

*“Traditional barber
college with
epic potential”*



**EPIC
BARBER
COLLEGE**

Building a Career



CATALOG

13018 Woodforest Blvd., Ste J | Houston, Texas 77015

346. 980. 8128 | 713. 292. 7036

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**Against the grain: Sustaining a Culture of Professionalism,
Affordability and Accessibility. Why not become a Barbering
Professional?**

COLLEGE PHILOSOPHY

Epic Barber College embraces the philosophy of professionalism and service to the community while allowing each student to realize his/her full earning and production potential. Are you ready to achieve your full earning potential? Take the first step and call us at **713-292-7036** or visit us at **www.epicbarbercollege.org**. You can earn your barber certificate in six months. We need creative, sociable, easy going men and women who love meeting and working with others; and who are interested in a haircutting/hairstyling program. As a Master Barber/Stylist, you will gain the skills and confidence to excel as a professional barber. Lets' have fun in a fast growing, rewarding career as a barber. As a professional barber, you'll be a part of the team of specialists in a fast growing trade of the new century. Now you have the opportunity of being a barbershop owner, state barber board inspector, sales representative, barber school owner, advance to an instructor and more. Don't be left behind. Join our team of male and female students at **Epic Barber College** and become a professional barber - saying "bye bye" to unemployment and start your own business. Again, here at **Epic Barber College** we are committed to providing you with the knowledge and skill necessary for employment as a professional barber stylist.

APPROVAL DISCLOSURE STATEMENT

The **Epic Barber College** is a proprietary institution that is approved by the Texas Department of Licensing and Regulation to provide training in the art and science of barbering that upon graduation prepares students for such occupations as Barbering and Barbering instructor. **Epic Barber College** provides training for students sponsored by the Texas Department of Assistive and Rehabilitative Services.

MISSION STATEMENT

Epic Barber College objective is to assist as many people as possible in the barber and beauty industry, to acquire the necessary skills to perform in the field of barbering.

OBJECTIVE

To provide the knowledge and skills essential for career success.

To teach our students through hands on strategies the job techniques for faster learning.

To integrate teaching and service in ways that enhance the learning experience.

To increase student success.

To contribute to the vitality of the state of Texas through community engagement.

ADMISSION REQUIREMENT

All prospective students for admission will be interviewed by **Epic Barber College** representatives. Classes start Tuesday of each week and registration should be completed the week before the starting. The registration requirements are as follows:

1. An admissions representative interviews prospective students.
2. Must have a valid State ID, or Driver's License and Social Security Card.
3. Application for admission completed by the applicant including 4 references with name, address and phone number.
4. Transcript from previous school is required to fulfill Texas Department of Licensing and Regulation. There is an admissions requirement of completion of seventh grade education.
5. A high school diploma or GED.
6. State registration fee of \$35.00 required.
7. Six (6) 2 x 2 Passport photo required.

SCHOOL CALENDAR AND HOLIDAYS

At **Epic Barber College**, we have open enrollment starting every Tuesday of the enrollment week with classes running the entire year.

SCHOOL HOLIDAYS ARE:

New Years Day

Independence Day

Labor Day

Thanksgiving Day Thursday through Saturday

Christmas Day Dec.25 through January 1st

OPERATIONAL HOURS

All students must attend classes for the scheduled daily hours. Full time students must accumulate a total of 160 clock hours a month and part-time students must accumulate 100 clock hours a month

Tuesday Thru Friday 8:45 AM To 5:00 PM

Saturday (Mandatory) 9:00 AM To 4:00 PM

Full-Time Morning

Saturdays are mandatory 9:00 am To 4:00 pm (30 min lunch break on Saturday)

Part-Time-See Instructor/ Management

COURSE COMPLETION

At **Epic Barber College**, upon completion of your program, we offer a certificate of completion. Students must take and pass a written and practical part of the state board examination, submit an application and pay the required fees before a license can be issued.

CLASS A BARBER PROGRAM (1000 HOURS)

The mission of the barber stylist program is to train our students to master the art and science of hair styling and instill in them the importance of a good public relationship to fit in today's economy. To complete the program you must successfully accumulate 1000 clock hours. Full-time students are to complete the program in no less than six (6) months. Part-time (see Instructor/Management)

Tuition Payment Schedule

Tuition	\$9999.00
Registration	\$100.00
Books	\$380.00
School Badge	\$30.00
Supplies	\$1000.00
Smock	\$60.00

Total	\$11,569.00
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COSMETOLOGY OPERATOR TO CLASS A BARBER PROGRAM (300 HOURS)

The cosmetology operator to class A barber program is a cross over program that allows a licensed cosmetologist to get a class A barber license after successfully accumulating 300 clock hours and passing both theory and practical exams. Full-time program completion time is nine (9) weeks. Part-time (see Instructor/Management)

Tuition Payment Schedule

Tuition	\$2997.00
Registration	\$100.00
Books	\$380.00
School Badge	\$30.00
Smock	\$60.00
Supplies	\$1000.00

Total	\$4,567.00
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MASTER BARBER CAREER OPPORTUNITIES

Barbershop Owner

Barber School Owner

A Company's Barber Product Sales Specialist

State Barber Board Inspector

Men's Hairstylist in a salon or barbershop

A Celebrity Personal Hairstylist

Hotel and Resort Salons

Cruise Ships Barber Stylist

Self-Employed Master Barber

Barber Instructor

PROGRAM OVERVIEW

In the first half of your barber training, we will teach you theories and practical techniques. In the second half, you will enter the shop floor, getting hands-on practice and building your confidence as you cut clients' hair. With our 1000-hour program, you will learn: Haircutting and Hairstyling, Shaving, Skin care, Business management, The history of barbering, and if you're ready for a change, we are ready for you. Fill out and submit the form and one of our counselors will walk you through the barber school facility.

