

A letter from the Owner of Lehigh Valley Barber School, Vito J. Villani:
Welcome to Lehigh Valley Barber School!

It is our pleasure to have you as a member of this school as you start your journey of a rewarding career with us. When starting a new chapter in life, there will be many questions and concerns about what is to come. Therefore, it is important to me that you get as many of the questions and concerns answered so that you are able to begin your career in confidence.

This catalog is a tool to help you understand the fundamentals of our school and a guideline of how the school operates. It will also help you answer questions or concerns you might have about your education. It governs the quality in our school and establishes the present and future success of our organization. It will help you in obtaining an excellent barbering education.

If after reading this catalog, you still have unanswered questions, please ask immediately. It is important to me that you have a clear understanding of everything involved at this school.

All of us at Lehigh Valley Barber School (LVBS) look forward to having you with us on your journey of growth, education, and success.

Sincerely,
Vito J. Villani

Lehigh Valley Barber School (LVBS) Catalog
June 29, 2016

Lehigh Valley Barber School (LVBS)
1517B Irene Street Bethlehem, PA 18107
610-419-6913

Catalog

Lehigh Valley Barber School reserves the right to make changes to this catalog at any time that effects the school's policy and rules. It is encouraged that students read all content to fully understand policies.

Mission Statement

Lehigh Valley Barber School's mission is to train students in all aspects of the art of barbering. Our goal is to provide students with the skills needed to take and pass the Pennsylvania State Board Exam of Barbering and to obtain employment in this vast profession. We will ensure this by empowering our students to learn the fundamentals of this field and provide an exceptional curriculum. Our staff will also continuously pursue educational classes to ensure the students implement the most advanced and popular trends in their field.

History

Lehigh Valley Barber School (LVBS) was founded by Vito J Villani in August of 2011. Villani found his passion for barbering at the young age of 15. He attended cosmetology school but found it was lacking the exclusively of barbering. Because of this, he commuted to American Barber Institute in New York City every day for his Barber License. After receiving his license, Villani opened Clean Cut Barbershop, a thriving business with an excellent rapport with the clients and the community. Villani recognized the need of an exclusive barbering school in the Lehigh Valley, and therefore, set out to establish Lehigh Valley Barber School.

Faculty and Staff

Vito Jeffery Villani -Owner and Instructor
Waad Dayoub-Villani -Director and Instructor

License

Lehigh Valley Barber School is licensed by the Pennsylvania State Board of Barber Examiners
Pennsylvania State Board of Barber Examiners
P.O. Box 2649
Harrisburg, PA 17105
(717)783-3405

Accreditation Agency-NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302

**Lehigh Valley Barber School is a candidate school for accreditation through the National
Accrediting Commission of Career Arts and Sciences**

Facilities and Equipment

Lehigh Valley Barber School is located in a shopping complex. It occupies 1400 square feet consisting of a classroom for theory and a 10-chair client clinic room. Lehigh Valley Barber School has an administrative office to welcome all interested students.

Lehigh Valley Barber School (LVBS)
1517B Irene Street
Bethlehem, PA 18107

Number of students allowed

Lehigh Valley Barber School is designed to hold up to 20 students during the day and up to an additional 20 students for those interested in night classes.

Admission Requirements

Admission Policy

Students who are interested in becoming Licensed Barbers in the State of Pennsylvania are required to be at least 16 years old and must have a high school diploma or its equivalent and a transcript showing high school completion. Also accepted is a General Equivalency Diploma (GED). Foreign students must have evidence of verification of their high school diploma. Verification must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. Home Schooling students are not accepted at LVBS. Drivers License and/or passport must be used to show proof of age. The Barbering program is taught using the English language. If a student is currently enrolled in another institution, they may not enroll in Lehigh Valley Barber School.

LVBS does not accept ability-to-benefit students.

