



OFFICIAL ACADEMY CATALOG

Revision 10/01/2026

Incorporating Catalog Addendum No. 1

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The current edition is available at the Academy office

Licensed by the Arizona Barbering and Cosmetology Board. Not currently accredited; see page 25.

TABLE OF CONTENTS

Welcome & Introduction	4
• Mission Statement	
• Core Values & Principles	
School Outcomes & Rates	4
Administration & Hours	5
Class Schedule	5
• Full-Time and Part-Time Enrollment	
• Contracted Schedule Variations	
• Holidays and Closures	
Class Start Dates	6
Programs Offered	6
• Barbering (1,200 Hours)	
• Cosmetology to Barber Crossover (200 Hours)	
• Barber Instructor (350 Hours)	
• Educational Objectives & Goals	
Instructional Method & Language	8
Faculty Qualifications	8
Facility & Equipment	8
Policies & Procedures	8
• Admission Policy	
• Admission Procedure	
• Non-Discrimination Policy	
• Re-Entry (Re-Enrollment) Policy	
• Transfer Students	
• Notice of Admission Acceptance / Denied Applicants / Waitlist	
• Orientation Day	
Attendance & Tardiness Policies	10
• Interruptions, Leave of Absence, and Withdrawals	
• Make-Up Hours and Cumulative Attendance Rate (p. 10A)	
Collection Policy	10
Refund Policy	10
Grievance Policy & Procedure	11
Tuition & Fees	12
• Barbering Program	
• Cosmetology to Barber Crossover Program	
• Barber Instructor Program	
• Withdrawal Fee	
• Other Fees Payable to Third Parties	
• Tuition for Transfer Students	
• Method of Payment	
Third-Party Sponsorship	13
• Responsibility for Sponsor-Assumed Charges	
Extra Curriculum Hours / Over-Contract Training	14

Evaluation & Standards	14
• Graduation Requirements	
• Skills & Competencies to Be Acquired	
• Academy Standards for Student Achievement	
• Instructional Method	
Grading System	15
• Grading Scale	
• Minimum Grade Requirement	
• Practical Evaluation Scale	
• Transcript Notation	
• Computation of Grade Point Average	
Evaluation Periods	16
Re-Examination & Re-Evaluation	17
Clinic Floor Service Record	18
Final Comprehensive Examination	18
Academic Progress Status & Probation Policy	19
Curriculum Schedules	19
Program Time Frames	21
Barber Kit Disclosure	21
Instructor Kit Disclosure	22
Rules & Conduct Policy	22
General Terms	23
Student Records & Academic Transcripts	24
Student Services	24
• Academic Advising	
• Career Guidance	
• Placement Services	
• Student Retention	
Learning Resources / Library	25
Housing	25
Arizona State Licensure Requirements	25
Licensing & Approvals	25
Ownership	26
Barber Pre-Requisites & Physical Demands	26
Bankruptcy History	26
Instructional Staff	26
Safety Information	26
Acknowledgment of Receipt of Catalog	26

WELCOME & INTRODUCTION

Welcome to BORI Barber Academy, and thank you for considering us to help you with your barber training. We aim to prepare you to succeed in this career choice by giving you the best barber education and training. At BORI Barber Academy, we provide the training and skill sets to pass the Arizona Barber Board examination. Our goal is to guide you on the road to success in the industry and to help you learn professional skills and services through hard work, dedication, professionalism, accountability, and independent study. BORI Barber Academy teaches shop management, business concepts, entrepreneurship skills, and the psychology of personal success. We appreciate your consideration of our school to pursue your career goals. We do not take this lightly and are honored to provide you with the best education to achieve your barber career goals.

MISSION STATEMENT

Our mission at BORI Barber Academy is to embed professionalism, reliability, integrity, and the lifelong chase for mastery into each student. Through our motto BORI: **Barbers Operating with Rigorous Innovation** — we intend to shape the barbering industry through the root ideologies of professionalism and integrity, reflected in the graduation of high-performing students.

CORE VALUES & PRINCIPLES

- Lead with love, courage, and understanding
- Dependability
- Tackle obstacles with urgency, efficiency, and intention
- Keep a new beginner's mindset; never stop learning
- Integrity

SCHOOL OUTCOMES & RATES

Reporting period: institutional inception through October 1, 2026. Rates are calculated from student records maintained at the Academy and are available for inspection upon request.

Reported rates

Rate	Result	Basis of calculation
Program completion rate	100%	7 of 7 students who reached their scheduled completion date
Licensure examination pass rate	80%	4 of 5 completers who sat the examination
Job placement rate	71.4%	5 of 7 completers employed in the field or a related field

Rates published above are institution-wide and combine outcomes across all three programs. Rates for an individual program are available on request from the Academy office.

Methodology. Completion rate is the number of students completing a program divided by the number who reached their scheduled completion date. Students who withdrew before commencing class are excluded from all calculations, as attendance never began. Students currently enrolled and within their contract period are excluded from the completion rate, as their scheduled completion date has not been reached.

Licensure examination pass rate is the number passing divided by the number who sat the examination. Two completers have not yet sat the examination and are excluded from this rate. Placement is employment in the field of education pursued or in a related field, and includes full-time or part-time employment and self-employment. Placement rate is the number placed divided by the total number of completers, with no exclusions applied.

Rates calculated on a small number of completers are sensitive to the outcome of any individual student and should be read with the number of completers in view. The Academy publishes the number of completers alongside each rate for that reason.

BORI Barber Academy is not currently eligible to participate in federal Title IV financial aid programs.

ADMINISTRATION & HOURS

BORI Barber Academy maintains administrative hours on site Monday through Friday, 10:00 a.m. to 5:00 p.m., for inquiries about enrollment, or by appointment. To schedule an appointment, call the Academy at (928) 358-5880 or email contact@boribarberacademy.com.

CLASS SCHEDULE

The Academy operates Monday through Friday, 8:00 a.m. to 8:00 p.m. Instruction is delivered in two cohorts.

FULL-TIME ENROLLMENT

Full-time enrollment is scheduled at thirty (30) clock hours per week in either cohort. Each full-time instructional day includes one 30-minute lunch period that is not clocked and earns no clock hours; six (6) clock hours are earned per instructional day.

Cohort	Hours	Lunch (non-clocked)	Clock hours/day
Morning Cohort	8:00 a.m. – 2:30 p.m., Monday–Friday	30 minutes	6
Afternoon Cohort	1:30 p.m. – 8:00 p.m., Monday–Friday	30 minutes	6

PART-TIME ENROLLMENT

Part-time enrollment is scheduled at twenty (20) clock hours per week. Part-time blocks are four (4) clock hours per day; no lunch period is scheduled.

Block	Hours	Lunch (non-clocked)	Clock hours/day
Morning Part-Time	8:00 a.m. – 12:00 p.m., Monday–Friday	None	4
Afternoon Part-Time	4:00 p.m. – 8:00 p.m., Monday–Friday	None	4

Any student may, with the prior approval of the supervising instructor and subject to available capacity, clock additional hours in the opposing cohort or block, including make-up hours as described under Make-Up Hours (p. 10A). For part-time students, contracted scheduled hours remain twenty (20) per week for the calculation of the contract end date, cumulative attendance percentage, and refund calculation. Hours clocked in the opposing cohort or block are clocked (actual) hours and count toward program completion and the evaluation periods. No student may clock more than forty (40) hours in a week.

CONTRACTED SCHEDULE VARIATIONS

A student may be enrolled on scheduled start and end times that differ from the published cohort hours, provided the total weekly clock hours meet the full-time standard of thirty (30) clock hours per week or the part-time standard of twenty (20) clock hours per week. A variation is available to any student, is approved by the Academy at enrollment, and is recorded on the enrollment agreement.

