours for any time missed if they prevail upon appeal.

OFFICIAL TRANSCRIPTS

Students withdrawing from Academy will receive a copy of their Official Transcript if all balances due to the Academy are paid in full and a request is made in writing along with a \$10.00 charge. Transcripts will be available for pick up within 10 business days of balances paid in full and written requests received. Students with balances due to the Academy will not receive their official transcripts.

EMPLOYMENT ASSISTANCE

Upper Echelon Barber Academy does not guarantee employment after graduation. The Academy does offer the following employment assistance: posting job listings on the designated bulletin board; providing professional development classes to prepare students for professional salon work and inviting salon & barber shop owners/employers to recruit students through our Career Day.

OFFICE HOURS & COUNSELING

The Academy Director and other faculty have office hours available to students outside of the programs regularly scheduled class hours. Office hours are posted outside of the faculty member's respective offices to allow students to discuss any academic, administrative, or financial aid questions or concerns. Staff members are also available during office hours for students seeking career counseling, assistance, or academic support from 9am to 3pm.

ACCESS TO FILES AND RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees the student and parent or guardian of a dependent minor, the right to access their personal file and the student's rights to the privacy of that file. A third party would only be granted access to a student's file or information regarding that file by providing written permission from the student or parent or guardian of a dependent minor. Some third-party agencies, such as governmental and legal agencies, have a right to receive information for accrediting purposes. If a student wishes to view his/her file, an appointment must be made with the administrator. A student's records, including all admissions information, financial aid records, and satisfactory academic progress records will be maintained by the Academy in an archive electronic file after graduation or withdrawal. Official transcripts will be held by the Academy indefinitely.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Student Right-To Know information (student's rights, privileges, and responsibilities) and the Academy's Campus Security Act information are made available to students through the Academy's publication, Federal Consumer Information. The Federal Consumer Information publication will be provided to students before enrollment through the orientation session.

PROGRAM SUCCESS

The Academy measures program success through collecting feedback from current students, graduates, and the Academy's Advisory Committee as well as reviewing the Academy's completion, licensure, and employment rates annually.

STUDENT COMPLAINT PROCEDURE POLICY

Upper Echelon Barber Academy utilizes a policy and procedure for handling student complaints, and students are informed in writing of this policy and procedure. The academy will make every attempt to resolve any student complaint.

A student, instructor, or interested party may file a complaint against the Academy or related party under the following procedures:

1. The complaint must be in writing to the Institute Executive Director
2. The complaint must outline the allegation or nature of the complaint within 30 days of the date that the act occurred.

An Academy representative will attempt to meet with the complainant within 30 days of receipt of the written complaint or will send a written response if meeting cannot be arranged. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the

Academy's Complaint Committee. Evidence of final resolution of all complaints will be retained in Academy files. Students will not be subject to unfair action or treatment because of the initiation of a complaint.

ACADEMY REFUND POLICY

The academy refund policy applies to all withdrawals and terminations for any reason by either party who signs the enrollment contract. To terminate the enrollment contract, either party must do so in writing.

The failure of a student to immediately notify the Academy in writing of the student's intent to withdraw may delay a refund.

1. Applicant is not accepted by the Academy. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the Academy shall be refunded, regardless of whether the student has started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes will be entitled to a refund of all monies paid to the Academy less the Application Fee in the amount of \$100.00.
4. A student notifies the academy of his/her withdrawal in writing.
5. A student on an approved leave of absence or the date the student notifies the academy that the student will not be returning.
6. A student is expelled by the Academy. (Unofficial withdrawals will be determined by the academy by monitoring attendance at least every 30 days).
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the Academy administrator or owner in person.
8. Any monies due a student who officially withdraws from the academy shall be refunded with 45 days of a determination by the academy that the student has withdrawn without notifying the academy. Unofficial withdrawals must be monitored and determined by the academy at the times it normally monitors attendance, but a minimum once a month (every 14 days).
9. When a student requests a transfer to another Academy, the Academy may charge a reasonable fee, not to exceed \$100.00 (cancellation or administrative fee). In the case of a student's prolonged illness or accident, death in the family, or other circumstances that made it impractical to complete the course, the seller shall make a settlement which is reasonable and fair to both parties.
10. If the Academy is permanently closed and no longer offers instruction, after the student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is canceled after a student's enrollment, the Academy shall, at its option, provide a completion of the course at another location with the student's approval; or provide a full refund of all monies paid.

- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the Academy applies pursuant to section 8VAC40-31-160 mandate.

The student who enters the Academy but withdraws or is terminated		
1st Quartile	25% of the program	Student is entitled to a minimum refund amount of 75% of the program
2 nd Quartile	More than 25% but less than 50% of the program.	Student is entitled to a minimum refund amount of 50% of the program
3 rd Quartile	More than 50% but less than 75% of the program.	Student is entitled to a minimum refund amounting to 25% of the cost of the program
3rd Quartile	75% or more of the program	Student shall not be entitled to a refund.

Upper Echelon Barber Academy collection procedures reflect good taste and sound ethical business practices. Complete records of all payments by students are maintained in a secure, fire-resistant location.

If a refund is due to the Title IV funds of \$25.00 or less, the Academy may retain these funds. The Upper Echelon Barber Academy is an equal opportunity educational academy. We do not discriminate on basis of sex, age, race, color, religion, or ethnic origin.

COSTS AND FEES

Upper Echelon Barber Academy tuition, kits, books, and fee charges for the barbering program are as follows:

BARBERING PROGRAM - COSTS & FEES (01/01/2025-12/31/2026)	
Description of Charge	Barbering Program
Tuition Breakdown	
Application Fee	\$ 100.00
Student Kits and Books	\$ 1,700.00
Tuition Charge	\$ 7,074.00
Total Investment	\$ 8,874.00
<i>Total Cost by Payment Period (hours)</i>	
Payment Period Breakdown	
Total Charges for Payment Period 1 (1 hour-450 hours)	\$ 2,958.00
Total Charges for Payment Period 2 (451hours – 900 hours)	\$ 2,958.00
Total Charges Payment Period 3 (901 hours – 1100 hours)	\$ 2,958.00

Re-Enrolling and Transfer students will be charged tuition at the rate of \$15.00 per hour for each hour needed to complete the program.

Students have a 15% absence allowance built into their enrollment agreement before over contract fees apply.

Payment Plans: Students have the following payment plan options available:

OPTION 1: The purchaser and/or guarantor agrees to pay the balance due in equal monthly installments of the balance due. The first payment is due the first day of class and all subsequent payments are due on the same day of each month until the balance is paid in full.

OPTION 2: Any amount of the balance due may be paid, provided the amount is equal to or greater than the monthly installments of Option 1.

FACILITY FEES/ OVER CONTRACT CHARGES

Additional facility charges may apply to a student's account if said student does not complete the training within 118% of the scheduled time in the respective payment period. The student may be charged an academy facility fee equal to the number of hours over the scheduled time the student took to complete the training period. This fee is additional cost to be applied to the next training period and will be factored into any refund calculations at the hourly rate of tuition per hour.

INCLEMENT WEATHER CLOSINGS

Upper Echelon Barber Academy closings for inclement weather will be aired on local media outlets, such as television and online. The Institute often follows similar guidelines as the public school's districts.

ENROLLMENT AGREEMENT

An enrollment agreement between the Institute and the student (or student's parent or guardian if student is a minor) will be executed prior to starting classes. Students requiring training beyond the contract date may be considered "over contract." Actual over contract hours will be calculated in the following manner: Number of hours attending Academy after contract date minus holidays, unscheduled closed Academy days. Over contract charges / facility fees will be assessed at the rate of \$15.75-Barbering per hour. All balances due the Academy, including over contract charges, must be paid before the student receives their diploma or paperwork required to apply for licensing.

LICENSING

DPOR's Virginia Board for Barbers
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9960 Maryland Drive, Suite 400, Richmond, Virginia 23233
<http://www.dpor.virginia.gov/>

