



2021-2022

Volume XI

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**830-840 EAST OAKLAND PARK BOULEVARD #113
Fort Lauderdale, FL. 33334**

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GENERAL INFORMATION

LOCATION

JT'S CUTS ACADEMY is located at 830 East Oakland Park Boulevard #113, Fort Lauderdale, FL. 33334.

PURPOSE OF THE INSTITUTION - MISSION

Our mission is to provide quality accessible education to students in pursue of a technical career in the beauty industry.

VISION

Our vision is to be recognized as an institution that prepares highly qualified students for immediate employment in beauty occupations.

INSTITUTIONAL OWNERSHIP

This educational institution is owned by JT'S CUTS ACADEMY, LLC, an active registered Florida Corporation owned by Ms. Glorivee Ulloa and Mr. Tranarous Johnson

GOVERNING BOARD

The governing board is constituted by the Board of Directors as follows:

Board of Directors	President: Glorivee Ulloa, Secretary: Tranarous Johnson
Address	830 East Oakland Park Boulevard # 113, Fort Lauderdale, FL. 33334

LICENSURE

JT'S CUTS ACADEMY is licensed by the Florida Department of Education, Commission for Independent Education (CIE), License # 5888. Additional information regarding about this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684 www.fl DOE.org/policy/cie

ACCREDITATION

JT'S CUTS ACADEMY is Accredited by The Council on Occupational Education (COE). Additional information regarding about this institution may be obtained by contacting COE at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790 <http://www.council.org/>

FACILITIES AND EQUIPMENT

The school offers one convenient location in Fort Lauderdale at 830-840 East Oakland Park Boulevard #113, Fort Lauderdale, FL. 33334, easily accessible by public and private transportation.

There is plenty of parking available for students, faculty, and staff, including reserved handicapped parking spaces. The facility of 2,800 square feet includes a reception area, a lounge-snack area, one classroom, an area for

student's lab work as well as services, a media services-resource center, one administrative office, one faculty office, and three restrooms. The lab services area is equipped with the necessary tools, supplies and equipment for students to practice and offer the required supervised services of our barber programs. Our aim is to immerse our students in a learning experience through the form of hands-on activities with relevant devices and tools of today's barber industry.

The facility is centrally air conditioned and well lighted, in compliance with state and county regulatory agencies, as well as provide a safe and inviting environment that fosters learning.

CLASS SCHEDULES

The school operates year around Monday through Friday, offering classes morning and evenings.

JT'S CUTS ACADEMY has an open enrollment policy and allows new students to begin classes every Monday.

The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

HOURS OF OPERATION

The school business office hours are Monday through Friday 9 am to 6 pm.

HOLIDAYS

The school will remain closed during the following holidays:

2021 Holidays

Thanksgiving, Thursday November 25 and Friday November 26, 2021

Winter Holiday Break, Friday December 24, 2021 through Fri. December 31, 2021

2022 Holidays

Martin Luther King Day, Monday January 17, 2022

President's Day, Monday February 21, 2022

Spring Break, Monday March 21 and Tuesday March 22, 2022

Memorial Day, Monday May 30, 2022

Independence Day, Monday July 4, 2022

Labor Day, Monday September 5, 2022

Thanksgiving, Thursday November 24 and Friday November 25, 2022

Winter Holiday Break, Friday December 23, 2022 through Monday January 2, 2023

In addition to the above-mentioned holidays, the school is closed on Saturdays and Sundays.

In the event of an emergency, closing due to inclement weather or natural disaster the school will close as determined by the Broward County Public School system.

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a valid picture ID.
- ✓ Present a high school diploma or GED.
- ✓ Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB). Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- ✓ Prospective students with foreign high school credentials must present it along with an official translation and evaluation by a Florida approved agency or individual. For a listing visit the American Translators Association at www.atanet.org
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old to be accepted and not currently attending high school. Parental consent is required for students under 18.

TRANSFER OF CREDITS

Transfer of Credits for Studies in Other Institutions

JT'S CUTS ACADEMY gives credit for studies at other institutions that are accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency. The students shall provide an official transcript of credit, which will be evaluated by JT'S CUTS ACADEMY. Courses for transfer must have been passed with a minimum 75% (2.0). Students are allowed to transfer up to 75% of the hours of a program of enrollment, for at least 25% of the hours must be completed at JT's Cuts Academy.

