



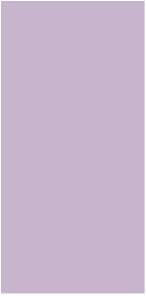
Catalog

Effective 08/01/2019

(808) 533 – 6596
1128 Nuuanu Ave. Ste 102
Honolulu, HI 96817
www.hihdhawaii.net

Hawaii Institute of Hair Design





Our Philosophy

Consider being part of an exciting field of endeavor, where your artistic ability and professionalism will bring high rewards. There have been many changes over the years, and today's approach is highly technical and scientifically sound.

The public's constant desire for something new enables the stylist's artistic abilities and creativity to fully express themselves. The greatest strength of our program is our highly advanced technique in stylized haircutting. As a barber stylist you will be licensed to apply all the chemical products available for coloration, straightening and curling of hair. We train you on various methods, so that you will be very versatile.

ABOUT US

Hawaii Institute of Hair Design is a hairstyling school that has been training students in the art of hairstyling for more than 50 years. The school is located in the heart of downtown Honolulu in order to provide as many live patrons for student practice as possible. Through a personal tour of the school, one can observe the careful supervision and modern instruction given by the school faculty. Whether it's men's or women's hair designing, the profession is one with many opportunities. There is a lot of public interest in health, grooming, and individualized styling in both men's and women's hair designs. This creates an increasing demand and opportunity for well-trained, versatile professionals who understand the science and the art of our industry.

Through advanced techniques, progressive teaching methods, well-equipped facilities, and our qualified faculty, you will receive the proper foundation for an exciting career. Your training begins with two months of intensive introductory theory and practical classes, continues thru the rest of the program with short review and advancement classes and with ample supervised practice in our busy practical clinic center. After training, most graduates easily step into professional positions and many are successful operating their own shops. Make their past your future through training and a diploma from Hawaii Institute of Hair Design, the only school of its kind in Hawaii.

OUR HISTORY

First Established as Hawaii Barber School in the early 40's, the school was incorporated in 1956 as Honolulu Barber School, LTD., and then renamed to do business as Hawaii Institute of Hair Design in 1976, offering courses in Barber Styling, Cosmetology and Advanced Hair Design. Although the school has been relocated several times, it has trained, graduated and placed students for more than 50 years by a family dedicated to the propagation of new workers for the industry. The school has developed a fast-paced educational program which prepares confident salon and shop-ready graduates. To graduate salon-ready, students receive lots of hands on practice, which is available in the school's busy practical clinic.





CONTACT US

For more information or to make an appointment to tour the school
Hawaii Institute of Hair Design
1128 Nuuanu Ave, Suite 102
Honolulu, Hawaii 96817
808-533-6596
Enrollment and Financial Aid Office

Hair Appointments Only
(808) 533-4326

For More Information
info@hihdhawaii.net

APPLICATION INFORMATION

A personal interview is required of all new students. Please call (808) 533-6596 to make an appointment. Bring your records and you must apply in person if you are on Oahu. If you are from off the Island of Oahu and wish to register, please let us know in writing at least (30) days in advance, by completing the School application, sending a copy of your diploma, TB Test, MMR clearance and \$25.00 registration fee. Applications will be processed as soon as received and students will be advised of tentative acceptance of enrollment. Registration deadline is two weeks after class start date if room is available.

Our Staff

Faculty (Effective 12/08/2017)

Leo G. Williams

Director of Education
Barbering & Hairstyling

Roy Fujiwara

Barbering & Hairstyling

Sandra Diaz

Barbering & Hairstyling

Deby Paned

Barbering & Hairstyling

Margaret Williams

Barbering & Hairstyling

Christ Koyanagi

Barbering & Hairstyling

Bree Huynh

Instructor's Assistant, Tutor

Administration (Effective 12/08/2017)

Margaret Williams

Administrator

Alison Pahia

Information Specialist

Carolyn Chang

Financial Aid

Zairrah Geyrozaga

FAA Office Associate

Alohalyn Espejo

Registrar

Kauanoë Beamer

Office Associate

Ownership

The School is owned by Honolulu Barber School, Ltd.