THE UNIQUE REQUIREMENTS FOR CAREER SUCCESS IN THE BARBERING PROFESSION

What skills are required for Barbers?

IMPORTANCE SKILLS

- Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking** - Talking to others to convey information effectively.
- Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- Service Orientation** - Actively looking for ways to help people.
- Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination** - Adjusting actions in relation to others' actions.
- Operations Analysis** - Analyzing needs and product requirements to create a design.
- Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- Time Management** - Managing one's own time and the time of others.

What knowledge is needed to be a barber?

IMPORTANT KNOWLEDGE

- Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

THE UNIQUE REQUIREMENTS FOR CAREER SUCCESS IN THE BARBERING PROFESSION

-English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

-Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

WORK STYLES

IMPORTANT STYLES

-Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.

-Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.

-Self Control - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

-Concern for Others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

-Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

-Integrity - Job requires being honest and ethical.

-Independence - Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

-Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.

-Social Orientation - Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

-Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

-Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the workplace.

THE UNIQUE REQUIREMENTS FOR CAREER SUCCESS IN THE BARBERING PROFESSION

- Persistence** - Job requires persistence in the face of obstacles.
- Innovation** - Job requires creativity and alternative thinking to develop new ideas and answers to work-related problems.
- Initiative** - Job requires a willingness to take on responsibilities and challenges.
- Analytical Thinking** - Job requires analyzing information and using --
- Logic to address work** - related issues and problems.
- Leadership** - Job requires a willingness to lead, take charge, and offer opinions and direction.

CLASS A BARBER PROGRAM / COSMETOLOGY TO CLASS A BARBER PROGRAM

Contents:

- 1 The History of Barbering
 - 2 Life Skills
 - 3 Professional Image
 - 4 Infection Control
 - 5 Implements, tools, and equipment
 - 6 General Anatomy and Physiology
 - 7 Basic of Chemistry
 - 8 Basic of Electric
 - 9 The Skin Structure, Disorders, and Diseases
 - 10 Properties and Disorders of the Hair and Scalp
 - 11 Treatment of the Hair and Scalp
 - 12 Men's Facial Massage and Treatments
 - 13 Shaving and Facial Hair Design
 - 14 Men's Haircutting and Styling
 - 15 Men's Hair Replacement
 - 16 Women's Haircutting and Styling
 - 17 Chemical Texture Services
 - 18 Haircoloring and Lightening
 - 19 Preparation and Licensing and Employment
 - 20 Working behind the chair
 - 21 The Business of Barbering
- : Appendix Nail Care

**UNITS OF INSTRUCTION FOR CLASS A BARBER
PROGRAMS & COSMETOLOGY TO CLASS A BARBER
PROGRAMS**

- 1 Orientation To Barbering
 - A Study Skills
 - B History of Barbering
 - C Professional Image
- 2 The Science of Barbering
 - A Microbiology
 - B Bacteriology
 - C Viruses
 - D Parasites
- 3 Infection Control and Safe Work Practices
 - Regulations
 - Principle
 - Levels and Control
 - Sanitizers
 - Disinfection
 - Disinfection Procedures
 - Public Rules of Sanitation
 - Safe Work Practices
- 4 Implements, Tools and Equipments
 - Combs
 - Haircutting Shears
 - Trimmers and Clippers
 - Straight Razors
- 5 Anatomy and Physiology
 - Cells, Tissues, Organs, Systems
 - The Skeletal, Muscular, Nerves and Circulatory System
 - The Lymphatic-Immune, Endocrine, Digestive, Excretory, Respiratory, Integumentary and Reproductive System
- 6 Chemistry
 - The Basic Chemistry
 - Matter
 - Cosmetic Chemistry
 - Shampoos, Conditioners, Rinses and Tonics
- 7 Electricity and Light Therapy
 - Electricity and Electrotherapy
 - Light Therapy

- 8 Properties and Disorders of the Skin
 - The Structure of the hair
 - Hair Growth and Analysis
 - Hair Loss
 - Disorder of the scalp and hair
- 9 PROFESSIONAL BARBERING
 - Treatment of the Hair and Scalp
 - Shampoo and Conditioners
 - Procedures
 - Scalp and Hair treatment
 - Men's Facial Massage and Treatments
 - Sub-dermal systems and facial massage
 - Theory of massage-procedures
 - Facial equipment and applications
 - Facial treatment-procedures
 - Shaving and facial Hair Design
 - Fundamentals of shaving-procedure
 - Introduction to facial hair design
 - The mustache, beard-procedure
 - Men's Hair Cutting and Styling
 - The client consultation
 - Basic principles of Hair cutting
 - Fundamentals of Hair cutting
 - Safety precautions to haircutting/styling
 - Men's Hair Replacement
 - Hair replacement systems and procedure
 - Cleaning and styling of hair replacement system and Procedures
 - Selling hair replacement systems
 - Advanced Barbering Services
 - Women haircutting and styling
 - Basic haircutting
 - Blunt cut (0 elevation) procedure
 - Graduated, Layered
 - Cutting, curl-hair textures
 - Hairstyling-Procedures
 - Chemical Texture Services
 - Definition nature of chemical texture services
 - Client consultation
 - Permanent waving and chemical hair relaxers
 - Relaxing-Procedures

Haircoloring and Lightening

Characteristics and Structure of hair

Color Theory

Haircoloring products-procedures

Special effects hair-coloring and lightening

Special problems and corrective hair color-

Procedures

Coloring mustaches and beards

Haircoloring and lightening safety precautions

Nails and Manicuring

The Nail Unit

Nail disorders and diseases

Introduction to manicuring-procedures

Client consultation-procedures

The Business of Barbering

State Board preparation and Licensing Laws

The job search

Resume and preparing for employment interviews

Barbershop Management

Self Employment (Booth Rentals)

Business Ownership

Operating a Successful Barbershop

Selling in the Barbershop

BARBER REFRESHER PROGRAM CURRICULUM

- I. The purpose of a barber refresher Program is to renew or update the skills of a currently licensed barber who has not practiced barbering for a period of time, or to prepare a formerly licensed barber for the state board examination.

