



## Welcome!

We are excited to have you join Premier Barber Institute. We are happy to work with you towards our mutual objective: you successfully entering into a career in Barbering. Our mission is to support you in reaching that goal in a way that provides a structured, positive atmosphere. We are all here because of your desire to fulfill your aspirations. We will do our best to honor that and give you support when necessary.

The following orientation will assist in getting started down that path by covering the objectives listed. If you have questions during our orientation about any of the objectives or any other areas listed, please let us know and we will answer them for you.

Campus Director

## What's in your Orientation Packet?

- Staff Directory
- Meet your Classmates!
- Financial Aid
- Transfer Hours from other schools (Abbreviated Policy)
- Licensure Requirements
- Course Lengths and Schedules
- How the curriculum is administered
- Scheduled Days Off
- Attendance
- Make-Up Hours Procedure
- Desired Student Characteristics
- Standards of Conduct/Rules
- Disciplinary Policy
- Student Grievance Policy and Procedure
- Satisfactory Academic Progress
- Leave of Absence
- Weather Emergency / School Closing Information
- Kit Policy, Student Supplies, Dress Code
- Lockers
- Designated Smoking Areas
- Drug Free Workplace Policy
  - Drug Free Workplace Act of 1988
  - Acknowledgement of Receipt: Non-Smoking/Drug & Alcohol Policy
- Children on Premises
- Campus Safety and Security
- Commitment Reminder
- Helping to Build our Community
- Acknowledgement of Orientation Completion
- Norristown Tardiness Policy and Procedure
- New Student 10 Day Policy

# PREMIER

BARBER INSTITUTE

## Staff Directory

Tyrik Jackson	Instructor / Owner	717.278.6114
Idemar Cordero	Instructor	267.883.0863
Stefon Halloway	Instructor	267.231.4239
Derrick Jackson	Instructor	267.240.4503
Nicole Ruckle	Instructor	610.364.6736
Littleton Smith	Instructor	267.393.5138

### School Address:

573 E Main St.  
Norristown, PA 19401  
Phone: 844-467-7364  
Fax:

## Student Grievance Policy and Procedure

If a student wishes to file a complaint regarding any disability discrimination or harassment, the student should notify the Campus Director or PBI representative, in writing, within ten business days. A hearing will be scheduled within 10 business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. If an amicable resolution is not able to be reached through the grievance/conflict resolution process, then the student should contact Tyrik Jackson, Campus Director or send a formal complaint to The State Board of Cosmetology or The State Board of Barber Examiners: P.O. Box 2649, Harrisburg, PA 17105-2649.

If the problem cannot be resolved by Premier Barber Institute LLC, then a student has the right to contact The National Accrediting Commission on Career Arts and Sciences (NACCAS). Telephone: 703-600-7600. Address: 3015 Colvin St., Alexandria, VA 22314. [www.NACCAS.org](http://www.NACCAS.org) Report Problems [webinfo@naccas.org](mailto:webinfo@naccas.org).

The United States Office for Civil Rights (OCR) is the agency responsible for addressing complaints related to discrimination on the basis of disability. More information regarding the U.S. Office for Civil Rights and the procedure that should be followed in filing a complaint can be found at [www.ed.gov](http://www.ed.gov).

# PREMIER

## BARBER INSTITUTE

### Kit Policy

Each student shall be supplied with a student kit (2<sup>nd</sup> day) and uniform on the first day of class. Replacement of lost, stolen, or misplaced items shall be the responsibility of the individual student. As an additional expense, each student shall be required to purchase, by the first day of School, closed professional closed-toe shoes or leather sneakers, a notebook, a pen, and a pencil. The estimated cost of these items: \$30.00 to \$60.00.

*YOU MUST HAVE YOUR KIT EVERY DAY FOR CLASS. IF YOU DO NOT HAVE YOUR KIT, YOU WILL BE SENT HOME TO RETRIEVE IT.*

### Student Supplies

- 2" Binders for Portfolio and Notes
- Materials for Creating a Portfolio
- Clear Sheet Protectors
- Standard Letter Size Notepad
- Pens / Pencils
- Professional Black or Brown shoes

### Dress Code

- Each student is required to wear their uniform on a daily basis.
- Students are expected clean and launder their uniforms and keep free of stains and/or other blemishes.
- Closed professional shoes or leather sneakers must be worn with the student uniform.
- Students are not to be wearing hats during class hours.
- Students are required to wear hoodies, zip-ups and sweatshirts underneath the uniform top.

