

FACULTY & STUDENT CATALOG



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www.blackgirlbeautyschools.com



Black Girl Beauty & Barber Schools
(Apprenticeship Only)
FACULTY & STUDENT CATALOG
SCHOOL YEAR 2023 - 2024
"Cuz We Believe In U"

School Faculty & Administrative Staff:	<p><u>Owner:</u> Incorporated under the Business Corporation act, and established in 2023, Black Girl Beauty & Barber Schools is a privately owned and operated school that provides holistic and timeless education for future cosmetology professionals.</p> <p><u>Director:</u> Uniquia Manigault <u>Financial Aid Officer:</u> Venzell Boulware <u>Career Placement Advisor:</u> David Manigault <u>Instructional Staff:</u> Amanda Manigault</p>
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Rules and Regulations may be changed at the discretion of Black Girl Beauty & Barber Schools and will be emailed and posted on the online school bulletin. The student/faculty Catalog is given to each student before enrolling and to each employee of Black Girl Beauty & Barber Schools at the time of hiring. In addition, the student/faculty Catalog is made available to each student and staff in the online classroom portal. Black Girl Beauty & Barber Schools is an Online Only Apprenticeship School. As an online school, access to wifi/internet, laptops and/or desktop computers are required to enroll in our programs. Students are encouraged to check their email regularly. All communication is done through email for documentation purposes. The text message system is used during the enrollment process. All updates are also posted on the platform school bulletin board. Black Girl Beauty & Barber Schools may also be known as BGB&B Schools throughout this document.

Students/Faculty understand that the catalog, programs, course material and all documents are written in English. All programs are taught in English. All programs require the full use of an updated laptop or desktop.

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Welcome Aboard!

Black Girl Beauty & Barber Schools would like to take the time to personally Welcome You! You are now embarking upon a new career that will present life-changing opportunities! We are very delighted to have you join BGB&B Schools and it's amazing team that will walk with you step-by-step as you pursue life's new journey into the world of Online Cosmetology!

This faculty & student catalog was designed as an official guide for potential and current students to review our rules, regulations, programs, requirements, systems and processes to help your educational experience reach its fullest potential. Students enrolling in Black Girl Beauty & Barber Schools are subject to the guidelines stated herein. Consider this catalog as your best friend during your time at Black Girl Beauty & Barber Schools. Whenever you have a question, we recommend that you first refer to this catalog to help you make decisions as well as solve problems that may occur. Whatever your reason, using this catalog will answer many of the questions that may arise as you make a decision and/or pursue the decision to follow your beauty school dreams.

All information contained in this faculty and student Catalog including but not limited to fees, charges, programs, requirements and conditions are subject to change by officials of Black Girl Beauty & Barber Schools without prior notice.

Black Girl Beauty & Barber Schools complies with guidelines, rules and regulations established by all appropriate governmental and state agencies.

Black Girl Beauty & Barber Schools is an unaccredited institution seeking to be registered with the Tennessee state board of cosmetology.

Sincerely,

Black Girl Beauty & Barber Schools Faculty & Staff



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HISTORY & FACILITIES:

Black Girl Beauty & Barber Schools is a new Premiere Online Only Apprenticeship School seeking to become registered with the state of Tennessee. The school is a family owned and operated private school with over 45 years in the beauty industry and offers a unique online experience to its cosmetology students. BGB&B Schools principal location is in Chattanooga, Tennessee. The online apprenticeship school is easily accessible by visiting www.blackgirlbeautyschools.com. BGB&B Schools will offer the following programs: Cosmetology, Manicuring, Aesthetician, Natural Hair Stylist and Instructor.

MISSION STATEMENT

At Black Girl Beauty & Barber Schools we strive to create a unique opportunity for cosmetology students to become licensed professionals in an online only apprenticeship learning environment that promotes academic excellence and awesome practical skills that covers the scope of all hair textures while specializing in black hair care with a strong focus on the kinesthetic learner. Black Girl Beauty & Barber Schools offers a holistic and timeless experience with unlimited career opportunities.

ABOUT BGB&B & OBJECTIVES:

Black Girl Beauty & Barber Schools is an online apprenticeship only school that offers a unique opportunity for cosmetology students to become licensed professionals in the field of Cosmetology, Manicuring, Aesthetician, Natural Hair Stylist and/or Instructors. Our virtual educational program learning modules offer asynchronous and synchronous learning experiences that meet the skill sets needed in this evolving world of cosmetology. BGB&B Schools maximizes the full potential of our students as they strive to become professionals in their desired area of study. BGB&B Schools curriculums are designed for students to learn all hair textures, while specializing in black hair care. This amazing experience was designed to help the students who are strong, self-motivated and fast paced learners who desire to learn and grow outside of the traditional campus environment. This online apprenticeship school offers three flexible learning pathways that enables you to balance educational and professional aspirations with life's commitments. Distance Learning (virtual), Apprenticeship Learning (hands-on journeyman experience) with a licensed professional mentor, The RISE-UP 2nd chance Apprenticeship Learning Pathway that is 100% remote learning and the RISE Apprenticeship Learning Pathway that is 100% remote learning experience. These three amazing cosmetology learning opportunities are ideal for the new millennial generation of cosmetology students. BGB&B Schools is here to help prepare students who are ready to think outside the box, build an outstanding career and be all that they can be in this amazing world of Cosmetology!



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Black Girl Beauty & Barber Schools offers asynchronous and synchronous learning opportunities virtually.

ASYNCHRONOUS LEARNING EXPERIENCE:

Asynchronous online learning allows students to attend class from anywhere, view instructional materials each week at any time you choose, to learn virtually on your own schedule, within a one or two week time frame, depending on your program schedule. Students receive immediate feedback on quizzes, network and make connections with classmates and communicate regularly with instructors, who act as facilitators, guiding you from the side and ensuring that content, curriculum, questions, support and school updates are delivered effectively and efficiently. Asynchronous learning isn't any less rigorous than synchronous or on-campus learning.

SYNCHRONOUS LEARNING EXPERIENCE

Synchronous online learning allows students to attend class from anywhere, virtually each week with instructors and classmates. Students participate in real-time discussions during class time, improve presentation skills while networking and making connections with classmates.

ADMISSIONS POLICIES

Black Girl Beauty & Barber Schools students may begin his/her Program of Study any month on the 1st Monday. In the Case if Monday Falls on a Holiday the class will start the 1st Tuesday. Orientation is held on the 1st day of class. Black Girl Beauty & Barber Schools will only accept full-time and half-time students. We will have no part-time students.

ADMISSION REQUIREMENTS

Black Girl Beauty & Barber Schools complies with the requirements set forth by the State Board of Cosmetology. Each student accepted into our program must meet the minimum age requirement and follow all rules, regulations and admission requirements set in place by BGB&B Schools.

The communication assessment during the enrollment process is based on the student's and/or the student guardian's abilities to process and follow through with all enrollment policies and procedures. As acceptance notifications are sent on an ongoing basis, applicants will be notified of course or program approval or denial, course or program enrollment date, as well as the date of their required orientation via email.



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Black Girl Beauty & Barber Schools is an Apprenticeship Only School. We respond in email correspondence for details and accuracy. We will communicate through text messaging during the enrollment process if the potential student prefers. Please check your email or text messages regularly as it pertains to the enrollment information that you requested as a potential student. Failure to check your email or text messages may result in you as the potential student missing important deadlines needed to move forward with enrollment steps and procedures.

All applicants complete two interviews before they can be admitted to a program at BGB&B Schools. These are virtual interviews. The first interview is for informational purposes and is used to determine if an applicant has sufficient interest in pursuing one of our courses. During this session we also review all program information and explain the different learning pathways that a student may pursue. We share general information such as the school's registration procedures, consumer information, disclosures, course outlines, fees, expenses, and the necessary documents needed to schedule the second interview. We lay out all the academic and financial obligations for students to enter and complete the requested program of interest.

Prior to the second interview a student will pursue all financial avenues on how to pay the initial deposit and the total amount for tuition. Students will have the opportunity to apply for a loan through our 3rd party loan officer and/or learn more about the easy no interest repayment plan. This allows the school to determine the financial status of a future registered student. It also allows the student to make a good decision about investing in his/her future cosmetology career.

The second interview is used to determine whether a student is truly eligible for enrollment, to review financial aid paperwork, to complete a financial plan, to explain the school's policies and procedures in greater detail, and to outline an individualized course of study.

BGB&B Schools will review all diplomas, GED's and high school transcripts to confirm that they are official documents. If BGB&B Schools determine that the documents are not official, BGB&B Schools may request official documents from the institution to validate the documentation. The student will be responsible for any fees associated with obtaining these documents.

Applicants must complete all enrollment documents one week prior to their start date and pay the \$150 (non refundable) enrollment fee. BGB&B Schools strives to provide the best cosmetology education to our students. It's our quest to also have an amazing learning atmosphere at our online apprenticeship only school.

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that will be maintained in the student's file at all times. Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency.

Documentation will be required. We make every effort to accommodate students within the framework of a beauty school setting. If there is some question as to the accuracy of your education records the student will be required to prove the



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validity of the Records. Diplomas and transcripts are accepted from schools accredited by the state department of education from the state of origin.

Students that attended high school outside the United States must provide a copy of their original education records and an English translation. The translation must be performed by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Education record translation and evaluations are paid for by the student.

