**Westark Barber College**

16012 Highway 71 South

Greenwood, AR 72936

1(479)252-6013

James Cagle owner

**2020-2021**

**School Catalog & Handbook**



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History of Westark

Westark as we know it was established in 2018 by Steve Moore Jr and James Cagle. Around Christmas 2017 the idea was born and the two began to work to make their dream a reality. On November 26th, 2018 with the first two students ready to walk in the door, the dream that was Westark became a reality.

Since that time we have grown to now having 15 students. Of those who have already graduated, we have a 100% passing rate on the State Board exam. We also are very proud to say we also have a 100% job placement rate of our graduated students.

Welcome letter

Dear future Barbers,

We at Westark would like to thank you for your consideration. We will strive every day to ensure that you have what you need to make it in this great profession. We will do our part to stay current in old school techniques as well as new developments in our ever changing industry. We will always be kind and open minded to any and all problems you may incur throughout this journey in and away from this facility.

We are licensed through the Arkansas State Barbers Examiners. We are always trying to learn and be better and the door will always be open to hear your needs and suggestions.

Sincerely,

James Cagle, owner/operator

Mission statement

We at Westark Barber College strive to do our very best to advance the art of barbering to all that want to be a part of this great profession. We will strive to be kind, compassionate and caring as you pursue your dreams into this field of opportunity that has brought so much to my life and family. If you are looking for that old school, feel or that new school flair Westark can fill your needs.

Code of Conduct

Westark Barber College will do our part to be fair and equitable to each student and patron. We will be diligent in our pursuit of cleanliness for the safety and protection of our students and patrons. We expect our students to exhibit professional behavior at all times.

Arkansas Barber Laws

* Completing 1500 clock hours in a licensed Barber College
* Passing a State Board exam (2 parts- written, practical)
* There is a fee for the exam
* Renewal of Barbers license on July 1st yearly
* If license expired for 3 years, retake will be required
* Any person found in violation of Arkansas State Barber law will be charged not less than $100 fine and not more than $250

School Objectives

From the first day a student attends class, they will receive practical and theory class instruction. We use the Milady Standard Barbering book to teach the theory of Barbering. This is required so that students have a good base in which to build upon. This allows the student to take what is learned in the classroom and apply it to practical services rendered to a client. Our students get hands-on experience starting with mannequins and eventually progressing to walk in clients just like in a Barber Shop. Students will be taught proper techniques for hair cutting, shaving, shampooing, perms, colors, facials, waxing and hygiene. We intend for every student that graduates from Westark to feel prepared to start work as a professional Barber upon licensure.

Facilities

We have a standalone building with its own parking which is located at 16012 Highway 71 South, Greenwood, AR 72936. We have 2 unisex bathrooms, break room with coffee maker, microwave and refrigerator and waiting room along with office for staff.

Westark has 14 hair cutting stations on the floor and 7 sinks. 1 hair cutting station and 1 sink in the classroom. Classroom has DVD player/VHS projector and 8ft white board.

Staff

Westark is a locally family owned and operated Barber College. This is what makes us stand out from the rest. James “Richie” is the main owner/instructor. Peyton and Ethan are both licensed Barbers and are working toward getting their instructor licenses as well.

We pride ourselves on providing a family atmosphere for our students where they can relax and learn at their own pace with their unique learning styles.

A 1994 graduate of Greenwood High School, James “Richie” Cagle started work at Whirlpool the Monday after graduation. He worked there until he started barber college in September of 2006. Upon graduation of barber school, he opened Taylor Made Cuts in Greenwood which is still in operation today ran by his sons. In 2018, he opened Westark Barber College and in October 2019 he earned his instructor’s license. It is with the work ethic learned from Whirlpool and the realized dreams that took a full-time job and pursuit of his dreams that he manages Westark today.

Admission Requirements

* Copy of social security card
* Copy of driver’s license
* Proof of completion of at least 8th grade education
* Must be at least 16 years of age
* Cannot have an unforgivable felony conviction as set forth by Act 990
* Completed Barber School application
* Financial contract between student and school

Physical demands

Students that believe they may not be able to stand or work for periods of time that it takes to do the job or have any condition that may cause them to not be able to tolerate chemicals necessary to be a barber are strongly advised to obtain a release from a doctor before entering the course.

Handicap and Special needs

Westark Barber College adheres to the Rehabilitation act of 1973, Section 504. It is noted that Barbering/Hairstyling requires physical dexterity.

Nondiscrimination

Westark will not discriminate against any age, race, color, ethnicity, sexual orientation or gender.