A variation may include an adjusted daily start time, an adjusted daily end time, an adjusted non-clocked lunch period, or a schedule of fewer instructional days per week with correspondingly longer days. The daily instructional day continues to include one 30-minute non-clocked lunch period where the scheduled day exceeds six clock hours. The lunch period earns no clock hours and is not counted toward the contracted weekly clock hours.

The student's contracted scheduled hours, as recorded on the enrollment agreement, govern the calculation of the contract end date, cumulative attendance percentage, and refund calculation. The timing of satisfactory academic progress evaluations is determined by clocked (actual) hours, as described under Evaluation Periods (p. 16). A student attending in accordance with a contracted schedule variation is attending as scheduled and is not recorded as tardy or absent for the varied hours.

A contracted schedule variation does not change the total charges for the program. Charges are those published for the program regardless of the number of weeks over which the program is completed.

HOLIDAYS AND CLOSURES

The Academy is closed Saturday, Sunday, and the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The owner may declare additional closures, which will be announced with reasonable notice.

CLASS START DATES

New classes start every four weeks, which means that students can enroll at any time during the year because instruction occurs in teaching modules. Enrollments are restricted to maintain a low student-to-instructor ratio. The annual calendar of start dates, holidays, and evaluation periods is available at the Academy office.

PROGRAMS OFFERED

BORI Barber Academy offers the following programs:

- Barbering — 1,200 clock hours
- Cosmetology to Barber Crossover — 200 clock hours
- Barber Instructor — 350 clock hours

EDUCATIONAL OBJECTIVES

At BORI Barber Academy, we aim to effectively prepare our students to pass the Arizona Barbering and Cosmetology Board examination, which will license them to practice barbering in Arizona. We strive to teach our students the most professional and up-to-date practices in barbering, as well as to excel in the business practice aspect of the industry. Our instructors teach using a step-by-step method during theory and practical hours to ensure that students are learning as effectively as possible, and engage in one-on-one conversations with students to focus on key understanding they may struggle with.

COSMETOLOGY CROSSOVER TO BARBERING PROGRAM OBJECTIVE

Our goal is to provide our graduates with the required training, knowledge, and skills to obtain their barber license from the Arizona Board. We also want to properly teach our students the skills needed to work in a barber shop upon completion of our program. Skills required to be successful in the barbering profession include regular men's haircuts, styled men's haircuts, facials, shaving with a straight razor, and all up-to-date procedures to perform at top levels in the industry, as well as all sanitary and disinfecting procedures required by the Arizona Board.

Cosmetology Crossover to Barbering Program Goals

- Successfully master training requirements through demonstration, lecture, classroom participation, and examination.
- Develop professional skills and attitudes in the interest of the student's learning environment.
- Graduate from this institution with the skills to secure entry-level employment at a minimum.
- Successfully apply the knowledge of the laws and rules regulating barbering in Arizona.
- Successfully apply the knowledge of sanitation and sterilization as required by the state of Arizona.
- Learn and deliver knowledge of the general theory of barbering.
- Learn business management techniques common in the barber industry.
- Learn the necessary skills to perform all practical barbering procedures.
- Practice the proper use of implements used in barbering.
- Apply all methods and terminology used when performing barbering services.
- Understand the importance of a professional image and how these skills relate to success.
- Recognize hair and scalp disorders.
- Demonstrate proper shampooing and conditioning procedures.
- Explain the physical and chemical actions during chemical texture services and demonstrate the proper procedures.

BARBERING PROGRAM OBJECTIVE

Our goal is to provide our graduates with the complete training, knowledge, and skills required to obtain their Arizona barber license. The program is designed to prepare students not only for the state board examination but also for success in the professional workforce. Students will learn all core barbering competencies, including men's regular and styled haircuts, shaves with a straight razor, beard design and grooming, facials, chemical texture services, hair coloring, shampooing, and conditioning. Emphasis is placed on mastering modern techniques, building strong client relationships, and practicing sanitation and disinfection in compliance with Arizona Board requirements.

Barbering Program Goals

- Successfully master training requirements through demonstration, lecture, classroom participation, and examination.
- Develop professional skills, work habits, and attitudes that contribute to success in the barbering profession.
- Graduate fully prepared with the skills necessary to secure entry-level employment in the barbering industry.
- Acquire a comprehensive knowledge of the laws and rules regulating Arizona barbers.
- Demonstrate full understanding and application of sanitation, disinfection, and sterilization procedures as required by the state of Arizona.
- Learn and apply the general theory of barbering, including haircutting, shaving, and grooming services.
- Master the techniques necessary to perform all practical barbering procedures in a safe and professional manner.
- Develop proficiency in the use, maintenance, and sanitation of all implements, tools, and equipment used in barbering.
- Understand and utilize proper methods, terminology, and industry standards when performing barbering services.
- Build a strong professional image and recognize how appearance, communication, and attitude contribute to long-term career success.
- Identify and properly respond to hair and scalp disorders to ensure client safety and referral when appropriate.
- Demonstrate competency in shampooing, conditioning, scalp treatments, and related services.
- Explain and apply the physical and chemical principles of hair coloring, lightening, and chemical texture services, including correct safety and application procedures.
- Apply basic business management, retailing, and client retention techniques to support a successful barbering career.

BARBER INSTRUCTOR PROGRAM OBJECTIVE

Our goal is to prepare licensed barbers to become effective educators and leaders in the barbering profession. This program equips students with the instructional methods, classroom management skills, and professional standards necessary to obtain their Arizona barber instructor license. Students will develop the ability to create lesson plans, teach theory and practical applications, demonstrate technical procedures, and evaluate student performance. Emphasis is placed on fostering a positive learning environment, modeling professional conduct, and ensuring that graduates are fully prepared to train the next generation of licensed barbers while maintaining compliance with Arizona Board regulations.

Barber Instructor Program Goals

- Successfully master instructional training requirements through demonstration, lecture, classroom participation, and examination.
- Develop professional teaching skills and attitudes that create a positive and effective learning environment for students.
- Graduate with the skills necessary to obtain entry-level employment as a licensed barber instructor.
- Acquire a comprehensive knowledge of Arizona state laws and rules regulating barbering schools, instructors, and students.
- Demonstrate mastery of sanitation, disinfection, and sterilization procedures as required by the state of Arizona, and enforce those standards in the classroom and on the clinic floor.

- Teach and deliver general theory, practical applications, and professional development to barbering students with clarity and consistency.
- Develop skills in lesson planning, course structuring, and classroom management.
- Practice proper use of teaching aids, audio-visual equipment, and digital learning tools in a modern barbering education setting.
- Assess student performance through written, oral, and practical examinations, and provide constructive feedback to improve student outcomes.
- Apply business and organizational techniques related to operating a successful school or training program.
- Model and enforce professional image, communication, and ethics to prepare students for long-term success in the barbering industry.
- Recognize diverse learning styles and adapt teaching strategies to meet the needs of all students.
- Demonstrate the ability to mentor and motivate students in both classroom and clinical settings.

INSTRUCTIONAL METHOD & LANGUAGE

The course is taught in the English language using a variety of current educational instructional techniques, including lecture, demonstration, visual aids, textbook review, practice on live models under the supervision of licensed instructors, and testing.

FACULTY QUALIFICATIONS

All instruction is provided by instructors licensed by the Arizona Barbering and Cosmetology Board.

Instructor	License Number	Role
Isaias Gabriel Cortes-Ramos	BARI-006372	Director, School Administrator, Instructor
Kerry Lucero	BARI-003292	Barber Instructor
Richard Cortes	BARI-006383	Barber Instructor

The Academy maintains a personnel file for each instructor containing the current license, résumé, proof of secondary credential, and signed performance evaluations, as required under A.A.C. R4-10-305.