Transfer of Credits between programs within JT'S CUTS ACADEMY

JT's Cuts Academy does not allow transfer of hours within the programs at our institution. Students that have successfully completed the Restricted Barber Program are welcome to enroll in the Barber Program to complete the chemical instruction and practice in order to apply for the Florida Barber License Examination.

Transfer of Credits earned at JT'S CUTS ACADEMY to another Institution

Transfer of credits earned at JT'S CUTS ACADEMY is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

FINANCIAL SERVICES

STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has made an arrangement for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.

PAYMENT PLAN

Students that have signed a payment plan with the school must make such payments on Monday's unless a different arrangement has been agreed. A \$25 late fee will be assessed when payments are not received by the agreed due date.

FINANCIAL COUNSELING

Financial counseling services related to the payment of a program of study are available to prospective and current students through the school's Financial Services Representative.

FEDERAL FINANCIAL AID

JT's Cuts Academy does not offer Federal Financial Aid.

CANCELLATION AND REFUND POLICY

The Enrollment Agreement constitutes a binding contract once it has been signed by the student and institution's official.

Should a student's enrollment be terminated or cancelled for any reason after class start, all refunds will be made according to the following refund policy.

REFUND POLICY

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the second class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after first day of attendance, through 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 50% of the program will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
9. Should the prospective student not meet the entrance requirements it will result in 100 percent refund, if applicable.

ACADEMIC POLICY AND PROCEDURES

EVALUATION SYSTEM

The School establishes its evaluations based on the results of the program theoretical and practical examinations.

GRADING SYSTEM

JT's Cuts Academy grading scale is as follows:

Excellent:	90% -100 %	=	A	4.0
Good:	80%-89%	=	B	3.0
Satisfactory:	75%-79%	=	C	2.0
Unsatisfactory:	0% - 74.999 %	=	F	0.0

GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administrated at the end of each chapter and by the assigned projects related to the corresponding theoretical content of the chapter. Practical grades are assigned based on the student's ability to perform the practical evaluations.

PRACTICAL SERVICES AND ATTENDANCE

Students are involved in hands on activities in order to achieve the skills and practice required for their field of employment. Both barber programs have specific number of laboratory/practical services and theory hours to be completed satisfactorily as requirement for graduation. During those hours, students will be assigned services by their instructor that need to be completed as expected, whether manikins' practice or providing services to clientele. Attendance hours are to be earned by the student for attending theory class or working in specific activities during lab/services, as specified by the instructor. Students that are not participating in the theory, lab/services are specified by the instructor, will not receive hours towards their attendance. Students that are not willing to do their work as per the instructor will be sent home for the day, without receiving attendance hours.

DEFINITIONS

Program and courses duration are measured in clock hours.

One clock hour constitutes 50 minutes of directed, supervised instruction and a 10-minute break.

A period of enrollment or payment obligation: the entire program.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

PREFIXES

BST Barbering

RST Restricted Barber

GRADUATION REQUIREMENTS

In order to graduate from a program, a student must achieve a cumulative GPA of 75% and a minimum attendance of 67% as per the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

ACADEMIC ADVISING

Instructors are available for student academic advising with assistance in any areas of academic concern. Students falling behind in academics will be provided tutoring/advising in order to assist them to successfully complete their program of enrollment. Students are also free to direct any of their questions to appropriate staff members. Students may request a tutoring/advising session directly with their instructor.

SATISFACTORY ACADEMIC POLICY (SAP)

SATISFACTORY ACADEMIC POLICY (SAP)

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

Students are evaluated academically and attendance-wise in evaluation periods as follows:

Barber Program

1st Period of SAP Evaluation – 450 hours (scheduled)

2nd Period of SAP Evaluation – 900 hours (scheduled)

3rd Period of SAP Evaluation – 1200 hours (scheduled)

Restricted Barber Program

1st Period of SAP Evaluation – 450 hours (scheduled)

2nd Period of SAP Evaluation – 900 hours (scheduled)

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours scheduled; and a maximum time frame requirement.

SAP - Quantitative Criteria

Students must complete at least 67% of the scheduled clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to earned hours. For example, a student that is in a SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours ($450 \times 67\% = 302$).

SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 (75%) at the end of the SAP evaluation period being considered.

SAP – Evaluation and Academic Probation

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the SAP criteria will be recalculated. A student will be removed from academic probation only if the student has successfully complied with the SAP criteria. A student that does not come out of probation within one evaluating period will be withdrawn by the school.