Students may enroll in our courses by submitting an online application. The application is then forwarded to our admissions office. Following is a list of requirements:

1. Be at least sixteen (16) years of age with a driver's license, passport or State I.D, Social Security Card, Proof of Education (High School Diploma, High School/College Transcript or GED), two references (1 personal and 1 professional)
2. Work Schedule (if applicable)
3. Current Active Professional License (if applicable)
4. Students under 18 must have a parent signature.
5. Has completed an online tour of the school program.
6. Have completed the enrollment application with (non-refundable) enrollment fee
7. Complete the 1st virtual interview.
8. Complete the 2nd Virtual interview
9. Have completed the Enrollment Agreement (with non-refundable Enrollment Deposit Fee) Enrollment Deposit fee is Transferable.
10. For the purpose of determining eligibility for enrollment in a school of cosmetology, an applicant must have completed and passed at least two (2) years of high school or obtained a score of at least four hundred and fifty (450) on a General Educational Development test.
11. (2) Public and vocational schools are exempt from the provisions of Tenn. Code Ann. § 62-4- 122. However, the completion of at least ten (10) high school credits or obtaining a score of at least four hundred and fifty (450) on a General Educational Development test must be met prior to the completion of a cosmetology curriculum.
12. Students that attended school in a foreign country must have their records translated into English and evaluated by an evaluation company to ensure that the education is academically equivalent to a U.S. high school diploma. Options include: Website: www.evaluationworld.com
Aequo International Phone: Website: <https://aequointernational.com>
13. Education records must be complete and must be submitted no later than one week prior to the start of class.



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<u>SCHEDULE</u>	<u>PROGRAMS</u>	<u>TIME IN-TIME OUT</u>	<u>DAYS IN</u>	<u>HOURS</u>	<u>BREAKS</u>
FULL-TIME Assignments are due on designated day below at 11:59pm	Cosmetology Manicuring Aesthetician Natural Hair Stylist Instructors	8am - 4pm	Monday - Friday	Minimum 7 Hours a Day (35 Hours a Week)	1 hour lunch mandatory
HALF-TIME Assignments are due on designated day below at 11:59pm	Cosmetology Manicuring Aesthetician Natural Hair Stylist Instructors	8am - 12:15pm	Monday - Friday	Minimum 4.25 Hours a Day (21.25 Hours Weekly)	N/A

Black Girl Beauty Schools online apprenticeship programs are designed for students to receive practical hours through community events, apprenticeship locations and/or remotely. When students are not participating in community service events and/or apprenticeship locations, the student will work remotely and attend virtual classes as scheduled. When students are scheduled to be present at community service events and/or apprenticeship locations, all students are required to perform hands-on practical services on live patrons and/or mannequins.

Although students are working remotely, all students are responsible to be available and responsive during their agreed-upon contracted hours within their student enrollment agreement. Students who fail to do so will default on their student enrollment agreement. The students will be subject to disciplinary actions including, but not limited to; the make-up hour policy, late work policy, overage fee policy, suspension, and/or termination from the student's said course or program at the student's expense of \$300 per week.

When students are scheduled to be present at a community service event and/or apprenticeship location it is in direct correspondence with their student enrollment agreement. The student agreement reflects a pre-chosen minimum requirement of 5 hours to a maximum of 35 hours a week during the theory portion of any course or program of study. Please make a note that all programs are required to be completed with a minimum requirement of 16 hours to a maximum of 35 hours a week for theory. A minimum of 21.25 hours to a maximum of 50 hours a week can be completed in the apprenticeship portion of the program only.



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MONTHLY COMMUNITY SERVICE SCHEDULE - Apprenticeship & RISE Learning Pathway 2nd, 3rd and 4th Wednesday of the Month 8am - 12pm. Students will communicate with the BGB&B Academic Team for specific schedule times/locations.

Students are required to report to campus only when needed, including but not limited to; picking up and/or returning items, testing as needed and/or required, lesson and/or classroom assistance, etc. Any and all visits to the campus must be scheduled. No student will be permitted to enter without a scheduled appointment.

TRANSFERABILITY OF CREDITS

If a current student decides that they prefer to transfer from one course or program to another offered by Black Girl Beauty Schools, the student should consult with the admissions office via the school admission's email. Any such transfer must be accompanied by a new application and fee, a new enrollment agreement, and the difference in the tuition, kits, and books for that course or program. All grades received in all prior courses or programs will remain on the student's transcript and will be figured into their cumulative GPA and their current attendance status.

The student will have the option to transfer over a maximum of 150 clocked hours from their current course or program to the new course or program of their choice. The 150 hours are standard sanitation, disinfection, and knowledge hours (general hours) in every course or program within Black Girl Beauty & Barber Schools program of study.

Black Girl Beauty & Barber Schools will not accept transfer students for outside institutions.

Black Girl Beauty & Barber Schools does not imply, promise or guarantee transferability of credits earned to any other educational or vocational institution. CREDITS EARNED AT THE COLLEGE MAY NOT TRANSFER TO OR BE TRANSFERABLE TO ANY OTHER EDUCATIONAL, VOCATIONAL OR OTHER INSTITUTION. TRANSFERABILITY OF CREDITS IS SOLELY DEPENDENT ON THE POLICIES OF THE INSTITUTION TO WHICH THE STUDENT SEEKS TO TRANSFER.

PHYSICAL DEMANDS

This is a physical and customer service oriented field. Each student must have the ability to deal with a wide variety of personalities and to meet the physical demands of their chosen career path. If you have a disability or special need due to a disability please notify the admissions office in writing at the time of enrollment. You may email: admissions@blackgirlbeautyschools.com.

The daily physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few demands to be aware of:



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1. Standing – is a large part of these professions; may cause varicose veins in years to come;
2. Appropriate dress – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.
3. Shoes – support of legs and feet, comfortable and professional; must be closed in shoes – no open heels or toes.
4. Posture – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.
5. Sitting – feet on floor, back against chair back, improper sitting can cause back problems.

TUITION AND FEES

PROGRAM	CLOCK HRS	FULL-TIME MON-FRI	ENROLLMENT FEE	TUITION	SCHOLARSHIP AMOUNT APPROVED	BOOKS & SUPPLIES	TOTAL TUITION	INITIAL DEPOSIT
COSMETOLOGY	1500 HRS 42-50 WEEKS	35 hrs 9am - 5pm	\$150	\$17,500	\$10,000 SCHOLARSHIP	KIT (2000) TECHNOLOGY-\$500 STATE EXAMS-\$150	\$10,300	DEPOSIT- \$2500 REQUIRED
NATURAL HAIR STYLIST	300 HRS 8-16 WEEKS	35 hrs 9am - 5pm	\$150	\$8500	\$5000 SCHOLARSHIP	KIT (500) TECHNOLOGY-\$250 STATE EXAMS-\$150	\$4,400	DEPOSIT- \$1500 REQUIRED
MANICURING	600 HRS 17-25 WEEKS	35 hrs 9am - 5pm	\$150	\$7,500	\$4,000 SCHOLARSHIP	KIT (\$750) TECHNOLOGY-\$250 STATE EXAMS-\$150	\$4950	DEPOSIT- \$1500 REQUIRED
AESTHETICIAN	750 HRS 21-29 WEEKS	35 hrs 9am - 5pm	\$150	\$8500	\$4000 SCHOLARSHIP	KIT (1000) TECHNOLOGY-\$350 STATE EXAMS-\$150	\$6,300	DEPOSIT- \$2000 REQUIRED
INSTRUCTORS	300 HRS 8-16 WEEKS	35 hrs 9am - 5pm	\$150	\$8500	\$5000 SCHOLARSHIP	KIT (500) TECHNOLOGY-\$150 STATE EXAMS-\$150	\$4,300	DEPOSIT- \$1500 REQUIRED

All tuition and fees must be paid in full prior to the commencement of each payment period unless other arrangements satisfactory to Black Girl Beauty & Barber School's (the "School") in its sole and absolute discretion, have been made with the student and his/her legal designee (the "Student"). The Student's account will be billed in accordance with the Tuition and Fee Addendum (the "Addendum") to the School's Catalog (the "Catalog"), within each payment period. The tuition rate will not increase so long as the student remains continuously enrolled. If the Student withdraws, the Student will be subject to the tuition rate in effect at the time of re-entry.

SCHOLARSHIP POLICY: Upon signing this agreement all new incoming students are awarded a scholarship. The amount of the scholarship is based on the registered program.

TOTAL TUITION, FEES, AND OTHER CHARGES AS SPECIFIED IN THE CURRENT TUITION SCHEDULE: One Lab Kit, comprehensive set of Cosmetology Books needed to complete the program and exam fees are included in the tuition charge.



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BGB&B Schools will permit students to re-enter the school in the same progress status on the last day of attendance. If the School's tuition has increased since that time, the student's tuition will be adjusted to reflect the tuition increase. The student will have to pay the difference of the adjustment included with their return deposit and enrollment fee. This fee will be paid by way of paypal and/or invoice.

Student must make all payments in a timely manner and may not fall (2) payments behind at any time during his/her educational time at BGB&B Schools. After the 1st missed payment student will be given a 15-day warning by way of email. If students account is not brought current within the 15 days the student's hours and access to the BGB&B Schools platform will be frozen, student will have to bring account current before returning to school.

At no given time shall any student be permitted to fall (2) two payments behind on tuition or financial obligations with the school. If and when a student shall fall behind on (1) one payment, the student will be stopped-out immediately, their hours will be frozen, and overages that occur due to the student's failure to pay will be due before returning to school. The student will not be permitted to return to school until the student's tuition account is completely brought current. The holding stage for an account to be brought current cannot exceed more than (3) three calendar days at any time.

Accounts not brought current in the maximum of (3) three calendar days will be terminated. Students' accounts that are terminated due to lack of payment will not be permitted to re-enroll until after 90 days. All default payments not received upon termination will result in the default payment(s) and the remaining balance for tuition and all other fees owed is immediately due. All monies owed at that time will be discussed with the student further prior to additional lawful steps being taken.