- II. An applicant for a barber refresher Program must hold a current or expired barber license issued by the state of Texas or another state.

- III. An applicant for a barber refresher Program must comply with all standard student enrollment requirements, and must also submit a photocopy of said current or expired barber license with the enrollment application.

- IV. The curriculum for a barber refresher Program will consist of three hundred (300) hours, to include:
 1. Ten (10) hours of theory instruction in Texas barber laws;
 2. Two hundred ninety (290) hours of instruction in practical, to include;
 - a. Haircutting 150 hours;
 - b. Permanent waving and chemical application 75 hours;
 - c. Styling, curling and blow-drying 55 hours;
 - d. Manicuring 10 hours.

- V. All hours earned by a student in a barber refresher program must be reported to the board on the school monthly progress report and the student certificate must be returned promptly to the board office when the student has completed 300 hours.

- VI. A licensed barber who is enrolled in a barber refresher program cannot at the same time be employed or serve as a manager or instructor in the school.

BOOKS TO READ

1. Master Educator - Publisher Milady
2. Milady's Standard Professional Barbering
Publisher - Milady

The Curriculum for the class a barber certificate consist of 1500 hours, to be completed in a course of not less than nine months, as follows:

PRIVATE AND PUBLIC POST-SECONDARY BARBER SCHOOL CLASS A BARBER CURRICULUM

(1)	Theory, consisting of		130 hours
	(A)	Anatomy, physiology, and histology, consisting of the study of	50 hours
		(i) Hair	
		(ii) Skin	
		(iii) Muscles	
		(iv) Nerves	
		(v) Cells	
		(vi) Circulatory System	
		(vii) Digestion	
		(viii) Bones	
	(B)	Texas barber law and rules	25 hours
	(C)	Bacteriology, sterilization, and sanitation	30 hours
	(D)	Disorders of the skin, scalp, and hair	5 hours
	(E)	Salesmanship	1 hours
	(F)	Barbershop management	1 hours
	(G)	Chemistry	1 hours
	(H)	Shaving	1 hours
	(I)	Scalp, hair treatment and skin	1 hours
	(J)	Sanitary professional techniques	1 hours
	(K)	Professional ethics	1 hours
	(L)	Scientific fundamentals of barbering	1 hours
	(M)	Cosmetic preparations	1 hours
	(N)	Shampooing and rinsing	1 hours
	(O)	Cutting and processing curly and over-curly hair	1 hours
	(P)	Haircutting, male and female	1 hours
	(Q)	Theory of massage of scalp, face and neck	1 hours
	(R)	Hygiene and good grooming	1 hours
	(S)	Barber implements	1 hours
	(T)	Honing and stropping	1 hours
	(U)	Mustaches and beards	1 hours
	(V)	Facial treatments	1 hours

	(W)	Electricity and light therapy	1 hour
	(X)	History of barbering	1 hour
(2)		Instruction in practical work consisting of the study of:	870 hours
	(A)	Dressing the hair, consisting of:	500 hours
		(i) Men's haircutting	
		(ii) Children's haircutting	
		(iii) Women's haircutting	
		(iv) Cutting and processing curly and over-curly hair	
		(v) Razor cutting	
	(B)	Shaving	80 hours
	(C)	Styling	50 hours
	(D)	Shampooing and rinsing	30 hours
	(E)	Bleaching and dyeing of the hair	20 hours
	(F)	Waving hair	25 hours
	(G)	Straightening	25 hours
	(H)	Cleansing	20 hours
	(I)	Professional ethics	20 hours
	(J)	Hair weaving and hairpieces	5 hours
	(K)	Processing	5 hours
	(L)	Clipping	5 hours
	(M)	Beards and mustaches	6 hours
	(N)	Shaping	5 hours
	(O)	Dressing	5 hours
	(P)	Curling	5 hours
	(Q)	First aid and safety precautions	5 hours
	(R)	Scientific fundamentals of barbering	5 hours
	(S)	Barber implements	5 hours
	(T)	Haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp hair treatments, and tonics	10 hours
	(U)	Massage and facial treatments	10 hours
	(V)	Arranging	10 hours
	(W)	Beautifying	10 hours
	(X)	Singeing	1 hours
	(Y)	Manicuring	8 hours

The Curriculum for A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of no less than 9 week, as follows:

COSMETOLOGY OPERATOR TO CLASS A BARBER CURRICULUM

(1)	Instruction in theory, consisting of		25 hours
	(A)	History of Barbering	1
	(B)	Barber Laws and Rules Review	1
	(C)	Implements, Honing, and Stropping	5
	(D)	Shaving	5
	(E)	Men's Haircutting and tapering	5
	(F)	Beard and Mustache Trimming and Design	1
	(G)	Hair color Review	1
	(H)	Permanent Waving and Relaxing Review	1
	(I)	Manicuring and Nail Care Review	1
	(J)	Facial Treatments and Skin Care Review	1
	(K)	Anatomy and Physiology Review	1
	(L)	Blow-dry Styling Review	1
	(M)	Shampooing and Conditioning Review	1
(2)	Instruction in practical work, consisting of		275 hours
	(A)	Men's Haircutting and tapering	165
	(B)	Shaving, Mustache and Beard Trimming	85
	(C)	Hair coloring	5
	(D)	Permanent Waving and Relaxing	5
	(E)	Facial Treatments	5
	(F)	Shampooing and Conditioning, Blow-dry Styling	5
	(G)	Manicuring	5