## Lockers

- Each Student will have the ability to choose one locker.
- Each Student will be responsible for providing their lock for the locker.
- Any type of internal decoration of the locker is allowable if the decorations are tasteful, and non-permanent (i.e. Magnets are fine, but permanent markers are not).
- External Decorations of lockers are not permitted.
- Premier Barber Institute is not responsible for lost or stolen articles.
- **Keep all valuables locked.**
- Premier Barber Institute reserves the right to remove and inspect student lockers at any time.

## Financial Aid

### **STUDENT FINANCIAL AID PROGRAMS**

Premier Barber Institute is approved for participation in a variety of federal student-aid programs. Students seeking financial assistance through any of these programs must complete all required forms and establish their eligibility for the various aid programs. Students may be eligible for one or more of the financial aid programs described below. A Financial Aid Advisor will assist applicants in determining eligibility. Brief summaries of types of financial aid are given below.

Financial Aid funds must be used only for educational purposes. No funds will be given to a student for living costs until the students obligations to the School for tuition, fees, books, extended contract time (if any), have been paid. If the program is extended beyond the original contract ending date, an assessment of cost for the remaining hours is determined and charged to the students account. Remaining balance (if any) is disbursed to the student when the account is paid in full.

Further information about the types of financial aid available can be found within the school catalog.

## Transfer Hours Process from Other schools (Abbreviated – Full policy in Catalogue)

### **Purpose:**

To ensure that our students are fully prepared for the state board  
Transfer hours in a way that allows the student to be scheduled with other students

### **Process:**

Official Transcripts Received by School

Remove from consideration any courses from other school that are below 75%

Administer theory chapter tests on remaining courses from other schools over 75%

Any chapter test taken that scores over a 75% is **eligible** for transfer.

Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped with other students in a complete block.

If those hours are able to be grouped by an entire block, they will be awarded. If they are not able to be grouped, then they will not be awarded.

As of 03/13/2012 - ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT STARTING SCHOOL. STUDENTS ENTERING AFTER THIS DATE WILL NOT BE ALLOWED TO ATTEND TRANSFER **AFTER** STARTING CLASS.



## Licensure Requirements

### Barber Requirements

- Be at least 16 years old
- 1250 hours in a licensed barbering school (1000 hours prior to 1964)
- Hours to be earned in not less than 8 months (9 months prior to July 1, 1984)
- 10th grade education or equivalent
- State Board examination (consists of theory and practical)
- Qualified to perform any of the functions of a licensed Barber.

### Barber Crossover

- Be at least 16 years old
- 695 hours in a licensed barbering school (1000 hours prior to 1964)
- Hours to be earned in not less than 8 months (9 months prior to July 1, 1984)
- 10th grade education or equivalent
- State Board examination (consists of theory and practical)
- Qualified to perform any of the functions of a licensed Barber.
- Obtain a valid Cosmetology License in the State of Pa.

### Barber Teacher

- Be at least 16 years old
- 1250 hours in a licensed barbering school (1000 hours prior to 1964)
- Hours to be earned in not less than 8 months (9 months prior to July 1, 1984)
- High School Diploma or GED equivalent.
- State Board examination (consists of theory and practical)
- Qualified to perform any of the functions of a licensed Barber Instructor.
- Obtain a valid Barber Manager License in the State of Pa.

## Course Lengths and Schedules

### **LENGTH OF PROGRAM (CONTRACTED TIME)**

All students must attend in accordance with their Enrollment Agreement. The student must complete all programs within the contracted time and the period of time prescribed as follows:

#### **Full Time Barbering Program – 1250 Hours**

- Mon. – Fri. 9:00 a.m. – 3:30 p.m. Thirty (30) hours per week. To be completed in not less than 42 weeks.

#### **Part Time Barbering Program – 1250 Hours**

- Mon. – Fri. 5:00 p.m. – 9:00 p.m. Twenty (20) hours per week. To be completed in not less than 63 weeks.