Transfer of Hours

Lehigh Valley Barber School welcomes students from other barber schools. A notarized affidavit with the completed hours is required before starting classes. Students with a Cosmetology license (crossover students) wishing to obtain a Barber License have a 555 hours credit and are only required to complete 695 hours of Barber training.

The Admission Procedure

To become a student at Lehigh Valley Barber School (LVBS), an applicant must have a meeting with the Director to evaluate and discuss career information. After explaining the satisfactory academic policy, student goals, and requirements, a tour of the establishment will be given to the applicant. Following the meeting, the applicant will provide the school with the required credentials and a completed application. Before the applicants start date, they will sign an enrollment agreement and submit a down payment of \$500.00 for the course (this payment will count towards tuition). There is a \$25 non-refundable application fee and \$100 enrollment fee.

Withdrawal and Re-entry Policy

Students who withdrawal or students who have been dismissed, must reapply if they wish to return to the program. A student wishing to withdrawal must notify the Director in writing to ensure proper tuition be paid to student. If the Director agrees on the re-entry, then the student may return to school providing all fees and charges per the schools refund policy have been paid for the current enrollment. If the student re-enters the school, the student will re-enter the school in the same progress status as when they left. The student will have until the next evaluation point to achieve satisfactory academic progress. It is the student's responsibility to retain copies of all previous hours and operations, as the school is only required to keep copies for five years. The school reserves the right to deny re-entry to students who have been withdrawn from the school or withdrew a maximum of three times.

For example:

- If a student withdrawals and re-enters before the refunded amount has been paid (according to the refund schedule), they will be considered in the same payment period and same progress status, but will have to pay the enrollment fee.
- If a student withdrawals and re-enters after refunded amount have been paid, they will start a new payment period and pay the enrollment fee. They will return in the same program status as they had when they withdrew.

Tuition/Fees and Barber Program Start Dates

Program start dates for new students begin on the first Tuesday of every third month. Students must have all forms completed 5days before the start date.

Lehigh Valley Barber School Tuition

Barbering Program Tuition Total Cost: \$5,500	Crossover Program Tuition Total Cost: \$3,500
Tuition \$20,000.00	Tuition \$13,500.00
Application Fee (non-refundable) \$25.00	Application Fee (non-refundable) \$25.00
Enrollment Fee \$100.00	Enrollment Fee \$100.00
Books/Supplies-optional (non-refundable) \$600.00	Books/Supplies-optional (non-refundable) \$600.00

Payment Options

Payments can be made in full or students have an option of a monthly payment plan due on the last Friday of the month. There is a \$25.00 late fee for past due payments. A down payment fee of \$500 is required at the signing of enrollment agreement. If a student is past due by two consecutive months, they will be terminated from the program. All forms of payments such as cash, check, all major credit cards, and money orders are accepted and there will be a \$25.00 fee for returned checks. Students may purchase book/kit from the school in the amount of \$600.00 or may purchase one on their own.

Overage Fees

Students will be given an extension of 5 school days to complete their training hours if they have not done so by their contracted scheduled completion date. If they exceed the 5 days given, they will be charged an hourly fee of \$10.00 for every hour needed to reach the completion of their training hours.

Unpaid Debt Policy

Students who have unpaid balances to the school may be sent to a Collection Agency. The Collections Agency will be notified of the school’s refund and settlement policy. Collection fees may be added to the student’s balance owed to the school. Students will have six months to pay any balances to the school before being sent to a Collections Agency. Students who have not fulfilled their financial obligations to the school and have not made arrangements to pay the debt will have grades, transcripts, and certificates withheld. Students will not be able to continue with the program until the debt has been fulfilled.

Refund and Cancellation Policy

Cancellation

1. If at any time the school cancels the program following a students’ enrollment but before instruction in the program, the school will issue full refunds of payments received.
2. If the school cancels a program and stops offering instruction after students enroll and instruction has begun, the school will provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school.
3. If the school closes permanently and stops all instruction after students enroll and instruction has begun, the school will provide a pro-rata refund.