Any student who is under 18 years of age must have a guarantor who will be liable for the fee agreed to above if the student should default in any payments thereof. The Undersigned guarantor, in consideration of the acceptance of the aforementioned Student by the Seller acknowledges that the guarantor is the parent or legal guardian of said minor Purchaser in accordance with agreement.

This Enrollment and Tuition Agreement (this "Contract") should be completed by the Student only after he/she (as an applicant for admission to Black Girl Beauty & Barber Schools) has successfully completed all requirements for admission to the School as described in the current School catalog and he/she has been accepted for admission by the School. **DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT COMPLETELY AND THOROUGHLY. DO NOT SIGN THIS CONTRACT IF IT CONTAINS ANY BLANK SPACES.**

The Student will receive an exact duplicate copy of the Contract the Student signed.

THIS CONTRACT BECOMES A LEGALLY BINDING INSTRUMENT UPON WRITTEN ACCEPTANCE DELIVERED TO THE STUDENT, UNLESS IT IS CANCELED PURSUANT TO THE STUDENT'S RIGHT TO CANCEL.

The Student has the right to cancel the initial Contract until 11:59 p.m. local time on the third business day following the day that the BGB&B Schools accepts the Student's enrollment and, if so canceled by the Student, the Student will be



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entitled to receive refund for advance monies paid on tuition within 45 days of the Student's giving of such notification. (**Enrollment Fee & Initial Deposit is NON-REFUNDABLE.**)

Any holder of this consumer contract is subject to all claims and defenses that the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

The terms and conditions of the Contract are not subject to amendment or modification by oral agreement. To the contrary, any changes, amendments or modifications to the Contract will not be binding on either the Student or BGB&B Schools unless and until such changes have been approved in a writing signed by an authorized official of BGB&B Schools and the Student (or his/her parent or legal guardian if the Student has not reached the age of maturity under the laws of this Contract).

Dissatisfaction with, or non receipt of, the educational services being offered by BGB&B Schools does not excuse the Student, as a borrower, from repayment of any loan made to the Student, as a borrower, for enrollment at BGB&B Schools, including federally guaranteed and career loans provided by or through the BGB&B Schools.

ENTRANCE/EXIT COUNSELING

All students of Black Girl Beauty & Barber Schools are required to have an entrance and exit counseling session. The purpose is to review your goals, finances and life after graduation.

KIT FEE

Each student will be provided a kit with the equipment required in order for the student to participate in said selected program listed above. This includes, without limitation, instruments, equipment and any other items related to instruction that's required by the state board of cosmetology and required by the school for use during program training. Once you receive your books, kit, and supplies, you are responsible for them. The school will issue you these items, you will sign a waiver, and you will be held responsible for any items damaged or misplaced. The school will not be held accountable for replacing any items once you receive and sign for them.

SCHOLARSHIPS

ALL NEW STUDENTS RECEIVE A SCHOLARSHIP FOR THE PROGRAM OF YOUR CHOICE.

SCHOLARSHIPS ARE AVAILABLE TO ALL NEW INCOMING STUDENTS

Black Girl Beauty & Barber Schools is proud to award all new students a scholarship for your beauty education. This is an opportunity for you to complete an amazing education that will create a life-long career. All that is required of you is to maintain 75% attendance rate during your enrollment and 100% completion rate.



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Tuition fees are due upon enrollment. Students who are unable to make full payment at time of enrollment will be expected to make suitable arrangements to cover these expenses through scholarships or satisfactory payment arrangements. If the student fails to complete the program by contract deadline, hours made up after scheduled graduation date will be charged an additional per week charge (\$300 weekly)

RE: SCHOLARSHIP REQUIREMENTS

- Cosmetology - \$10,000 (AWARDED IN AT 1500 HRS)
- Natural Hair Stylist - \$50000 (AWARDED IN AT 300 HRS)
- Manicurist - \$4000 (AWARDED IN AT 600 HRS)
- Aesthetician - \$4000 (AWARDED IN AT 750 HRS)
- Instructor - \$5000 (AWARDED IN AT 300 HRS)

ORIENTATION

Orientation is held on the 1st day of class which is the 1st Monday of every month except if the 1st Monday falls on a holiday. Then the 1st day of class/orientation will be the 1st Tuesday. Orientation is Virtual for all new enrolled students. Orientation is a requirement for all new students. It's an opportunity for students to learn and familiarize yourselves with all the policies, procedures, rules and regulations of the school.

UNIFORM POLICY

Whether students are in an online class, community event and/or on-the-job training, all students are expected to follow the dress code rules & regulations. A student not in uniform (with name-tag) will not be permitted to attend classes and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day, and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy you may address them during that time.

The dress code for students enrolled at Black Girl Beauty & Barber Schools - TN (Apprenticeship, RISE & RISE-UP Programs) is as follows:

1. All students/All programs (all black) with BGB&B School T-shirts.
2. When at a community event/on-the-job Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
3. A name tag will be issued to you prior the first day of class and must be worn every day. You will be given one. DO NOT lose it!



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4. You are expected to maintain a professional appearance while in an online class, attending any community event and/or on-the-job with a professional mentor. (This includes personal hygiene.)
 5. Hair should be groomed. Clean shaven (men).
 6. Make-up must look professional. (Keep in mind you are in the beauty profession. We often have guest speakers come in and we should at all times exhibit professionalism)
 7. No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e. religion permitting.)
 8. No jackets, sweaters or sweatshirts over uniform. (You may wear a long sleeved shirt under Your t-shirt as long as it is solid black and has no holes, stains or other markings.)

GRADUATION REQUIREMENTS

Students are issued a diploma from Black Girl Beauty & Barber Schools upon satisfactory completion of the graduation requirements. There is a \$50.00 fee for each request for a duplicate diploma or transcript. Student records are only kept by the School for 7 years. Transcripts are kept indefinitely. Black Girl Beauty & Barber Schools does hold a physical and/or virtual graduation ceremony. All current and active students, educators, and faculty members are required to attend graduation as scheduled in support of the graduating fellow students.

A Diploma will be issued upon completion of the course and the graduation requirements as follows:

1. Completion of all course hours required by the State Board of Cosmetology as outlined in the school catalog.
2. Completion of all written and practical requirements.
3. Full payment of all fees and tuition.
4. Completion of all examinations with passing score.
5. Demonstration of theory and practical competency with final grade of 75% in said course.

A student who graduates from Black Girl Beauty Schools must pass all examinations no more than three (3) years after passing the initial theory examination. All scores of any passed examinations after that date will be vacated and the graduate must retake and pass the initial theory examination.

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2023-2024 START DATE SCHEDULE

<u>2023 START DATES</u>		<u>2024 START DATES</u>
N/A		January 8, 2024 New Class/Orientation Registration deadline: December 15, 2024
N/A		February 5, 2024 New Class/Orientation Registration deadline: January 15, 2024
N/A		March 4, 2024 New Class/Orientation Registration deadline: February 15, 2024
N/A		April 1, 2024 New Class/Orientation Registration deadline: March 15, 2024
May 1, 2023 New Class/Orientation Registration deadline: April 15, 2023		May 6, 2024 New Class/Orientation Registration deadline: April 15, 2024
June 5, 2023 New Class/Orientation Registration deadline: May 15, 2023		June 3, 2024 New Class/Orientation Registration deadline: May 15, 2024
July 10, 2023 New Class/Orientation Registration deadline: June 15, 2023		July 8, 2024 New Class/Orientation Registration deadline: June 15, 2024
August 7, 2023 New Class/Orientation Registration deadline: July 15, 2023		August 5, 2024 New Class/Orientation Registration deadline: July 15, 2024
September 4, 2023 New Class/Orientation Registration deadline: August 15, 2023		September 2, 2024 New Class/Orientation Registration deadline: August 15, 2024
October 2, 2023 New Class/Orientation Registration deadline: September 15, 2023		October 7, 2024 New Class/Orientation Registration deadline: September 15, 2024



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November 6, 2023 New Class/Orientation Registration deadline: October 15, 2023		November 4, 2024 New Class/Orientation Registration deadline: October 15, 2023
December 4, 2023 New Class/Orientation Registration deadline: November 15, 2023		December 2, 2024 New Class/Orientation Registration deadline: November 15, 2023

BLACK GIRL BEAUTY & BARBER SCHOOLS 2023 Calendar of Events

We recognize all major government, federal and state holidays and are closed on the following holidays below.

MAY 2023

- **Monday, May 29, 2023** - Observance of Memorial Day
- Students and staff return on Tuesday, May 30, 2023

JUNE 2023

- **Monday, June 19** - Juneteenth Holiday Observed
- Students return on Tuesday, June 20, 2023

JULY 2023

- **June 25 - July 10** - Summer Break 2023
- **July 4** - Fourth of July Holiday Observed
- Staff and Students return on Monday, July 10, 2023

AUGUST 2023

SEPTEMBER 2023

- **Monday, September 4** - Labor Day Observed
- Students return on Tuesday, September 5, 2023
- September 29 - **GRADUATION (6PM - 7PM/EST) LIVE IN ATLANTA, GA AND/OR THROUGH ZOOM.**
- Link privately provided to the graduates and current students the day before the graduation ceremony.