SAP - Evaluation and Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program. A student that reaches the 150% of scheduled hours without having completed successfully the program will be withdrawn from the institution.

SAP - Appeals

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make a final decision regarding about the student's appeal within 5 days, providing the student with a written response. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

Academic Dismissal

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment.

Academic Honesty

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources are used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

It is possible that an act of academic misconduct may not be discovered until credits are issued. In such a case, the school reserves the right to revoke credits based on discovery of improper scholarly conduct. Individual instructors may fail a student for an examination, assignment or course that contains a violation of the school's academic honesty policy. The instructor may refer the circumstances to the school's president for review and final action.

The School's Director of Education may expel a student for cheating or plagiarism. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

PROCESS OF CORRECTIVE ACTION

WARNING

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning. The student will be advised of the non-compliance issue and required corrective actions when applicable.

APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the school's Education Director and arrive to a decision. The student will be notified in written of the final determination within 10 business days.

READMISSION TO A PROGRAM

Any student who has been withdrawn will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution. Courses successfully completed in the prior enrollment will be considered for transfer onto the new enrollment when they apply.

SUSPENSION

The institution reserves the right to suspend any student for lack of lack of payment, and/or breach of the rules and regulations of the School.

STUDENT RESPONSIBILITIES

CLASS ATTENDANCE

Students are required to attend classes on a daily basis from Monday through Friday (may include Saturdays in the case classes have been also schedule for the weekend). Students that do not have attendance within a period of 14 consecutive days will be withdrawn from the school. Students may request a Leave of Absence (LOA) when in need to be out of the school for a period of time longer than 14 days due to reasonable circumstances such as family illness, disability, or emergency. See the policy on Leave of Absence listed in this catalog under the Student Services section.

Students are expected to arrive to class on time. Students that arrive 15 minutes late will not be permitted to enter the class until recess. Only the hours in attendance will be computed.

CLASS BREAK

The class break is determined by the instructor and follows the catalog rule (10 minutes accumulated per hour). Classes breaks are determined by the instructor in charge. Students are to return to class on time in order to accumulate the attendance hours as expected. Students that do not come back from a break on time, may be sent home for the day.

ADDITIONAL TRAINING COST

Students are advised to attend classes and participate as directed by their instructors in order to assure completion of their program within the scheduled duration hours (see program duration specified in catalog and enrollment agreement).

Students still in school beyond the total number of hours scheduled for their program of study as per their enrollment agreement will be required to pay a tuition charge for every extra hour attended. The cost of each additional hour of instruction is calculated as the cost of tuition divided by the number of hours of enrollment, based on the fees disclosed in the student's enrollment agreement contract.

This same fee is charged to students attending classes as a review for Barber License Examination.

Students that do not successfully complete their program before reaching 150% of total hours will be automatically withdrawn as per the Satisfactory Academic Policy included in this school catalog.

LEAVE OF ABSENCE

A Leave of Absence (LOA) may be granted for reasonable causes like personal and family illness, disability, or emergency for students with a reasonable expectation to return and resume their program of study. An (LOA) must be requested in writing using the school's Leave of Absence Form prior to the beginning of the proposed requested leave. The request must include the reason for the request, the student signature as well as the date requested.

A leave of absence must be approved by Student Services and may not exceed 180 days. The number of days of a LOA are calculated as continuous calendar days including weekends, holidays and breaks.

If a student fails to return from the leave of absence as scheduled, he or she will be considered withdrawn with the last day of attendance being the last day attended before starting the LOA.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period which starts with the first day of the first LOA granted.

In the event of unforeseen circumstances, the institution may grant a leave of absence without having the request form in advance. The student would need then to complete the request form before the end of the LOA granting period, as well as to present any necessary documentation.

Students that are not in regular attendance jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

CODE OF CONDUCT

The following code of conduct applies to all students at our institution:

1. - Students are to bring the corresponding textbooks, educational equipment, and all necessary material to the school daily.
2. - All students must be punctual to class. Student punctuality is essential for the students' graduation, and to gain all the knowledge required for the profession and preparation for state board exam. Instructors are not to repeat course content and carry on with the curriculum as planned, and students are not to expect the instructor to delay the class group because he/she is missing the class or portion of class.
- 3.- Students are required clock in and out. When a student misses' theory they will miss that hour from attendance, that will be required to make up for graduation. A student that needs to leave school early must inform the instructor and clock out according to the time left.