SATISFACTORY ACADEMIC PROGRESS AND GRADING SYSTEM PROCEDURE

At Epic Barber College, progress is not measured in grades alone. Progress towards the Program objectives are most accurately measured by faculty evaluations which are based on data gained through daily individual faculty/student interaction. The standard is the same whether the student is paying cash or not. The components of progress which weigh equally in student evaluation are:

- a. Attendance 34%
- b. Grades 33%
- c. Adherence to school rules and regulations 33%

A student's poor performance could warrant him/her being placed on probation and could cause dismissal from school. Professional judgment of the management team will decide whether or not a student is progressing satisfactory in his/her field.

Epic Barber College uses the following grading system.

Exam	Written and Practical	G.P.A.
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 and Below	FAIL

Students are evaluated on a continuous basis. Students are tested each week and scores-evaluated with performances each time. The daily and weekly evaluations are compiled on monthly progress reports. Any student not making satisfactory progress is warned and counseled. All students must have satisfactory attendance and maintain a better grade point average. During this evaluation a student is considered to be making satisfactory progress if they demonstrate the following:

A. Adherence to their proposed attendance schedule.

B. Maintain an average of 70% or better

In addition, students are making satisfactory progress as long as the program objectives for graduating are completed with 1-1/2 times the stated program length.

Maximum Time	Times	Maximum
Barber Styling	2250 clock hours/	13-1/2 months

Minimum Time		
Barber Styling	1000 clock hours/	6 months
Cosmetology To Barber	300 clock hours/	3 months

Satisfactory academic progress is checked at 200, 450,750, 900, actual hours for Barber Stylists, 300/200 and 600/400 actual hours

By the time the student reaches the midpoint of their program they must have met satisfactory progress on at least one evaluation period.

A leave of absence may extend the student's contract period and maximum time by the same number of days in the leave of absence.

The student will return in the same status at which he/she departed.

Program in completes, repetitions, and non-credit remedial Programs have no effect on satisfactory academic progress because Epic Barber College does not offer them.

Clarification- Monthly Progress Reports are generated by Genesis School Management software monthly, and used as a counseling tool to inform students of their academic and attendance progress as well as a host of other useful information.

Satisfactory academic progress check form- generated by Genesis School Management software at 200, 450,750, 900 actual hours and is used to determine satisfactory academic progress for all the programs for all students.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR TRANSFER STUDENTS

If a student transfers to Epic Barber College and is granted credit by the Texas Department of Licensing and Regulation for previous training, the following satisfactory progress policy applies.

The transfer student is required to complete the work which represents the portion of the number of clock hours the student will complete at this school as compared to the clock hour program length they are enrolling in. For example- a student transfers to Epic Barber college for a Barber Styling Program and received 500 clock hours of credit for previous training from The Texas Department of Licensing and Regulation. The 500 clock hours represent 33% of the 1500 clock hour program. Therefore, this student will be required to complete 67% of the total number of examinations and clinic experiences and complete the minimum number of physical hours in the same proportion as a student completing the entire Program.

SCHOLARSHIP/ FEE WAIVER – Epic Barber College has adopted a policy whereby they may award scholarships or fee waiver on the basis of merit or need. Special circumstance students seeking to be awarded either scholarship or fee waiver must prepare and submit their need in written form. Decisions in making these awards are made by the advisory committee.

TRANSFER POLICY: Epic Barber College, accepts transfer students with previous clock hour credit from a Licensed Barber College/School with some reservations.

- A. Hours to be transferred must not be over 500 clock hours- Barber Stylist Program, 250 clock hours Teacher 750 hr.), 167 clock hours-Teacher (500 hrs), 100-clock hours- Cosmetology to Barber.
- B. Students transferring must satisfy their financial obligations to their former school and give reasons why they want to transfer.
- C. Students must pay a registration fee not to exceed \$100.00 and additional clock hour cost identified before enrollment.
- D. There are no program transfers within Epic Barber College.

STUDENT HOUSING:

Epic Barber College, does not provide student dormitory facilities. Out of town students are responsible for their own accommodations.

NON DISCRIMINATION/HANDICAPPED POLICY:

The school does not discriminate in its activities with students, employees, and clients. Discrimination based on sex, race, religion, age or national origin, military status, marital status, and sexual orientation is prohibited. The school also complies with the rehabilitation act of 1973 which states "that no qualified person, by reason or handicap will be excluded from enrolling in the Program of instruction." The school will work with a handicapped applicant to ensure that need or special services are available.

TRANSCRIPTS:

Students may obtain transcript from the business office. Please allow 3 business days, the cost is \$2.00. Financial obligations must be met before any transcript is given.

PARKING:

Free parking is available. Students to park at designated parking area located in front of the school building.

PLACEMENT SERVICES:

Upon successful completion of a program, the student will have some job leads or register with the placement officer. The placement officer will make the best effort to place students. The placement officer will assist students in organizing personal information for their resume. The placement officer will work preparing students with interview techniques. The student is advised that the law prohibits any school or college to guarantee placement as an inducement to enter said school.

STUDENT GRIEVANCE PROCEDURE

Every student has the right to voice concerns about policies, conditions, or personnel at the institution which creates an adverse effect on the education being pursued.

GENERAL PROVISION

The purpose of the grievance is to provide an orderly and efficient method by which students may communicate and resolve their complaints about conditions and policies within the school.

