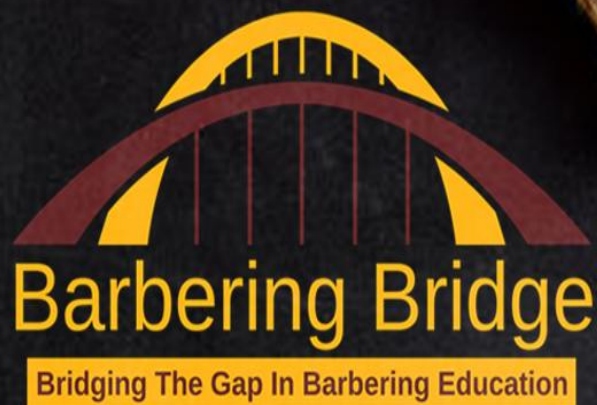




BARBERING BRIDGE BARBER SCHOOL

School Catalog

Volume 1 **2026-2027**

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Welcome Prospective Students!

Barbering Bridge Barber School offers education in the barbering profession. A Barbering Bridge education enables students to obtain required clock hours for industry careers in barbering specialty areas.

The catalog is to advise students and prospective students of the rules and regulations for the Barbering Bridge Barber School, their rights, and responsibilities while enrolled.

We welcome your interest in the Barbering Bridge Barber School, and we extend a cordial invitation to visit our campus and discuss your ambitions and goals with our staff.

Congratulations on taking that new step!

Barbering Bridge Barber School

3647 Leonardtown Rd.

Waldorf, MD.20601

TEL: 240-518-8125

www.barberingbridgebarberschool.com

STATE APPROVAL

The Maryland Higher Education Commission 6 N. Liberty St., 10th Floor, Baltimore, Maryland 21201(410) 767-3301 Toll Free: (800) 974-0203 <https://mhec.maryland.gov> The Maryland Board of Barbers 100 S. Charles St., Tower I Baltimore, Maryland 21201 (410) 230-6190 Toll Free: (888) 218-5925 <https://www.dllr.state.md.us/license/barbers>

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Published January 2026

Barbering Bridge Barber School (referenced as “BBBS”) and the logo are registered trademarks of Barbering Bridge, LLC. This catalog is a guideline of what Barbering Bridge Barber School expects of its students. Barbering Bridge Barber School reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Barbering Bridge Barber School Director. Changes will be made with the approval of the appropriate state regulatory agency.

Catalog

This catalog of The Barbering Bridge Barber School is a document of record. The catalog contains current information regarding admissions, program offerings, and outlines, tuition and fee expenses, academic requirements, student services, rules and regulations, and financial aid information.

Mission Statement

The primary purpose of Barbering Bridge Barber School is to train our students in a professional learning environment designed to prepare students for a successful career in barbering. The school will train students in the basic manipulation skills, safety judgments, proper work habits, and desirable attitudes necessary to be proficient in entry-level job skills, obtain gainful employment in the field of barbering or related career fields.

ACADEMY HISTORY

Founder & Owner

TyWarren Broadwater, barbering instructor, licensed Master Barber, and business owner with nearly 20 years of barbering experience. I had the benefit of starting my career at Bladensburg Barber School. As a student, taught by “old school” barbers, I learned professionalism and respect.

Over the years I have honed my tonsorial skills and developed a passion for teaching. I am proficient in cutting all hair types and providing career and training opportunities for aspiring youth as they contribute to restoring the barbering industry to its former glory.

During my time as an instructor, I have been striving to work with students to increase student Licensure rate. Year to date, I am proud to say that, I have a 85% licensure rate.

Dedicated to upholding the highest standards of quality service, professionalism and technical skill, it is my goal to maintain industry standards through frequent assessments, evaluation and education. I hold myself accountable to my clients, students and partners in efforts to remain the best option for providing barbering services and education.