FACILITY & EQUIPMENT

The Academy is located at 20 E. White Mountain Blvd, Suite B-2, Pinetop-Lakeside, Arizona 85929. The campus occupies approximately 1,490 square feet of floor space. There is ample free parking. BORI Barber Academy consists of a classroom, a break room, and a clinic floor. All space is entirely air-conditioned. Instructors deliver education in the classroom through lectures and audio and video presentations. Practical demonstrations are conducted on the clinic floor. The practical classroom is equipped with student stations and treatment tables for students to practice and perform techniques for the public under the direct supervision of a licensed instructor.

POLICIES & PROCEDURES

ADMISSION POLICY

- Proof that the applicant is at least 16 years of age (Barbering Program).
- Proof that the applicant is at least 18 years of age (Cosmetology to Barber Crossover Program).
- Proof that the applicant is at least 19 years of age (Barber Instructor Program).
- Proof of two years of high school or its equivalent — ten high school credits, a homeschool Affidavit of Intent, or a GED — or proof that the applicant is at least 18 years of age, as defined in A.A.C. R4-10-101 (Barbering Program).

- A valid Arizona cosmetologist or hairstylist license before enrollment, as required under A.R.S. § 32-322 (Cosmetology to Barber Crossover Program only).
- A high school diploma or its equivalent, a current Arizona barber license, and at least one year of practice as a licensed barber (Barber Instructor Program only), as required under A.A.C. R4-10-A202.
- Documentation specified under A.R.S. § 41-1080(A) that the applicant's presence in the United States is authorized under federal law — for example, a passport, driver's license, or U.S. birth certificate.

ADMISSION PROCEDURE

1. The applicant arranges a personal interview with the Director or an instructor. During the interview a tour is provided and questions are answered.
2. The applicant completes the application.
3. The applicant provides all documentation required under the Admission Policy.
4. The applicant is assigned a date and time to begin instruction.
5. The applicant completes the enrollment agreement and tenders payment or establishes a payment plan.

A non-refundable application fee of \$150.00 is due at registration.

NON-DISCRIMINATION POLICY

BORI Barber Academy does not discriminate on the basis of race, color, religion, sex, disability, financial status, age, area of origin, or residence in its admissions, staffing, or instruction.

RE-ENTRY (RE-ENROLLMENT) POLICY

Students who withdraw from BORI Barber Academy may re-enter the same course of study without the loss of credit for prior hours and operations earned during previous enrollment, if re-entry occurs within 180 days of the last date of attendance. A student terminated for behavioral reasons may not be eligible for re-entry. Students who re-enter more than 180 days after the last date of attendance will have their transcripts evaluated for the number of credits and services for which they will receive credit; review and transfer of hours is at the sole discretion of the Director. A \$150.00 application fee applies at re-entry. The re-entry fee applies after 30 days regardless of the 180-day credit window.

TRANSFER STUDENTS

Acceptance of transferring hours and services is at the discretion of BORI Barber Academy. Transfer students will receive credit for previous training from an accredited barber school with proper documentation of hours, services, and tests, and after evaluation of theoretical and practical abilities by an Academy instructor. At most, 75% of the program hours may be transferred into the Academy from another institution. The barber program's educational costs will be adjusted accordingly. For course credit to be considered, students must request that an official transcript be sent directly to BORI Barber Academy. Students may also be required to provide catalogs and other relevant documents regarding the courses to be considered. All subjects must carry a grade of B or higher on the transcript from the awarding institution. The competencies of study submitted for transfer credit must be comparable to those at the Academy for credit to be awarded.

Transfer from BORI Barber Academy to another institution is at the discretion of the accepting institution. BORI Barber Academy cannot guarantee the transferability of credits earned at our school. It is the student's responsibility to confirm whether the clock hours and services earned at the Academy will be accepted by another institution of the student's choice.

NOTICE OF ADMISSION ACCEPTANCE, DENIED APPLICANTS, AND WAITLIST

Applicants will be notified of acceptance by phone, email, or in person within 14 days of the admissions interview. Applicants who are denied may reapply. In the event of a waitlist, students are enrolled on a first-come, first-served basis from the date all admissions requirements have been met.

ORIENTATION DAY

Students must attend an orientation before beginning their program. No clock hours are earned at orientation. Orientation covers the following:

- Review of the school catalog and enrollment agreement
- School policies — attendance, conduct, grading, satisfactory academic progress, and probation
- Financial obligations, refund policy, and collection policy
- Grievance procedures and student rights
- Review of student services and resources available
- Course outlines and curriculum overview
- Safety, sanitation, and emergency procedures
- Distribution and verification of complete barber kits

All students are required to bring their full barber kit to orientation. Failure to do so may delay participation in classes.

ATTENDANCE & TARDINESS POLICIES

ATTENDANCE POLICY

Attendance must be maintained at an average of 80% of scheduled attendance if the student is to complete the course of study within the period stated in the enrollment agreement. Students must make up lessons and examinations missed due to absence. If a student is absent for five consecutive days, the school will withdraw the student. The instructor in charge will review excessive tardiness or absence with the student to determine possible corrective action.

Students who cannot attend class should notify the Academy five days before the absence. Because the program is set up for a specific time frame, vacation time should be discussed and approved at the initial interview or 30 days in advance of any vacation time requested. At most, five consecutive days may be granted as vacation time due to program time frame requirements. Approved vacation is processed as a leave of absence under Interruptions, Leave of Absence, and Withdrawals, and the contract period is extended accordingly. Three (3) unexcused absences within 30 days will result in termination from the program with no refund. Excused and unexcused absences both reduce the cumulative attendance rate; only unexcused absences count toward this limit. Missed hours may be made up as provided under Make-Up Hours (p. 10A).

TARDINESS

Students are expected to arrive to class on time and prepared to learn, as tardiness causes the student to miss valuable instruction and disrupts the class. A student arriving five minutes after instruction has begun is considered tardy. Any student late to class three (3) times will be recorded for one unexcused absence and counseled by the instructor. Any further tardiness will result in the student being required to make up hours and work missed at a time scheduled and agreed upon by the instructor.

INTERRUPTIONS, LEAVE OF ABSENCE, AND WITHDRAWALS

If enrollment is temporarily interrupted for a leave of absence, the student will return to school with the same progress status as before the leave. Days elapsed during an approved leave of absence extend the calendar dates of the student's contract period and maximum time frame by the same number of days, are not scheduled hours for purposes of the cumulative attendance percentage calculation, and do not change the maximum clock hours for any program. Each extension is documented by an Enrollment Agreement Addendum. Students who withdraw before course completion and wish to re-enroll will return with the same satisfactory academic progress status as at the time of withdrawal.

COLLECTION POLICY

BORI Barber Academy collection procedures reflect ethical business practices. The name of any accreditor will not be used in any collection effort. All correspondence regarding cancellation and settlement by or on behalf of the Academy will acknowledge the existence of the withdrawal and settlement policy. If promissory notes or contracts are sold or discounted to a third party, that party must comply with the institutional refund policy and the collection policy of the school.

REFUND POLICY

ATTENDANCE & TARDINESS POLICIES (CONTINUED)

MAKE-UP HOURS

A student who misses scheduled hours may make up those hours by attending in the opposing cohort or block, with the prior approval of the supervising instructor, obtained before the additional hours are clocked, and subject to available capacity and licensed instructor supervision. Make-up hours are clocked hours and count toward program completion and toward the evaluation periods.

For purposes of the cumulative attendance rate, make-up hours are credited only to the extent they restore scheduled hours previously missed. Credited attendance hours may not exceed the student's cumulative scheduled hours as of the date the hours are clocked. Hours clocked beyond that point count toward program completion but are not credited toward the attendance rate and may not be applied to any absence occurring afterward.

Make-up hours completed after a satisfactory academic progress evaluation form is signed are applied at the next evaluation period, as provided under Finality of the Evaluation Record (p. 17).

Making up hours does not remove an absence from the student's attendance record. The absence continues to count toward the unexcused-absence and consecutive-absence limits under the Attendance Policy (p. 10). No student may clock more than forty (40) hours in a week, including make-up hours.