DEFINITION OF GRIEVANCE

A grievance is a student complaint about the conditions or policies within an Occupational School or a complaint about the actions of employees, students, or instructors within the college that affect the college environment for the aggrieved student. A disciplinary action taken by the college administration against the student is not considered a grievance. ALL grievances should be presented within 30 days from the date the grievance became aware of the cause of such grievance. A student grievance may consist of a variety of issues. This procedure addresses grievances concerning discrimination and/or harassment or grievances concerning other issues related to the college. The following procedures address both types of grievance issues as indicated in each section:

STUDENT GRIEVANCE PROCEDURE

For

COMPLAINTS ALLEGING DISCRIMINATION BASED ON

RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY OR AGE

Discrimination is prohibited by statutes and regulations enforced by the Office of Civil Rights and state regulations. Therefore, it is the policy of EPIC that unlawful discrimination against students is prohibited. "Discrimination" is the illegal treatment of a person or a group of persons based on a prohibited factor, such as race, color, national origin, sex, disability or age.

“Harassment” is an unwelcomed conduct that is based on race, color, national origin, disability, sex, and age, or any other basis protected by federal, state, or local law, ordinance or regulation. Harassment is physical, verbal and visual conduct that creates an intimidating, offensive or hostile environment which interferes with an individual’s education.

“Sexual harassment,” as prohibited under federal and state law, is defined as unwelcomed conduct of a sexual nature, and may include unwelcomed sexual advances, sexual assaults, or requests for sexual favors. This and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic standing/student status;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
- C. Such conduct is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive academic environment.

EPIC APPLIES THESE DEFINITIONS IN AND OUT OF THE CLASSROOM.

The procedures described below are to be used to address complaints alleging discrimination and/or harassment carried out by employees, other student or third parties.

No student is required to report or make a complaint of discrimination to the person who is allegedly engaging in the problematic conduct. Complaints should be presented as promptly as possible after the alleged incident occurs through the following avenues for this institution.

The school has designated a Discrimination Coordinator (listed below) to assist applicants and students with problems regarding possible discrimination based on race, color, national origin, sex, disability or age.

Name: Sarah Owens

**TITLE: DISCRIMINATION COORDINATOR AND
COUNSELOR**

LOCATION: ADMINISTRATIVE OFFICE

13018 Woodforest Blvd. Suite J, Houston, TX 77015

Contact Number: **346-980-8128**

All grievances should be presented within **thirty (30) days** from the date the grievant became aware of the cause of such grievance. EPIC will not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the laws above or cooperates with investigation and enforcement proceedings under these laws - *Title VI (Race, Color, National Origin), Section 504 (Disability) and Title IX (Sex)*.

Informal Procedures (Complaints)

The grievant should try, if possible, to resolve the problem first by discussing the problem with the individual who is the cause of the complaint. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows:

If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled. If the complaint is about an instructor or other college employee, discuss the problem with that individual's immediate supervisor.

1. Any student who believes he/she has been a victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student enrolled in the same program area should discuss this with his/her instructor or the department head of that department. If the student is uncomfortable discussing this with these individuals, he/she should discuss the matter with the Discrimination Coordinator.

2. Any student who believes he/she has been the victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student in a different department or by an instructor or an employee of the college or a third party should

- discuss the matter with the Discrimination Coordinator.
3. The student should present the complaint as promptly as possible after the alleged incident occurs. Every effort will be made to keep the discussion confidential.
 4. Steps will be taken in an attempt to alleviate the problem so no further action will be required.
 5. A brief synopsis of the complaint will be noted, in case the matter is not resolved at this level, and filed with the Discrimination Coordinator. The synopsis should include the name of the complainant(s), the name(s) of the alleged offenders, the date, time, and discrimination and/or harassment reported.

Formal Procedures (Filing a Formal Complaint)

If a satisfactory solution to a complaint of discrimination and/or harassment is not reached using informal procedures, or should the student wish, a formal complaint can be filed for resolving the matter through the Student Grievance Procedure as follows:

1. The grievant submits, in writing, to the campus President or designee of the college, a detailed narrative of the problem. Included in these details should be the following:
 - (a.) Name of the grievant submitting the grievance and date submitted.
 - (a.) Date(s), time(s), and location(s) when problem occurred.
 - (b.) Name(s) of individual(s) involved.
 - (b.) Witness(es) who observed activity, if applicable.
 - (c.) Problems caused by this activity.
 - (c.) Any steps taken prior to this formal grievance to stop problem, and
 - (g.) Solution to the problem the student is seeking.
2. Upon receiving the grievance, the campus President or designee will appoint a committee comprised of two

Students and four faculty members to investigate the allegations at a formal hearing.

3. Within three (3) college days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee. This letter will include the date and time of the hearing, a copy of the written grievance and notification to each party of the right to call witnesses and have legal counsel present at the hearing.

4. Within seven (7) days of receiving the grievance, the committee will conduct an inquiry, call witnesses and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.

5. After the hearing has been completed, the findings and recommendations of the committee will be submitted, in writing, to the campus dean the day after the hearing.

6. The campus President will submit his/her decision, in writing, by certified mail to both parties within ten (10) school days of receiving the report from the committee.

7. If the complainant or respondent wishes to appeal the findings of the committee and/or the ruling of the Campus President, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the **Executive Director** Within five (5) days of receiving the appeal, the **Executive Director** notifies, in writing, all parties to the grievance **and the Campus President** of his/her ruling on the appeal. A copy of the first-level appeal and the **Executive Director's** ruling is to be filed in the appellant's file and in the Grievance Files maintained by the **Administrative** Office.