Ownership

Training by Barbering Bridge, LLC does business as(D/B/A) Barbering Bridge Barber School
Training by Barbering Bridge, LLC - TyWarren Broadwater (School Director) 100%



FACILITY & STAFFING

Barbering Bridge Barber School is the perfect setting for your professional education. Our 1300 square foot facility is the ideal place to study barbering and maximize learning in a small learning community. Our classroom is equipped with a whiteboard, LCD projector, computer, speakers, tables, chairs, workstations, and state of the art instructional equipment and tools to stay abreast of the growing industry. Our classroom adapts easily either to a lecture, workshop-style class, and work area and contains ample seating, modern audio-visual equipment, storage cabinets, and water facilities.

Academy Location

Barbering Bridge Barber School
3647 Leonardtown Rd.
Waldorf, MD 20601

Transportation

Barbering Bridge Barber School is minutes from local transportation outlets.

Hours of Operations

Monday-Friday 5:00 PM - 9:00 PM
Saturday 8:00 AM - 4:00 PM

Parking

Parking Lot: FREE parking in the parking lot. No overnight parking allowed.

Staff

Tywarren Broadwater - School Director

Programs

Barber-1200 Hour program. Explore the latest styles and techniques in hair cutting, styling, and skincare.

Barber Stylist-900 Hours program. Explore the latest styles and techniques in hair cutting and styling.

Our two programs encompass three types of learning:

- **Theoretical knowledge**, the foundation of education.
- **Practical experience**, the hands-on application of the knowledge.
- **Professional business-building skills**, vital for student success

ADMISSIONS

Enrollment

Barbering Bridge Barber School is a private career school looking for exceptional students who possess the desire and willingness to work hard to achieve their dreams.

To be considered for admission as a regular student to any program, a prospective student must complete the following requirements:

- Government-issued picture identification and a social security card.
- Minimum age for students who may enroll in a program is 18.
- Complete an application for enrollment.
- Pay a registration fee of \$100 and an application fee of \$25.
- All students in all programs must submit a transcript, high school diploma or GED showing high school completion, or a state completion if homeschooled.

It is not the policy of Barbering Bridge Barber School to recruit students already attending or admitted to another school offering a similar program of study.

Next Steps

Are you ready to begin? If you're excited about the prospect of training at Barbering Bridge

Barber School, here's all you have to do to get started:

1. **One-on-One.** Schedule a tour to complete an admission interview with the School's Director to learn why BBBS is the right fit for you. Students can schedule an appointment during regular business hours or request an appointment during other times. Walk-ins may not be honored.
2. **Complete your enrollment agreement.** Following your interview and tour, we'll invite you to take the next steps to become accepted.
3. **Enrollment:** If accepted, you will schedule an appointment to register and enroll in the program. A school representative will walk you through the process. A \$25 application fee, signed enrollment agreement (by applicant and staff), a \$100 registration fee, and kit cost must be completed and submitted before you are considered to be enrolled in the school.

Readmission Requirements

- Any student who voluntarily withdraws from the School and seeks readmission must apply for readmission. The student agrees that any of his/her tools that are lost or stolen will be replaced at the student's expense.
- The student agrees to abide by all school rules and regulations.

Transfer Students

No hours/credits will be granted if the transfer applicant has been out of school for more than 12 months from the date of his or her application to BBBS. No credit will be considered from the programs other than that for which he or she is applying. BBBS accepts up to 600 clock hours on official transcripts for Barbering. Unofficial transcripts are not an acceptable form of validation.

Clock hour transfer will be evaluated and issued and based on a skills assessment of both theory and practical test. Students must obtain at least 75% on the written test for up to 300 clock hours transferred. Students must receive at least 75% on the practical test for up to 300 clock hours transferred. No hours

will be assigned if a score of less than 75% is obtained.

BBBS does not recruit students attending or enrolled in a similar program at another school. It is our goal to bring all transfer students up to the same level of learning as a student that has been with us since clock hours. Transfer students will pay the same registration fee of \$100 to enroll, and tuition. This does not include the cost of a complete and current student kit. Transfers will only be accepted when space is available. Full program starts are granted priority.

BBBS accepts:

- Up to 600 credit hours for Barber
- Up to 600 credit hours for Barber Stylist

Program Performance

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination. (www.mhec.maryland.gov)

School Academic Calendar

Program	Start Date	Stop Date
Barber	September 2026	September 2027
Barber Stylist	September 2026	May 2027

* End Dates are based on 100% of the scheduled program length, including holidays and scheduled school closings and assuming a student either maintains a 100% rate of attendance, or a minimum of 90% rate of attendance and makes up all missed time during their enrollment period.