CUMULATIVE ATTENDANCE RATE

Satisfactory academic progress evaluation periods are reached on the basis of clocked (actual) hours attended, as recorded on the student's time record, as described under Evaluation Periods (p. 16). Scheduled hours do not determine when an evaluation occurs. At each evaluation period, the student's cumulative attendance rate is computed as follows:

$$\text{Cumulative Attendance Rate} = (\text{Credited Attendance Hours} \div \text{Cumulative Scheduled Hours}) \times 100$$

Credited attendance hours are clocked hours, including make-up hours, credited as described under Make-Up Hours above. Cumulative scheduled hours are the hours the student was scheduled to attend under the enrollment agreement from the start date through the date of evaluation, excluding days on an approved leave of absence. A cumulative attendance rate of 80% or higher is required for satisfactory academic progress (p. 19).

Should a student's enrollment be terminated, withdrawn, or cancelled for any reason, all refunds will be made according to the following schedule. Refunds, when due, are made without requiring a request from the student.

1. Cancellation may be made in person, by electronic mail, by certified mail, or by termination.
2. All monies paid, except the non-refundable \$150.00 application fee, are refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement.
3. Cancellation after the third business day but before the student has clocked any hours results in a refund of all monies paid, except the non-refundable application fee of \$150.00.
4. Cancellation after completing more than 50% of the program results in no refund of tuition.
5. Termination date: in calculating the refund due to a student, the student's last date of actual attendance is used unless an earlier written notice is received.
6. Refunds will be made within 15 calendar days of termination of the student's enrollment or receipt of a cancellation notice from the student.
7. The cost of the barber kit, textbooks, and workbooks is non-refundable once received by the student.
8. In the case of illness, disabling injury, death in the immediate family, or other circumstances beyond the student's control, the school will attempt to make a reasonable and fair settlement.
9. A \$150.00 withdrawal fee applies when a student withdraws or is terminated after clocking hours. The withdrawal fee is separate from, and in addition to, the application fee.

Refunds are calculated on scheduled hours. The following schedule of tuition earned by the school applies:

Percentage of scheduled time enrolled to total program	Total tuition the school shall receive / retain
0.01% to 10%	10%
10.1% to 24.9%	50%
25% to 49.9%	75%
50% and over	100%

BASIS OF REFUND CALCULATION

Where a student's account reflects a promotional adjustment, scholarship, sponsor payment, or any other reduction from contracted charges, refunds are calculated on amounts actually received by the Academy on the student's behalf. In no case does the Academy refund an amount greater than the amount received. The percentage tiers above are applied to amounts received.

GRIEVANCE POLICY & PROCEDURE

Students are expected to address any disagreement, conflict, or concern regarding student records directly with the individual involved, in person, with a written document outlining the complaint. If there is no satisfactory resolution, the student may set an appointment to see the Director. All communications regarding a complaint must be in writing, and all meetings and communications will be documented in the student file. The grievance procedure is as follows:

1. Complaints regarding students or BORI Barber Academy staff must be made within one week of the issue.
2. If the complaint cannot be resolved informally, the student shall write up the details and submit them to the Director within 30 days of the incident. The Director will research the issue and respond in writing with a resolution. Please allow the Director up to 10 business days to respond to written complaints.
3. If the Director's response is unsatisfactory, the student may contact the Arizona Barbering and Cosmetology Board at the address below.

Regulatory Authority	Arizona Barbering and Cosmetology Board
Address	1740 W. Adams Street, Suite 4400, Phoenix, Arizona 85007

Telephone	(480) 784-4539
Website	bcb.az.gov

The Academy maintains records of all student complaints and their resolution. Filing a grievance does not affect a student's academic standing or eligibility to continue in the program.

TUITION & FEES

BARBERING PROGRAM — 1,200 CLOCK HOURS

Barbering instructional hours	\$10,500.00
Supplies / barber kit	\$1,305.00
Textbook and workbooks	\$289.98
Application fee (non-refundable)	\$150.00
TOTAL CHARGES	\$12,244.98

Payment plan: \$2,150.00 down payment, seven monthly payments of \$1,261.87, and a final payment of \$1,261.89. Installments are due on the 1st of each month following the initial payment or deposit.

COSMETOLOGY TO BARBER CROSSOVER PROGRAM — 200 CLOCK HOURS

Barbering instructional hours	\$3,500.00
Supplies / barber kit	\$1,305.00
Textbook and workbooks	\$289.98
Application fee (non-refundable)	\$150.00
TOTAL CHARGES	\$5,244.98

Payment plan: \$2,150.00 down payment and two payments of \$1,547.49. Installments are due on the 1st of each month following the initial payment or deposit.

BARBER INSTRUCTOR PROGRAM — 350 CLOCK HOURS

Barbering instructional hours	\$7,500.00
Supplies / barber kit	\$1,305.00
Textbook and workbooks	\$524.93
Application fee (non-refundable)	\$150.00
TOTAL CHARGES	\$9,479.93

Payment plan: \$2,000.00 down payment, one payment of \$3,739.97, and a final payment of \$3,739.96. Installments are due on the 1st of each month following the initial payment or deposit.

WITHDRAWAL FEE

A \$150.00 withdrawal fee is charged when a student withdraws or is terminated after clocking hours. It is in addition to the non-refundable application fee and is not included in the total charges above (see Refund Policy, p. 11).

OTHER FEES PAYABLE TO THIRD PARTIES

The following charges are not billed by the Academy and are not included in the totals above. They are paid directly by the student to the organization indicated and are subject to change.

Examination	Fee	Payable to
Theory and Written Practical	\$177.00	Professional Credential Services (PCS)

Examination	Fee	Payable to
Theory only	\$100.00	Professional Credential Services (PCS)
Written Practical only	\$77.00	Professional Credential Services (PCS)
License application	See bcb.az.gov	Arizona Barbering and Cosmetology Board

Examination fees are not refundable or transferable and are valid for one year from the date of payment. A candidate who does not pass a section pays the full fee for that section again in order to retest. Both the theory and written practical examinations are computer-based, and the minimum passing score on each is 75.

Kit and book prices published in this catalog are exclusive of Arizona transaction privilege tax, which is added at the rate applicable in Pinetop-Lakeside at the time of purchase.

TUITION FOR TRANSFER STUDENTS

The tuition portion of a transfer student's charges, excluding any books or kit required, is computed on a pro-rata basis from the number of hours contracted at the current tuition rate. The Academy determines at its sole discretion, on a case-by-case basis, whether transfer students must purchase new books and kits.

METHOD OF PAYMENT

Students are expected to make all monthly payments in cash, money order, or check. A \$50.00 fee applies to returned checks, and a \$50.00 late fee applies when tuition is not paid by the 3rd business day. All school charges must be paid in full before graduation, except as provided under Third-Party Sponsorship below.

The Academy may accept payment through approved third-party financing or private education loan programs. Participation in such programs is voluntary, subject to lender approval, and does not alter the total cost of attendance or the student's financial responsibility.

THIRD-PARTY SPONSORSHIP

The Academy accepts payment from approved third-party sponsors, including tribal programs, workforce development agencies, employers, and community organizations. Sponsorship is established by a written sponsorship agreement executed before enrollment, which identifies the charges the sponsor has assumed and the terms of payment.

Where a sponsor has assumed financial responsibility, the Academy invoices the sponsor in accordance with the invoicing schedule set out in the executed sponsorship agreement. Invoicing may be issued as a single invoice at enrollment, or in installments released as the student reaches defined clock-hour milestones, as that agreement provides.

RESPONSIBILITY FOR SPONSOR-ASSUMED CHARGES

Responsibility for charges a sponsor has assumed is determined by the executed sponsorship agreement, which specifies one of the following:

- The sponsor is primarily responsible. The student is not personally liable for the charges the sponsor has assumed, and the sponsor's obligation is not contingent on the student's continued participation in any sponsor program; or
- The student remains secondarily responsible. If the sponsor does not pay within the terms stated in the agreement, the student is responsible for the unpaid balance under the enrollment agreement.