8. If the complainant or respondent wishes to appeal the findings of the **Executive Director**, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the **Executive Director**. Within five (5) days of receiving the appeal, the **Executive Director** notifies, in writing, all parties to the grievance, of his/her ruling on the appeal. A copy of the **Executive Director's** ruling is to be filed in the appellant's file and in the Grievance Files maintained by the **Administrative** Office.

9. If the complainant or respondent wishes to appeal the ruling of the **Executive Director**, the complainant or respondent must file his/her final appeal to the **Epic Board of Governors** in **writing within five (5) days** of being notified of the **Executive Director's** ruling.

10. A final appeal may be filed for the following reasons only: new evidence has been brought to light – not available by duly diligent effort at the time of the hearing or established procedures have not been followed.

11. Within ten (10) days of receiving the appeal, the *Executive Director* notifies, in writing, all parties to the grievance, the committee members, the Campus President, and the Instructor of Record of his ruling on the appeal. Copies of the second-level appeal and the *Executive Director's* ruling are filed in the applicant's files and in the grievance files.

BOARD OF DIRECTORS
Epic Barber College
13018 Woodforest Blvd., Ste J
Houston, Texas 77015

If the matter cannot be resolved to the students' expectations the student may forward an identical copy of the grievance to the State Licensing Agency:

Texas Department of Licensing and Regulation
P. O. Box 12884
Austin, Texas 78711
(512)-458-0111 or 1-800-803-9202 Toll Free
Fax: (512)-305-6800

Epic Barber College

Student/Employee Grievance Form

Student/employee name:

Program /department:

Please use this form to describe the nature and desired resolution of your grievance. Epic Barber College will attempt to resolve this issue as quickly and fairly as possible. Students and employees must complete the grievance form within five (5) business days of when the allegation occurred and provide this and any supporting information to the instructor of the class, program coordinator, or director of the program in which the complaint originated, as set forth in the grievance procedure. Attach additional pages or supporting documentation as appropriate. No complainant shall be retaliated against for participating in any grievance procedures brought against Epic Barber College concerning alleged discrimination.

Please describe the nature of your grievance:

Please list any other parties who have knowledge of this situation:

Please describe your desired resolution of this situation:

Please direct this form to the instructor of the class, program coordinator, or director of the program as set forth in the Grievance Procedure.

Student Signature

Date

Director of College

Date

OPERATION STUDENT POLICIES

1. Students must attend school on a regular basis. Full time students are required to attend a minimum of 160 hours per month; part time must attend a minimum of 100 hours per month. When a student falls below minimum attendance, the following action will be taken:

Offense	Full time	Part time
1 st	Warning	Warning
2 nd	Probation	Probation
3 rd	Suspension	Suspension
4 th	Dropped to part time	Dropped from the Program

2. Students may not put in more than 8 hours per day.
3. Students must notify the office of all absences by 9:00 a.m.
4. Students will be suspended for not calling in.
5. Students must adhere to his or her own time schedule. Morning students must come in at 8:45 a.m. Instructor must approve any change.

BOARD OF DIRECTORS

Brad Hall
Morris Miller
Jesse Williams

Epic Barber College

FIRST AID

Multiple first aid boxes are available and accessible to students at any time. The Instructor/Teachers or any member of the management will help you with the first aid if need be.

FINANCIAL AID

Generally there are no financial aid opportunities for students, at this time but there are financial assistance from Texas Department of Assistive and Rehabilitative Services for students with disabilities.

SEQUENCES AND FREQUENCY OF PROGRAM COURSES

There are no restrictions on the frequency or sequence of course offerings at Epic Barber College.

NATIONAL AND/OR STATE LEGAL REQUIREMENT FOR ELIGIBILITY FOR LICENSURE

There is no National or State requirement prohibiting a student from receiving his/her license but for those with criminal conviction or probation or community supervision without a conviction such an individual is required to complete and mail to Texas Department of Licensing and Regulation a Criminal Questionnaire Form, pay the appropriate fees, and receive a Criminal History Evaluation Letter of Eligibility to receive a Barber's License upon completion of the program and passing of both the written and practical portion of the State Test.

NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE

Texas Law:

Restricts the issuance of occupational licenses based on a license applicant's criminal history; and

Authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction

As an applicant/enrollee in an educational or training program that prepares individuals for issuance of an occupational license, I have been provided with notice by **EPIC BARBER COLLEGE** of the following:

If I have been convicted of an offense or placed on probation, I might not be eligible for an occupational license issued by TDLR after I complete this educational or training program; TDLR's criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at: www.tdlr.texas.gov/crimhistoryeval.htm

Section 53.152, Occupations Code, requires that notice be provided to each applicant and enrollee regardless of whether the applicant or enrollee has been convicted of an offense.

REFUND AND ORDERED PAYMENTS. State law requires TDLR to order an educational program provider to refund tuition, license application fees, and examination fees if: TDLR determines the provider failed to provide notice to me; and my license application was denied because of my criminal history.

ACKNOWLEDGEMENT

By my signature below, I, _____

Certify that I have read and understand the information above.

Signature: _____ Date: _____

BREAKS

1. Students are allowed 1 hour for a break (30 Mins. on Saturdays). Breaks must be taken before 1:30 p.m. On Saturday breaks must be before 3:00 p.m.
2. The lunchroom opens at 11am and closes at 5:00 p.m. Students are not allowed in the lunchroom unless it is lunchtime or if they have clocked out.