There will be no classes on the following legal holidays and days:

New Year's Day	Christmas Eve
MLK Birthday	Christmas Day
President's Day	The day after Christmas
Memorial Day	New Year's Eve
Independence Day	
Labor Day	
Columbus Day	
Thanksgiving Day	

* When the school must close for inclement weather, students contracted end dates will be extended. Emails and text messages will be sent in case of weather related closures.

TUITION & PAYMENT OPTIONS

Barber	Barber Stylist
Application Fee \$25	Application Fee \$25
Registration Fee \$100	Registration Fee \$100
Books & Supplies \$600	Books & Supplies \$500
Tuition \$9,500	Tuition \$7,500
Total \$10,225	Total \$8,125

The solid white uniform smock is included in kit price. Kit, Equipment, Supplies, and Study Guides are non-refundable.

Payment Options

Tuition payment is an obligation you assumed upon signing your enrollment agreement. Make these payments promptly. A student will not receive his/her certificate unless paid in full. If you are having trouble meeting your financial obligation, you must communicate with the School Director. An email may be sent to barberingbridge.com

Payment Method

Each student is treated as an individual, and a payment plan will be agreed upon in writing before the start of class. Acceptable payment methods include but are not limited to cash, credit card, or money order. No Title IV funding at this time. No personal checks accepted.

Payment Plan

Barbering Bridge Barber School does offer a monthly payment plan. Payments will be due on the dates agreed on the signed enrollment agreement. The standard number of monthly payments varies depending on program length. Tuition charges are different for each program offering. There are no late fees.

Note: Students who choose to extend monthly payments beyond the standard for his/her program; he/she will not receive a certificate or transcript until all payments have been satisfied. See institutional monthly payment schedule below:

- Barber Program - 12 standard payments of \$852 or 18 extended payments of \$568
- Barber Stylist - 8 standard payments of \$1,015, or 12 extended payments of \$677

If students are on monthly payment plans, they may attend monthly refresher courses.

Refund Policy, Cancellation & Settlement Policy

All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from school within 7 calendar days after having signed a contract. If the student decides not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee and registration fee. A refund due to a student shall be based on the date of withdrawal or termination and paid within

TUITION & PAYMENT OPTIONS

45 days of the scheduled last day.

If the school is permanently closed or discontinues a program after a student has enrolled, the student will be entitled to a refund of tuition and fees and monies for which the student is liable for tuition and fees.

If after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price of the program and shall include all fees, except the application, registration and late fees and any charges for materials, supplies or books which have been purchased by, and are the property of the student.

The minimum refund the school shall pay a student who withdraws or is terminated after the 7-day cancellation period expires and after instruction has begun, is as follows according to

Maryland Higher Education Commission Refund Policy:

Total Hours Scheduled by Date of Withdrawal	Tuition Refund	Tuition Owed by Student
Less than 10%	90%	10%
10% up to but not including 20%	80%	20%
20% up to but not including 30%	60%	40%
30% up to but not including 40%	40%	60%
40% up to 50%	20%	80%
More than 50%	No Refund	100%

PROGRAM INFORMATION

STUDENT RATIO

The number of students that will be assigned to any class will be based on the student: instructor ratio that will be in accord with sound educational practice. The S:I ratio will not exceed 6:1 for the Barber program, and 6:1 for the Barber Stylist program.

INSTRUCTION

Within each program, students will be taught through audiovisual presentations, lectures, guest speakers, demonstrations, practical hands-on experiences, question-and-answer sessions, discussions, and written and practical assessments.

The student clinic area is designed so that students acquire practical experience through servicing guests with a complete menu of hair services.

LICENSURE EXAMS

Upon completion of all contracted program clock hours, and by satisfying all Barbering Bridge Barber School requirements, Barber and Barber Stylist students are eligible to take the State Board Exam corresponding with their program. The student is responsible for paying the exam fee.

Maryland Theory Exam \$47
Maryland
Practical Exam \$47
Combined Theory & Practical Exam \$77

After receiving a passing score of 70% on the Theory exam and 72% on Practical exams, students will become a licensed Barbers or Barber Stylist.