Margaret Williams

President

Leo Williams

Vice President



ADMISSIONS REQUIREMENTS

Enrollment is open to career minded people who hope to enter the hairstyling field. The basic requirements for enrollment are:

- High School Diploma, General Education Development Certificate (GED), or Official High School Graduation Transcripts designating the date of high school graduation. Foreign High School Diplomas must be translated and certified to be equivalent to a USA High school Diploma.
- Tuberculosis Health Certificate
- Student must be 17 years of age or older
- Measles/Mumps/Rubella Immunization Clearance

ADMISSIONS

ADMISSION POLICY

Entrance is open to career-minded people who, in the opinion of the school staff, would be able to obtain and utilize the skills taught for employment. Candidates are screened to determine their capabilities, career potential and desire to complete the course and work in the field.

The school admits, as regular students, persons with a High School Diploma, GED Certificate, or official high school graduation transcripts. Foreign diplomas must be translated and certified to be equivalent to a USA diploma.

MISSION PHILOSOPHY

Our efforts are directed toward training and providing knowledgeable and well-prepared entry-level Barber Stylists for all types of hair styling shops.

OBJECTIVES

To prepare students for employment as entry level professional hairstylists, having studied, practiced and demonstrated enough services to be reasonably skillful in haircutting, styling, blow drying, perming, coloring, straightening, shampooing, facials, braids, up-dos, and hair and scalp treatments (non-medical), to prepare students for the Hawaii State Board Barber Examination, having practiced and demonstrated the requirements of the Board and to instill continuous learning to prepare students for basic shop management having practiced and demonstrated management responsibilities. The school does not offer secondary courses with other objectives.

TUITION COST

1500 Hours Barber Styling Course

Fees	Cost
Registration Fee	\$25.00
Tuition	\$12, 573.00 @ 8.382 per hour
Kit	\$975.53
State Tax	\$639.59 (4.712%)
Total	\$14, 213.12

Almost anyone can afford to attend school! Inquire about federal grants and loans for tuition assistance. **TO INQUIRE ABOUT FEDERAL GRANTS AND LOANS CALL (808) 533-6596. FINANCIAL AID IS AVAILABLE FOR THOSE WHO QUALIFY.**

INSTALLMENT PAYMENT SCHEDULE

(For those who do not use financial aid)

Items	Cost
Registration Fee	\$25.00
First Day of School	\$1, 404.12
8 Monthly Payments of	\$1, 598.00
Finance Charge	NONE
Total	\$14, 213.12

* Additional Fees

State (DCCA) Fees:

Temporary Work Permit and License

Application \$45.00

Exam Fee\$90.00

Prices are subject to change

***SEE REFUND POLICY ***

Effective September 2012



REGISTRATION FEE AND REFUND POLICY

No money will be accepted from student until it is determined that all entry requisites have been met. The registration fee and all money paid by an applicant will be refunded if requested within (3) days of signing an agreement. For veterans only, \$15.00 of the registration fee will be prorated by hours attended over total program hours. An enrollee may interrupt or terminate training by submitting written statement or the proper form to the school's admission office. The tool kit, once issued, is not subject to refund.

An applicant requesting termination of training shall be charged on an exact prorate of the portion of the course completed. The exact prorating shall be determined of the ratio of the number of hours of instruction completed by the students to the total number of instruction hours in the course. When termination occurs due to prolonged illness, death in the family, or other special cases beyond the control of the student, the school will adjust the refund policy to be fair and equitable to both parties. The student's last day of attendance shall be deemed the last date of termination. Tuition refunds will be paid within 30 days of termination

CANCELLATIONS

Applicants should inform the school if they cannot begin training on their scheduled training starting date. An applicant not requesting cancellation by his scheduled starting date will be considered a student only if he begins training. A class could be cancelled for acts of nature, full enrollment or insufficient enrollment.

If this occurs, a student may receive a full refund or apply all money paid to the next starting class. All money paid by applicant will be refunded within three days of the visit to the school.

COMPLIANCE WITH STATE RULES & REGULATIONS

The Honolulu Barber School Ltd., dba Hawaii Institute of Hair Design, will comply with the licensing regulations promulgated by the Hawaii State Department of Education. The school will maintain such permanent records covering the work accomplished by each student so that compliance with applicable standards of instruction and the approved training program can be readily determined. All Board of Health and Barber regulations will be complied with. The school has signed a Statement of Assurance agreeing to take necessary measures to comply with Title VI of the Civil Rights Act of 1964. We are an Equal Opportunity School and do not discriminate on race, color, national origin, age sex, sexual preference or gender identity.