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BARBER INSTITUTE

## Scheduled Days off

Below are the scheduled days off for the upcoming year.

**Please note that these are subject to change at the school's discretion.**

### **2025**

*January 1-6	New Year's Day/ Winter Break
*January 20 <sup>th</sup>	Martin Luther King Day
*February 14 <sup>th</sup>	Teacher In-Service Day
*February 17 <sup>th</sup>	Presidents Day
*April 17 <sup>th</sup> - April 21 <sup>st</sup>	Spring Break
*May 26 <sup>th</sup>	Memorial Day
*June 19 <sup>th</sup>	Juneteenth
*July 1 <sup>st</sup> – July 4 <sup>th</sup>	Summer Break
*September 1 <sup>st</sup>	Labor Day
*November 11 <sup>th</sup>	Veterans Day
*November 26 <sup>th</sup> -28 <sup>th</sup>	Thanksgiving
*Dec 15 <sup>th</sup> -Jan 5 <sup>th</sup>	Winter Break

### **2026**

*January 1-5	New Year's Day/ Winter Break
*January 19 <sup>th</sup>	Martin Luther King Day
*February 13 <sup>th</sup>	Teacher In-Service Day
*February 16 <sup>th</sup>	Presidents Day
*April 2 <sup>nd</sup> - April 6 <sup>th</sup>	Spring Break
*May 25 <sup>th</sup>	Memorial Day
*June 19 <sup>th</sup>	Juneteenth
*June 29 <sup>th</sup> – July 3 <sup>rd</sup>	Summer Break
*September 7 <sup>th</sup>	Labor Day
*November 11 <sup>th</sup>	Veterans Day
*November 25 <sup>th</sup> -27 <sup>th</sup>	Thanksgiving
*Dec 14 <sup>th</sup> -Jan 5 <sup>th</sup>	Winter Break

\*Campus completely closed, there are no make-up hours.

All Fulltime employees of the school are expected to be on campus, unless an approved vacation day. Make up hours may be available within an adjusted campus opening and closing schedule. Detailed schedules for makeup hours will be announced.

## Emergency School Closing Policy

On occasion, poor weather conditions or other emergencies may arise which make it necessary to delay the opening of school for that day, provide an early dismissal from regularly scheduled class time and/or close the school entirely for that day and/or evening.

The decision to delay or closure will be posted on the Fox 29 by 7:00 a.m., if the closure is determined before 8:30 a.m. All other notices will be provided throughout the day as conditions warrant.

- Watch notifications on Fox 29
- If Norristown School District is closed, we are closed.
- Call the school to hear our voicemail announcement

Please note the following:

- Decisions to close or delay opening are generally made as conditions on the ground exists and not necessarily by forecast.
- Conditions on the ground could differ within the overall geographic area that our students travel. Therefore, if the school open without delays/closure, yet the conditions within a particular student's area are deemed hazardous, it is the responsibility of the student to use their judgment in deciding to travel to the school.
- If the school is open and a student deems conditions too hazardous to drive, the student must call or email to notify their Instructor or Director as to their decision to not attend that day.
- Should the school remain open and a student not attend, that student will be counted as absent. The school will make every effort to assist the student with making up the missed time, but it will be the **responsibility of the student** to make arrangements with their instructor in order to make up this time.
- It is important for certain evaluation criteria to maintain an attendance rate of 80%. It is crucial to rarely miss classes so not to be negatively impacted by missed scheduled class hours.

# PREMIER

## BARBER INSTITUTE

### Attendance

#### **ATTENDANCE POLICY**

To be eligible for graduation, students in the Barber program must complete 1250 hours of instruction. Each Instructor maintains an attendance roster in order to track student attendance daily; each student is required to sign out on their Instructor's class roster.

#### **TARDINESS & EARLY DEPARTURE**

Regular class attendance for all scheduled hours is vital to academic success. Lateness to class and early departure from class is discouraged, as they can be disruptive to the learning environment of others, and they affect a student's attendance record. Lateness to class and early departure from class will be recorded as hours missed for attendance purposes.

If a student arrives 10 minutes past the class start time, they cannot enter class. They will need to come back at the first scheduled break time. The student cannot wait on the school premises during this time.