Barber Stylist Course Syllabus (Certificate – 900 Clock Hours)

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer–employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and shaving.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and shaving
6. services to achieve the best total look for each client.
7. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

BARBER STYLIST COURSE SYLLABUS (CERTIFICATE – 900 CLOCK HOURS)

CLOCK HOURS	SUBJECT-UNIT
25 Theory 25 Prac.	CLASSROOM SET UP AND INSTRUCTION: Orientation to Barbering, The History of Barbering, The State of Barbering Today, Life Skills Management, Communicating for Success, Study Skills, Products, Tools, Equipment Use and Safety Client Consultation, State Laws and Regulations, Professional Image, First Aid, and Professional Ethics; Basic Tools and Implements Procedures
25 Theory 50 Prac.	INFECTION CONTROL AND GENERAL SCIENCES: Health, Cleaning and Disinfection Methods, Chemical Agents, Types, Classifications, and Identifying Characteristics of Bacterial Growth and Viruses, Biology, Infections, Infection Control, Handling Exposure Incidents, Chemistry, Electricity, Anatomy and Physiology, Infection Control Procedures
25 Theory 50 Prac.	HAIR AND SCALP CARE AND TREATMENTS: Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Draping for Wet and Chemical Services, Hair and Scalp Care Procedures

25 Theory 75 Prac.	SHAVING: Performing Facial Analysis, Mastering the 14 Shaving Areas of the Face, Fundamentals of Shaving, Facial Hair Designs, Choosing Designs Based on Client Features, Mastering Shaving Strokes, Shaving-Related Infection Control and Safety Precautions, Honing and Stopping Straight Razors; Shaving Procedures
50 Theory 200 Prac.	HAIRSTYLING/HAIRCUTTING Men's and Women's Hairstyling Principles, Elements, and Philosophy of Hair Design; Creating Balance; Designing for Men; Wet Styling; Blow drying and Waving; Hair Wrapping; Finger Waving; Hair Dressing; Braiding; Hair Extensions, Enhancements, and Wigs; Thermal Hair Straightening; Styling Long Hair; Styling Procedures, Men's Hair Replacement Systems and Methods, Selling Hair Replacement Systems, Client Consultation, Styling Procedures
25 Theory 50 Prac.	SKIN CARE-FACIALS: Skin Structure and Growth, Skin Disorders and Diseases, Identifying Skin Cancer, Recognize Pigment Disorders, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Understanding the Theory of Facial Massage
25 Theory 40 Prac.	BARBER BUSINESS, RETAIL SALES: Fundamentals of Management, Opening a Barbershop, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Business Operations, Policies, Practices, Compensation Packages, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Seeking Employment, Resume and Cover Letter Development, Marketing Your Shop, Job Skills, Barbershop Safety, Building Your Business
10 Theory	CITY/STATE LAWS: Rules and regulations that pertain to the barber in your specific city or state.
200 Hours	Clinical-Working on the school floor.
900	Total Hours

(6 Days are required each week. 28 clock hours per week. 43 weeks required to complete.)

Barber Course Syllabus (Certificate – 1200 Clock Hours)

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer–employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and shaving.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and shaving services to achieve the
6. best total look for each client.
7. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in barbering and related fields.

BARBER COURSE SYLLABUS (CERTIFICATE – 1200 CLOCK HOURS)

CLOCK HOURS	SUBJECT-UNIT
25 Theory 25 Practical	CLASSROOM SET UP AND INSTRUCTION: Orientation to Barbering, The History of Barbering, The State of Barbering Today, Life Skills Management, Communicating for Success, Study Skills, Products, Tools, Equipment Use and Safety Client Consultation, State Laws and Regulations, Professional Image, First Aid, and Professional Ethics; Basic Tools and Implements Procedures
25 Theory 50 Practical	INFECTION CONTROL AND GENERAL SCIENCES: Health, Cleaning and Disinfection Methods, Chemical Agents, Types, Classifications, and Identifying Characteristics of Bacterial Growth and Viruses, Biology, Infections, Infection Control, Handling Exposure Incidents, Chemistry, Electricity, Anatomy and Physiology, Infection Control Procedures
25 Theory 50 Practical	HAIR AND SCALP CARE AND TREATMENTS: Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Draping for Wet and Chemical Services, Hair and Scalp Care Procedures
25 Theory 75 Practical	SHAVING: Performing Facial Analysis, Mastering the 14 Shaving Areas of the Face, Fundamentals of Shaving, Facial Hair Designs, Choosing Designs Based on Client Features, Mastering Shaving Strokes, Shaving-Related Infection Control and Safety Precautions, Honing and Stopping Straight Razors; Shaving Procedures