OCTOBER 2023

NOVEMBER 2023

- **November 7 (Tuesday)** - Election Day Observed
- Students return on Wednesday, November 8, 2023
- **November 10 (Friday)** - Veterans Day Observed
- Students return on Monday, November 13, 2023
- **November 17 (Friday)** - **GRADUATION (6PM - 7PM/EST) LIVE IN ATLANTA, GA AND/OR THROUGH ZOOM.**



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- Link privately provided to the graduates and current students the day before the graduation ceremony.
 - **November 22 (Wednesday - Friday) November 24** - Thanksgiving Holiday Observed.
 - Students return on Monday, November 27.

DECEMBER 2023

- **December 22 Friday - January 5, 2024 Christmas Holiday**
- Staff and Students return on Monday, January 8, 2024

RELIGIOUS HOLIDAYS

Black Girl Beauty & Barber Schools - TN honors and respects religious holidays. During orientation students will be given the opportunity to acknowledge any religious holidays that's not on our school calendar of events.

TRANSCRIPTS

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for \$50.00 each. In the event the student withdraws or is terminated, all financial obligations must be met before an official transcript will be released.

Students may request a transcript to be mailed to another institute provided he/she submits the proper request form the school's physical address and phone number along with any fees required by Black Girl Beauty & Barber Schools - TN. The transcript will be sent out within 3-5 business days of the request.

WITHHOLDING RECORDS

Black Girl Beauty & Barber Schools will not release to any licensing boards or other institutions any certified hours or transcripts unless all financial and contractual obligations have been met. Black Girl Beauty & Barber Schools will, however, provide any student a certified transcript for all hours obtained for which Black Girl Beauty & Barber Schools has been compensated.

STATEMENT AGAINST DISCRIMINATION

Black Girl Beauty & Barber Schools does not discriminate on the basis of race, color, sex, national origin, ethnic origin, religion, age, sexual orientation, gender identity or disability when admitting or educating students. This school complies with all guidelines, rules, and regulations established by all appropriate governmental and state agencies.

SATISFACTORY PROGRESS POLICY



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It is the policy of Black Girl Beauty & Barber School's that the Satisfactory Progress applies to all students enrolled.

ATTENDANCE POLICY

At Black Girl Beauty & Barber Schools, all student's have a 10-min. grace period per the start of class. Students are not to exceed 2 10-min grace periods per calendar month.

Black Girl Beauty & Barber School's Scholarship students must attend 75% of scheduled hours to maintain benefits.

In order to be considered making satisfactory progress toward a graduation diploma, a student must maintain a 75% grade point average and attend school 67% of his/her schedule per accrediting agencies, however Black Girl Beauty & Barber Schools require students to report at least 75% of his/her schedule. Students will be evaluated at the payment period for which they are being awarded. All students are reminded that while they may be considered in compliance with the Satisfactory Attendance Policy of this School, the student may be assessed late instruction charges for clock or credit hours necessary to complete his/her program of study beyond the contract expiration date on the student enrollment agreement. Students are evaluated and progress reports are issued every month for all programs. At which time, students are evaluated for attendance and academic progress. Students who are going to be late or absent are required to email students@blackgirlbeautyschools.com. When emailing, always state your name, student ID and school location. For our online schools, all communication will be transacted by email for documentation. For our traditional campuses all communication will be transacted online as well as on campus. Students should email a doctor's excuse prior to returning. Excessive absences/tardies excused or unexcused, can result in disciplinary action and will be handled on an individual basis by the Instructor/Director. Four (4) consecutive days absent or 2 hours tardy per month is considered to be excessive and will result in being dropped from the school roll.

EVALUATION OF ACADEMIC & FINANCIAL PAYMENT SCHEDULE

Black Girl Beauty & Barber Schools is an online only apprenticeship school. All programs are evaluated monthly both academically and financially. This is designed to help students stay on track of all obligations.



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- Cosmetology
- Manicuring
- Aesthetician
- Natural Hair Stylist
- Instructors

MAXIMUM TIME FRAME

A student must complete his/ her program in a period not to exceed 1-1/2 times the contracted program length. Therefore, the student will be evaluated at each academic/payment period. If the student is below 67% at the end of the payment period the student will be placed on attendance probation. The student is considered making satisfactory progress in attendance while on probation. If the student does not raise his/her attendance rate to 75% a student is at risk of losing an awarded scholarship.

GRADING REQUIREMENTS

BGB&B Schools is an apprenticeship only online school. grades include the completion of course work including assignments, quizzes, assessments, exams, tests, simulations, video assignments, discussion board assignments, journals, essays, research, projects, community events and on-the-job training.

All specified assignments for a given week are due on their specified days no later than 11:59 pm the following week on the days as detailed in the program syllabus.

For Cosmetology Program Students All homework is due by 11:59 pm weekly on Monday night.

For Manicuring Program Students All homework is due by 11:59 on Tuesday night.

For Aesthetician Program Students All homework is due by 11:59 on Wednesday night.

For Natural Hair Stylist Program Students All homework is due at 11:59 on Thursday night.

For Instructor Program Students All homework is due at 11:59 on Friday night.

12:00 am is considered a late submission. All homework will be reviewed, graded and feedback will be given from the instructor.

Upon completion, staff will grade all program assignments and provide feedback to the student via the students grade book by way of the students portal. Specific information regarding each program can be found on the program syllabus.



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Students will receive written grade reports upon the completion of each quiz/assessment/exam/test, assignment, and practical with a cumulative grade point average determined on an ongoing basis as their course or program work is completed.

A student must maintain a 70% grade point average on a monthly basis. If the student falls below 70% the student will be placed on academic probation. The student is considered making satisfactory progress while on probation. If the student does not raise their academic grade point average to 70% while on probation the student is subject to termination. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Faculty members are required to post final grades within (7) seven business days of the course or program completion. Black Girl Beauty & Barber Schools has established the following grading guidelines to be complied with by all faculty. Student grades represent the work and knowledge level attained within the regularly scheduled course or program dates. Black Girl Beauty & Barber Schools has established the following grading guidelines:

GRADING SCALE:	
LETTER GRADE	PERCENTAGE GRADE
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67



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Black Girl Beauty & Barber School's state board (written and practical) exam must meet a minimum of 70% for graduation. However, if retaken, the first passing grade will be used in grade point average calculations.

STUDENT ADVISORY SERVICES

Black Girl Beauty & Barber School is concerned about the wellbeing of every student. It's important for faculty and administrative staff that our students feel comfortable enough to confide in our advisor if it's necessary. Virtual private offices are available for advising at any time. If a staff member or mentor notices any odd behaviors from a student or students other than academic, enrollment or school related matters the staff member should offer positive advice and/or refer the student for additional advice from an appropriate agency.

STUDENT RECORDS, STUDENT RIGHTS AND PRIVACY/RELEASE OF INFORMATION

Academic and financial records will be kept at the school's online administrative office. Each student will have his/her own student file. Black Girl Beauty & Barber Schools will not have part-time students or part-time files. All students attending Black Girl Beauty & Barber Schools will operate 35 hours per week, per the enrollment agreement. Students and their parents or guardians (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with administration. Requests for an appointment for access to their file must be submitted by email and will be honored within three (3) business days of the request. During the review a member of the staff will be present. A student may receive copies of any record pertaining to him/her that is contained in the file. Student records are maintained by the school for five years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee. Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Tennessee State Board Representatives, Black Girl Beauty & Barber Schools Administrative Staff and Government/State accrediting agencies.

All other parties only upon written release from students per request.

RECORD-KEEPING



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Black Girl Beauty & Barber Schools is an Apprenticeship Only School. All record/time-keeping is tracked using the BGB&B 3-Tech Record-Keeping System. Those systems include: BGB&B Learning Management System, Sign-in Sheets and Homebase. These systems track and maintain all timekeeping, sign-ins, curriculums, lessons, logged hours, webinars, syllabi and grade books. All students/faculty will have log-in credentials for each tech system. Depending on your training location, you may need one, two or all three. If there's a failure/outage in the schools Learning Management System, Black Girl Beauty & Barber Schools will have back-up hours located at Homebase. Students must be available to communicate, be engaged in school activities, emails, messaging, webinars, discussion boards, chats and class assignments during your agreed upon hours within your student enrollment agreement. All cameras must be on and students must be proper in uniform. Students in the apprenticeship learning setting must be recording their time on their school-issued time sheets in order for their time to be logged. Supervising Mentors must sign off on the time-sheets daily. All 100% remote students' time is tracked by their participation time in the student portal, class sessions and assignments submitted. All students must be logged in the portal when completing coursework and/or assignments. All work and assignments are submitted through the online portal only.

- Asynchronous and synchronous learning students must be logged into the BGB&B Learning Management System and Homebase at all times during course work with your designated program in order to receive credit for time. This ensures that all hours are being tracked properly and thoroughly. This also keeps the staff, students and faculty
- Students/faculty participating in community events must be signed into homebase/sign-in sheets in order for students/faculty to receive credit for his/her time/assignments.
- Faculty working from the Chattanooga office location must be logged into homebase in order to receive credit for your time.
- The BGB&B Academic Team is available to guide and assist all students during the scheduled class times of training.
- Academic Support is available Monday - Friday 9am - 5pm CST.

It is the student/faculty responsibility to ensure that he/she is logged into the correct program. It's the student/faculty's responsibility to clock in and out for lunch and at the end of the day. Failure to log-into and out of the correct program and at the correct time will cause students/faculty to lose credit. Students/faculty will only receive credit for time logged into their designated program and assignments submitted to the correct place. BGB&B Schools is not responsible for student or faculty log-in or submission errors. The time clock system provides real-time detailed information from day to day and week to week to help students and staff stay on track and on one accord. Student's can track their own time in the Homebase Portal as well as shared hours from the BGB&B Academic Team. Student progress reports are provided 4 times per year/every quarter. All questions, concerns, errors or disputes must be submitted to the school email only students@blackgirlbeautyschools.com using your school assigned student email. Students/Faculty must state the reason for missed clock-in and clock-out time. Arriving/Returning late from break or lunch is not an error or reason to file a dispute. Make-Up Policy, Late Policy, and Overage Fee Policy will apply when necessary. All requests for time clock edits for faculty must be requested on the day that the error occurred.