#### **MAKE-UP HOURS**

Students who miss class must makeup all missed hours. Scheduling of makeup hours requires PRIOR approval of the Director of Education or the Campus Director. Students must request to make up hours by stating the dates and times they wish to attend. Approval will not be granted if the Instructor to Student ratio will be disrupted. In the Barber Program students may make up no more than 300 clock hours. Students who are absent from class for 10 consecutive days will be dismissed from the program.

#### **Prohibition of Advanced Hours:**

Students are prohibited from earning advanced hours. Due to financial aid regulation, hours cannot be earned ahead of the scheduled and contracted hours set forth within the enrollment agreement.

## Make-Up Hours Procedure

### Purpose:

Each student is responsible to make up their own hours. Excessive absenteeism that brings a student's attendance below **67%** will result unsatisfactory marks on their Student Academic Progress Reports at 450, 900, and 1200 hour evaluations. Repeated unsatisfactory Satisfactory Academic Progress evaluations may lead to Academic Warning, Probation and possible termination of Title IV funding.

### Procedure:

1. Student obtains the [Makeup Hour Permission form](#) from the receptionist and completes according the following and specifies the date that they wish to attend a class that is supervised with another instructor. **For students making up time before or after their normally scheduled classes (does not require make up hour Permission form.**
2. The student's instructor must approve the make-up hour schedule or not and dictate what work needs to be done. This depends on the availability of instructors.
3. When the student shows up for to the other class to make up their hours, they must present their form that has what they will be working on and/or the classwork that the supervising instructor deems fit.
4. At the end of the scheduled make-up hours, the instructor signs the Make Up hour permission sheet.
  - a. Without a form, it is not allowed for a student to be in the school to make up hours.
  - b. Students **MUST** wear their complete uniform during make up hours.
5. **In order for the make -up hours to be recorded and counted for the student, they must personally present the signed sheet to the receptionist to record the time.**

*\*A student is not allowed to take more than 8 total hours per day of class time. This includes regularly scheduled time, as well as make up time.\**

## Permission Form Make Up Hours

Name: \_\_\_\_\_

Desired Date: \_\_\_\_\_

Desired Time: \_\_\_\_\_

Instructor: \_\_\_\_\_

Classwork Missed: \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_

**\*\*Student must be in uniform and needs this sheet to enter class: You may be dismissed if not in compliance\*\***



## Norristown Tardiness Policy and Procedure

**Purpose of this policy** – To limit the disruptions to the class that may be incurred by the late arrival of other students.

**Policy:**

1. Per the Premier Barber Institute Catalog and Enrollment Agreement, class times are as follows:

Day Classes are scheduled from 9:00 AM to 3:30 PM Monday through Friday.

Students are to be in attendance in accordance with their enrollment status as defined in their contract.

2. Students arriving 10 minutes after the designated time of class are considered tardy and will not be allowed to enter the class until their first regularly scheduled break.
3. During this time, **the student is not allowed to be waiting within the school due to State Board Requirements that students are supervised by a licensed instructor during school hours. Refusal of this policy is not an option allowed by the school due to these regulations.**

Please note that if a student decides to leave their kit in an unsecured fashion while waiting for the next break, the school is not responsible for lost or stolen items.

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Current Instructor: \_\_\_\_\_

Designated Time that is considered to be Tardy: \_\_\_\_\_

Regularly Scheduled Break time for the morning: \_\_\_\_\_

## Leave of Absence

A student may request and be granted a leave of absence if, in the judgment of the School, there are circumstances justifying a temporary break in the student's program. The leave of absence may not exceed 180 days during the length of the program. Written requests must be made to the Director of Education. The leave of absence must state the specific reason(s) for the leave and the expected date of return from the leave, and it must be signed and dated by the student. If, because of an emergency, the student is unable to make the request in person, the student or close relative may call the Director of Education to request the leave and explain the nature of the emergency. However, when the student or relative is able, he/she must provide a written request for the leave of absence. The leave of absence will be approved by the Campus Director if the reason is deemed sufficient and if there is a reasonable expectation that the student will return. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