Where the student remains secondarily responsible, the Academy provides the student written notice not less than thirty (30) days before any unpaid balance is treated as the student's obligation and before any restriction on attendance related to payment. The election made is disclosed to the student in writing, and acknowledged by the student in writing, before the enrollment agreement is signed.

REFUNDS ON SPONSORED ACCOUNTS

Where a refund is due on an account paid in whole or in part by a sponsor, the refund is remitted to the sponsor in the amount the sponsor paid, before any portion is remitted to the student. Refunds are calculated on amounts actually received.

EFFECT ON STANDING AND GRADUATION

A student's academic standing, satisfactory academic progress determination, and graduation eligibility are not affected by the sponsor's payment status. Where the Academy has issued an invoice to an approved sponsor, the student is considered to have satisfied the financial requirement for graduation upon issuance of that invoice. Graduation, issuance of the credential, and release of the official transcript are not withheld pending the sponsor's payment.

EXTRA CURRICULUM HOURS / OVER-CONTRACT TRAINING POLICY

Each program is scheduled for completion within a defined contract period. A grace period of up to 25% beyond the scheduled completion time is included in the enrollment agreement. The Academy allocates instructional resources, facility access, and licensed instructor supervision based on this time frame. Students who do not complete the program within the contract period, including the grace period, are considered out of contract and subject to additional training charges. Additional training is billed based on the program's published tuition converted to a cost per hour as follows:

Program	Hourly rate
Barbering Program	\$8.75 per hour
Cosmetology to Barber Crossover Program	\$17.50 per hour
Barber Instructor Program	\$21.43 per hour

Students are charged on a prorated weekly basis, calculated by multiplying the applicable hourly rate by the actual number of hours attended during that week. All additional training charges are:

- Assessed and due at the beginning of each week
- Required to be paid in advance prior to clocking in
- Enforced such that students may not clock hours until payment is made

Weekly billing continues until the student completes all hours required for graduation. These charges are separate from and in addition to the original contracted tuition.

EVALUATION & STANDARDS

GRADUATION REQUIREMENTS

To graduate, a student must:

1. Complete all required clock hours of the program — 1,200 hours for the Barbering Program, 200 hours for the Cosmetology to Barber Crossover Program, or 350 hours for the Barber Instructor Program — as required by the Arizona Barbering and Cosmetology Board. Maximum hours are 1,500 for the Barbering Program, 250 for the Crossover Program, and 437.5 for the Barber Instructor Program, representing 125% of the scheduled program time frame.
2. Complete all program requirements, including tests, practical hours, and client services.
3. Pass every graded assessment at 75% or higher, including all theory examinations and all practical evaluations.
4. Achieve a passing score on the Final Comprehensive Examination.
5. Complete all clinic floor services performed, with any failed service repeated and re-documented.
6. Satisfy all financial obligations to the institution, except as provided under Third-Party Sponsorship.
7. Sign and complete the exit interview, Academy survey, and, where applicable, the instructor outgoing survey.

In compliance with Arizona rule, a student who completes the required hours of a course of study and passes the final examination is awarded a Certificate of Graduation verifying program completion, as required under A.A.C. R4-10-305(E). All Certificates of Graduation issued by BORI Barber Academy bear the embossed seal of the Academy and the signature of the Director, Isaias G. Cortes Ramos, as authentication of completion.

Graduation does not confer a barber license. Students must pass the State Board examinations to receive a license. Obtaining an Arizona license requires the student to pay the examination and license application fees and to achieve the minimum passing score of 75 on both the theory and written practical examinations required by the Arizona Barbering and Cosmetology Board.

SKILLS & COMPETENCIES TO BE ACQUIRED BY THE STUDENT

Upon completion of the program the student will have acquired the following skills: applying scalp and hair treatments, including the use of therapeutic massage; preparing the client's hair for shaving; assessing the condition of the client's skin; performing shaving techniques; applying after-shave antiseptic; massaging the client's face and applying roll cream; and the ability to use and handle all barbering-related tools, including clippers, trimmers, scissors, razors, curling brushes, blow dryers, combs, and brushes.

ACADEMY STANDARDS FOR STUDENT ACHIEVEMENT

BORI Barber Academy students are measured by class time, practice time, and examination results. Students record their attendance using a manual time clock. Students receive credit for completing a task, operation, or project after an instructor verifies each action.

INSTRUCTIONAL METHOD

Clock-hour education is provided through a sequential set of learning steps that address the specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student receives instruction in performing practical, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented using interactive lectures, demonstrations, cooperative learning, labs, student activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, and other related learning methods are used in the course.

GRADING SYSTEM

GRADING SCALE

The following scale applies to all graded work at the Academy, theory and practical alike:

Score	Grade
90–100%	A
80–89%	B
75–79%	C (minimum passing grade)
74% and below	F (failing)

MINIMUM GRADE REQUIREMENT

A minimum score of 75% is required on every individual graded assessment. This applies to each chapter test, each written examination, and each practical evaluation. A student who does not achieve 75% on an assessment must re-test or be re-evaluated as described under Re-Examination & Re-Evaluation.

This requirement is separate from, and in addition to, the requirement that a student maintain a cumulative grade point average of 75% or higher.

PRACTICAL EVALUATION SCALE

Practical evaluations are scored on a five-point instructor rubric. Each rated procedure receives a rating of 1 through 5, converted to a numerical value as follows:

Rating	Descriptor	Value
1	Unsatisfactory	50

Rating	Descriptor	Value
2	Needs Improvement	60
3	Satisfactory	75
4	Very Good	80
5	Excellent	100

The practical evaluation score is the sum of converted values divided by the number of rated procedures on the evaluation instrument for that program. The resulting score is reported as a percentage and assigned a letter grade on the scale above, in the same manner as a theory grade.

TRANSCRIPT NOTATION

Instructional units measured in clock hours are recorded on the official transcript as follows:

CM	Competent. The unit was completed and competency was demonstrated.
NC	Not Yet Competent. The unit has not been completed to standard.

The designations CM and NC record unit completion. They are not grades and are not assigned on the scale above. They are used in place of a letter grade for clock-hour units to avoid confusion with the letter grade C.

COMPUTATION OF GRADE POINT AVERAGE

Cumulative grade point average is computed at each evaluation period as follows:

- Cumulative Theory Average — the unweighted average of all chapter grades and written examination scores recorded to date.
- Cumulative Practical Average — the unweighted average of all practical evaluation scores recorded to date. Each practical evaluation is weighted equally regardless of the number of clock hours in the period it covers.

$$\text{Cumulative Grade Point Average} = (\text{Cumulative Theory Average} + \text{Cumulative Practical Average}) \div 2$$

Theory and practical performance are weighted equally in the determination of grade point average. The Academy applies equal weighting as a matter of institutional policy, notwithstanding the differing proportions of theory and practical clock hours within each program, because both are considered equally determinative of readiness for licensure and employment.

Where no practical evaluation has yet been administered, cumulative grade point average is computed on the cumulative theory average alone. See Evaluation Periods below.

A minimum cumulative grade point average of 75% is required to remain in good standing. This is separate from the requirement that every individual graded assessment be passed at 75% or higher.

EVALUATION PERIODS

Students are evaluated for satisfactory academic progress at the following clocked (actual) hours:

- Barbering Program — 100, 200, 300, 600, 900, and 1,000 hours
- Cosmetology to Barber Crossover Program — 100 and 200 hours
- Barber Instructor Program — 100, 200, and 300 hours
- Transfer students — the midpoint of the contracted hours, measured in clocked (actual) hours, or the established evaluation periods, whichever comes first

Scheduled hours do not determine when an evaluation occurs. Evaluations determine whether the student has met the minimum requirements for satisfactory academic progress. The frequency of assessment ensures that every student has had at least one evaluation by the midpoint of the course. The cumulative attendance rate is computed as described on page 10A.

