"Traditional barber college with epic potential"

EPIC BARBER COLLEGE

Building a Career



CATALOG

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Version 09.2026


EPIC BARBER COLLEGE
SUITE 12
OPEN
BEAUTY & BEYOND
$9 HAIR CUTS BARBER SCHOOL STUDENT BARBERS
SUITE SUITE 110
EPIC BARBER COLLEGE
EPIC BARBER COLLEGE
832-593-0688
SUITE 100







Table of Contents

LOCATION AND CONTACT INFORMATION 5
COLLEGE PHILOSOPHY 5
APPROVAL DISCLOSURE STATEMENT 5
MISSION STATEMENT 6
VISION STATEMENT 6
OBJECTIVES OF EPIC BARBER COLLEGE 6
ADMISSION REQUIREMENT 6
SCHOOL CALENDAR AND HOLIDAYS 7
OPERATIONAL HOURS 7
STUDENT ORIENTATION POLICY 7
ACADEMIC ADVISEMENT AND STUDENT RETENTION SERVICES 8
COURSE COMPLETION 8
CLASS A BARBER PROGRAM (1000 HOURS) 9
CLASS A BARBER PROGRAM COURSEWORK 12
SATISFACTORY ACADEMIC PROGRESS AND GRADING 19
SCHOLARSHIP/ FEE WAIVER 21
TRANSFER POLICY 21
STUDENT HOUSING 21
NONDISCRIMINATION/HANDICAPPED POLICY 21
STUDENT RECORDS 21
TRANSCRIPTS 22
PARKING 22
PLACEMENT SERVICES 22
STUDENT GRIEVANCE AND COMPLAINT PROCEDURE 22
OPERATION STUDENT POLICIES 26
BOARD OF DIRECTORS 27
FACULTY AND STAFF 27
FIRST AID 28

FINANCIAL AID 28
SEQUENCES AND FREQUENCY OF PROGRAM COURSES 28
NATIONAL AND/OR STATE LEGAL REQUIREMENT FOR ELIGIBILITY FOR LICENSURE 28
NOTICE OF POTENTIAL INELIGIBILITY FOR LICENSE 29
BREAKS 30
DAILY CONDUCT 30
TELEPHONE 31
STUDENT SERVICES 31
BREAK PERIODS 31
DRESS CODE 31
TARDY/ABSENCE POLICY 32
ATTENDANCE POLICY 32
MAKE-UP WORK 32
STUDENT CONDUCT AND TERMINATION POLICIES 32
REFUND WILL BE CALCULATED AS 34
RE-ENTRY AFTER STUDENT HAS BEEN DISMISSED 34
APPEALS PROCEDURES 34
REGULATION RELATING TO ABSENCES 35
SCHOOL FACILITY 35
EMERGENCIES 36
FIRE EVACUATION PROCEDURES 36
EPIC BARBER COLLEGE STUDENTS CODE OF CONDUCT 37
STUDENT CATALOG RECEIPT AND ACKNOWLEDGMENT 40

LOCATION AND CONTACT INFORMATION

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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 lbe 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. Epic Barber College is accredited by the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325,Atlanta, GA 30350, www.council.org, Phone: 800.917.2081

MISSION STATEMENT

Epic Barber College mission 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.

VISION STATEMENT

Epic Barber College will be recognized as a premier vocational institution whose students meet the dynamic employment needs of the global community.

OBJECTIVES OF EPIC BARBER COLLEGE

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 starting. The registration requirements are as follows:

1. An admissions representative interviews prospective student.
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.
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 or Administration

STUDENT ORIENTATION POLICY

All new students will receive orientation that includes school policies, student services, institutional personnel, attendance, safety, academic expectations, and technology use.

Students are introduced to the technology used in their educational program through the institution's student orientation, Administration and faculty provides an orientation that includes information on accessing and navigating technology. Technical assistance is available to support students as they progress through the program. Students are also provided a review of the student catalog and are asked to sign written acknowledgement.

ACADEMIC ADVISEMENT AND STUDENT RETENTION SERVICES

Epic Barber College is committed to supporting students in successfully completing their programs. Academic advisement and individualized assistance are available to students experiencing academic, attendance, or other challenges that may affect their progress. Faculty and staff work with students to identify concerns and, when appropriate, provide academic assistance, individualized instruction, schedule assistance, or an action plan designed to help the student return to satisfactory progress. Epic Barber College monitors student attendance and academic progress to help identify students who may be at risk of not completing their program. Students may be contacted by instructors or the administration to discuss barriers to continuing participation and available assistance. Administration may also help connect students with school or community resources addressing financial, housing, childcare, food, or other circumstances that may interfere with successful program completion.

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 objective 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 or Administration)

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

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, receive hands-on practice and build 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.

-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 COURSEWORK

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 Equipment
- 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□sFacial 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□sHair 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 Standard Professional Barbering
Publisher - Milady

The Curriculum for the class a barber certificate consist of 1000 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 dying 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

SATISFACTORY ACADEMIC PROGRESS AND GRADING

Epic Barber College requires all students to maintain satisfactory academic progress (SAP) throughout their program. SAP is measured through academic performance and satisfactory progress toward completion of the student□s program.