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MAKE-UP POLICY

The Satisfactory Academic Policy standards always apply to students when failed/missed assignments are due. The BGB&B Academic Team is available to help students with any make-up/assignments. It is the students responsibility to contact the BGB&B Academic Team to create a make-up plan for failed/make-up work and assignments. It is Black Girl Beauty & Barber Schools policy that all hours, assignments and deficiencies must be brought current by the end of the term. Students have the opportunity to make up any missed hours, assignments, and/or quizzes/assessments/exams/tests at no charge if they are made up within the current course or program term that was originally missed. Failure to make up hours within the current term will result in overage fees of \$300 per week until all obligations are brought to a good status. All overage fees must be paid by separate invoice that will be submitted to your email weekly until the account is current.

OVERAGE FEE POLICY

All course tasks are due as scheduled within the course or program's syllabus. If alternate arrangements need to be made due to mitigating circumstances please contact the BGB&B Academic Team to create a make-up plan. A fee will be charged of \$300 per week. Students who fail to meet the overage fee requirement of \$300 per week and bring all assignments current will be withdrawn from their current course or program. Students may return/transition to Black Girl Beauty & Barber School by reapplying through the RISE- UP 100% REMOTE 2ND CHANCE PROGRAM. A \$150 enrollment fee, \$500 deposit and a new enrollment agreement is required. Students will be registered under the current school tuition rates.

INCOMPLETE POLICY

Any student at Black Girl Beauty & Barber Schools that has incomplete classwork by the end of the scheduled theory portion of the program will be given an (Incomplete) grade. If a student does not complete all work and financial obligations within one week students will receive a grade "F" and will not be cleared to test out, attend apprenticeship, graduate, and/or test for licensing or certification. Without certification distance learning students cannot start on-the-job training.

RE-ENTRY PROCEDURE

The school will allow the student to re-enter the school through the RISE- UP 100% REMOTE 2ND CHANCE PROGRAM. A \$150 enrollment fee, \$500 deposit and a new enrollment agreement is required. Students will be registered under the current school tuition rates.

CONTINGENCY PLAN



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This plan has been prepared in the unlikely event of a planned or unplanned closure of Black Girl Beauty & Barber School's or a program within the school. Upon event, Black Girl Beauty & Barber Schools should close due to natural disaster or programs are no longer available by fault of BGBSchools. The school's course of action will be

- A) ALL students to be transferred to the RISE UP 100% Remote Learning Program, a 2nd chance program designed for mitigating circumstances and is the best benefit of the student. If for some reason the TN State Board of Cosmetology does not approve BGBSchools RISE/RISE UP programs then:
- B) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school;
- C) Participate in a Teach – Out Agreement; or
- D) Provide a full refund of all monies paid.

If necessary, BGBSchools will refund all money due to the students within 45 days, according to the refund policy in the school catalog. Terms will be, based on each student's clock hours, and enrollment period completed, refund will be calculated and refunded within 45 days. Students shall receive all clock hours paid for and records will be transferred to Black Girl Beauty & Barber Schools Headquarters. If the school can receive pre-approval from the TN State Board of Cosmetology for a temporary or new building before the ninety days school will resume its regular school schedule at no additional cost to the student, and no refunds will be available. See details of school refund policy.

TEACH OUT PLAN:

In order to ensure that all enrolled students shall have an equitable opportunity to complete their educational program in the event that Black Girl Beauty & Barber School should cease operations and no longer offer instruction, Black Girl Beauty & Barber Schools shall immediately demonstrate the following teach-out plan:

- Satisfy any outstanding financial obligations to Local, State, or federal providers of financial aid.
- Place all relevant information regarding the closure on the Black Girl Beauty & Barber Schools website and all social media customarily used by the school.
- Email all students on the Black Girl Beauty Schools currently-enrolled roster.
- Comply with applicable State and Federal laws regarding record maintenance.
- The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, which is within a 50 (mile) radius and would be practicable to enter into a Teach-Out Agreement and which has no business connection with the original institution.
- The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.
- The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.



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- The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise the availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.
 - This school shall dispose of school records in accordance with state laws.
 - Contact information of the custodian of Black Girl Beauty & Barber School's files and the address where those files will be kept. List of all currently-enrolled students to include the arrangements made for each student on the list. (B) Contact information of the custodian of Black Girl Beauty & Barber Schools files and the address where those files will be kept. (C) Copies of all notifications from the school to its students related to the institution's closure or teach-out options to ensure the information accurately represents students' ability to transfer credits and/or clock hours.

Students who withdraw or terminate prior to course completion may be charged a withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.

A withdrawing student must contact the administration office by email, attend an exit interview, and complete all required exit paperwork.

HEALTH & SAFETY PRECAUTIONS

Whether students are in an online course, practicing through simulations, video demonstrations, community events or participating on-the-job training with a licensed professional mentor, BGB&B Schools students are expected to practice safety habits at all times while operating in compliance with CDC precautions and BGB&B Schools - TN health & safety guidelines. BGB&B Schools students shall abide by all state rules & regulations regarding health & sanitation in the school while serving customers, wear a clean washable uniform and a student name badge at all times. Abide by all sanitation rules & regulations to protect the well being of the customers; including washing hands, use clean towels and drapes on each customer, clean & sanitize thoroughly and immediately after each customer, keep floors, walls & furniture clean, all instruments shall be properly disinfected. Those implements that come in contact with blood or bloody fluids, shall be disinfected by complete immersion in a bactericidal, virucidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's direction. **STUDENTS WILL COMPLETE A VIRTUAL LOGIN FOR SANITIZING SCHOOL EQUIPMENT. THIS DOCUMENTED FILE IS MAINTAINED IN THE SCHOOLS ONLINE DATABASE. ALL RULES, HEALTH & SANITATION GUIDELINES WILL BE POSTED IN THE SCHOOLS ONLINE PLATFORM BULLETIN.**

STUDENT PROFESSIONALISM & CONDUCT

Black Girl Beauty & Barber Schools students and future professionals are required to maintain a high standard of professionalism in demeanor, dress, cleanliness, school assignments, and conduct regardless to whether you are in an online platform course, practicing through simulations, video presentations, community events or participating on-the-job



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training with a licensed professional mentor. In so doing, students agree to the rights and feelings of others at all times. By treating your fellow students, instructors and clients with kindness and respect to ensure your good reputation in the school, community and throughout your beauty career. All students are required to conduct themselves as responsible students of Black Girl Beauty & Barber Schools and in accordance with standards of common decency, with recognition and respect for the personal and property rights of others and the educational missions of the school. Black Girl Beauty & Barber Schools is dedicated to providing an amazing online educational experience to its students, and a quality work environment for its employees. Students and staff are expected to act in a professional manner at all times while on the premises or while representing the school at any public function. Students who are at a salon on-the-job training are expected to uphold these same rules and regulations. Professional attitude is paramount to the successful career of any beauty program. Graduates of Black Girl Beauty & Barber Schools will exemplify this tradition. Black Girl Beauty & Barber School has a strict zero tolerance policy for certain behaviors such as profanity, gossip, bullying, verbal abuse, fighting, yelling, negativity, poor attitude. Students are required to be in uniform at all times, online, community events and/or on-the-job training.

A student is late if the student enters the on-the-job training or community event one (1) minute after the beginning of the scheduled session. Tardy students are not allowed into online theory classes.

Students arriving at a community event 10 minutes after the start time are considered not present for the day/evening.

Should a life circumstance cause you to be tardy, it is mandatory that you contact the school by email. If a student is tardy more than five (5) times within a month, corrective action will be taken. Chronic tardiness will not be tolerated and may be grounds for dismissal.

If a student arrives more than fifteen (10) minutes late for three (3) days, the student will receive an absence equal to one (1) full day.

Excessive tardiness is unprofessional behavior and does not benefit the student in his/her goals to succeed after graduation. It will not be tolerated and may even be grounds for dismissal.

MISCONDUCT

All students are governed and must adhere to state, or federal laws and regulations. These Standards of Conduct are applicable to all students on and off the school property if that behavior is deemed to be incompatible with the school's educational environment and mission statement. A student may be disciplined, up to and including suspension and expulsion, if in violation of the Standards of Conduct, for the violations of any of the following offenses:

1. Dishonesty to include cheating, plagiarism of furnishing false information to the school, faculty or staff of the school.
2. Forgery, misuse of school documents, records or identifications.
3. The issuance of a valueless check to the school.



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4. Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.
 5. Destruction, damage or misuse of school property.
 6. Theft, burglary, accessory to the acts and/or possession of stolen property.
 7. The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
 8. The use or possession of alcohol or drugs.
 9. The participation of gambling
 10. The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.
 11. Disorderly conduct in any form.
 12. Lewd, indecent, obscene behavior or profanity.
 13. Unauthorized entry or trespassing on school property.
 14. Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
 15. Unauthorized possession of school keys.
 16. Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.
 17. Libel or slander against the school or staff on any type of social media

STUDENT RESPONSIBILITIES

Students agree to attend classes regularly (as scheduled by the school and as may appear on all bulletins and notices), to prepare all lessons and perform all duties required and to abide by all rules of the school as may exist, or as may be changed or come into existence from time to time. Students may be suspended or expelled for violations of any of these rules. The student's rights under this agreement may not be assigned to any other person. The Student agrees to attend all classes regularly and promptly unless he/she has sufficient reason(s) not to do so, such as illness, and to perform all lessons and assignments to the best of his or her ability. Black Girl Beauty & Barber Schools may terminate the Student's enrollment at the School for non-payment of fees or tuition, unsatisfactory progress, excessive absences, or behavior detrimental to the College or its faculty or students. Additionally, the Student's enrollment may be terminated without cause if Black Girl Beauty & Barber School deems such action to be in the best interests of the School and/or its students and faculty.