PRACTICAL EVALUATION SCHEDULE

A practical evaluation is administered at each evaluation period at which the student is assigned to clinic floor instruction:

Program	Evaluation period	Practical evaluations in cumulative average	Basis of cumulative GPA
Barbering	100 hours	None	Theory only
	200 hours	None	Theory only
	300 hours	1	Theory and practical
	600 hours	2	Theory and practical
	900 hours	3	Theory and practical
	1,000 hours	4 — final GPA of record	Theory and practical
Crossover	100 hours	1	Theory and practical
	200 hours	2 — final GPA of record	Theory and practical
Instructor	100 hours	1	Theory and practical
	200 hours	2	Theory and practical
	300 hours	3 — final GPA of record	Theory and practical

In the Barbering Program, clinic floor instruction begins at 300 clock hours. At the 100-hour and 200-hour evaluation periods, cumulative grade point average is therefore computed on theory grades alone. In the Cosmetology to Barber Crossover and Barber Instructor Programs, practical evaluation begins at the first evaluation period.

The final grade point average of record for each program is that computed at the final evaluation period listed above. Clock hours completed after the final evaluation period are devoted to state board examination preparation and student services and do not alter the grade point average of record.

FINALITY OF THE EVALUATION RECORD

The score of record for an evaluation period is the score standing at the time the satisfactory academic progress evaluation form is completed and signed. Once that form is completed, it is not altered. A passing score achieved on a re-examination or re-evaluation after that point is applied to the cumulative average computed at the next evaluation period.

RE-EXAMINATION & RE-EVALUATION

A minimum score of 75% is required on every graded assessment. A student who does not achieve 75% is entitled to re-test or re-evaluation as follows.

THEORY EXAMINATIONS

A student who does not achieve a passing score on a chapter test or written examination may re-test within two (2) instructional days of the original administration. A maximum of three (3) attempts is permitted.

PRACTICAL EVALUATIONS

A student who does not achieve a passing score on a practical evaluation may be re-evaluated within fifty (50) clock hours of the original evaluation, and in any case before the next scheduled evaluation period. A maximum of three (3) attempts is permitted.

EFFECT OF A PASSING RE-ATTEMPT

Where a student achieves a passing score within the permitted attempts, that score replaces the failed score in the computation of the cumulative average, applied as described under Finality of the Evaluation Record.

EXHAUSTED ATTEMPTS

Where a student does not achieve a passing score within three (3) attempts, the failing score stands in the academic record and is included in the cumulative average at that evaluation period. The student must repeat the unit of instruction. Upon completion of the repeated unit the student is re-assessed, and the resulting score is entered as a new record which is included in the cumulative average from that point forward. Both the failing score and the score earned on the repeated unit are retained in the student's permanent academic file.

Because a retained failing score is included in the cumulative average, a student who exhausts the permitted attempts may fall below the 75% cumulative grade point average required for satisfactory academic progress and may be placed on academic probation.

ADVANCEMENT

A student carrying an unresolved failing assessment continues in the program and advances to the next evaluation period. All graded assessments must be passed prior to graduation.

RECORDS

All attempts, including failed attempts, are retained in the student's permanent academic file together with documentation of the remediation provided. The official transcript reports the score of record for each unit.

CLINIC FLOOR SERVICE RECORD

Every service a student performs on the clinic floor is recorded on the Cumulative Clinic Floor Service Log, which is maintained in the student's permanent file for the duration of enrollment. For each service the log records the date, client identifier, time in and out, the supervising instructor's initials, the service category performed, and a pass or fail determination made by the supervising instructor.

Service categories recorded include haircutting and styling (taper and blend, fade, shear work, shear-over-comb, flat top, blow dry); shaving and facial hair (razor shave, beard design, mustache trim, eyebrow arch); scalp and skin (shampoo and conditioning, scalp treatment, facial and skin care); chemical services (color, highlight and lightening, relaxer and perm); and specialty services including hair systems.

A service marked as performed must also be marked pass or fail. Any service marked fail must be repeated and re-documented before credit is awarded for that service.

The Clinic Floor Service Record is a record of competency and service volume. It is not scored and does not enter into the computation of grade point average. The Academy does not prescribe a minimum number of services in any category. Graduation requires that every service the student has performed has been passed, with any failed service repeated and re-documented.

The log is signed weekly by the supervising instructor and reviewed by the Director. It is maintained as part of the individual student file required under A.A.C. R4-10-305.

FINAL COMPREHENSIVE EXAMINATION

A Final Comprehensive Examination is required for graduation from every program. It is administered as follows:

Program	Examination administered	Contract period including grace
Barbering	After 1,000 clock hours	1,500 clock hours
Cosmetology to Barber Crossover	At the 200-hour evaluation period	250 clock hours
Barber Instructor	After 300 clock hours	437.5 clock hours

A passing score of 75% or higher is required. The examination may be attempted as many times as necessary until a passing score is achieved. All attempts are retained in the student's permanent academic file; the passing score is reported on the official transcript.

A student who has not passed the Final Comprehensive Examination remains enrolled and continues to receive instruction and examination attempts through the end of the contract period, including the 25% grace period. A student who has not passed by the end of the contract period is considered out of contract and is subject to additional training charges as described under Extra Curriculum Hours / Over-Contract Training Policy.

The Final Comprehensive Examination is a graduation requirement. It is recorded on the official transcript but is not computed into cumulative grade point average, which is established at the final evaluation period.

ACADEMIC PROGRESS STATUS & PROBATION POLICY

SATISFACTORY ACADEMIC PROGRESS

To be considered making satisfactory academic progress at an evaluation period, a student must meet all of the following:

- a. A cumulative grade point average of 75% or higher, computed as described under Computation of Grade Point Average; and
- b. A cumulative attendance rate of 80% or higher, computed as described on page 10A.

Students meeting both components at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. A student who does not meet both components will be placed on academic probation for one evaluation period.

Because a failing score stands in the academic record where a student has exhausted the permitted re-examination attempts, and because that score is included in the cumulative average, an unresolved failing assessment may cause a student to fall below the cumulative grade point average required under (a).

Separately, and regardless of cumulative grade point average, every graded assessment must be passed at 75% or higher prior to graduation.

PROBATION POLICY

Students who fail to meet satisfactory academic progress standards for attendance or grades will be placed on probation for one evaluation period. The student will receive written notification and counseling, and a copy of the probation status will be placed in the student's academic file. While on probation, the student remains eligible to continue training and to receive financial assistance, if applicable.

At the end of the probationary period, the student must meet both the academic and attendance components of satisfactory academic progress. Students who meet the standards by the next evaluation will be returned to good standing. If the student does not meet the standards by the end of the probationary period, the student's enrollment will be terminated. Students who are terminated may appeal the decision in writing to the Director within 10 business days.

ACCESS TO SATISFACTORY ACADEMIC PROGRESS RECORDS

A hard copy of each satisfactory academic progress evaluation is maintained in the student's file. Students are notified of their evaluation results either electronically or in person.

CURRICULUM SCHEDULES

BARBERING PROGRAM — 1,200 HOURS

Subject	Theory	Practical	Total
Professional Development	20	–	20
Bacteriology, Infection Control & Sanitation	40	–	40
Implements, Tools & Equipment	30	–	30
Anatomy, Physiology & Disorders	30	–	30
Chemistry & Product Knowledge	20	–	20

Subject	Theory	Practical	Total
Shaving, Haircutting & Hairstyling Theory	40	–	40
Chemical Services Theory	40	–	40
State Board Written Exam Prep & Review	40	–	40
State Board Written Practical Exam Prep & Review	40	–	40
Clinic Safety	–	20	20
Haircutting Techniques & Styling	–	300	300
Shaving & Beard Design	–	100	100
Chemical Services (Perms, Relaxers, Color)	–	200	200
Client Consultation & Customer Service	–	40	40
Men's Hair Systems & Specialty Services	–	40	40
Mock Clinic Services	–	120	120
Practical Skill Assessments & Reviews	–	80	80
TOTALS	300	900	1,200

The Arizona practical examination is administered as a computer-based written practical examination rather than a hands-on examination.