Tuition and Fees

$7000 total is broke down as follows:

* $550 toolkit
* $20 student license
* $75 exam fee
* $50 barber license
* $305 processing fees
* $6000.00 tuition or $4 per hour

Basic Tool kit

## Barber student:

Clipper

Trimmer

Hair dryer

Box barber combs

Box rat tail comb

1 mixing bowl with brush

1 flat top comb

Neck duster

Barbers smock

Barbers cape

1 can clippercide

2 hair clips

Barbers scissors

Chunking shears

1 milady exam book

Water bottle

## Teacher/Manager Instructor:

tool kit is 1 exam book for the class

## Crossover students will not receive a tool kit unless arranged upon admission

Financial Aid

Westark at this time does not offer Title IV financial aid

We do offer (if qualified) Arkansas Rehabilitation Services 1-479-452-7131

We offer in house financing and will try to work with our students to get a payment plan they can afford.

Satisfactory Academic Progress (SAP)

Westark Grading scale is as follows:

A-excellent (90-100)

B-good (80-89)

C-satisfactory but could be better (70-79)

D- not satisfactory (below 70)

We will put out progress reports at each quarter which are as follows:

350 hrs. written test with check offs

700 hrs. written test with check offs

1050 hrs. written test with check offs

1400 hrs. mock state board exam and daily check offs until graduation

1500 hrs. student will go before AR State Barber Board for State Board Exam

Students who fail to pass with at least a C will be expected to do so by the start of the next quarter.

As we will adhere to the no student left behind policy, we will offer the extra work required to reach a satisfactory level. Also, although this may affect the status of any financial aid the student may receive, this will not affect students standing in school.

Attendance

Upon admission into Westark Barber College, each student will have a written and signed contract outlining their financial and attendance requirements. Students will be required to attend at least 67% of attendance per quarter. At the end of the quarter, we will evaluate each student and if attendance is not at the level agreed upon, they will have the next quarter to achieve attendance requirements. If at the end of this time the student does not meet the required standards, they will be fined $100 per quarter if they are out of 67% range. This will be back dated to the first one where they were not compliant.

Part time is defined as a minimum of 15 hours a week (finish in 24 months)

Full time is defined as minimum of 30 hours per week (finish in 12 months)

Any student that goes over a year will be responsible for renewing their student license and the cost associated with that.

Students will be able to grieve any discrepancy or take a leave of absence without penalty.

Termination/transfer policy

A student may terminate their contract with Westark at any time but all tuition due and payable will still be owed and may be subject to collection proceedings if not current upon termination. Hours will be held for students that maintain good standing with tuition and academic requirements. If a student decides to come back and has met requirements, they will be able to pick up where they left off. If their student license is expired, a $20 licensing fee and $10 processing fee will be required.

Students wishing to transfer will be given release of all hours they have earned and paid for. Students will not be given a release of any hours unless all hours are paid for. Student are responsible for any fees associated any transferring of hours.

Students transferring into Westark will be required to pay a $500 fee that will be used for document fees and any licensing fees that may be incurred. Tuition will be at $4/hour for the remaining hours needed to sit for State Board Exam. (Ex. student has 500 transferrable hours. They still need 1000 hours to sit for exam. 1000x$4= $4000 in tuition owed to Westark)

Leave of absence

Leave of absence will be permitted, if the student has the time remaining on their student license, and will be allowed to re-enter school without penalty. After their license laps they will have to pay a $250 fee to re-enter and will also be responsible for renewal of their student license which is $20 plus $10 for processing.

Refund policy

All upfront fees are non-refundable as they are costs incurred by school. (Tool kit, student license and processing fees)

Tuition is billed by the hour and the student is responsible for hours they have incurred.

(Example if $4 an hour and you have attended 1000 hours, the student is responsible for $4,000)

If a student has paid more tuition than the hours they have attended and request to drop, they will receive a refund for the amount overpaid as laid out in this chart

**Percentage Length Scheduled to complete to Amount of Total Tuition**

**Total Length of Program or Course Owed to the School**

|  |  |
| --- | --- |
| 0.01% - 4.9% | 20% |
| 5% - 9.9% | 30% |
| 10% - 14.9% | 40% |
| 15% -24.9% | 45% |
| 25% - 49.9% | 70% |
| 50% and over | 100% |

Course Curriculum

Curriculum: Barbers 1500 hrs.