GROUNDS FOR TERMINATION

Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, violent, stealing, possessing or distributing alcoholic beverages and/or illegal substances, possession of a deadly weapon, committing fraud or falsification of records, theft of damage of property, abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting, obscene or disorderly conduct and/or clocking another student in or out are all GROUNDS FOR IMMEDIATE TERMINATION.



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HARASSMENT/ANTI-BULLYING

It is our goal that students learn in a supportive, caring and safe environment without fear of being bullied or harassed. These are antisocial behaviors that affect everyone and are unacceptable. We are committed to having a caring, friendly and safe environment for our students, staff members and clients. Bullying, threats or harassment by a student or staff member towards a student or staff member will not be tolerated and will lead to suspension or expulsion. This includes but is not limited to virtual, in-person, verbal, nonverbal or cyber bullying, threats or harassment.

Sexual harassment is included in this policy. According to the federal Equal Employment Opportunity Commission (ELEC), sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director by email within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

EMERGENCY RESPONSE AND EVACUATION

This policy applies whether a student is at a community event or salon on-the-job training; Every staff member is responsible for issuing a warning to the students if ever necessary. An intruder should be announced by yelling, "Intruder." In addition, the warning will be issued through a meeting held with staff, students and customers. This or additional warnings will be located on our information online platform bulletin board. Anyone with information warranting a timely warning should report the circumstances to Black Girl Beauty & Barber Schools administration by email at: info@blackgirlbeautyschools.com, by text at: 678-561-1805, by phone at (888-767-4485) ext 105.

Whether students are at a school event or on-the-job training, students and staff should always locate and familiarize themselves with facility exits wherever they are located. If there is an emergency or dangerous situation that occurs at a community event or salon on-the-job training the student/staff must immediately dial 911 and notify the administrative office. Black Girl Beauty & Barber Schools will, without delay, determine the content of the notification and inform the classroom instructors and/or mentors unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. If the situation is unknown, the teacher, staff member or mentor will evacuate the area. People should leave through the closest exit and proceed to the nearest and safest hiding spot from the troubled location, community event and/or salon atmosphere. If an evacuation is not possible, the area should be put on lockdown. If the lockdown is due to an intruder, the doorways should be barricaded to prevent entry from outside the student area. Please contact an administrative staff member if there is a significant emergency. They will determine the content of the notification and initiate the notification system.



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TUTORING

If any student has a need for academic tutoring, he/she should submit an email to students@blackgirlbeautyschools.com. Black Girl Beauty & Barber Schools will attempt to provide suitable tutoring as needed. The wellbeing of every student is important to the faculty and administrative staff of Black Girl Beauty & Barber Schools and there is a staff member available to provide guidance and assistance to those who need it. Private offices are available for student interviewing and advising. During an advising session, a staff member may discover that the student has a need for something other than academic progress, or matters relating to enrollment. At that time, all efforts by the staff members are made to help the student by giving advice on the subject or referring the student to the appropriate agency for assistance. Documentation of such advice with students will be filed in the main folder.

REFERRAL SERVICES

Black Girl Beauty & Barber Schools does not have the capacity to offer professional counseling for students with particular personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in child care, physiological counseling, substance abuse, abuse and crisis shelters, and other services. The school is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need, and should not be misconstrued as an endorsement by Black Girl Beauty & Barber Schools. The school does not maintain any institution housing referrals.

RESOURCE CENTER

Black Girl Beauty & Barber Schools has an online resource center within the school platform. This resource center will have learning materials, job opportunity listings, product discounts, training classes and more. There's also space set aside for students and staff to post information, approved by a school administrator, regarding items such as ride sharing, items for sale, day care services, upcoming events, field trips, and any other pertinent information.

THESE GENERAL RULES & REGULATIONS APPLY TO ALL ONLINE PROGRAMS, COMMUNITY EVENT OUTINGS AND/OR ON-THE-JOB TRAINING ASSIGNMENTS.

1. Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
2. All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
3. Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy.



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4. Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Academic Counselor.
 5. When at community events and/or on-the-job training students are not allowed behind the desk unless given permission, or assigned desk duties.
 6. The school assumes no responsibility for equipment or personal items.
 7. Only emergency phone calls are allowed during class times.
 8. Students not in proper uniform as described in school's published policies will not be allowed to attend class and will be sent home and/or removed from online class.
 9. Students must exhibit a professional attitude and appearance while attending school.
 10. Students must obey all rules of personal hygiene, sanitation, and decontamination.
 11. The use of profanity, slang or gossiping will not be tolerated.
 12. When at a community event and/or on-the-job training, smoking is permitted outside the building only. But not at a working site.
 14. Any student under the influence and or in possession of drugs or alcohol will be terminated from the school immediately.
- BLACK GIRL BEAUTY & BARBER SCHOOLS IS A DRUG- FREE ZONE IN ALL AREAS OF OUR PROGRAMS. This includes at community events and on-the-job training with a professional mentor.**
15. No cell phones, pagers, radios, headphones will be permitted in school during class time.
 16. Students are assigned a work station and are responsible for its sanitation and the sanitation at a community event and/or on-the-job training.
 17. When at a community event or on-the-job training, no student or personal beauty services are allowed unless approved by the instructor and/or professional licensed mentor.
 20. Students are expected to come to class, community events and on-the-job training prepared and ready to work. Failure to bring your entire kit every day are grounds for disciplinary action and possibly suspension.
 21. Failure to follow instructions given by instructors or staff members.



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22.No type of libel or slander against the school or staff on any type of social media.

23.No personal relations with student/ Instructor. Must report to the director immediately.

Note: school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

CELL PHONE POLICY

All cell phones, mobile devices, pagers, and all media players are prohibited from being used in classrooms, community events and/or on-the-job training at any time during school hours. This includes all Bluetooth and/or hands free devices. All such devices must be placed in "silent" mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency situation should arise you may receive permission from your instructor on a community site and/or salon mentor to step outside and use the phone.

DRUG FREE AWARENESS PROGRAM

Black Girl Beauty & Barber Schools maintains a school and workplace free from drug and alcohol abuse. The manufacture, possession, distribution, or use of any illegal substance or alcohol is prohibited on school grounds. Any violation of this policy will warrant disciplinary action, up to and including termination of any employee and/or expulsion of any student, and may also result in local, state, and/or federal criminal charges.

The school will assist employees and students in the selection of appropriate counseling, substance abuse assistance, or rehabilitation programs. In addition, this school will not discriminate in employment or admissions solely on the grounds of prior drug or alcohol abuse, or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

EXCUSED ABSENCES

Black Girl Beauty & Barber Schools reserves the right to require documentation for any and all absences. Students unable/unwilling to provide documentation for the absence shall have that absence treated as unexcused.

Regular class attendance is considered essential to the educational process and serves as an important trait that future employers consider in the hiring process. All students are expected to attend all classes. Valuable information will be missed and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction missed.



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An excused absence is one where the student has an unavoidable conflict or health emergency that prevents him/her from attending class. In such a situation the student is then responsible for emailing the school at: students@blackgirlbeautyschools.com and providing a written explanation for the absence (including but not limited to, a doctor's note for health issues)

Documented Excused absences that are acceptable to prevent unexcused absences are:

Personal Sickness for immediate family. (Dentist or Doctor's note required).

Death in immediate family members.

Jury Duty.

Documentation of court appearances.

Documentation of Social Service appointments.

Military reserve service/military job duties.

Emotional trauma due to accident/injury or death to immediate family.

In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the School roster.

*Immediate family members consist of: mother, father, children, grandparents, spouse's mother, father, children and grandparents.

UNEXCUSED ABSENCES

An unexcused absence is one where the student misses school (online, scheduled community event and/or on-the-job training with mentor) for a non-essential reason, and does not call to notify the instructor of his or her absence. A student is always responsible for notifying the school if he/she cannot attend. Any absence without preapproval or proof of an emergency (see excused absence section above) will be considered unexcused. If a student receives three (3) unexcused absences he/she will be placed under attendance supervision. In this case the instructor will provide written notice to the student and the school director. The instructor will also monitor the student's attendance and hold a virtual meeting with the student to discuss the school's attendance policies.

STUDENT COMPLAINT/GRIEVANCE POLICY

Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and emailed to students@blackgirlbeautyschools.com. The complaint must outline the allegation or nature of the complaint. In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in a new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:



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1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be emailed..
3. The complaint will be reviewed by management and a response will be sent to the student by email within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, virtual interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's state/accrediting agency, if applicable.

ADDITIONAL SCHOOL SUPPLIES

Students enrolled in programs at Black Girl Beauty & Barber Schools are supplied with the program necessities such as books, kits, and supplies (relating directly to the course of study), in the tuition & fees and provided by the school. There are, however, a few other items to consider that will be necessary to the program at the student's cost. The following are some examples of such items:

- If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.
- Each student is expected to wear the proper assigned uniform every day.
- Each student is expected to wear the appropriate footwear every day.
- Transportation costs.
- School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)



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Please Note: These are examples of various fees and expenses, and are not limited to the above items listed. Expenses may vary upon the student's needs.