Refund Policy

1. If a student completes an application and is not accepted to the training program, the school will refund all monies paid except the \$25 non-refundable application Fee.
2. If a student or a legal guardian to the student cancels their enrollment within 3 school calendar days of signing the enrollment agreement, regardless of whether the student has actually started training, all monies shall be refunded to student/guardian except for the \$25 non-refundable application fee.
3. If a student cancels enrollment after 3 school calendar days of signing the enrollment agreement, but prior to starting classes, they will be refunded all monies paid to school except for the \$25 application fee
4. Any monies due to applicant or student shall be refunded within 45 days of cancellation or withdrawal.
5. All refunds are based on the official date of termination, cancellation or withdrawal. The postmark on written notifications or the date information is delivered to the owner/director in person will determine official cancellation, termination, and/or withdrawals
6. Students who begin classes and either withdrawal or are terminated (in violation to school rules and policies) from the program shall receive monies based on the schedule below.

Percentage Time to Total Time of Course	Amount of School Tuition Owed
0.01% to 4.9%	20%
5% to 9.9%	30%

10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

7. In the event of illness, injury, death in the family, or other mitigating circumstances, a fair refund settlement will be made. In no event will any refund be issued 90 days after withdrawal or termination.
8. Enrollment time is based on scheduled hours and any unofficial withdrawal is determined by the school through monitoring attendance every 30 days.
9. All monies due are refunded within 45 days of official withdrawal.

~The school is not currently eligible to participate in federal Title IV Financial Aid Programs

Graduation Requirements

Students who successfully complete the Barbering program will receive a certificate. Graduation requirements are as follows:

- Complete 1,250 hours of the barbering program
- Fulfill all financial obligations to the school
- Cumulative grade of 70% or better

Licensure Requirements

To receive a Pennsylvania Barber License, the following must be obtained:

- Pass the theory and practical exam with a 75% or better
- Pay appropriate fees to State Boards
- Proof of age and education
- Affidavit from institution with completed hours

Total of Hours Required

All student is required to complete 1250 hours of barber training in both theory and practical topics before being eligible to take the State Board Examination.

Length of Time for Completion

Pennsylvania State Board of Barbering mandates students to acquire 1250 hours in theory and practical experience. Lehigh Valley Barber School's program is 9 months for full time students and 16 months for part time students.

Academic Records

Each student has the right to view any items in their files and may do so by request. The student may request to view their files by scheduling an appointment with the school director. At no time may a student remove any items/articles from their file. All records will be maintained for a period of 5 years from the date of graduation or termination from the school. The school may only give student files to other parties with written consent from student. However, the school provides access to student and school records to its accrediting agency, the National Accrediting Commission Of Career Arts & Sciences.

Curriculum

Barbering Program

Course Description

At LVBS we train the student in the mandatory areas needed to pass the Pennsylvania State Board Exam and to become a successful barber with exceptional skills. Students are educated in theory and practical instruction. The course ensures that students have the knowledge of all aspects of barbering in both theory and practical subjects. Students must complete course in 1,250 hours.

Course Objectives

- Students will be trained in all aspects of barbering
- Students will be prepared to take and pass the PA State Board examination
- Students will be able to identify characteristics important about employment

References

- Milady's Standard Professional Barbering Textbook 2011 Edition
- Milady's Standard Professional Barbering Workbook 2011 Edition
- Pennsylvania State Barber Laws and Regulations

Curriculum/Course Outline

25 Hours- Honing and stropping

Techniques in Honing and Stropping

240 Hours- Shaving and various uses of the straight razor

Theories of Shaving, Proper Use and Care of Razor, Practical use of Razor

535 Hours-Haircutting, hairstyling and hairpieces

Proper Techniques and How To of Haircutting, Hairstyles, and Hairpieces, Tools Used, Practical Work