4. Students may not disrupt class with the use of mobile phones, text messaging, laptops, touch pads, iPad, iPod, headphones, music devices and all other electronic devices. None of these electronic devices are permitted while in theory including workbook review and/or any other methods of teaching from the instructor during class and/or examination including clinical floor. Electronic equipment is to be placed in a non-conspicuous place to be able to give your attention to the theory that is being instructed for graduation.
5. Cellular phones may be used for music during classroom practical with one earpiece onto the ear so that other students do not hear the music of student's choice but still can hear the instructor's instruction and or emergency procedures. Cellular phones are not allowed when students conducted clinical activities.
6. In theory classes, all students must participate by having their textbook, workbook, notebook, and all necessary materials to write down all necessary information, otherwise will be signed out of theory.
7. - In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, in order to maintain his/her daily progress.
8. - The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that all students take advantage of this option.
9. - In case of absence due to medical conditions, a medical certificate is required.
10. – The School provides a comfortable atmosphere, free of intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated. Fights, arguments, foul language to students, staff or clientele is not tolerated and will result of early dismissal for the day with the hours missed. Hours missed must be made up for graduation requirements. Misbehaving may result in a written warning, suspension and/or withdrawal from school.
11. – Student must pay all financial obligations in due time as per the enrollment agreement.
12. – Visits from children and/or relatives and friends are not allowed on campus.
13. – The student who is caught destroying or damaging school property will be expelled and/or legally processed.
14. – The Institution does not allow sales, promotions, or any other forms of commercial activities within the premises. The student who participates in these practices may be suspended or dismissed from the school.
- 15.- School uniforms are to be well cared and worn daily in order to stay in school to participate in theory, exams, practical and school field trips. If student does not, he/she will be advised to leave and return the same or following business day and advised of the missed hours to be made up in order to meet the graduation date.
- 16.- Students are to perform services are indicated by their instructor. A student still to complete lab/service hours at the school is to always accept to provide services to clientele, even when that specific requirement has been achieved (number of services for that specific service). This may be the case when no other student is available at that time to serve a client in need of the service he/she can perform.
17. This is a drugfree school, no exceptions. If Instructor or administrative staff detects students under the influence or handling anything improper as such, it will result in written warning, suspension and/or withdrawal from school.
18. Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of this code.
19. Students also are expected to exhibit behaviors that uphold the essential values of the school and community. Physically harming or contributing to the harming of another person or property will not be tolerated.
20. Students are expected to respect the time requirements of their programs and their instructors.
21. Attendance and academic progress are mandatory requirements for this program. Violations of any attendance and/or academic policies may also result in disciplinary action as described in this document.
22. Anti-Hazing: JT's Cuts Academy strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of

initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution.

PERSONAL PROPERTY

The student is responsible to identify and protect his/her personal belongings, materials, and equipment at all times. The school will not take any responsibility for lost or misplaced personal property.

SMOKING, EATING AND DRINKING ON PREMISES

Smoking, eating, or drinking is not allowed in campus, except for the lounge-snack designated area. Students are encouraged to help maintain campus premises clean at all times.

USING AND CARING FOR THE EQUIPMENT

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

STUDENT RIGHTS

EQUALITY OF OPPORTUNITIES

JT'S CUTS ACADEMY does not discriminate students nor employees based on race, ethnic or national origin, sex, age, disability, religious beliefs, or social origins.

DISCRIMINATION AND HARASSMENT POLICY

JT'S CUTS ACADEMY prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

STUDENT RIGHTS TO KNOW

JT'S CUTS ACADEMY's students have access to records as provided under federal and state law. JT'S CUTS ACADEMY is in compliance with the Student Right to Know Act (PL 101-542). The school will provide students with copy of records; however, originals are required to stay at the institution.

INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization from the student is required.

The school may provide student information to the Federal Department of Education (DOE), Commission for Independent Education (CIE), or Council on Occupational Education (COE), in accordance with all applicable laws and regulations.

STUDENT PRIVACY RECORDS (ACT OF 1974)

The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The School requires written authorization from the student or the designated representative before disclosing any individual information.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

STUDENT RECORDS DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been meet. Transcripts are maintained and available to students and regulatory agencies indefinitely. Financial records are held for seven (7) years.

GRIEVANCE POLICY

The administration, faculty, and staff of JT'S CUTS ACADEMY maintain an open-door policy for students to voice their concerns or complaints.