COSMETOLOGY TO BARBER CROSSOVER PROGRAM — 200 HOURS

Subject	Theory	Practical	Total
Professional Development	10	–	10
Implements, Tools & Equipment	10	–	10
Shaving & Beard Design Theory	10	–	10
State Board Written Exam Prep & Review	10	–	10
State Board Written Practical Exam Prep & Review	10	–	10
Haircutting Techniques & Styling	–	60	60
Shaving & Beard Design	–	40	40
Clinic Floor Practice	–	30	30
Practical Skill Assessments & Reviews	–	20	20
TOTALS	50	150	200

BARBER INSTRUCTOR PROGRAM — 350 HOURS

Subject	Theory	Practical	Total
Orientation & Teaching Methods	20	–	20
Educational Psychology & Learning Styles	15	–	15
Lesson Planning & Curriculum Development	15	–	15
Classroom Management & Professional Ethics	10	–	10
Evaluation Methods & Grading	10	–	10
State Board Instructor Exam Preparation	10	–	10
Assisting in Theory Classes	–	50	50
Assisting in Practical Instruction	–	100	100

Subject	Theory	Practical	Total
Supervising Clinic Floor Operations	-	80	80
Conducting Student Evaluations & Reports	-	40	40
TOTALS	80	270	350

PROGRAM TIME FRAMES

Full-time enrollment is scheduled at 30 clock hours per week. Part-time enrollment is scheduled at 20 clock hours per week. A student may clock up to 40 hours in a week. Maximum hours reflect the 25% grace period included in the enrollment agreement.

Program	Clock hours	Full-time	Part-time	Max hours	Max weeks FT / PT
Barbering	1,200	40 weeks	60 weeks	1,500	50 / 75
Cosmetology to Barber Crossover	200	6.75 weeks	10 weeks	250	8.5 / 12.5
Barber Instructor	350	11.75 weeks	17.5 weeks	437.5	14.75 / 21.9

A student who does not complete the program within the contract period, including the grace period, is considered out of contract and subject to additional training charges as described under Extra Curriculum Hours / Over-Contract Training Policy.

INTERNSHIP / EXTERNSHIP

All programs are 100% in-school training. No externship is required or offered.

BARBER KIT DISCLOSURE

All students are required to have their complete, itemized barber kit present on the day of orientation. The kit is an essential component of the training program and is used throughout both classroom instruction and practical training. Failure to present a full kit at orientation may result in a delay of program participation until the requirement is satisfied.

The barber kit is issued by the Academy and is non-refundable once received. Students are responsible for maintaining their tools, equipment, and learning materials in good condition throughout the program. Replacement of lost, stolen, or damaged items is the responsibility of the student.

The complete kit includes:

- Milady Standard Professional Barbering book & workbook — \$289.98
- Carry-all case — \$90.00
- Barber apron — \$20.00
- Disinfectant jar — \$30.00
- Disinfectant (Barbicide) — \$10.00
- Mannequin — \$50.00
- Twelve barbering combs and one flat-top comb — \$20.00
- Hair dryer, BaBylissPRO — \$160.00
- Interchangeable straight razor with three packs of double-edge blades — \$41.00
- One pair 6" hair cutting shears and one pair 6" blending shears — \$280.00
- One adjustable JRL clipper, silver — \$170.00
- One JRL trimmer, silver — \$110.00
- One BaBylissPRO FX3 electric shaver — \$110.00
- Neck duster — \$21.00

- Beveled spray bottles — \$15.00
- Mirror — \$20.00
- Afro pick — \$10.00
- Neck strips — \$15.00
- Styptic powder — \$3.00
- Talc — \$15.00
- Cutting cape — \$25.00
- Andis Cool Care Plus disinfectant — \$15.00
- Clipper oil — \$5.00
- Soft palm brush — \$10.00
- Color brush — \$10.00
- Large finger brush — \$10.00
- Bristle brush — \$10.00
- Roller brush — \$15.00
- 100-count pack of gloves — \$15.00
- Copy of the current barbering statutes and rules governing the Arizona Board — Included

Applicable to the Barber Instructor Program only:

- Milady Master Educator / Professional Educator, 4th edition — \$234.95

Total Barber Kit & Books Value	\$1,594.98	Non-refundable
Total Barber Instructor Kit & Books Value	\$1,829.93	Non-refundable

Kit and book prices are exclusive of Arizona transaction privilege tax, which is added at the rate applicable in Pinetop-Lakeside at the time of purchase.

INSTRUCTOR KIT DISCLOSURE

All Barber Instructor Program students are required to have and maintain a complete barber kit identical to that of regular barbering students. This ensures that instructors-in-training are fully prepared to demonstrate, supervise, and evaluate all practical barbering services taught in the curriculum.

The barber kit is issued by the Academy and is non-refundable once received. Instructor trainees are expected to keep their tools, equipment, and materials in good condition at all times. Replacement of lost, stolen, or damaged items is the responsibility of the student instructor.

RULES & CONDUCT POLICY

The rules and regulations of BORI Barber Academy are designed to help students learn professional habits at the start of their professional careers. All students must comply with sanitary requirements and must not be unruly or interfere with other students. Students shall dress professionally. Students must comply with all federal and state laws, particularly those relating to barbering. Students may be held liable for damage to the Academy and its equipment. The Academy's rules are as follows:

- Dress code: students must wear an apron at all times on the clinic floor. Belts, closed-toe shoes, and full-length pants must be worn; no sagging pants. Students dressed inappropriately will not be permitted in class.
- Attend class on time. Students are not admitted to class more than ten minutes after the scheduled start of their cohort or part-time block.

- Each student is 100% responsible for their own timecard. There is zero tolerance for clocking in for another student.
- A doctor's note is required for an absence to be excused.
- Students must return on time from breaks and lunch as part of attendance. Late entrance is permitted only if communicated with the instructor.
- Students must bring their barber workbook and barber supplies daily. Students will be sent home if they do not have the proper tools, and the day will be counted as an unexcused absence.
- Cell phones must be on vibrate and put away in designated classroom and clinic floor areas.
- Zero tolerance for disrespectful behavior or insubordination toward instructors or students. This behavior will result in immediate expulsion.
- Theft of any kind will result in immediate termination. Lying, cheating, and stealing will not be tolerated.
- All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients, and fellow students must be courteous and professional. Unprofessional behavior may result in termination.
- Confrontational or threatening behavior toward fellow students, faculty, staff, or clients will result in immediate termination.
- All sanitation, sterilization, and cleanliness rules must be followed at all times. Stations and work tools must be sanitized and disinfected correctly before use.
- Food and drinks are allowed only in designated break room areas.
- Smoking is prohibited in school facilities and permitted only in designated areas outside, behind the Academy.
- Students may not play loud music, wear headphones, or tamper with the music player during class or while servicing clients on the clinic floor.
- Gambling and card playing are not permitted on school premises.
- Daily attendance is mandatory. Failure to attend in accordance with the Attendance Policy (p. 10) results in the consequences stated there and under the Probation Policy (p. 19). Please notify the school in advance if you will be absent or late.
- All monies owed must be paid before graduation unless prior arrangements have been made and approved by the school owner, or the student's charges are covered under an executed third-party sponsorship agreement.
- Hazing of any sort will not be tolerated. Students found hazing will be terminated.
- No use or sale of illegal drugs is permitted on school property, including marijuana. Violations may result in suspension or termination. All evidence of illegal drug or alcohol activity will be reported to law enforcement.