25 Hours -Shampoo and scalp massages

Proper Techniques of Shampooing and Scalp Massage, Practical Work
 25 Hours -Haircoloring
 Theory of Color, Proper Techniques of Hair coloring, Practical Work
 25 Hours -Massaging (facials)
 Massaging Products, Proper Massaging Techniques, Practical Work
 25 Hours -Hairwaving or curling (perms), Straightening
 Theory of Chemical Use, Proper Techniques of Perms and Straightening, Practical Work
 50 Hours -Scalp and skin disease
 Identify Diseases of the Skin and Scalp, Protection of Clients from Diseases
 50 Hours -State barber law and rules and regulations
 Identifying and Understanding Laws, Rules, Regulations
 50 Hours- Physiology
 Identify, Describe, and Explain the Structure of the Head, Neck and Skull
 50 Hours- Sterilization and sanitation
 Proper Ways to Handle Tools and Equipment
 25 Hours- Hygiene
 The Importance of Proper Hygiene in the Workplace
 25 Hours- Bacteriology
 Identify Bacteria, Ways to Prevent the Spreading of Harmful Bacteria
 25 Hours -Electricity (ultraviolet, high frequency, infrared, curling irons)
 Proper Use of Electrical Tools
 25 Hours- Professional ethics and barbershop demeanor
 The Importance of Professional Work Ethic and Customer Service
 50 Hours- Manager-barber instructions, instruments, shop management, examination orientation and preparation, Understanding the Responsibilities of all Aspects in Management, Test Preparation

Each student shall perform the following amount of practical work during his training:

	Approximate
Subject	Number
Permanent waves	50
Colors	50
Haircuts	200
Shaves	150
Massages (facial)	50
Shampoos	50
Total operations	550

Crossover Program
Course Description

At LVBS we train licensed cosmetologists in the mandatory areas needed to pass the Pennsylvania State Board Exam. The course ensures that students have the knowledge of all aspects of barbering in both theory and practical subjects. Students must complete course in 695 hours and will be given 555 hours for subjects previously taught in their cosmetology training courses and will be applied to the 1,250 hour training requirement.

Course Objectives

- Students will be trained in all aspects of barbering
- Students will be prepared to take and pass the PA State Board examination

References

- Milady's Standard Professional Barbering Textbook 2011 Edition
- Milady's Standard Professional Barbering Workbook 2011 Edition
- Pennsylvania State Barber Laws and Regulations

Course Outline

50 Hours -State barber law and rules and regulations

Identifying and Understanding Laws, Rules, Regulations

25 Hours- Honing and stropping

Techniques in Honing and Stropping

240 Hours- Shaving and various uses of the straight razor

Theories of Shaving, Proper Use and Care of Razor, Practical use of Razor

330 Hours-Haircutting, hairstyling and hairpieces

Proper Techniques and How To of Haircutting, Hairstyles, and Hairpieces, Tools Used, Practical Work

50 Hours- Manager-barber instructions, instruments, shop management, examination orientation and preparation, Understanding the Responsibilities of all Aspects in Management, Test Preparation

Occupations in Barbering

Barber
Barber Shop Owner or Manager
Product or Retail Representative
Platform Artist
Classroom Barber Instructor
Barber School Owner

~Some of these occupations require additional education after receiving state barber license.

Grading System

Assessments after each chapter in the theory curriculum will be given to students. In practical work, the 550 operations that must be performed will be graded. Lehigh Valley Barber School applies the following measurement in student's academic progress:

Letter Grade and Percent	
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

Attendance

Attendance is a critical component at LVBS because it allows students to understand the importance of reporting to work everyday and to be punctual. Attendance is taken everyday at the beginning of class. Students are required to contact an instructor if they will not be attending for that day. Any time a student knows beforehand that he/she must be absent, it is the responsibility of the student to let their instructor know, prior to the known absence. If a student is more than 15 minutes late, they will be sent home for the day and will not be able to obtain hours. Absences of 14 consecutive days will result in termination.