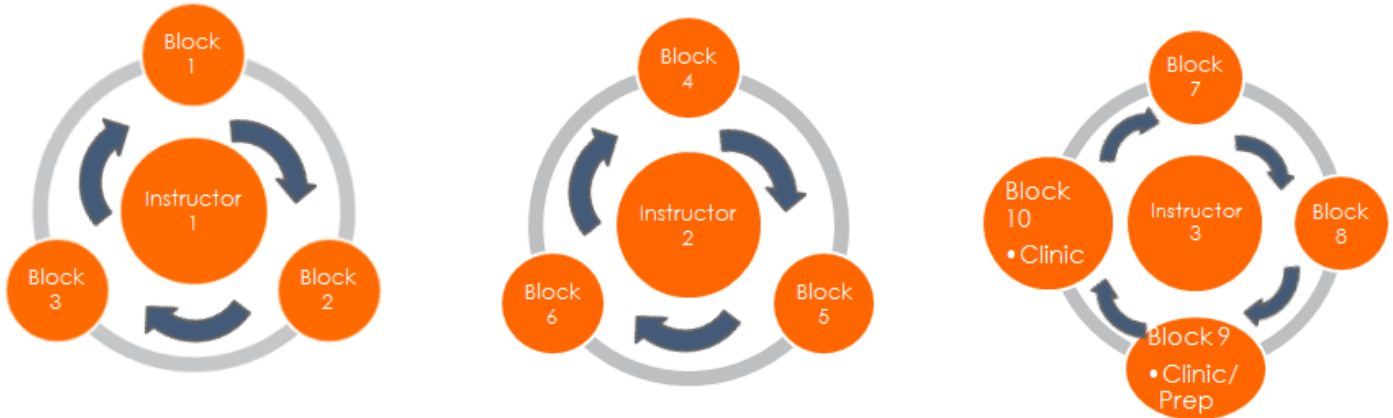
A student who has obtained a federal student loan must see Financial Aid before receiving approval for the leave of absence. The amount of time on a leave of absence may impact when the student is required to begin repaying the federal student loan.

A student who fails to return from a leave of absence will be withdrawn from the institution on the date the student was expected to return from the leave. The date of withdrawal for purposes of calculating any return of Title IV calculation for refund purposes will be the date the student began the leave of absence. Financial Aid will report the student's status to the National Student Loan Data System (NSLDS) on the SSCR Report, which arrives every 60 days. Financial Aid has 45 days to submit updated information on active students, drops, graduates, and those on leaves of absence to the NSLDS.

After being withdrawn, the student may re-enroll in the institution according to the institution's re-admission requirements referred to in the Catalog.



## Class Scheduling



Note:

- Curriculum delivery and format is subject to change to meet the needs of the student, staff and / or facilities
- Students will be combined with other classes within this system.
- Students may not take the blocks in sequential order.

## Satisfactory Academic Progress

### SATISFACTORY ACADEMIC PROGRESS POLICY

Standards of Progress are measured at periodic intervals throughout all Premier Barber Institute, in keeping with guidelines set by the State of Pennsylvania. Evaluations are at the scheduled end of each payment period. It is the responsibility of each student to maintain Satisfactory Progress, which is defined as the following: minimum of 67% attendance average and a minimum of 75% academic average at the following intervals:

- **Barber Program**  
450 scheduled hours, 900 scheduled hours, and 1200 schedule hours
- **Barbering Teacher Program**  
450 scheduled hours, 900 scheduled hours, and 1200 schedule hours

### SATISFACTORY PROGRESS REQUIREMENTS

#### Barber Program

Evaluation Periods	Minimum Passing Grade	Minimum Attendance
450 Scheduled Hours	75/A	360 Actual Hours = 67%
900 Scheduled Hours	75/A	720 Actual Hours = 67%
1200 Scheduled Hours	75/A	1000 Actual Hours = 67%

#### Barbering Teacher Program

Evaluation Periods	Minimum Passing Grade	Minimum Attendance
450 Scheduled Hours	75/A	360 Actual Hours = 67%
900 Scheduled Hours	75/A	720 Actual Hours = 67%
1200 Scheduled Hours	75/A	1000 Actual Hours = 67%***

Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she had been out. Course incompletes and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours accepted from another institution toward the student's educational program are counted as attempted and completed.

Reasonable provisions regarding temporary interruptions or Leave of Absences may be considered within the Satisfactory Academic Progress Policy.