A student is subject to termination for the following, among other causes:

- Failure to maintain satisfactory academic progress
- Failure to comply with the Academy's attendance policy
- Failure to comply with the Academy's student conduct policy
- Failure to meet all financial obligations to the Academy
- Violation of any condition outlined in the signed enrollment agreement

GENERAL TERMS

1. The Certificate of Graduation is issued after completion of the entire program. The student must meet all graduation requirements to receive the credential.
2. All course schedules are subject to change in starting and completion dates. Students will be duly notified.
3. BORI Barber Academy reserves the right to change or modify program content, equipment, staff, materials, and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any change diminish the competency of any program or result in tuition changes for currently attending students.

INCOMPLETES, WITHDRAWALS, AND REPETITIONS

Incompletes are not assigned. Where a student does not complete a required assessment, the assessment is administered under the Re-Examination & Re-Evaluation policy. Repetition of a unit of instruction occurs only where a student has exhausted the permitted attempts on an assessment, and is recorded as described in that policy. Withdrawals are governed by the Refund Policy and the Interruptions, Leave of Absence, and Withdrawals policy.

STUDENT RECORDS & ACADEMIC TRANSCRIPTS

CUSTODIAN OF RECORDS

The Director serves as the designated custodian of official student files and records.

RETENTION

Student academic and financial records are retained on site for a minimum of six (6) years following the student's last date of attendance. Transcripts are retained permanently. Records scheduled for destruction are destroyed by a method that renders personally identifiable information unrecoverable.

ACCESS AND CONFIDENTIALITY

Access to student coursework, testing materials, and records is limited to authorized personnel. The Academy protects personally identifiable student information consistent with the Family Educational Rights and Privacy Act and applicable state law. A student may inspect his or her own record upon written request.

TRANSCRIPTS

Upon request by a current or former student, the Academy provides an official transcript showing the program of study, units of study completed with corresponding grades or competency designations, period of enrollment, cumulative grade point average, and the credential awarded, if applicable. Transcripts are provided upon written request bearing the student's live signature, and are provided to students who have ledger balances. A transcript fee of \$25.00 applies to each request.

STUDENT SERVICES

ACADEMIC ADVISING

Each student receives academic advising at every evaluation period. The supervising instructor reviews the student's grade point average, attendance, practical evaluation results, and clinic floor service record with the student, and documents the discussion in the student's file. Additional advising is available on request and is provided at any point at which a student's progress indicates a risk of falling below satisfactory academic progress.

CAREER GUIDANCE

The Academy provides career guidance addressing licensure requirements, examination preparation, employment expectations in the barbering field, and the options available to graduates, including shop employment, booth rental, and business ownership. Students will learn communication skills, professional ethics, customer service, résumé writing, job search skills, interview preparation, salesmanship, record keeping, client service and record cards, essential tax responsibilities relating to independent contractors, booth renters, employees and employers, marketing and client retention, and barber shop management.

PLACEMENT SERVICES

The Academy provides placement assistance to all program completers. Placement services include maintaining relationships with area employers, maintaining a list of employment opportunities, assisting graduates with résumé preparation and interview readiness, counseling students regarding employment, and maintaining placement records for completers. Employment is not guaranteed.

STUDENT RETENTION

The Academy maintains a written plan addressing student retention, which is reviewed annually with input from faculty and students. Results of that review are shared with faculty and staff and used for continuous improvement.

LEARNING RESOURCES / LIBRARY

The BORI Barber Academy library contains reference sources and current material on new services. The library is located in the school office and is available for student review and checkout. Current holdings include:

- Current statutes and rules of the Arizona Barbering and Cosmetology Board
- Webster's Dictionary
- Webster's Medical Dictionary
- Milady Standard Professional Barbering and accompanying workbook
- Milady Professional Educator, 4th edition
- McKeachie's Teaching Tips, 14th edition
- Current periodicals on the art and science of barbering and cosmetology

HOUSING

BORI Barber Academy has no dormitory facilities; the program is non-residential. The Academy has no responsibility to find or assist a student in finding housing.

ARIZONA STATE LICENSURE REQUIREMENTS

To qualify for the Arizona barber examination, an applicant must be at least 16 years of age with two years of high school or its equivalent (ten high school credits, a homeschool Affidavit of Intent, or a GED), or be at least 18 years of age; must not be subject to denial under the Barbering and Cosmetology Act; must submit the proper forms and pay the required fees; and must complete 1,200 hours of barbering instruction, or 200 hours of crossover instruction for a licensed Arizona cosmetologist or hairstylist, at a school licensed by the Arizona Barbering and Cosmetology Board.

Applicants for a Barber Instructor license must be at least 19 years of age, hold a high school diploma or its equivalent, hold an Arizona barber license and have practiced barbering for at least one year, complete 350 instructor hours at an Arizona-licensed school, and pass the instructor theory and written practical examinations.

Examinations are administered by Professional Credential Services on behalf of the Arizona Barbering and Cosmetology Board. Graduates must complete the Arizona School Verification Form, which is provided by the Academy, and upload it to their examination account when registering. Transcripts and Certificates of Graduation are not accepted in place of the School Verification Form.

LICENSING & APPROVALS

BORI Barber Academy is approved and licensed to operate by the Arizona Barbering and Cosmetology Board.

Agency	Arizona Barbering and Cosmetology Board
Address	1740 W. Adams Street, Suite 4400, Phoenix, Arizona 85007
Telephone	(480) 784-4539
Website	bcb.az.gov

The Barbering Program (1,200 clock hours) is listed on the Arizona Eligible Training Provider List and is eligible for Individual Training Account funding through ARIZONA@WORK. Other programs offered by the Academy are not currently listed on the Eligible Training Provider List.

BORI Barber Academy is not accredited by an accrediting agency recognized by the U.S. Department of Education.

OWNERSHIP

BORI Barber Academy Inc., doing business as BORI Barber Academy, is owned and operated by Isaias Gabriel Cortes Ramos, President.

BARBER PRE-REQUISITES & PHYSICAL DEMANDS

Prospective students should be aware of the physical demands of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrists and hands, upper back, and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public, be able to follow clients' directions, and have compassion and patience for people. A student must be physically capable of performing all required activities at the school and must comply with all policies and procedures in order to work as a licensed barber.

Individuals with allergies or other sensitivities may have reactions to typical chemical products used in the barber industry. Exposure to chemicals used in the barber industry may cause cancer, congenital disabilities, or other reproductive harm. Prospective students should consult their physician regarding these issues before enrolling and signing an enrollment agreement. A person must consider their physical limitations when choosing a career involving extensive physical demands.

Students with criminal convictions are encouraged to contact the Arizona Barbering and Cosmetology Board before enrollment to determine whether a conviction would exclude them from taking the state licensure examination.

BANKRUPTCY HISTORY

BORI Barber Academy Inc. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. § 1101 et seq.).

INSTRUCTIONAL STAFF

Name	License Number	Title
Isaias Gabriel Cortes-Ramos	BARI-006372	Barber Instructor; School Administrator
Kerry Lucero	BARI-003292	Barber Instructor
Richard Cortes	BARI-006383	Barber Instructor

SAFETY INFORMATION

The locations of fire exits, fire extinguishers, and first aid supplies are identified during orientation and are posted in the classroom and on the clinic floor. Evacuation procedures are reviewed at orientation and posted at each exit.

ACKNOWLEDGMENT OF RECEIPT OF CATALOG

I have received a copy of the BORI Barber Academy catalog, revision 10/01/2026, as amended by Catalog Addendum No. 1, and understand its contents, including the policies on admissions, attendance, satisfactory academic progress, grading, financial obligations, refunds, and grievance procedures.

Student printed name: _____

Student signature: _____ Date: _____

Guardian signature: _____ Date: _____

Interviewer printed name: _____

Interviewer signature: _____ Date: _____

Orientation review: _____ Date: _____