JT'S CUTS ACADEMY grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the School President. The School President will evaluate the grievance and provide a written response within 10 business days.
4. In cases where the grievance is not settled at the institutional level, the student may contact the following regulatory agencies:

Florida Department of Education, Commission for Independent Education (CIE)
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200, Toll free: (888) 224-6684
www.fldoe.org/cie

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

Telephone (Local): 770-396-3898 Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790
<http://www.council.org/>

STUDENT SERVICES

CAREER SERVICES

It is the policy of JT'S CUTS ACADEMY to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. **Although the school cannot guarantee employment or placement**, reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks and reference materials. The media services resource center is open during normal business hours.

HOUSING

JT'S CUTS ACADEMY does not offer housing for students, however, provides information and resources about local apartments and rental opportunities for students interested in living near the campus.

TRANSCRIPT REQUESTS

Student transcripts are permanently maintained at the institution and are available from the Student Services Department. One official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts for a fee. Provided a hold does not exist, a student may request a transcript from the Student Services Department by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts, and \$5 for non-official transcripts. Official and non-official transcript may take between five (5) to ten (10) business days to process. Official and non-official transcripts will not be issued unless the student financial obligations to the school are current at the time of the request.

BARBER PROGRAM

1200 CLOCK HOURS - 42 WEEKS

PROGRAM OBJECTIVE

The objective of this program is to prepare students for the State of Florida Barber's Board Examination and become a Florida Licensed Barber, as well as to provide the necessary knowledge; skills and practice to assist them start a successful career in this field.

PROGRAM DESCRIPTION

The Barber program will provide students with the knowledge and expertise necessary to work in a barbershop salon. This comprehensive program will provide its participants the proper training in all necessary areas.

CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Barber License in order to work.

DURATION

This program has a duration of 1200 hours. Full time students complete the program in approximately 42 weeks. Part-time students complete the program in approximately 50 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- Present a high school diploma or GED.
- Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB). Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- Submit a completed application and corresponding fees.
- Successfully complete an interview with a representative of the admissions department.
- Student must be at least 16 years old to be accepted. Parental consent is required for students under 18.

ELIGIBILITY REQUIREMENTS FOR A FLORIDA BARBER LICENSE

The examination for licensure to practice barbering with a barber license consists of a written examination. Applicants to this examination must achieve a passing grade in order to be eligible for a license to practice barbering. An applicant who has completed all requirements for examination and paid the fee specified in Rule 61G3-20.002, F.A.C., will be admitted to the examination for licensure.

We encourage students to learn about the current examination eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation, Florida Barber's Board, Chapter 476, Florida Statutes page:

http://www.myfloridalicense.com/dbpr/pro/barb/documents/printable_barber_lawbook.pdf

PROGRAM COST

Registration Fee \$ 100
 Tuition Fee \$ 5,800
 Books & Supplies \$ 400
 Other Costs \$ 0
 Total Program Cost \$ 6,300

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
BST-001	Florida Laws and Rules	150	0
BST-002	Safety, Sanitation and Sterilization	325	200
BST-003	Hair Structure and Chemistry	50	0
BST-004	Hair Cutting	200	
	a.I. Freehand		30
	a.II. Shear over comb		30
	a.III. Clipper over comb		30
	b. Style Cuts including blow drying		30
BST-005	Shampooing	75	55
BST-006	Chemical Services	350	120
	a. Permanent Waving		
	b. Coloring and Bleaching		
	c. Hair Relaxing and Curling		
BST-007	Shaving, Beard and Mustache Trimming	50	35
TOTALS		1200	650

BST-001 Florida Laws and Rules

This course presents an overview of barber law, rules and regulations in relation to consumer protection for both health and economic matters. This course also includes 4 hours of HIV/AIDS training in relation to the barber profession. By the end of this course, students will be able to define the limitations of the authority of the Board of Barber; define the rulemaking authority of the Board of Barber; understand the qualifications for licensure; understand the procedures and context of examinations; comprehend the requirements for barber salons and inspections; be aware of the disciplinary proceedings and penalties for violations of Chapter 477, F.S.; understand the complaint procedures for violations of Chapter 477, F.S., or the rules promulgated pursuant thereto; understand the definitions as used in Chapter 477, F.S.; understand the requirements through rules and regulations for license renewal; know the fees and their disposition; explain the origin and transmission of HIV/AIDS; explain the prevention methods of HIV/AIDS required by Florida Statute; procedures for protection against the spread of the disease; and list the guidelines and principles of cleanliness and safety required of a barber and a barbershop. Duration: 150 hours (lecture). Pre-requisite: None.