**\*\*\*Note that you MUST complete 1250 hours prior to graduation\*\*\***

## Standards of Conduct/Rules

Students are expected to follow school regulations and to help maintain a professional learning environment through orderly, ethical, and courteous behavior. Any violation of regulations and/or disruptive behavior will be referred to the Education Department. The Director of Education may recommend that the offender be (1) warned, (2) placed on probation, or (3) dismissed from the school. Continuing behavior problems will be referred to the School Director for a final determination.

The following infractions are examples that would subject a student to dismissal:

- All types of dishonesty, including cheating, plagiarism; knowingly furnishing false information to the school or about the school; forgery, alteration, or use of school documents with intent to defraud
- The intentional disruption of teaching, administration, disciplinary proceedings, public meetings, and programs or other school activities
- Physical abuse of any person on school premises or at school-sponsored or school-supervised functions
- The theft or damage of school property or the property of a school community member on school premises
- The failure to comply with directions of school officials acting in the performance of their duties
- Violation of the law on school premises in a way that affects the school community's proper pursuit of educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or dangerous controlled substances on school premises.

**Cheating** is defined as any intentional attempt by a student to misrepresent academic achievement. Cheating includes, but is not limited to, the following activities:

- Possessing unauthorized information during a test or evaluation procedure or using such information to answer questions.
- Copying information from another student during a test or examination.
- Communicating in any way with another student during a test or examination.
- Deliberately giving student information during a test or using information provided by another student during a test to answer any question.
- Submitting work on which there has been collaboration with or which was prepared by another individual, unless previously authorized by the instructor.
- Any deceptive practice by which a student attempts to receive a passing grade in a course.

***Any student caught cheating may be terminated from Premier Barber Institute.***

## Disciplinary Policy

### TERMINATION

Termination may occur in the following cases (but is not limited to these cases):

- **Unresolved Attendance Probation**
- **Unresolved Academic Probation**
- **Violation of Drug & Alcohol Policy**
- **Student Conduct Violations**
- **Unfulfilled Financial Obligations**
- **Excessive Absenteeism: If a student misses classes without notifying the school, Premier Barber Institute will contact the student. If after 10 consecutive calendar days (exclusive of school holidays), all attempts to contact the student fail; the student will be terminated from school. School Holidays are listed in the section entitled “Student Calendar” later in this catalog.**

Terminated students will be notified in writing and may appeal to the School Director within five business days of the dismissal.

Appeal of Dismissal Policies is found within the Catalog.

## Designated Smoking Areas

- Smoking is permitted within the designated smoking areas.
- Smoking in front of the school will not be permitted under any circumstances.
- Smoking is only permissible during designated break times.

## Designated Parking Area

- Students are required to park behind the school in the parking lot or at the Norristown transportation terminal.

**Repeated failure to adhere to this policy can lead to dismissal of the student from Premier Barber Institute.**

## Drug Free Workplace Policy

The use of illegal drugs and/or alcohol, in any form, is prohibited. Any student who exhibits evidence of drug/alcohol abuse or intoxication in School is subject to disciplinary action of suspension or expulsion. Possession of drug paraphernalia is subject to the State of Pennsylvania. Students that may have a drug/alcohol problem affecting their progress should see the Campus Director for advising, and he/she will refer them to one of the community health agencies for counseling. Students are required to sign the acknowledgment of receipt of the Drug Prevention/Awareness Policy required by the Federal Government.

## Children on Premises

- It is the policy of Premier Barber Institute that children under the age of 16 may not be permitted to be on the premise of our Norristown location at any time during school hours (exceptions listed below). These hours are listed below:
  - School Hours
    - Monday thru Friday
      - 9:00 AM to 7:00 PM
- **Exception to when Children are allowed during the above time:** Children are only to be permitted on the premise during special occasions such as Friends and Family Day as well as if having Clinic Services performed. Note that the child is allowed only during the scheduled time for each event and not during class time before or after the event. During these times, each child should be under parental supervision.

Questions regarding these circumstances can be directed to the Campus Director, Tyrik Jackson.

- If in any given situation a child is on location at the Norristown Campus the student will be dismissed from class and will not be awarded hours for that day. If the student cannot find daycare for their child, the student should contact the school to inform them of the reason for the student's absence.
- Premier Barber Institute will not be held liable for any incident that occurs due to the negligence of any student and the decision not to adhere to our policy.