LEGAL MATTERS

If a situation should arise that requires further investigation or additional testimony requiring outside influence, it may become necessary to resort to arbitration. At the written request of Black Girl Beauty & Barber Schools, after the student has been served notice of that request, any controversy between the parties to this agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. Cost of the arbitration shall be borne equally. The judgment rendered shall be final and binding on both parties and may be entered in any court having jurisdiction.

LEGAL & COLLECTION FEES

In any legal action or arbitration between the parties arising out of this agreement, Black Girl Beauty & Barber Schools, if it prevails, shall be permitted to recover its reasonable attorney fees in addition to any relief to which it may be entitled. BGB&B Schools will also be entitled to recover any attorney or collection agency fees as well as interest associated with the collection of delinquent accounts of the student.

REFUND & CANCELLATION AGREEMENT

Black Girl Beauty & Barber Schools understand that things happen in life that can sometimes change the plans that were previously made. Any cancellations made after the signing of the enrollment agreement must be made by email. (student@blackgirlbeautyschools.com) Should a student cancel standard tuition, tuition specials, and/or paid-in-full payment deposit fees, and/or paid-in-full tuition for any reason, all refunds will be made according to the following refund policy:

1. Enrollment fee and deposit is non-refundable..
2. Any payments made on a monthly basis are non-refundable and retained by Black Girl Beauty & Barber Schools.
3. Any paid-in-full tuition will follow the standard refund policy when there are mitigating circumstances presented. The refund will be based on the refund chart below. The refund chart below does not represent any tuition deposits or monthly tuition payments.
4. Any monies due the applicant or student shall be refunded within 45 days of the formal cancellation date as defined above.
5. All applicants not accepted by the school shall be refunded all monies paid to the school within 45 days of denial letter. **Enrollment fee and Deposit is not refundable. Deposit is transferable.**



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For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies (see table below):

WITHDRAWAL DURING	AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE OR RETAIN
.01 TO 4.9%	20% to be retained or received
5% TO 9.9%	30% to be retained or received
10% TO 14.9%	40% to be retained or received
15% TO 24.9%	45% to be retained or received
25% TO 49.9%	70% to be retained or received
50% and over	100% to be retained or received

In cases of mitigating circumstances beyond the control of the student, the school will make a settlement that is reasonable and fair to both parties. Refunds are based on the student's last date of enrollment and/or appearance. Students are required to notify the school by email within two (2) business days from the date of last attendance if they are withdrawing from the school.

The date of withdrawal is considered the last date of attendance by the student. If the student does not notify the school of their withdrawal and don't return, the student's last date of attendance will be determined based on the student's last day of the course or program enrollment. If a student has not been present in school for (5) days, they will be officially withdrawn from the course or program. In cases of mitigating circumstances beyond the control of the student, the school will make a settlement that is reasonable and fair to both parties.

Books purchased are the property of the student and are not refundable. If and when books and kits are ordered and a student withdraws, doesn't return, or is dismissed for any reason before receiving said books and/or kit(s), the student will forfeit their ownership of all books as well as a kit(s). Both the books and kit(s) become the permanent property of the school. Students who have been dismissed due to unsatisfactory academic/attendance progress and/or disciplinary reasons are not eligible for a refund under any circumstances.

MITIGATING CIRCUMSTANCES

Mitigating circumstances are issues which directly hinder a student's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the student.
- Serious illness of death in the student's immediate family



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- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
 - Active duty military service, including active duty for training.

Some forms of proof may be: obituaries, marriage certificates, death certificates, receipts, official letters/notices, job schedules, police reports, doctor/ER excuse notes, and more depending on the circumstances and the request of the academic team.

CONFIDENTIALITY AGREEMENT

Students agree to all terms set forth below by Black Girl Beauty & Barber Schools (hereafter known as "The School"). The student understands he/she will have access to and knowledge of certain confidential information. This confidential information may include, but is not limited to student information, school information, pricing, customer information, data, supply sources, techniques, methods, product information, school standards, school policies, and other confidential and/or proprietary information belonging to The School or its employees, students, and customers (hereafter known as "Confidential Information").

Confidential Information may be in any form, including but not limited to; observation, data, written material, record, documentation, drawings, photographs, computer programs, software, discovery, development, improvement tools, machines, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, product, business, and finances of The School, and its affiliates, students, employees, and/or customers. The student also understands that access to all Confidential Information is granted on a need-to-know basis. A need-to-know basis is defined as information access that is required in order to perform work. Black Girl Beauty & Barber Schools - TN follows FERPA (Family Educational Rights and Privacy Act). Record information will not be released to unauthorized persons or agencies. All record requests must be submitted in written form via email or certified mail.

The student must affirm he/she will refrain from disclosing Confidential Information to any third party including but not limited to; friends, relatives, co-workers/peers except as permitted by The School pursuant to policies and applicable law.

The student must assert to protect all Confidential Information, while engaged by The School and after completion of services/hours. The student agrees all Confidential Information remains property of The School and may not be removed or retained by any student upon completion of hours unless otherwise approved by The School, policies, or specific agreements, or arrangements applicable to the obligations as a student of The School.

The student must refrain from any form of libel, slander, misuse, or misrepresentation of any kind pertaining to The School. A



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PROGRAM OBJECTIVES

Our ultimate goal is to prepare students to pass the required state exams and to assist them to obtain gainful employment as professionals in their chosen industry. Once trained at Black Girl Beauty & Barber Schools, it is the student's responsibility to pass both their theory and practical exams by studying, being attentive while in school through asynchronous and synchronous learning models, and having great attendance as it relates to the Apprenticeship Learning Pathway, RISE ABOVE Apprenticeship Learning Pathway, or RISE Apprenticeship Learning Pathway.

Black Girl Beauty & Barber Schools strives to see our students finish all the way to the end. We use every effort to help our students to become licensed professionals and we hold high regard for a student to honestly self-prepare in whatever way helps them succeed in getting a passing score on both their theory and practical exams. It's our quest to have some amazing practitioners in the field of cosmetology. We readily train cosmetologists, manicurists, aestheticians, natural hair stylists and instructors.

BGB STUDENT TEST-ROTATION



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For the Apprenticeship Learning Pathway, students begin prepping for the theory upon reaching 400 hours, students begin prepping for the theory when they reach 1400 hours. RISE Apprenticeship Learning Pathway, students begin prepping for both written and practical exams when they reach 1400 hours. Students will receive an email from the academic department to arrange for scheduling. Students must be current on all obligations. The test rotations are offered monthly in the 4th week of every month.

Theory Test-Rotation are scheduled as follows:

- Rotation #1-Tuesday 1-3 pm|
- Rotation #2|Wednesday 1-3 pm|
- Rotation #3|Thursday 1-3 pm|
- Rotation #4| Friday 1-3 pm|

Practical Test Rotation are scheduled as follows:

- Rotation #1-Tuesday 3-5 pm|
- Rotation #2|Wednesday 3-5 pm|
- Rotation #3|Thursday 3-5 pm|
- Rotation #4| Friday 3-5 pm|

Once a student successfully passes their test-rotation theory exams with Black Girl Beauty & Barber Schools within the allotted 4 days he/she will be permitted to move on to being scheduled for their PSI theory exam. The initial testing will be paid and scheduled by Black Girl Beauty & Barber Schools. If a student fails any portion of the exam he/she is responsible to pay for retake. Black Girl Beauty & Barber Schools will continue to help prep the student for the exams at no additional cost until the student passes all exams. The student will need to communicate with the BGB&B Academic Team to create to stay in the test-rotation schedule. If a student continues to fail the test after multiple times of trying, within a 14 day period, the student will have the option to transition to the 2nd chance RISE-UP Apprenticeship Learning Pathway, provided there are open seats available. Students will be required to pay a \$150 enrollment fee and a \$500 deposit.

"Apprenticeship student" means a student enrolled in a school participating in an apprenticeship program with the intention of completing the school's curriculum under that school's apprenticeship program.

"Supervising licensed professional" or "Mentor" means a licensee in the field of study of an enrolled apprenticeship student who is in responsible charge of supervising and accounting for that student's apprenticeship program creditable activities and providing the participating school with the student's apprenticeship activity record.

CREDIT HOUR



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Black Girl Beauty Schools defines one class hour as the credit awarded for a course or program according to 50 minutes of contact time during a 60 minute period.

ONLINE PROGRAMS

An online course is a program of learning that's organized according to a syllabus (usually in units) and that takes place in a virtual space. Online courses at Black Girl Beauty & Barber Schools can be rigorous, informal and focused on one skill depending on your program of choice and leads to licensing in your desired field of study.

DISTANCE LEARNING

"Distance learning" refers to any education provided without the teacher and students being physically present together.

PROGRAM CURRICULUMS

Apprenticeship Learning Pathway: This approach offers an Apprenticeship Learning Pathway through Distance Learning (virtual) for the theory and Apprenticeship Learning (on-the-job training/journeyman) asynchronous and synchronous learning opportunities with an instructor guiding you every step of the way online. This learning pathway was designed for the new millennial generation of students who are creative, strong, self-motivated and fast paced learners who desire to learn and grow outside of the traditional campus environment. It's also a great opportunity for those who have been working from home for many years and already have a clientele and want to transition to become a professional and continue to learn and build. Students cannot be transferred in this program from another program.