BST-002 Safety, Sanitation and Sterilization

Through this course students learn about the ways in which infectious materials may be used causing harm in the barbershop; the principal tools and implements used in the practice of barbering; and the importance of anatomy and physiology to the barbering profession. By the end of this course, students are able to define decontamination, list three levels of decontamination used for the prevention and control of pathogen transmittal, identify the chemical decontamination agents most commonly used in barbershop, demonstrate proper decontamination procedures for tools, equipment, and surfaces, discuss Universal Precautions and the responsibilities as a professional barber; identify the parts of shears, clippers, and razors; demonstrate the correct techniques for holding combs, shears, clippers, and razors; as well as demonstrate honing and stropping techniques; describe the structure and reproduction of cells; describe the structure of the skull and its relationship to barbering; as well as identify important muscles of the head, face, and neck that relate to barbering services. Duration: 325 hours (60 lecture hours, 65 lab hours, 200 service hours). Number of services required for completion of this course: 200. Pre-requisites: None

BST-003 Hair Structure and Chemistry

This course instructs students about basic chemistry related to barbers, principles of electricity and light therapy, properties of and disorders of the skin as well as properties and disorders of hair and scalp. By the end of this course, students will be able to: define organic and Inorganic chemistry; define matter and its states; define PH and understand the PH scale; recognize different formulations such as emulsions; as well as suspensions and solutions; identify and define common electrical terms; discuss and recognize electrical modalities and their uses; identify visible and invisible light rays; as well as explain the effects of ultraviolet and infrared rays; describe the structure and divisions of the skin; list the functions of the skin; identify recognizable skin disorders; name and describe the structures of the hair, the three layers of the hair shaft, hair protein, and process of hair; list the characteristics of hair important in hair analysis; identify different types of hair loss; and identify common hair and scalp disorders. Duration 50 hours (lecture). Pre-requisites: None.

BST-004 Hair Cutting

This course instructs students about the history of barbering, the required professional image, man's haircutting, styling, and hair replacement. By the end of this course students are able to define the origin of the word Barber, demonstrate an understanding of the evolution of barbering, describe the barber surgeons and their practices, identify and explain the importance and function of state barber boards; discuss the ways in which life skills, values, and beliefs influence professional image; explain the relationship between personality and attitudes and the demonstration of professional behavior, demonstrate an understanding of effective human relations and communications skills, list the qualities of professional ethics, discuss the basic principles of personal and professional success, and create short-term and long-term goals; explain the art and science of men's haircutting and styling; the term envisioning and the importance of the client consultation; the principles of facial shapes and profiles; demonstrate the performance of the following cutting techniques: fingers- and shear, shear-over-comb, clipper cutting, clipper-over-comb, and razor cutting; as well as demonstrate shaving the outline areas; explain the reasons why men may purchase hairpieces; identify the types of hair used in hairpiece construction; demonstrate how to measure a client for a hairpiece; fitting, cutting in, and cleaning of hairpieces; as well as alternative hair replacement methods. Duration: 200 hours (40 lecture hours, 40 lab hours, 120 service hours). Number of services required to complete this course: 120. Pre-requisites: None.

BST-005 Shampooing

By the end of this course students will be able to explain the theory and demonstrate the practice shampooing; scalp & hair analysis, including draping, brushing, scalp manipulation, conditioning and rinsing. Duration: 75 hours (10 lecture hours, 10 lab hours, 55 service hours). Number of services required to complete this course: 55. Pre-requisites: None.

BST-006 Chemical Services

This course instructs students about the different chemical services to be provided to barber clients as well as the principles and practice of hair coloring. By the end of this course students are able to discuss the principles of color theory and relate their importance to haircoloring; identify the classifications of hair color products and explain their actions on hair; products used in hair color and lightening; discuss safety precautions used in haircoloring and lightening; explain the effects of chemical texture services on the hair; identify the similarities and differences between chemical texture services; list the factors of hair analysis for chemical texture services; perform a permanent wave; reformation curl; and provide hair relaxing services;. Duration: 350 hours (55 lecture hours, 55 lab hours, 240 service hours). Number of services required to complete this course: 120. Pre-requisites: None.