APPROVED FOR VETERAN TRAINING

The Hawaii Institute of Hair Design is approved for Veteran training under the GI Bill® for the 1500-hour Barber/Stylist Program. The school assumes that responsibility for supervising each veteran and evaluating this/her accomplishments. If the progress or conduct of any veteran-trainee is not satisfactory and there is doubt as to the desirability of his/her continuance as a trainee, or if his/her attendance does not conform to the standards stated above, the school will terminate the veteran's training immediately. The last date of actual attendance will be reported to the Veterans Administration on the date of termination. Refer to www.gibill.va.gov for question on veteran's training and policies. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.

CLASS SCHEDULE & EVENTS

The school operates throughout the year with no scheduled vacation periods. All students may request one leave of absence.

Legal holidays observed by the school are as follows: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Additional holidays observed will be made up on the students following day off.

No attendance penalties are assessed between Christmas and New Year's Day. Attendance during this time is unscheduled and counts as make-up hours.



2019-2020 CLASS SCHEDULES

Start Date	End Date
January 9, 2019	January 7, 2020
March 13, 2019	March 11, 2020
May 8, 2019	May 6, 2020
June 12, 2019	June 10, 2020
July 10, 2019	July 8, 2020
September 11, 2019	September 9, 2020
November 13, 2019	November 11, 2020
January 8, 2020	January 6, 2021
March 11, 2020	March 10, 2021
May 13, 2020	May 12, 2021

EVENTS

Advanced seminars and workshops are often held at the school by renown hairstyling professionals. Contact the office at (808) 533-6596 for more information about upcoming events or visit the school to see the event posting.

SPECIAL EVENING CLASSES

Evening classes will be offered to licensed Barbers and Cosmetologists, and our students who wish to keep up with the modern trends. These classes will be offered only when enough instructors and students are available. Attendance during this time is unscheduled and counts as make-up hours.

ACCREDITATION

Accredited By:
The Accrediting Commission of Career Schools and Colleges

Licensed By
Hawaii State Department of Education
Chapter 101 is available in the school office

Approved for Veteran Training
The Hawaii Institute of Hair Design is approved for Veteran Training under the GI Bill® for the 1500 hour program.



SCHOOL COMPLAINT POLICY

The School will pay prompt attention to all major problems that distract students from their studies and give students leverage in suggesting solutions to smaller daily problems which may occur. Unanimous staff decisions on suggested solutions can result in policy changes for betterment. (See School Rules and Regulations)

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel the School adequately addresses a complaint or concern, the student may consider contacting the ACCSC. All complaints considered by the Commission must be in written form, with permission from complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

PLEASE DIRECT ALL INQUIRIES TO:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org

GRANTS AND LOANS

The Hawaii Institute of Hair Design is an eligible institution under the following programs:

- Pell Grant
- Supplementary Education Opportunity Grant (FSEOG)
- William D. Ford Federal Direct Loan Program

Federal Funding is available to qualifying students



FINANCIAL AID

Many records must be acquired prior to Financial Aid Application. Call the Financial Aid Officer prior to applying for school. The Financial Aid Officer will alert you of materials you will need to bring to the school for Financial Aid Application documentation. You may apply free online at <http://www.fafsa.ed.gov>. Beware of help sites that require payments. Financial Aid application is free. All required Financial Aid documents must be delivered to the school's office prior to receipt of aid and completion of the course. Students qualify for financial aid only if they maintain satisfactory progress. Unsatisfactory progress and interruptions result in suspension and cancellation of payments; terminations result in recalculation of awards. A student who does not achieve 80% attendance and 75% in academics in time for final financial aid disbursement must pay the tuition balance caused by the loss of aid, before graduating.

Terminated students must also repay some of the grant money received at the school. The Federal return of funds information and policy is available in the Financial Aid Handbook at the school office. Federal Policies are also available in the handbook at (www.studentaid.ed.gov), at Withdrawals and the Return of the Title IV Funds.