Grading

Written examinations, practical work, and other graded assignments are evaluated using the following scale:

Grade	Score	GPA
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 must maintain an academic average of 70% or better and maintain satisfactory progress toward completion of their program.

Progress Monitoring and SAP Evaluations

Student academic and attendance progress is monitored throughout the program. Genesis School Management generates monthly progress reports that are used to inform students of their academic and attendance progress and to identify areas requiring improvement. Students experiencing difficulty are counseled regarding the actions necessary to improve their progress.

Formal SAP evaluations are conducted at the established clock-hour evaluation points for each program. Genesis generates a Satisfactory Academic Progress Check Form at each applicable evaluation period, which documents the student□s academic and attendance progress and SAP status.

Student progress is evaluated by the time the student reaches 450 clock hours and is reevaluated by the time the student reaches 900 clock hours, prior to completion of the 1,000-clock-hour program.

At the 450-clock-hour evaluation, a student who has completed less than 10% of the required clock hours will be placed on academic warning.

At the 900-clock-hour evaluation, a student who has completed less than 70% of the required clock hours will be placed on academic probation.

Unsatisfactory Progress

A student who does not meet the School□s SAP requirements at an evaluation period will be notified and counseled regarding the deficiency and the requirements for returning to satisfactory progress. Depending upon the student□s status and continued progress, Epic Barber College may place the student on warning or probation in accordance with policy.

Students who fail to correct deficiencies within the applicable evaluation period may be subject to suspension or dismissal from the program. SAP determinations, counseling, warnings, probationary status, and other actions are documented in the student□s records, including applicable Genesis progress reports and SAP Check Forms.

Maximum Timeframe

Students must complete their program within 150% of the published program length. Approved leaves of absence extend the student□s contract period and maximum timeframe by the applicable period of the approved leave. A student returning from an approved leave of absence returns in the same SAP status held prior to the leave.
Epic Barber College does not offer incompletes, repetitions, or non-credit remedial coursework; therefore, these items do not affect satisfactory academic progress.

Transfer Students
Accepted transfer hours are considered in determining the student□s remaining program requirements and maximum timeframe. Transfer students must satisfactorily complete the academic, practical, and clock-hour requirements applicable to the remaining portion of their 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 hours), 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.

NONDISCRIMINATION/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.

STUDENT RECORDS

Epic Barber College maintains student records in accordance with FERPA and applicable federal and state requirements. School administration is responsible for ensuring that records are accurate, secure, and maintained for required retention periods.

Students may request access to their educational records and may request correction of information they believe is inaccurate. Student records and personally identifiable information are confidential and are released only to authorized Epic Barber College personnel with a legitimate educational interest, with the student's written consent, or as otherwise permitted or required by law. Epic Barber College maintains appropriate safeguards to protect student information from unauthorized access or disclosure.

TRANSCRIPTS

Students may obtain transcript from the business office. Transcript requests must include sufficient information to verify the student's identity. Please allow 3 business days, the cost is $2.00. Financial obligations must be met before any transcript is given. A written request for obtaining a transcript is required.

PARKING

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

PLACEMENT SERVICES

Epic Barber College administration coordinates placement services and provides employment assistance to students and graduates. Services may include assistance with resumes, interview preparation, job-search strategies, job leads, and referrals to potential employers. While the School makes reasonable efforts to assist graduates in obtaining employment, employment or placement is not guaranteed.

Epic Barber College follows up with graduates and, when appropriate, employers to collect and verify employment information. Placement information and supporting documentation are maintained by the school in accordance with established recordkeeping procedures and applicable accreditation requirements.

STUDENT GRIEVANCE AND COMPLAINT PROCEDURE

Epic Barber College provides students with an orderly process for presenting and resolving concerns regarding School policies, practices, employees, instructors, other students, or conditions affecting their education. Students will not be subject to retaliation for filing or participating in a grievance.

Informal Resolution

Whenever appropriate, a student should first attempt to resolve a concern by discussing it with the individual involved. If the student is uncomfortable doing so, or the concern cannot be resolved, the student may bring the matter to the Administrator.

Complaints involving discrimination or harassment may be submitted directly to the Discrimination Coordinator. A student is not required to discuss a complaint with an individual who is the subject of the complaint.

Formal Grievance

If the concern is not resolved informally, or if the student wishes to proceed directly with a formal grievance, the student may submit a written Student Grievance Form to the Administrator. Grievances should be submitted within 30 days of the date the student became aware of the matter, giving rise to the grievance.

The grievance should describe the concern, identify the individuals involved, provide relevant dates and supporting information, and describe the resolution requested by the student.

The Administrator will review the grievance, conduct or arrange for an appropriate investigation, and provide the student with a written determination. Epic Barber College will make reasonable efforts to resolve grievances promptly, fairly, and confidentially to the extent possible.