DAILY CONDUCT

1. There will be absolutely no sleeping at school. Anyone found sleeping at school will be dismissed and suspended for one day.
2. No smoking allowed anywhere in the school.
3. It is the student's responsibility to be aware of patrons at their station. The receptionist will not search for any student. If a patron is left at a student's station unattended for more than five minutes, that student will be suspended.
4. Only the receptionist in charge of the front desk will do patron assignments. Students are not allowed to choose their own patron or get any patron out of the waiting area.
5. Students will service any patron assigned to them. There will be absolutely no switching patrons for any reasons.
6. Requests will be handled in the following manner: The student will be notified of the request and receive payment at the time the patron is seated. Requests do not get special privileges over non-requests. The student will serve other patrons before their request to reduce overcrowding if necessary.
7. Any student refusing to serve a patron will be immediately suspended.
8. Students are not allowed in the offices or supply room without permission.
9. Students may not loiter around the front desk.
10. Students may not leave the premises except during lunch.
11. Cooperation with students, teachers and the receptionist in charge of the front desk is mandatory.
12. Students must completely clean their station every day. Mirrors, chair bases, drawers, and cabinets must be cleaned and floor swept before the student is allowed to leave for the day.

TELEPHONE

1. Students are to use the student's phone for all incoming and outgoing calls. Limit phone call to 3 minutes. A student will not be called out of class or from working on a client for a telephone call unless it's an emergency.
2. Students should inform callers to use the student's phone number instead of the business number.

STUDENT SERVICES

1. Students may get their own hair done once a week during the specified times of Tuesday thru Thursday.
2. Students must get permission from the instructor and sign out on the roll sheet at the front desk before any work is done. Anyone not signed out will get up and cut if needed or will get up and go home.
3. Only one student may get their hair done at a time.
4. Student facials will be allowed if there are no patrons waiting for service. If it gets busy, the student will immediately get up to serve a patron.

BREAK PERIODS

1. There is no such thing as "being on break". If you aren't clocked out for lunch, you are available to cut if needed.
2. Students must clock in/out and sign in/out on the roll at the front desk when on lunch break. Any student not signed out are considered to be on the clock and will service any patron immediately.

DRESS CODE

1. Students must wear clean smocks and dress neatly every day.
2. Jeans or pants that have holes or patches are not permitted.
3. No sandals or open toed shoes are permitted.
4. Hose or socks are to be worn.
5. White or black smocks and black pants or skirts are to be worn on Saturday. This is the uniform for Saturday.
6. No head bands, caps, sun glasses are allowed-even in class area.
7. No shorts, mini-skirts, tank tops or any type of pants or jeans above the ankle.
8. No baggy pants and all pants must have a belt.
9. No headphones allowed.
10. No multicolored pants.

THE DRESS CODE WILL BE ENFORCED

TARDY/ABSENCE POLICY

POLICIES ON TARDINESS

1. A tardy occurs when a student is not in attendance at the regular scheduled time of class each day.
2. Three days of tardiness during a calendar month shall constitute one day of absence.

ATTENDANCE POLICY

1. An absence occurs when a student is not in attendance on regularly scheduled class day.
2. School holidays such as summer vacation and Christmas holidays are not considered as days of absence.
3. It shall be considered proper grounds for dismissal when a student accumulates absences in excess of five days in a calendar month. Any student will be terminated if fourteen consecutive days are missed.

MAKE-UP WORK

Students are responsible for contacting their instructors regarding any make-up work because of an absence from class. All make-up work must be completed no later than two weeks after class absence. Make-up work cannot and will not be authorized for the purpose of removing an absence.

STUDENT CONDUCT AND TERMINATION POLICIES

When students enroll at the school, they assume responsibility for knowing and abiding by the rules, regulation, and policies of the school.

Students at the school exemplify the qualities of courtesy and integrity that represent the finest possible community and dress standards.

Since the school intends to provide a dignified and professional environment to promote the social and educational growth of its students, each student is expected to exercise good taste and to be appropriately dressed and well groomed at all times.

The school doesn't permit the use of abusive or profane language in the premises or at any school-sponsored activity.

The school doesn't permit the use and/or possession of alcoholic beverages or illegal drugs/weapons in the premises or at any school-sponsored activity.

CONDITION FOR DISMISSAL

There is a ZERO TOLERANCE level for disobeying school and state officials, school rules and regulation, stealing and disrespect to customers. No weapons of any kind are allowed in the school building or any school event. Possession of any weapons (knives, guns, switch blades, etc) any dangerous object could result in an immediate expulsion. Students who violate the rules will be interviewed by the manager/director and placed on probation. The school reserves the right to suspend or dismiss students when such action is deemed to be in the best interest of the school or its students.

THIS IS A DRUG FREE FACILITY

There is a Zero Tolerance for the use of drugs at Epic Barber College. No illegal drugs are allowed in or out of school property. No selling or using of illegal drugs on school property. If caught or suspected to be under the influence of drugs will be grounds for termination. All sponsored school activity must be considered the same; any disrespect could result in an immediate dismissal.

REFUND WILL BE CALCULATED AS

1. For withdrawal or termination occurring during the first 10% of the program, the Institution will refund at least 90% of the tuition.
2. After the first 10% of the program, whichever is less, but within the first 25% of the program, the Institution will refund 50% of the tuition.
3. After the first 25% of the program but no later than the last date of the first 50% of the program, the Institution will refund 25% of the tuition
4. For withdrawal or termination occurring no later than the completion of the second 50 percent of the program, the institution may retain all of the tuition.

School must allow students withdrawing or terminating after 50 percent of the Program but not due a refund to re-enroll at any time during the 180 day period following the date of withdrawal or termination, without payment of additional tuition unless withdrawal or termination is related to the students' academic status.

ALL REFUNDS MUST BE PAID NO LATER THAN THE 45TH DAY OF ELIGIBILITY FOR THE REFUND.

RE-ENTRY AFTER STUDENT HAS BEEN DISMISSED

This policy applies to students who have been dismissed for the first time from school. Students dismissed for unsatisfactory conduct will be required to have an interview with the manager and provide assurance that the violation will not re-occur. Any further violations will result in permanent dismissal.