It is the policy of the school to distribute refunds up to and including the amount paid by the student using the Return to Title IV Aid Federal Calculation and requirements in the following order:

1. to Unsubsidized Direct Loans
2. to Subsidized Direct Loans
3. to PLUS (FFEL)
4. to Pell
5. to FSEOG
6. to other sources of Aid
7. to Students

CODE OF CONDUCT STUDENT LOANS DISCLOSURE

The School shall comply with all laws, rules and regulations of government regulatory agencies and authorities that oversee the school, as required under the Higher Education Act, the DOE, and our accrediting commission. In the case of any conflict between these agencies any with rules and regulations, the stricter of any federal, state or local law shall prevail. The School, corporate employees and staff of Hawaii Institute of Hair Design will not accept anything of value from any bank or institution that offers student loans to our students. All dealing with financial aid, including loans for students must be fully performed by employees the Hawaii Institute of Hair Design or our school management firm and not representatives of the Lending institutions The school does not offer private loans, does not keep a list of private lenders, and will not accept anything from private lenders as concessions or agreements for accepting private loans. The school does participate with the Direct Loan Program and may use educational information and materials provided by the government and their servicing agencies. Institutional award notifications and other related materials provided shall detail individual components of the institution's Cost of Attendance, use standard terminology, clearly identify each award, indicating type of aid, and provide renewal requirements for each award. Refund priorities will be adjusted to comply with Federal Regulations. www.studentaid.ed.gov

GAINFUL EMPLOYMENT DISCLOSURES

Hawaii Institute of Hair Design Undergraduate certificate in Barbering/Barber Program Length: 49 weeks

Students graduating on time

42% of Title IV students complete the program within 49 weeks

Program Costs*

\$13,237 for in-state tuition and fees

\$13,237 for out-of-state tuition and fees

\$976 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

\$5,545 in debt

The typical monthly loan payment

\$57 per month in student loans with an interest rate of **4.45%**.

Graduates who got jobs

86% of program graduates got jobs according to the Accrediting Commission of Career Schools and Colleges job placement rate

Program graduates are employed in the following fields:

[Barbers](#)

Licensure Requirements

Program qualifies students to sit for licensure exam in:

Hawaii

Other Costs For this Program

No other school fees. Transportation, housing, parking, etc. are the student's responsibility.

CIP AND SOC CODES FOR BARBERING AND COSMETOLOGY Government statistics on this career; check http://www.o*netonline.org (SOC code 39-5011); the Bureau of Labor statistics at: <http://bls.gov> The classification of Instructional Programs for the Barber Styling Program is 12-0402.

Additional Information

Date Created 7/2/2018

These disclosures are required by the U.S. Department of Education



CLASS SCHEDULE

The school operates throughout the year with no scheduled vacation periods. All students may request one leave of absence.

Legal holidays observed by the school are as follows: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Additional holidays observed will be made up on the students following day off.

No attendance penalties are assessed between Christmas and New Year's Day. Attendance during this time is unscheduled and counts as make-up hours.

ATTENDANCE SCHEDULE

Trainees enrolled for the full-time course will attend (7) seven hours per day, (5) days per week, or a total of (35) hours per week, excluding holidays and 20% allotted time off for sick/personal time. The School is open 8:15 am to 5:00 pm Monday through Friday and 8:00am to 4:30 pm, on Saturdays. Students are off on Sunday and one other day during the week. Level 1 students are off on Monday during the first two months of the program, and their day off changes as they progress in the program. All students must attend school on Saturdays.

STARTING DATE

Our year-round training permits a new student to start at any time, however, formal classes commence on the second Wednesday of January, March, May, June, July, September, and November. Due to limited enrollment, prospective students should plan to visit the School and make application far in advance of the time they wish to start.

LENGTH OF THE COURSE

Ten (10) to Twelve (12) Months of full time training. The total length of the course is 1500 clock hours, each clock hour defined as 60 minutes. On average, students normally complete the course within 49 weeks. The maximum time allowed for course completion is 73 weeks, making allowances for all holidays that may fall within the enrollment period, a reasonable number of absences and maximum leaves. No clock hour to credit hour conversion formula is used by the school for academic purposes, sixty minutes defines each curriculum hour.