25 Theory 100 Practical	HAIRSTYLING: Men's and Women's Hairstyling Principles, Elements, and Philosophy of Hair Design; Creating Balance; Designing for Men; Wet Styling; Blow drying and Waving; Hair Wrapping; Finger Waving; Hair Dressing; Braiding; Hair Extensions, Enhancements, and Wigs; Thermal Hair Straightening; Styling Long Hair; Styling Procedures, Men's Hair Replacement Systems and Methods, Selling Hair Replacement Systems, Client Consultation, Styling Procedures
25 Theory 100 Practical	HAIRCUTTING: Men's and Women's Haircutting, Basic Principles and Techniques of Sectioning and Haircutting; Identifying Basic Cuts, Understanding Client Language, Body and Posture Positioning; Removing Length or Bulk with Razor, Cutting Techniques with Shears and Clippers, Beginning Hair Design, Mastering Fade Cuts, Cutting Various Hair Textures; Haircutting Safety Precautions; Haircutting Procedures
25 Theory 75 Practical	HAIRCOLORING – LIGHTENING: Identifying Natural Hair Color and Tone; Types of Hair color; Client Consultation; Principles and Techniques of Temporary, Semipermanent, Permanent Colors; Lightening; Tinting; Toning; Highlighting; Special Effects; Hair color Safety Precautions; Coloring the Mustache and Beard, Color Procedures
25 Theory 75 Practical	CHEMICAL TEXTURE SERVICES: The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl Reforming, Chemical Texture Services Procedures
25 Theory 50 Practical	SKIN CARE-FACIALS: Skin Structure and Growth, Skin Disorders and Diseases, Identifying Skin Cancer, Recognize Pigment Disorders, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Understanding the Theory of Facial Massage
25 Theory 40 Practical	BARBER BUSINESS, RETAIL SALES: Fundamentals of Management, Opening a Barbershop, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Business Operations, Policies, Practices, Compensation Packages, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Seeking Employment, Resume and Cover Letter Development, Marketing Your Shop, Job Skills, Barbershop Safety, Building Your Business
10 Theory	CITY/STATE LAWS: Rules and regulations that pertain to the barber in your specific city or state.
300 hours	Clinical-Working on the School Floor.
1200	Total Hours

(6 Days are required each week. 28 clock hours per week. 32 weeks required to complete.)

STUDENT SERVICES

Placement Assistance

Barbering Bridge Barber School Placement Assistance strives to assist every graduate in obtaining a career-related position but cannot guarantee employment. Career guidance is available. Contact the School Director for more information. Students will be notified of job opportunities. Barbershop owners will have opportunities to speak with the students and be invited to open houses to meet them and see their work. We cannot guarantee placement.

Here are some of the entry-level careers available to our graduates:

BARBER SHOP	PRODUCT	INDUSTRY
• Barber • Hair Color Specialist • Chemical Texturizer Specialist • Hair Replacement Systems	• Product Distributor • Sales Consultant • Manufacturer's Sales Representative • Product Educator/Trainer • Salon Sales Consultant	• Image Consultant

Transcripts

All transcript requests must be in writing to the School Director. Emails may be sent to barberingbridge.com One (1) complimentary copy will be sent to the State Board automatically upon completion of the program and satisfied obligations to the Academy. There is a \$10 non-refundable processing fee for additional transcript requests.

POLICIES & PROCEDURES

Grading and Evaluation Procedures

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and practical exams. Students are required to take all exams and complete all assignments within the program curriculum as described or assigned. Written exams are graded in percentage. Practical exams are graded on a Pass/Fail system. Exams (practical and written) may be timed to assess the student's timing and efficiency against the standards in the barbering industry.