BST-007 Shaving, Beard and Mustache Trimming

By the end of this course students are able to discuss general sanitation and safety precautions of shaving, beard and mustache trimming; demonstrate the ability to perform standard cutting positions and strokes with a straight razor; identify the 14 shaving areas of the face as well as perform a facial and neck shave. Duration: 50 hours (7 lecture hours, 8 lab hours, 35 service hours). Number of services required to complete this course: 35. Pre-requisites: None.

RESTRICTED BARBER PROGRAM

900 CLOCK HOURS - 32 WEEKS

PROGRAM OBJECTIVE

The objective of this program is to prepare students for the State of Florida Barber's Restricted Board Examination to become a Florida Licensed Restricted Barber, as well as to provide the necessary knowledge; skills and practice to assist them start a successful career.

The Restricted Barber program concentrates its curriculum in men's haircutting and shaving, beard and mustache trimming. The Restricted Barber curriculum does not include instruction in chemical services. Students interested in learning about chemical services (permanent waving, coloring and bleaching, hair relaxing and curling) are encouraged to enroll in the Barber Program instead, also offered at our institution.

PROGRAM DESCRIPTION

This comprehensive program provides its participants the proper training in all necessary areas to become a successful barber working at barbershops and beauty salons.

DIPLOMA

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus only (not offered online).

DISCLOSURE

After successful completion of the program, students must obtain a Florida Restricted Barber License in order to work.

DURATION

This program has a duration of 900 hours. Full time students complete the program in approximately 32 weeks. Part-time students complete the program in approximately 38 weeks.

ADMISSION REQUIREMENTS

Prospect students must comply with the following requirements in order to enroll:

- ✓ Present a high school diploma or GED.
- ✓ Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB). Minimum passing scores are 200 for Verbal and 210 for Quantitative.
- ✓ Submit a completed application and corresponding fees.
- ✓ Successfully complete an interview with a representative of the admissions department.
- ✓ Student must be at least 16 years old and not attending high school to be accepted. Parental consent is required for students under 18.

PROGRAM COST

Registration Fee \$ 100
 Tuition Fee \$ 4,352
 Books & Supplies \$ 400
 Other Costs \$ 0
 Total Program Cost \$ 4,852

PROGRAM OUTLINE

Code	Course Name	Hours	Minimum Number of Services Required for Graduation
RST-001	Florida Laws and Rules	75	
RST-002	Safety, Sanitation and Sterilization	325	225
RST-003	Hair Structure, Cutting and Cleansing		
	a. Taper Cuts		
	I – Freehand		50
	II – Shear Over Comb	350	50
	III – Clipper Over Comb		50
	b. Style Cuts (to include blow drying)		50
	b. Shampooing		40
RST-004	Shaving, Beard and Mustache Shaving	150	50
TOTALS		900	625

ELIGIBILITY REQUIREMENTS FOR A FLORIDA BARBER LICENSE

The examination for licensure to practice barbering with a barber license consists of a written examination. Applicants to this examination must achieve a passing grade in order to be eligible for a license to practice barbering. An applicant who has completed all requirements for examination and paid the fee specified in Rule 61G3-20.002, F.A.C., will be admitted to the examination for licensure.

We encourage students to learn about the current examination eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation, Florida Barber's Board, Chapter 476, Florida Statutes page:

http://www.myfloridalicense.com/dbpr/pro/barb/documents/printable_barber_lawbook.pdf

COURSE DESCRIPTIONS

RST-001 Florida Laws and Rules

This course presents an overview of barber law, rules and regulations in relation to consumer protection for both health and economic matters. This course also includes 4 hours of HIV/AIDS training in relation to the barber profession. By the end of this course, students will be able to define the limitations of the authority of the Board of Barbering; identify and explain the importance and function of state barber boards; define the rulemaking authority of the Board of Barber; understand the qualifications for licensure; understand the procedures and context of examinations; comprehend the requirements for barber salons and inspections; be aware of the disciplinary proceedings and penalties for violations of Chapter 477, F.S.; understand the complaint procedures for violations of Chapter 477, F.S., or the rules promulgated pursuant thereto; understand the definitions as used in Chapter 477, F.S.; understand the requirements through rules and regulations for license renewal; know the fees and their disposition; explain the origin and transmission of HIV/AIDS; explain the prevention methods of HIV/AIDS required by Florida Statute; procedures for protection against the spread of the disease; and list the guidelines and principles of cleanliness and safety required of a barber and a barbershop. Duration: 75 hours (lecture). Pre-requisite: None.