CLASS SIZE

The average starting class is approximately seventeen students. The school strives to maintain a student teacher ratio of no more than 20 students to one teacher

MAXIMUM ENROLLMENT

The school is approved by the Building Department to house a total of 70 students in the Level 1 Classrooms and 85 students in the practical clinic training center..

BARBER STYLING COURSE CURRICULUM CONTENT

Each student will be given approximately 334 hours of theory-classroom studies, and practical lab activities, and 1166 hours of practical training during their entire Barber Styling Course with required operations as follows:

CLASSROOM STUDIES	HOURS
Orientation: Students will be oriented to the expectations of the course, the rules and regulations, students will be issued a syllabus which will help guide them to succeed in this course.	6
History of Barbering: Students will learn about barbering through the years.	1
Professional Ethics: Students will learn about professionalism and ethics and the importance of professionalism and, ethics in barbering, in business, and relating to customer satisfaction, safe work practices, and introduction of the laws, rules and regulations governing the practice of barbering in Hawaii.	1
Hygiene: Students will learn about hygiene and the importance of hygiene and maintaining personal cleanliness in barbering.	1
Bacteriology: Students will learn about bacteriology, to understand bacteria and how pathogens spread.	3
Sterilization & Sanitation: Students will learn about sterilization and sanitation of the shop and implements; patron protection, methods, preparation and agents used to kill or retard the growth of pathogenic bacteria, and sanitary rules and measures.	7
Implements–Care & Uses: Students will learn how to handle, utilize, cleanse and maintain their instruments properly.	1
Honing & Stropping: Students will learn how to properly sharpen their razors utilizing a honing stone and a strop.	1
Shampooing: Students will learn the purposes and effects of shampoos, rinses and conditioners, hair and scalp analysis, patron protection, product knowledge and chemistry, characteristics, selection and application techniques.	5.5
Scalp Manipulations Students will learn massage manipulation techniques, product knowledge and the application of hair tonics and preparations used with scalp manipulations.	8
Histology; Skin & its Appendages: Students will learn basic anatomy and purposes of the skin and its appendages.	2
Trichology: Student will learn detailed anatomy and purposes of the scalp and hair.	6
Hair, Skin, & Scalp Disorders: Students will learn about disorders and diseases of the hair, skin, and scalp.	2
Hair, Skin & Scalp Treatments Students will learn about hair, skin and scalp analysis, and methods used to treat the hair scalp and skin within the barber’s scope of practice, application of shampoos, conditioners, tonics and preparations, electricity and light therapy, manipulation techniques.	6
Linen Uses: Students will learn to properly drape clients, use of towels, haircloths, shampoo & chemical capes, neck strips, and linen uses for patron protection.	1.5

CLASSROOM STUDIES	HOURS
Haircutting: Students will learn haircutting techniques and using haircutting equipment, angles, style cuts, tapered cuts, razor cuts, blunt, box, and graduated cuts, flat tops, preparation, selection, sectioning, cutting and thinning using shears, clipper, and razor, patron protection and safety, terminology.	62
Hairstyling: Students will learn techniques and using hairstyling equipment, style selection, thermal styling, curling and drying, chemistry and safety, terminology, patron protection, and product knowledge.	28
Shaving: Students will learn about facial analysis, proper position and use of the razer, techniques, trimming of moustaches and beards, shaving using steam, lather, styptic powder, astringent, patron protection, safety, use and care of implements, materials and supplies.	8
Beard Designing and moustache trimming: Students will learn beard and moustache designing, facial and hair analysis for design, moustache, nose and beard trims.	3
Facials : Students will learn skin analysis, theory of massage, massage manipulation techniques, application of creams, astringent, packs and masks, patron protection and precautions, product knowledge, chemistry and effects of various products used with facials.	8
Hair Relaxing: Students will learn about the action and strength of chemical hair relaxers, product knowledge and chemistry, patron protection, hair and scalp analysis, chemical hair relaxing, thermal hair relaxing, application techniques, conditioning, materials and supplies.	11
Hair Coloring & Bleaching: Students will learn laws of color, color selection, hair and scalp analysis, patron protection and preparation, patch tests, classification, penetration and application of single and double process colors, how to mix and apply temporary, semi-permanent and permanent tints and lighteners, virgin tint and lightener application (lighter and darker), retouches, toners, frosting, tipping, streaking (cap and weave), color removal and tint backs. chemistry, product knowledge: Colors, lighteners, and dye removers, corrective measures, safety, materials and supplies, creating, using, and maintaining record forms.	62.5
Perms: Students will learn hair and scalp analysis, consultation and communication, patron protection and preparation, product knowledge and chemistry, action and strength of solutions, use of materials and supplies for reactive processes, strand tests, sectioning, blocking, rod selection and wrapping techniques for acid and alkaline perms, test curls, processing, neutralizing, techniques of single and double process permanent waving.	40
Salesmanship, Shop Management & Motivation: Students will learn about poise, personality, and shop management, reception, telephone techniques, fundamental bookkeeping, and basic first aid as it pertains to barbering.	4
Laws & Reviews for State Exam: Students will learn the laws, rules and regulations governing the practice of barbering in the State of Hawaii.	39.5
Testing – Theory and practical tests on required subjects.	16