Satisfactory Academic Progress (SAP) is consistently applied to all students enrolled at Barbering Bridge Barber School. Satisfactory progress is defined by the following criteria:

- A cumulative attendance rate of 80% or better.
- A cumulative academic grade of 70% or better.

GRADING SCALE	
Excellent	90% - 100%
Good	80% - 89%
Average	70% - 79%
Unsatisfactory	0% - 69%

Following are the primary administrative policies and procedures with which every student is required to become familiar. This

policy is the same for all students within each course or program. Evaluations will determine if the student has met the minimum requirements. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the program. Printed evaluations will be provided to students during SAP meetings with the School Director.

Evaluation Periods

Students are evaluated for SAP as follows: Barber 300, 600, 900, clock (actual) hours.

Barber Stylist 300, 600, clock (actual) hours.

Student Grades/Records

Barbering Bridge Barber School maintains a record of all student grades. These records are part of the student's educational, financial, and personal records. Grades and attendance will be recorded on the transcript after each grading period.

At every evaluation for SAP, each student will receive an evaluation with their academic and attendance status and standing with Barbering Bridge Barber School. Students must be able to maintain Satisfactory Academic Progress (SAP). If they fall below SAP and there is not enough time left in the program for them to recover, they will be terminated from the program for not meeting SAP requirements.

Graduation Requirements

Students in all programs must have a cumulative attendance rate of 90% or better, a cumulative academic grade of 70% or better, 100% completion of program clock hours, and a balance reflecting \$0 to successfully graduate. Written exams are graded in percentage. Practical exams are graded on a Pass/Fail system. All clock hours completed for the Barber and Barber Stylist programs will be sent to the Maryland State Board of Barbers within 14 business days of completion, with a notation that fees are paid in full.

Transcripts will not be released for transfer or completion until a balance of \$0 is reflected on the account card.

Program completion does not guarantee licensure or employment. Barbering Bridge Barber School will provide job placement assistance for its graduates.

The School will not allow students to obtain a transcript to take the state board examination until all academic and financial obligations have been fulfilled.

Student Exit Interview

Students must attend an exit interview upon completion of the program of study for the Barber and Barber Stylist. An appointment must be scheduled in advance, with the Director, for the last day of attendance. All curriculum requirements must be completed before the scheduled meeting. At this time, the student will be awarded a school certificate if he/she has no financial obligation.

The completion of the student's Maryland State Board of Barbers Exam application will be completed if they do not owe the Academy any money.

If a barber or barber stylist student has a balance, their exit interview may be scheduled after their account reflects a \$0 balance on the account card.

Statement of Non-Discriminatory Policy

Barbering Bridge Barber School does not discriminate and expressly prohibits any form of student or staff harassment based on ethnic origin, race, color, religion, sex, national origin, age, handicap or status as a military veteran. This policy applies to all aspects of operation including but not limited to educational opportunity, admissions and/or employment opportunities and benefits pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; the Rehabilitation Act of 1973, section 504, Public Law 93-112 and Title III of the Americans with Disabilities Act of 1990.

Visitors

Prospective students, school counselors, and members of the community are invited to visit the school to experience the training program. An appointment is required. For security purposes, no one is allowed to walk the school premises unescorted. No children or unenrolled guests are allowed to stay during class time.

Lunches and Breaks

Part-time classes do not take a lunch/dinner break but are allowed one 10-minute

educational break. A break is taken approximately 2 hours after the start of the class session. 30-minute lunch breaks are given for all students who attend on Saturdays.

Dress Code

You are provided with a smock in your kit the first day of class and are required to wear it at all times. If you lose your smock or apron, it is your responsibility to purchase a new one from BBBS for \$30. You are only allowed to wear a smock or apron that is approved by Barbering Bridge Barber School. During clinical days, students are to wear CLEAN professional attire.

Drug-Free & Alcohol-Free Environment

The school does not tolerate the use of alcohol or drugs on the premises or during school-sanctioned events. No smoking is permitted within the school facility or directly outside the building within 300 ft.