### **Reason for Policy:**

- This policy is put into place to safeguard any child against potential hazards such as exposure to chemicals or sharp tools as well as maintaining a professional learning for other students. Our goal is to maintain a safe environment for anyone that is on the premise.

## Campus Safety and Security

1. **“If you see something, say something”**
2. If there is a situation that requires immediate attention, dial 911 from any phone.
3. If the situation is not of immediate concern, but you feel needs to be reported, please inform a staff member.
4. In the event of fire or any other need to leave the facilities, please make your way either to the front to exit, or if that exit is blocked, use the double doors at the back of the facilities. This will lead you to the delivery tunnel. Be aware of vehicles and make your way to the left which will take you to the parking lot.
5. All students and faculty should know the location and proper use of fire extinguishers, as well as, the location of the nearest exit.



# PREMIER

## BARBER INSTITUTE

### **Daily Cleaning Schedule**

These tasks are to be completed at 3:00 Monday through Thursday and are to be completed before the students leave. It is expected that every student participate in cleaning up regardless of whether or not they participated in making the mess.

#### **Classroom:**

- All books and study materials are to be put in the student's station cabinets or lockers.
- All foods and snacks are to be stored in the break room.
- All practical skills equipment and supplies are to be cleaned and returned to their appropriate storage area.
- Counters are to be wiped off and floor is to be swept.
- Chairs are to be pushed under the counter.

*\*There should be nothing on the counters and nothing stored on the chairs.*

#### **Clinic:**

- All tools should be cleaned and disinfected.
- All stations should be wiped down making them free of hair and debris.
- Chairs should be wiped down and free of hair, chair covers should be put on and chairs turned to face the front.
- Sinks are to be wiped down.
- Floors are to be swept.
- All practical skills equipment and supplies are to be cleaned and put away in their proper storage area.
- Towels are to be dropped off at the cleaners if the bins are full.
- Trash is to be taken out to the dumpster.

#### **On Fridays:**

Complete the above checklist but also perform the following:

- Mop the clinic and classroom.
- Windex the mirrors at the stations and in the classroom.
- Sinks are to be thoroughly cleaned and disinfected.



## New Student 10 Day Policy

All new students must have a 70% attendance percentage by the end of the first 10 calendar days of our start day.

If a student does not achieve this % at the end of the first 10 days, they may be required to re-enroll for a future enrollment.

## Additional Requirements

All students must create a portfolio of their work along with a resume to present to the Director of Education two weeks prior to graduation.

All students are required to pay \$150 in the form of a money order to take their state boards two weeks prior to their graduation date.

Upon graduation, the Career Services Coordinator will mail the money order along with the student's application to PEARSON VUE to schedule the student's licensing tests. Failure to pay the licensing fees will result in the student not receiving their temporary license to practice Barbering in the state.

If a student does not bring in their portfolio or licensing fees before obtaining their hours required for graduation, they will not be granted a graduating ceremony in front of their peers on campus.

## Commitment Reminder

You are taking a very positive step in your life that will hopefully lead to positive changes in your future. Write the three biggest goals that you are working to achieve and, **most importantly**, what achieving these goals provide you with that you don't have right now?

"A dream is just a dream. A goal is a dream with a plan and a deadline." - Harvey Mackay

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Despite the goals above being worthy and very important to you, life is full of challenges. We want to be there to help you when and/or if you face these challenges. If we see that you look discouraged or perhaps even feel like you can't do this, help us help you; write below what you would like for us to say to you at that point.

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Your Name: \_\_\_\_\_



## Acknowledgement of Orientation Completion

I acknowledge that I have attended orientation and received Premier Barber Institute's catalog and information pertaining to our code of conduct and coursework. I understand the expectations and objectives of Premier Barber Institute of Norristown. I agree to follow the code of conduct.

If I have further questions regarding the institution I should address them to the Director of PBI or refer to the school's catalog.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Acknowledgement of Receipt: Non-Smoking and Drug & Alcohol Policy

I, \_\_\_\_\_, attest that I have received the Premier Barber Institute Non-Smoking and Drug & Alcohol Policy, and have read and understood the document, in full.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_