* 2 hours’ orientation
* 120 hours’ theory (Class work)
* 1378 hours on the floor practical work

Curriculum: TMI (teacher, manager, instructor)600 hrs.

Tuitions & Fees $25 an hr, at 600 hrs= $15,000.

* Classroom prep
* Leadership skills
* Management
* How to build a lesson plan
* Floor work

Curriculum: Cross-over 600 hrs

Tuition & Fees $5 hr, at 600 hrs=$3,000.

* 100 hours of class work
* 500 hours’ floor work

Graduation requirements for each course

Must have completed the proper amount of clock hours required for your class.

Must have satisfactory grades in all courses.

All fees must be paid in full before Westark will release hours for examination.

Must have all paperwork and fees paid to the Barber Board examiners

Drug free policy

Westark is a drug free campus and as such will not permit the possession, use or selling of any such substances. Westark will go to any lengths necessary to ensure that this is strictly enforced with penalties including but not limited to temporary suspension or permanent expulsion in which all fees and money rendered will be forfeited. Also any and all evidence will be turned over to law enforcement.

Sexual Harassment

Students and staff are to adhere and abstain from any activity that may be interpreted as sexual harassment. Any such activity to or by anyone affiliated with Westark Barber College will be met with appropriate actions which include: written warning, suspension or expulsion and also may be turned over to authorities.

Personal property

Each student is to respect others personal space as well as property. Theft will not be tolerated and is punishable by law as well as disciplinary action by Westark.

Telephone policy

Anytime you are engaged with an instructor or guest, phone calls/texts are discouraged. Never answer unknown numbers during this time. You are free at any time to answer calls from your mother, father, spouse or children as these could indicate an emergency. Keep the call short and to the point. No business calls should occur at these times.

Grievance/appeals policy

A student has the right to dispute any decision made by an administrator of Westark Barber College and a formal grievance will be opened. A meeting will be offered between the student, administrator of Westark Barber College and a student peer in which the student may be heard. Westark prides itself on being fair and reasonable. All grievances will be final and adhered to by Westark Barber College.

Academic Calendar

CALENDAR FOR 2020 & 2021

Open daily from 8:30 to 5:00 Monday-Thursday

Open Fridays 8:30-1:30

**2020**

Christmas Break December 24th through January 2nd

**2021**

Closed New Year’s Day January 1

Closed Martin Luther King Day January 18

Closed Good Friday April 7

Closed Memorial Day May 31

Closed Labor Day Sept 6

Closed Thanksgiving Break November 22-26th

Closed Christmas Break December 24-31st

VA Polices

## VA Late payment policy

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation& Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

* Prevent the student’s enrollment;
* Assess a late penalty fee to the student;
* Require the student to secure alternative or additional funding;
* Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

* Produce the VA Certification of Eligibility (COE) by the first day of class;
* Provide a written request to be certified;
* Provide additional information needed to properly certify the enrollment as described in other institutional policies

Prior Credit

It is the policy of this institution that an evaluation of previous education and training will be conducted, appropriate credit granted, if applicable, the institution’s duration in the course will be shortened proportionately, and that the Veteran’s Administration and the student will be so notified. VA credit will be given for prior training for veterans and eligible programs.

Authority 38 CFR 21.4254.

Standards of Progress for VA Students

Evaluation of progress of VA students will be conducted by the school’s evaluation policy schedule. Students with a minimum of 70 % academic average and 75% attendance will be considered making satisfactory progress until the next scheduled evaluation.

In order for a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on probation for 30 days. At the end of the probationary period, the student’s progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off of Probation.

If the student fails to meet minimum requirements in either academics or attendance, the student will be determined to **not be** making satisfactory progress and the VA education benefits will be suspended (by the school’s certifying official submitting a 22-1999b) effective on the last day of probation.

**Reinstatement of VA student’s educational benefits**: Once VA student’s educational benefits has been suspended and after 30 days and the students is meeting the minimum standards of progress, the education benefits will be re-instated by the school’s certifying official by submitting a 22-1999.

The school may terminate you from school attendance, but you must meet the minimum standards discussed above in order to receive payment for your VA benefits.

Refund Policy

In the event a veteran fail to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under 38 CFR 21.4255

**Percentage Length Scheduled to complete to Amount of Total Tuition**

**Total Length of Program or Course Owed to the School**

|  |  |
| --- | --- |
| 0.01% - 4.9% | 20% |
| 5% - 9.9% | 30% |
| 10% - 14.9% | 40% |
| 15% -24.9% | 45% |
| 25% - 49.9% | 70% |
| 50% and over | 100% |