Probation Policy

If either grades or attendance falls below the minimum standards of SAP, that student will be placed on “probation” for the next two weeks. A student may recover from “probation” by meeting and maintaining satisfactory progress with a cumulative attendance rate of 90% or better and a cumulative academic grade of 75% or better. This must be corrected within two weeks of receiving notice.

If a student is still below the minimum standard after the two week probation period, the student will be evaluated on whether or not they can recover before program completion.

If they can recover before program completion, they will remain on probation and be reevaluated in the following two weeks. If they exceed program probation periods, or if it’s not possible to recover before program completion, they will be terminated with the appropriate refund being issued.

Evaluations are early and frequent. A student may not exceed:

- 3 probation SAP evaluations for the Barber/Barber Stylist Program (300, 600, 900 clock hours)
- 4 probation SAP evaluations for the Barber/Barber Stylist Program (300, 600, 900 & 1200 clock hours)

Early and frequent evaluations are defined as checkpoints to monitor and support student’s progress before program completion.

Termination

A student will be terminated for the following reason(s) without warnings or without a probation period:

- Use of drugs and/or alcohol, which includes prescription marijuana.
- Possession of drugs and/or alcohol, which includes prescription marijuana.
- Signing in/out for another student.
- Cheating or stealing.
- Cheating on the clock hours and/or receiving unearned hours.
- Threatening statements made toward staff, service guests, or other students.
- Bullying.
- Physical violence and/or altercations.

ATTENDANCE

Attendance/Absences

Barbering Bridge Barber School expects students to be punctual and prepared to begin class on time. 80% attendance is expected for all programs. The student is required to sign in and out to receive hours for the day. The student must be in uniform to clock in upon arrival and is expected to physically be in his or her classroom or student clinic before its start time. After dismissal, students are required to sign out.

Students will not earn hours for periods in which they do not both sign in and out. Daily attendance is also taken and recorded by each teacher.

Barbering Bridge Barber School recognizes the need for students to work while attending school. Many students need income to help defray personal and educational expenses. The student must be able to combine work with the requirements of the school. Work schedules must not take precedence over school attendance. A student must meet the standards of academic and attendance progress criteria to remain in school.

We understand things come up, family is important and certain absences cannot be avoided. We ask you to be professional and if you plan on being absent, you must let the school know as soon as possible or at least 24 hours before by phone call, just as you would for a job. Once you are training on the clinical floor, your customers depend on you to be here and on time-just as if you are working in your future salon. What you practice is what you learn.

The students are encouraged to call the school before school begins and speak with the Director or Instructor if they are going to be absent.

Absences that are planned must be submitted to the director in writing one week in advance of the day the student will be absent. More than 10 percent absent from any program will result in termination and a refund will be issued in accordance with the refund policy.

Tardy

If a student is going to be tardy, he/she is responsible for calling in before the scheduled class time. All students must sign in. Tardy is defined as not signed in and signed off by the educator at the specified class time. Missed assignments must be made up for program completion. Clock hours are calculated minute by minute.

Early Departure

A student who leaves the School prior to regular class dismissal time is considered to be an early departure. If a student must leave the School earlier than his or her scheduled dismissal time, he or she is asked to advise the educator in advance of the departure.

Early Departure is defined as signing out before the specified class ends. The educator will also sign acknowledging time left. Missed time must be made up in order to obtain required hours for program completion.

Attendance is very important here at Barbering Bridge Barber School. It is expected that you are in class and ready to start on time for your program. You are in training to be a professional. You should treat your training education just as you would a job.

Makeup Work

Written assessments, quizzes, assignments, and projects may be submitted or taken on the day following the due date or assessment date. If a student is absent on the due date or assessment date, he or she may turn it in or take the assessment on the day he or she returns. No submission will result in 0%.

If a student has a planned absence, he or she must contact their educator to schedule taking the written assessment early. Students cannot take practical assessments early. Students are responsible for making up any missed clock hours.

Leave of Absence (LOA):

An LOA is not offered at Barbering Bridge Barber School. At any point, you have to interrupt your education for an extensive period, withdrawing from your program is the best decision. A refund will be issued according to the refund policy.

When you are ready to return, you may reapply. Readmission is not guaranteed and subjected to class availability. A new Enrollment Agreement is required.