The first 750 hours of the program (theory) is taught through (virtual) distance learning. Students must meet all the necessary academic and financial requirements before test-rotation and starting the on-the-job training. Once all requirements have been completed the student must go through the BGB test-rotation and pass the state board theory exam before being placed in the salon for on-the-job training to complete the final 750 hours of the program. With this learning pathway students gain on-the-job training, while building a clientele and learning valuable professional skills from a licensed professional mentor. Students cannot be charged booth rent and students are able to be paid through the hourly and/or commission compensation. Students are being trained in the necessary skill sets needed in this evolving world of cosmetology. The licensed professional mentor serves as a liason/trainer for the on-the-job hands-on training. Upon completion of the final 750 hours students must have met all the financial and practical requirements, students must again pass the BGB test-rotation and pass the state practical exam before becoming licensed as a professional.



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There are two ways that a student may be approved with a salon professional mentor.

1. The student may have a relationship with a licensed professional mentor and submit the credentials to the BGB&B Academic Team for approval.
2. The BGB&B Academic team may refer the student to one of their partner salon locations.

Either way, the prospective mentor must have ten years or more experience as a licensed professional in order to become a liaison/trainer, agree to be responsible for the student's remaining hours and meet the necessary salon apprenticeship requirements set in place by the state of Tennessee and Black Girl Beauty & Barber Schools in order to be approved as a mentor for the student. When the student reaches 400 hours of the theory level, is current with all financial obligations and completes the necessary document, the vetting process begins. If approved, once the student reaches the 2nd phase of their program the licensed mentor will become the liaison/trainer for the student as he/she completes the final 750 hours of the program.

Black Girl Beauty & Barber Schools has all rights to approve or deny the recommended salon professional mentor. The apprentice student is not an employee of the salon while in the apprenticeship portion of their course. The mentor is responsible for monitoring and supervising paid services performed by the apprenticing student, training the apprenticeship student with hands-on practical techniques and signing off on all earned/worked hours through the BGB student sign-in system. Students will turn in the completed sign-in sheet weekly through email with the licensed professional mentors signature. This form needs to be turned in by the same deadline day and time all assignments are due by 11:59 pm. Until the student meets all the necessary requirements for their total program hours and financial obligations he/she is still a student, under the direction of Black Girl Beauty & Barber Schools.

Students are required to stay on Apprenticeship Learning Pathway until the end of their student agreement expiration date. Apprenticeship students have the option to consistently work a minimum of 21.25 OR 35 hours to a maximum of 50 hours a week under the school's and the mentor's licenses until their student agreement expiration date. If and when the student's agreement expires before their hours are completed the student will automatically go into overages to be paid weekly until the student completes the remainder of the requirements.

Students at Black Girl Beauty & Barber Schools who choose to stay active on apprenticeship until passing and completing their practical examination for licensing are able to continue under the school's and the mentor's licenses. Students must continue to turn in sign-in sheets during the duration of their time on the Apprenticeship Learning Pathway until the student successfully passes and completes their practical examination for licensing. Students on apprenticeship are required to work a minimum of 10 hours a week once all hours are completed if and when the student is choosing to continue on the Apprenticeship Learning Pathway until licensed. No student will be permitted to pass the date on the enrollment agreement.

A two weeks notice is required from any student leaving apprenticeship when all hours are registered as completed by Black Girl Beauty & Barber Schools. Students can monitor their own hours through homebase. We encourage students to



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track their hours. However, Black Girl Beauty & Barber Schools can only submit a completion letter to students based on the calculations in the school's office of administration.

RISE-UP Apprenticeship Learning Pathway: No student can start their apprenticeship training in the RISE-UP Apprenticeship Learning Pathway. Rather, this is an asynchronous self-led 2nd chance program for students who have previously been introduced both the theoretical and practical concept of the program, through the distance learning apprenticeship learning pathway but due to mitigating circumstances were not able to complete the practical portion of the apprenticeship training and therefore will transition to the RISE-UP Apprenticeship Learning Pathway. This 2nd chance pathway allows students to receive 100% remote learning, instructor-influenced training that is independently student-led with an Instructor on the side guiding the student every step of the way, acting as a facilitator. This opportunity offers an asynchronous program experience for students who are kinesthetic learners, (tactile learning style requires that you manipulate or touch material to learn.) and are self-motivating, self-learning in practical concepts of the student's chosen program. This learning pathway was designed for the new millennial generation of students who are creative, strong, self-learners who prefer learning outside of the traditional campus. This student learning technique is a combination with visual and/or auditory study, research, reading, producing multi-sensory learning experiences. Using this model students must have the ability to see, learn and duplicate without instructors direct in-person guidance. Practicals are completed at a distance using simulations, video presentation and private volunteer services. All assignments will be accessible to the student through the apprenticeship online portal. Students are required to test for theory and practical after completing all hours, financial obligations and meeting all the necessary program requirements. This 2nd chance learning pathway provides a different method and avoids the risk of the student giving up and quitting on his/her goal to become a licensed professional. The student must meet all financial and practical requirements and be accepted into the RISE-UP Apprenticeship Program. To transition to this learning pathway students must pay a \$150 enrollment fee, be accepted into the program, \$500 deposit and sign a new contract enrollment agreement.

Proof of mitigating circumstances will be required by the BGB&B Academic Team.

RISE Apprenticeship Learning Pathway: This pathway allows students to receive 100% remote learning, instructor-influenced training that is independently student-led with an Instructor on the side guiding the student every step of the way, acting as a facilitator. This opportunity offers an asynchronous program experience for students who are kinesthetic learners, (tactile learning style requires that you manipulate or touch material to learn.) and are self-motivating, self-learning in the theoretical and practical concepts of the student's chosen program. This learning pathway was designed for the new millennial generation of students who are creative, strong, self-learners who prefer learning outside of the traditional campus. This student learning technique is a combination with visual and/or auditory study, research, reading, producing multi-sensory learning experiences. Using this model students must have the ability to see, learn and duplicate without instructors direct in-person guidance. This is also great for the stay-at-home or working parent that is



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unable to commit to a certain time or schedule, yet still wants to become a licensed professional. Students cannot be transferred in this program from another program. Practicals are completed at a distance using simulations, video presentation and private volunteer services. All assignments will be accessible to the student through the apprenticeship online portal. Students are required to test for theory and practical after completing all hours, financial obligations and meeting all the necessary program requirements.

LICENSING

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Licensing Examination administered by the Tennessee State Board of Cosmetology. Black Girl Beauty & Barber Schools staff will assist graduates in preparing for the exam through our test-rotation process. This process is implemented during the students program. After a student passes the all four test-rotations, Black Girl Beauty & Barber Schools will then register the student to take both sections of the state exam – Theory and Practical.

CAREER PLACEMENT ASSISTANCE

The School maintains a job placement file to assist students in obtaining employment upon graduation, although the law prohibits from guaranteeing employment to any student, BGB&B Schools do our best to help students find a job convenient and suitable to their liking. Those students, who are highly motivated, serious and are ready to work towards really learning this profession, are in demand. The majority of the students attending will secure employment due to their education received at Black Girl Beauty & Barber Schools. Salon Owners have been waiting on a school of this caliber producing students who are job ready. The school, in partnership with BGB Mentorship Academy has created a beauty association in place for salon owners with a job placement board ready and available. This job listing is updated weekly with opportunities for students to apply for jobs. This listing is posted on the online job bulletin board in the online student portal. The Student acknowledges and understands that he/she is responsible for obtaining employment and must seek job openings, prepare and send resumes, prepare for interviews and conduct himself/herself in a professional manner during the employment process. The Student further acknowledges and understands that the Student's school record and the efforts he/she puts into a job search have a significant effect and impact on his or her ability to find suitable employment.

There are many opportunities for individuals entering the industry under the realm of the Cosmetology Field. Employment opportunities are available through privately owned department stores, salons, shops, cruise ships. By becoming a beauty professional, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager,



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retail sales technician, product representative, makeup artist, skin specialist, hair braider, natural hairstylist in certain areas of the field, celebrity hairstylist, wig designer, nail technician and much more. Teacher Trainees have the opportunity to teach in privately owned schools, technical colleges, public schools and/or related to the field of Cosmetology.

In the Cosmetology field, you have chosen a career path with endless opportunities. The beauty industry is a recession proof industry. In this profession, you are guaranteed flexibility and an opportunity to live out your dreams on your own terms. Most industry professionals choose their own schedules, independence, and practice location and types. There are many variations. Both full-time and part-time work hours are acceptable. With such flexibility you may choose to work for yourself or someone else.

Cosmetology, Manicuring, Aesthetician, Natural Hair Stylist and Instructors practice in a variety of settings and locations. Listed below are some examples: cruise ships, nursing homes, group homes, hotels, resorts, cruise ships, franchises, suits, home salons, mobile salons, entertainment industry, dermatology offices, hospitals, public institutes, private institutes and much more.

The BGB&B Academic Team starts career placement when the student reaches the senior level of his/her education.

ACKNOWLEDGEMENT: My signature below certifies that I acknowledge that I have read, understand, agree and have access to a complete copy of the Black Girl Beauty & Barber School student/faculty CATALOG prior to my enrollment and/or employment. I understand that Black Girl Beauty & Barber Schools can make changes and updates to this catalog at any time. As a



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student/faculty member it is my responsibility to stay abreast and current with my school catalog and abide by all policies, procedures, rules, regulations and content written within. I understand that the catalog and all future updates are updated in the online school portal bulletin board and it is my responsibility to read it often. I acknowledge and understand that I must be signed into the Homebase/Sign-in sheets when doing any assignments or obligations away from the Black Girl Beauty & Barber Schools Learning Management System. I also understand that I must be logged into Black Girl Beauty & Barber School's Learning Management System at all times in order to receive credit for hours and assignments.

Name Printed _____

Signature _____

Date _____