Clinic Activities	HOURS
<p>Haircutting: Students will learn and gain experience through practice in preparation and patron protection, selection, sectioning, haircutting angles, style cuts, tapered cuts, razer cuts and hairstyles; blunt, taper, layer, box and graduated cuts, longer cuts, flat tops, cutting and thinning, with the use of shears, clipper, razor, using terminology and product knowledge. Required Operations: 200 Style cuts, 80 Tapered cuts, 5 razor cuts</p>	450
<p>Hairstyling: Students will learn and gain experience through practice of style selection, shapes, thermal styling, curling, drying, and wet styling, techniques with the safe use of rollers, dryers, and irons, application of styling products, patient protection, product knowledge, chemistry, terminology, safety. Required Operations: 200 Hairstyles</p>	196
<p>Hair & Scalp Treatments: Students will learn and gain experience in practice of patron protection and preparation, brushing, characteristics, product knowledge and chemistry, selection and application techniques of tonics or scalp conditioners (non-medical), shampoos, conditioners, and rinses, and manipulation. Required Operations: 10 Scalp treatments, 50 Shampoo & Conditioning services</p>	85
<p>Reactive Processes (including perms, colors & relaxers): Students will learn and gain experience through practice of patron protection and preparation, consultation and communication, hair and scalp analysis, product knowledge and chemistry, action and strength of solutions, use of materials and supplies for reactive processes, patch tests, sectioning, blocking, strand testing, rod selection and wrapping techniques for acid and alkaline perms, test curls, processing, neutralizing, techniques of single and double process permanent waving, virgin application of sodium hydroxide and thio relaxers, retouch applications, reverse perms, neutralizing, thermal hair relaxing, relaxer application techniques, conditioning, color selection, mixing and applying temporary, semi-permanent and permanent tints, lighteners, virgin tint and lightener application (lighter and darker), retouches, toners, frosting, tipping, streaking (cap and weave), color removal and tint backs, dye removers, corrective measures, classification, penetration and application of single and double process colors. Utilizing, creating and maintaining record forms. Required Operations: 25 coloring, 10 bleaching, 10 relaxing, 50 perms</p>	205
<p>Shaving: Students will learn and gain experience in practice with preparation and safety, patron protection, facial analysis, shaving and trim techniques, beards trims, moustache and nose trims, using steam, lather, astringent, styptic powder, use and care of implements, proper position and use of the razor, honing and stropping. Required Operations: 20 shaves, 20 moustache and beard trims</p>	25
<p>Facials : Students will learn and gain experience in practice with skin analysis, patron protection and precautions, massage manipulations, product knowledge application of creams, astringent, packs and masks. Required Operations: 15 Facials</p>	30
<p>Sanitation & Implement Care: Students will learn, practice and gain experience by continuous cleaning of station, chair, sink, mirror, and floors, sanitations and sterilization of implements, sanitary use of supplies, methods, preparation and agents used to kill or retard the growth of pathogenic bacteria, sanitary rules and measures, all responsibilities necessary for managing a clean and safe shop.</p>	75

Clinic Activities	HOURS
Shop Management: Students will learn and gain experience in practice with reception, utilizing poise & personality, telephone techniques, appointment booking, recordkeeping, fundamental bookkeeping and sales, basic first aid as it applies to barbering, dispensary, inventory, stocking, pricing and retailing.	50
Study, retests, records, etc.: Students will learn and gain experience during practical tests, maintaining records of operations, study and retesting.	50

HAIR DESIGNERS KIT

The complete kit of equipment contains everything the student needs while in School. It includes not only the basic tools but also the advanced styling equipment, uniforms, books, etc. Everything is of the finest quality... of course; this belongs to the students who take with them when they graduate.