APPEALS PROCEDURES

Normally the campus director will make the final determination on any disagreement or enforcement of policy. However, a student who feels that there are circumstances in his situation warranting a variation from usual policies or procedures may petition a Faculty student Appeals Committee. Findings will be considered by the school's president, who will then make a final judgment.

REGULATION RELATING TO ABSENCES

1. All students are required to attend theory every day Tue. - Fri. 8:45 -10:00a.m. or 1pm - 2:15pm
2. All students are required to notify the school of absence.
3. If a student is absent more than one (1) day he/she must furnish the school with a document stating the reason for their absence.
4. Student's attendance will be closely monitored. Absences are grounds for termination.
5. Friday and Saturday rules, as stated in rules of Epic Barber College will be enforced.
6. If a student is absent more than three (3) days in a month, he/she is subject to suspension.
7. No student is allowed to leave early on Friday and Saturday.

If a student clocks in and disappears he/she will be "suspended".

SCHOOL FACILITY

Epic Barber College is located at a shopping center in the eastside part of Houston. Public transportation is available and parking is unlimited in front of school. Different fast food restaurants are in walking distance. The school is a modern facility designed to afford maximum support of the teaching and learning environment.

The school has an executive office, a theory room (consisting of various types of training aids, charts, barber chair, desks, blackboard, mannequins, etc.) media services and spacious clinic areas consisting of work stations, sterilizers, dispensary for supplies, shampoo bowls, dryers, reception area/waiting area, restrooms for men and women. Spacious lounge with refrigerator and microwave for break periods. A biometrics finger vein reader time clock located at the reception area for recording actual hours of attendance by students.

EMERGENCIES

In the event of a 911 emergency call for assistance.

Personal data forms are completed by all students upon enrollment. This form contains information regarding emergency contact phone numbers. Students exhibiting a serious illness will be asked to return home. An emergency contact will be called to pick the student up from school if the illness is severe, but not life threatening.

In the event of weather emergencies or natural disasters such as FLOOD, EARTHQUAKE, TORNADO ETC, Epic Barber College will follow the Houston Independent School District closing policy or you can call us at 346-980-8128 (emergency number) for more information. If a weather emergency arises during school hours, school will be dismissed and students will be allowed to make calls and arrange transportation if they do not have cars.

For other emergencies like FIRE, BOMB THREATS, ETC we will follow the general evacuation procedure by immediately evacuating the building and calling the proper authority. Also remaining outside until cleared to come back inside.

FIRE EVACUATION PROCEDURES

Alert others in the area/building.

Call 911 if necessary.

Evacuate the building if necessary.

If the fire is small and it is safe to do so (once the evacuation has begun) use a fire extinguisher to put out the fire safely.

Remember, safe evacuation is always the primary concern.

EPIC BARBER COLLEGE STUDENTS CODE OF CONDUCT BUT NOT LIMITED TO:

1. No smoking near the building.
2. No eating or drinking in the lobby or classroom.
3. Drugs and alcohol are not permitted on the premises. Violation of this rule leads to immediate termination. Proper law enforcement agencies will be contacted if a student is in possession of illegal substances.
4. Absenteeism and tardiness are grounds for termination. Excused absences will be determined at the discretion of school management.
5. If a student is absent more than three (3) consecutive days, the student will be required to furnish the school with a doctor's statement or a document stating the reason for the absence.
6. Students must notify the school when absent.
7. Saturdays are MANDATORY. Students not reporting on Saturday are not allowed until the following Saturday.
8. No loud talking, laughing, foul language, horse playing, teasing, fighting will be tolerated.
9. Students cannot refuse any assignment, refusing can result in immediate termination.
- 10 All students are required to clean mirror and work areas at the End of the day.
- 11 No gambling or concealed weapons are allowed on school premises. If this rule is violated the student will be terminated immediately.
- 12 All students are required to be in the proper uniform and wear a clean smock.
13. Students helping students is not permitted without management approval.
14. All students are required to get permission to leave the building.
15. Students are not allowed to hang outside the school, on the sidewalk or in cars.
16. Students will register their finger on the biometric finger vein scanner and will check- in at the beginning of the day and check-out at the end of the day including during breaks.

17. Students are required to attend theory class Tuesday -Friday. All students must complete TDLR required practical application and pass a final exit exam before the State Board.
18. No sitting in client's area and chairs. Students are not allowed to loiter in the customer lobby area.
19. No abuse of school equipment such as the barber chairs and shampoo chairs etc.
20. Students must wear their smocks at all time and be dressed appropriately according to the school dress code.
21. Students must bring their tools and books to school everyday or you will not be allowed to clock in.
22. Students are not allowed to borrow or tamper with other students tools without their approval.
23. Students will be suspended for soliciting tips or hustling customers.
24. All students must respect school personnel, state inspectors, customers and one another.
25. At No Time Will a student enter the office without permission by management. **NOTE:** That will result in immediate termination from the school/program.

Remember, Epic Barber College does not tolerate illegal activities; students involved in any type of illegal activity will be reported to the proper authorities.

Tues - Fri. 8:45am - 5:00pm | Sat. 8:00am - 4:00pm

Full Time - Part Time - Day/Afternoon Classes

- | | |
|---------------------|------------------------|
| ★ Bald Fade | ★ Shags |
| ★ Fade | ★ Taper Cuts |
| ★ Light Fade | ★ Mustache Trim |
| ★ Flat Top | ★ Beard Trim |
| ★ Facial | |



*“Traditional barber
college with
epic potential”*



**EPIC
BARBER
COLLEGE**

Get Trained as a barber stylist