RST-002 Safety, Sanitation and Sterilization

Through this course students learn about the ways in which infectious materials may be used causing harm in the barbershop; the principal tools and implements used in the practice of barbering; and the importance of anatomy and physiology to the barbering profession. By the end of this course, students are able to define decontamination, list three levels of decontamination used for the prevention and control of pathogen transmittal, identify the chemical decontamination agents most commonly used in barbershop, demonstrate proper decontamination procedures for tools, equipment, and surfaces, discuss Universal Precautions and the responsibilities as a professional barber; identify the parts of shears, clippers, and razors; demonstrate the correct techniques for holding combs, shears, clippers, and razors; as well as demonstrate honing and stropping techniques; describe the structure and reproduction of cells; describe the structure of the skull and its relationship to barbering; as well as identify important muscles of the head, face, and neck that relate to

barbering services. Duration: 325 hours (40 lecture hours, 60 lab hours, 225 service hours). Number of services required for completion of this course: 225. Pre-requisites: None

RST-003 Hair Structure, Cutting, and Cleansing

This course instructs students about the history of barbering, the required professional image, men's haircutting, styling, and hair replacement. By the end of this course students are able to define the origin of the word Barber, demonstrate an understanding of the evolution of barbering, describe the barber surgeons and their practices, discuss the ways in which life skills, values, and beliefs influence professional image; explain the relationship between personality and attitudes and the demonstration of professional behavior, demonstrate an understanding of effective human relations and communications skills, list the qualities of professional ethics, discuss the basic principles of personal and professional success, and create short-term and long-term goals; define properties of and disorders of the skin as well as properties and disorders of hair and scalp. By the end of this course, students will also be able to: define organic and Inorganic chemistry; define matter and its states; define PH and understand the PH scale; recognize different formulations such as emulsions; as well as suspensions and solutions; identify and define common electrical terms; discuss and recognize electrical modalities and their uses; identify visible and invisible light rays; as well as explain the effects of ultraviolet and infrared rays; describe the structure and divisions of the skin; list the functions of the skin; identify recognizable skin disorders; name and describe the structures of the hair, the three layers of the hair shaft, hair protein, and process of hair; list the characteristics of hair important in hair analysis; identify different types of hair loss; and identify common hair and scalp disorders, students will be able to explain the theory and demonstrate the practice shampooing; scalp & hair analysis, including draping, brushing, scalp manipulation, conditioning and rinsing. explain the art and science of men's haircutting and styling; the term envisioning and the importance of the client consultation; the principles of facial shapes and profiles; demonstrate the performance of the following cutting techniques: fingers- and shear, shear-over- comb, clipper cutting, clipper-over-comb, and razor cutting; as well as demonstrate shaving the outline areas; explain the reasons why men may purchase hairpieces; identify the types of hair used in hairpiece construction; demonstrate how to measure a client for a hairpiece; fitting, cutting in, and cleaning of hairpieces; as well as alternative hair replacement methods. Duration: 350 hours (25 lecture hours, 25 lab hours, 300 service hours). Number of services required to complete this course: 240. Pre-requisites: None.

RST-004 Shaving, Beard, and Mustache Shaving

By the end of this course students are able to discuss general sanitation and safety precautions of shaving, beard and mustache trimming; demonstrate the ability to perform standard cutting positions and strokes with a straight razor; identify the 14 shaving areas of the face as well as perform a facial and neck shave. Duration: 150 hours (25 lecture hours, 25 lab hours, 50 service hours). Number of services required to complete this course: 100. Prerequisites: None.

STAFF AND FACULTY

STAFF

President	Glorivee Ulloa
Operations Director	Tranarous Johnson
Director of Education	Michelle Russ
Financial Director	Everett Neely
Financial Services	Kiarra Ulloa
Admissions.....	Glorivee Ulloa
Student Services, Placement Services	Glorivee Ulloa, Kiara Ulloa
Administrative Support	Giovanna Piña

FACULTY

Full Time Faculty

Michelle Russ	Director of Education and Instructor Barber License License # BB8901412 Marinello School of Beauty Castro Valley, CA
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Part Time Faculty

Charles French	Instructor License # BB8894605 Barber Diploma Omni Technical, Miami, FL
Iman Davis	Instructor License # BB8899437 Barber Diploma Florida Barber Academy, Plantation, FL