Styling Kit

Materials	ISBN
Text Book	9781435497153
Work Book	9781435497139
Haircutting Book	0944-460216
Exam Review Book	9781435497122
Notebook & Pencil	

1 Shampoo Cape	1 Clipper	1 Edger
2 Shears	1 Razor	3 Mannequin
1 Flat Iron	1 Hairdryer	2 Curling Irons
1 Flat Top Comb	1 Tint Apron	1 Perm Bib
1 Lock	5 Haircutting Combs	5 Hair Styling Combs
1 Rat Tail Comb	1 Tint Comb	1 Large Afro Pick
1 Comb & Lift	12 Hair Clips	1 Hair Cloth
1 Mirror	1 Blending Shears	2 Smocks
1 Lockable Tool Trolley	1 Styptic Powder	1 Bag Clipper Combs
1 Hair Cloth Clip	1 Spray Bottle	1 Hook

EXTRA-CURRICULAR ACTIVITIES

Excursions are scheduled to familiarize the students with the management of barbershops, distributorships and styling salons in the city. Guest artists are invited to the School for seminars to create enthusiasm and motivation in the students. Inter-School competitions and fashion shows encourage students to strive for perfection and to build confidence.

GRADING METHODS

Student progress is graded through written tests on classes covered and instructors' evaluation of practical progress. A written report is made to students showing bi-monthly progress, weaknesses, and strengths. A passing average of 75% is required. Classroom (Theory) and Clinical (Application) are graded and evaluated in terms of percentage as follows:

Excellent - 90% to 100%
Satisfactory - 75% to 89%

Failing - 0 to 74
Incomplete - 0

ADVANCED TRAINING

Professionals, interested in additional training may receive further information by advising the administration of their needs. The School's (2) two month rotation of classes allow stylist to update and advance their knowledge by attending classes scheduled on all areas of the curriculum. Placement assistance is not offered to these students. The School will provide the stylist with a schedule showing cost, description and dates available.

GRADUATION

Upon satisfactory completion of the course, a diploma will be issued. Students must complete all course hours, assignments, operations and pass all required exams to complete the course satisfactorily.

PLACEMENT

The school, because of its service to the industry over the many years, receives many calls from shops, who request graduates to apply for employment. The school maintains a current list of shops with jobs available. The list is available to all graduates. Job placement is not, however, guaranteed.

HOUSING

No housing services are provided by the school; however, the student can usually find good, clean rooms in homes or stay at the local "Y's" which are on the bus line to the school

CREDIT FOR PREVIOUS TRAINING

Appropriate credit will be given for previous training or experience and the student's course shortened accordingly with a proportional reduction in charges, before enrollment. Veterans are required to provide all previous education and training to the school for review and determination of any credit for previous training, including transcripts from previous colleges or postsecondary education. All other applicants requesting credit for previous training must bring required hairstyling training records to the school. Prior to admission to the School, a determination is made as to the amount of credit for prior training to be given to assure enrollment for instruction at a level commensurate with ability. This is done on a basis of records of work completed in other schools and test results. All students who test for and receive credit for previous training must take and pass all written and practical tests prior to graduation. Satisfactory progress for transfer students is monitored in the same manner as all other Barber Stylings students. There is no penalty or additional charges for transfer students.

STUDENTS RIGHTS AND RESPONSIBILITIES

The school reserves the right to reject an applicant or to expel any student for what it considers improper conduct (conduct detrimental to themselves, their fellow students, or to the school). Any form of illegal downloading copyright infringement, distribution of copyrighted material and file sharing will not be tolerated and may subject students to civil liabilities. Peer harassment, including sexual harassment on or off school premise will not be tolerated and subject to penalties, possible expulsion. On scholastic insufficiency, students will receive a written warning from the school if their work is failing, and will be dismissed from the school within (2) weeks following the issuance of the same if their performance is not brought up to a satisfactory level by then. Students must abide by the rules and regulations of the school issued the first day of training.