Leave of Absence

Lehigh Valley Barber School does not offer a leave of absence. If the students must stop their training, they can re-enroll upon returning.

Make-up Work

Students are responsible for make-up work on the days that they were absent or tardy.

Satisfactory Academic Progress Policy

All students enrolled at Lehigh Valley Barber School must maintain satisfactory academic progress and attendance progress in the course of study to remain in the program. Each student will be evaluated at scheduled hours and can view their evaluation results by requesting a copy from the Director. The following policy applies to all students attending the school (full and part-time) and will be provided to students prior to enrollment.

Attendance Progress Policy

Students must complete the minimum of 80% of the clock hours scheduled for each evaluation period and are considered to be making satisfactory academic progress until their next scheduled evaluation. Student's attendance will be evaluated according to the following schedule.

Clock Hours Scheduled in Evaluation Period	Minimum Hours to be Completed
450	360
900	720
1075	860
1250	1000

The following schedule is for Crossover students (students with a cosmetology license)

Clock Hours Scheduled in Evaluation Period	Minimum Hours to be Completed
340	272
695	556

Academic Progress Policy

At the end of each evaluation period, students must have a minimum passing grade of 70% or better in order to have satisfactory academic progress. Grades will be given in theory and practical work. The grading system is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

*In the event of illness, injury, death in the family, or other mitigating circumstances that interrupts the student’s education, the student will have to officially withdrawal and a fair refund settlement will be made. The student will re-enter the school in the same progress status as when they left.

Maximum Time Frame

The maximum time frame a student must complete the program is 125% the normal course length. Students who do not achieve satisfactory progress at their scheduled graduation date have additional time in weeks (125%) to complete graduation requirements. Normal completion length in hours is 1250 and 695 for crossover students.

Students who do not complete the program in the maximum time frame will be terminated from the school without a certificate.

Normal Completion Time	Maximum Time Frame
Full Time- 34.72 hours/wk: 36 weeks	Full Time- 45 weeks
Part Time- 19.53 hours/wk: 64 weeks	Part Time- 80 weeks
Crossover Students	Maximum time Frame
Full Time- 34.75 hours/wk: 20 weeks	Full Time- 25 weeks
Part Time- 19.85 hours/wk: 35 weeks	Part Time- 44 weeks

Determination of Progress Status

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until their next scheduled evaluation. Students will meet with the Director at each evaluation period to discuss their status.

Warning Status

When a student fails to meet academic and/or attendance progress at the end of the evaluation period, they will be placed on warning status but still be considered making satisfactory academic progress. A student placed on warning status will

meet with the director to implement a plan to achieve satisfactory progress. If the student does not meet satisfactory academic and/or attendance progress by the next scheduled evaluation period, he/she will be terminated from the program.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

Transfer Hours-SAP

Transfer hours from another institution will be accepted towards the student's education and are counted as both attempted and completed hours for determining when the allowable maximum time-frame will be exhausted. SAP evaluations are based on actual contracted hours.

Noncredit and Remedial Courses

Noncredit and remedial courses do not apply to this school. Therefore, these items have no effect upon the school's satisfactory academic progress policy.

Grounds for Termination

A student may be terminated from their training for one or more of the following:

- Failing to maintain 80% attendance
- Failing to maintain 70% cumulative grade point average
- Missing 14 consecutive calendar days
- Failing to meet financial obligations to the school
- Not complying with the rules and regulations of the school
- Students who do not complete program in the maximum time frame

Student Complaint Procedure

If at any time during the enrollment at Lehigh Valley Barber School, students become dissatisfied with any part of the training program, they may file a formal complaint. All complaints will be kept in school files. All students should use the following complaint procedure:

1. The student should submit in writing the complaint within 15 days of the date in which the grievance occurred. The complaint should be submitted to the school's director.