COMPLAINTS

Any student who would like to file a complaint against another student or instructor may complete a Grievance Form. Grievance Forms may be obtained from www.barberingbridge.com.

Steps to a Grievance:

1. Complete the Grievance Form within 48 hours of complaint occurrence
2. Email the completed form to the Director at www.barberingbridge.com
3. A meeting will be arranged with the student to discuss the complaint.
4. Within one week from the meeting, a resolution will be reached.
5. A new meeting will occur so the resolution will be discussed, and all parties involved will sign the Grievance Form.
6. The Grievance Form will be filed for reference.

Any student who has exhausted the School's complaint procedures and still has an unresolved complaint should contact the Maryland Higher Education Commission at the below address. Information can be found at <http://www.mhec.maryland.gov>.

If a student wishes to pursue a matter, a complaint form is available through Maryland Higher Education Commission. The student is required to resolve any issues through the School's complaint process prior to filing a complaint with the commission. This procedure does not in any way limit a student's right to exercise his or her legally protected rights.

If a Maryland student has a complaint that has not been resolved, he/she should contact the Maryland Higher Education Commission.

Maryland Higher Education Commission
6 N. Liberty St., 10th Floor
Baltimore, MD 21201
(410) 767-3301 Toll Free: (800) 974-0203

Complaints can also be filed with:

Maryland Board of Barbers
100 S.Charles St., Tower I
Baltimore, MD 21201
(410) 230-6190

Maryland Office of the Attorney General
Consumer Affairs
200 St. Paul Place Baltimore, MD 21202
(410) 528-8662
Toll Free: (888) 743-0023

ADDENDUM

EDUCATIONAL MATERIALS

EDUCATIONAL MATERIALS

Barber Stylist Kit

Students may purchase these items either from the school or on the open market. Barbering Bridge Barber School receives an educational discounted KIT price of \$500.

1-City Lights Expandable Tote w/ Detach Carry All	1-Wahl 5-Star Detailer Trimmer	1-Celebrity Ryan Deluxe Bearded 20" Mannequin
1-Celebrity Super Clamp Adjustable Holder	1-Soft n Style Timer on a String	1-Scalpmaster Club Brush – 100% Boar
1-Aristocrat 12 PC. Plastic Comb Set	1-Soft n Style Clear Spray Bottle 16 oz.	1-Scalpmaster Extra Ox Hair Neck Duster-Asst Colo
1-Marvy Cloth Clip 12/Card	1-Betty Dain Barber Cloth Striped Nylon Snap Black	1-Clippercide Aerosol Spray Can 12 oz.
1-Scalpmaster Nylon Utility Vest Button 4 Pkt White	1-Wahl 5-Star Senior Clipper	1-Wahl Color Coded Cutting Guides with Caddy
1-Gold Magic 6-1/2" Shear & Thinner Dynamic Duo	1-Milady Std Prof Barber Bundle (TB, EX RV, WB)	1-Scalpmaster Ejector Hair Shaper

Barber Kit

Students may purchase these items either from the school or on the open market. Barbering Bridge receives an educational discounted KIT price of \$600.

1-City Lights Expandable Tote w/ Detach Carry All	1-Wahl 5-Star Detailer Trimmer	2-Celebrity Ryan Deluxe Bearded 20" Mannequin
1-Celebrity Super Clamp Adjustable Holder	1-Soft n Style Timer on a String	1-Scalpmaster Club Brush – 100% Boar
1-Aristocrat 12 PC. Plastic Comb Set	1-Soft n Style Clear Spray Bottle 16 oz.	1-Scalpmaster Extra Ox Hair Neck Duster-Asst Colo
1-Marvy Cloth Clip 12/Card	1-Betty Dain Barber Cloth Striped Nylon Snap Black	1-Clippercide Aerosol Spray Can 12 oz.
1-Scalpmaster Nylon Utility Vest Button 4 Pkt White	1-Wahl 5-Star Senior Clipper	1-Wahl Color Coded Cutting Guides with Caddy
1-Gold Magic 6-1/2" Shear & Thinner Dynamic Duo	1-Milady Std Prof Barber Bundle (TB, EX RV, WB)	1-Scalpmaster Ejector Hair Shaper