Appeal

If the student is dissatisfied with the Administrator's determination, the student may submit a written appeal to the Board of Directors within five (5) business days of receiving the decision. The appeal should identify the reason for the appeal and any relevant information supporting the request for reconsideration. The decision of the Board of Directors is the final

institutional decision.

External Complaints

Students are encouraged to complete Epic Barber College's grievance and appeal procedures before seeking external review. Complaints concerning matters regulated by the Texas Department of Licensing and Regulation may be submitted to:

Texas Department of Licensing and Regulation (TDLR)
Enforcement Division
P.O. Box 12157
Austin, TX 78711
Telephone: (512) 463-6599 or (800) 803-9202
Website: www.tdlr.texas.gov

Students who have exhausted the Epic Barber College□s grievance procedures and believe the matter raises questions regarding Epic Barber College's compliance with accreditation standards may file a complaint with:

Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898 or (800) 917-2081
Website: www.council.org

COE reviews complaints concerning an institution's compliance with COE accreditation standards, policies, and procedures. Information regarding COE's complaint process and Certified Complaint Form is available on the COE website.

The current Discrimination Coordinator is Sarah Owens

EPIC BARBER COLLEGE

STUDENT/EMPLOYEE GRIEVANCE FORM

Student/Employee Name: _____ Program/Department: _____

Date Submitted: _____

Please use this form to describe the nature and desired resolution of your grievance. Epic Barber College will attempt to resolve the issue as quickly and fairly as possible. Students and employees should submit this form within thirty (30) days of becoming aware of the matter giving rise to the grievance. Submit the form and any supporting information to the President. Complaints involving discrimination or harassment may be submitted directly to the Discrimination Coordinator. No complainant shall be retaliated against for participating in the grievance process.

Nature of Grievance *Describe what occurred, including relevant dates and individuals involved.*

_____

_____

_____

_____

_____

Other Parties With Knowledge *List anyone who may have information about the situation.*

_____

_____

Desired Resolution *Describe how you would like the matter resolved.*

_____

_____

_____

Attach additional pages or supporting documentation if additional space is needed.

_____ _____

Student/Employee Signature Date

_____ _____

President / Discrimination Coordinator 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
1st	Warning	Warning
2nd	Probation	Probation
3rd	Suspension	Suspension
4th	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

Michael Mbay

FACULTY AND STAFF

Haley Okoye- Administrator

Sarah Owens – Student Affairs Officer /Discrimination Coordinator

Erik Trevino – Instructor/Placement Officer

Cindy Flores – Financial Aid/ Receptionist

Julia Morfin - Instructor

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

Epic Barber College offers open enrollment, with new students generally permitted to begin their program each Tuesday. Programs are structured to allow students to enter at these regularly scheduled start dates and progress through the required curriculum, practical instruction, and clock hours in accordance with the established program requirements.

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□sLicense 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 historyguidelines 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 and 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 Minutes 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 is 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□sphone 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, sunglasses are allowed-even in class area.
7. No shorts, miniskirts, 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.
11. 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 Administrator 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.

5. When due, refunds are calculated by Epic Barber College and will be paid no later than the 45th day of eligibility for the refund. Refund payment will be made even if the student did not request it.

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 Administrator 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 Administrator, who will then make a final judgment.

REGULATION RELATING TO ABSENCES

1. All students are required to attend theory daily 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 Saturday. Students are required to attend a minimum of 30 hours a week. Students are expected to make up time for absences.

If a student clocks in and disappears or is unlocatable he/she will be placed on suspension pending investigation.

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 workstations, 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 remain 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 who do not report 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 vain 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 every day, 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***
- ***Fade***
- ***Light Fade***
- ***Flat Top***
- ***Facial***
- ***Shags***
- ***Taper Cuts***
- ***Mustache Trim***
- ***Beard Trim***

$5.00 HAIR CUTS

EPIC BARBER COLLEGE

STUDENT CATALOG RECEIPT AND ACKNOWLEDGMENT

13018 Woodforest Boulevard, Suite J | Houston, Texas 77015

Student name _____

Program _____

Start date _____

Catalog version/date _____

STUDENT ACKNOWLEDGMENT

By signing below, I acknowledge that I received or was provided access to the Epic Barber College Student Catalog identified above. I was given an opportunity to review the catalog and ask questions.

☐ I understand that the catalog contains important information about the school, my program, tuition and fees, attendance, academic progress, student services, conduct, grievances, refunds, and other student rights and responsibilities.

☐ I understand that I am responsible for reading the catalog and asking the Administrator or an instructor for clarification when I do not understand a policy or requirement.

☐ I understand that policies, schedules, fees, or other information may be revised as permitted by applicable requirements and that the school will provide notice of material changes.

☐ I understand how to obtain or access the current catalog during my enrollment.

This acknowledgment documents receipt or access to the catalog. It does not waive any right or protection provided to me by school policy or applicable law.

Student signature _____

Date _____

Place the completed acknowledgment in the student□s record.

"Traditional barber college with epic potential"

EPIC BARBER COLLEGE

Get Trained as a barber stylist