2. The Director will review the complaint and a meeting will be given to the student to establish a resolution.
3. If the complaint cannot be resolved at the school level, the proper agencies will be notified.

Student Conduct

Professionalism

All students are required to conduct themselves in a professional manner. High standards of integrity and professionalism are expected. A student will be asked to leave if their conduct is unbecoming or disrupts the work or class environment. Students must treat each other, the staff, and customers with respect. A friendly atmosphere makes for more pleasant surroundings, therefore, rudeness, gossip, and trouble making will not be tolerated.

Dress Code

Students are expected to dress in a professional manner in the classrooms and clinic floor. No open toe shoes can be worn in the school at any time. Students are to report to school in good hygiene.

Fighting

Fighting is not tolerated Lehigh Valley Barber School. Any physical altercation occurring between 2 or more students such as hitting, punching, slapping, kicking or any type of physical touching that causes harm to a student is unacceptable. Any student who participates in such violence will be suspended and may be terminated and local authorities will be called.

Cell Phone/Electronic Devices

Students may carry their cell phones with ringers off. Students can talk on their cell phone outside of the classroom for emergencies only. Student cell phones can be used on the clinic floor ONLY if taking pictures of haircuts to put in a portfolio. Students should wait until class is over to post such work on social media. The school reserves the right to confiscate a student's phone during school hours if their use becomes disruptive to other students.

Sexual harassment

It is the policy of this school to maintain an academic and work environment free of sexual harassment for students and staff. Sexual harassment is contrary to the

standards of the school. It diminishes individual dignity and impedes educational opportunities. Sexual harassment is a barrier to fulfilling the school's mission and will not be tolerated. Sexual harassment can be a very serious matter having far reaching effects on the lives and careers of individuals. Intentionally making false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by the school. If a student believes he or she has been a subject of sexual harassment, they should immediately inform the Director. Anyone who intentionally files a false complaint under this policy is subject to discipline.

Alcohol and Drugs

No possession or use of drugs, including alcohol, on the school premises, before or during scheduled school time.

Personal Property

Lehigh Valley Barber School has no responsibility in the theft, loss, or damage of school equipment, personal property including vehicles.

Non-Discrimination Statement

Lehigh Valley Barber School does not discriminate on the basis of race, religion, creed, color, age, sex, ethnic origin, sexual orientation, national origin, ancestry, marital status, weight, height, medical condition or disability in admission to or employment in its education programs or activities it operates.

Calendar

Lehigh Valley Barber School will follow the high school in the city they are located. If the high school is closed, LVBS will also be closed. The instructor will provide all students with this information. The projected graduation date will be extended accordingly.

Schools will be closed on the following holidays:

Martin Luther King Day

Presidents Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Black Friday

Christmas Eve to New Years Day

Items required by state licensing

- Proof of 8th grade or higher level of education
- Must be 16 yrs of age or older
- Complete the barber training program of at least 1,250 hours in no less than 9 months
- Pass the theory and practical state board exam

Student Services

- The school director and school owner are available any time for students during the student's training program and will offer academic advisement. Students who are in need in academic support can meet with the instructor where they will set up a plan to achieve academic success.
- The school also offers students resume-writing, strategies on job searching, and mock interview if student has an interview in place.
- Students have the opportunity to attend field trips to other barbershops to strengthen professional development. The school also participates in traveling to nursing homes and/or mental health faculties to offer free haircuts
- There is plenty of off-street parking at Lehigh Valley Barber School.

Prerequisites For Employment

- Physical requirements of the Barber industry are, but not limited to, standing for long periods of time, agility in use of hands, and to withstand the use and smell of chemicals
- Able to meet the requirements set forth by the employer
- Barber License

Employment Assistance

Lehigh Valley Barber School aids students in finding employment. The school invites local barbershops to come and see students perform the skills learned. The school also has an active list of barbershops hiring for students to set up interviews.

Please note: This school does not guarantee employment.