ATTENDANCE REQUIREMENTS, ABSENCES, MAKE-UP WORK, AND INTERRUPTIONS FOR UNSATISFACTORY ATTENDANCE

Regular attendance at scheduled instruction is required of all students. Students should call the school as soon as they realize they must be absent. All students who make up their absent hours within the 52 weeks contracted for training will not be subject to additional charges for the hours trained.

A student should be in school by 8:15am, clean, set up their equipment and prepare for classes before 8:30am. Excessive abusive and unauthorized absences or tardiness can result in dismissal.

Student Leave of Absence policy:

Every student is allowed a leave of absence (up to 60 days in length) for any good reason.

The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed and dated request for a leave of absence, which includes the reason for the LOA. To have a leave of absence approved, a student must request the Schools' LOA form from the office, complete, sign, and date the form, present it to the Registrar or other office staff, and the approving staff member will sign the form and approve the LOA after assuring that the student is fully aware of the LOA policy, all of the information presented on the form, the effects the LOA may have on the student's program, financial aid, student loan repayment and student loan repayment grace period.

The school may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 100 days within the entire program. Supportive documentation may be requested, i.e. court documents, military documents, or a letter from the physician stating that the student is unable to perform his/her duties for the days covered during the LOA, etc. A total of up to 40 days can be approved for this type of LOA. Per Federal Requirements, in a situation where unforeseen circumstances (such as an auto accident requiring a period of recovery) prevent the student from completing a written request for a leave of absence in advance, the student must submit a completed a signed and dated LOA request form no later than 10 days after the last date of student attendance, including the reason for the LOA. The beginning date of the approved LOA will be the date determined by the school as the date the student was first unable to attend school due to the unforeseen circumstance.

For any leave of absence to be approved, there must be a reasonable expectation that the student will return from the LOA. No leave may be granted that would extend a student's program beyond the maximum time frame allowed for completion. This is to assure that a student does not exceed 150% of the normal length of the program. A leave of absence will not involve any additional charges to student by the school.

If a student fails to return following the leave of absence, the student shall be considered withdrawn within 10 days of non-return, the school will terminate the student's program and apply the school's refund policy as published in the catalog, and in accordance with federal and state requirements. The official withdrawal date shall be the last date of attendance and refund calculations shall be based on that date.

Students should turn in all past timecards and be above 75% in academics before officially returning from a leave of absence and clocking in on the timeclock.

SATISFACTORY PROGRESS

Students are expected to maintain satisfactory progress while attending school as determined by the following criteria:

1. A minimum theory grade average of 75%
2. A minimum practical grade average of 75%
3. Regular attendance (80% and above) according to the attendance regulations listed as "Attendance Requirements".
4. Satisfactory progress for financial aid is 80% in attendance and 75% in academics.
5. Ability to abide by the school rule and regulations.
6. Maintenance of responsible attitude toward study, fellow classmates, instructors, staff, school patrons and chosen career field.

To maintain satisfactory progress, all students are required to average 80% of their scheduled attendance. Financial aid satisfactory progress is based on 80% attendance. A student may not take credit for time missed. Full days of absence should be made up by attending school on the student's scheduled day off. All work missed through absences should be made up by the students on their return to school.

All tests, theory and practical must be taken when scheduled. Failure to take a test when scheduled will result in a zero test score. All test scores acquired by students will be summed and averaged. Students are failing to meet satisfactory progress standards when their average test scores fall below 75% and are always scheduled for retest within a week of receiving their current bimonthly progress reports. Copies are maintained in student files for 5 years. Final transcripts exhibiting student grades and hours are maintained indefinitely.

Students are required to study and take a retest as soon as offered. All school tests must be passed with a minimum score of 75% prior to graduation. All students are required to maintain at least 80% of their scheduled attendance. When attendance falls below 80%, students are failing to meet satisfactory progress.

All students who need to repeat Level 1 classes may repeat the entire two months of freshman classes and tests without penalty and are deemed to be in satisfactory progress until the end of the repeat, providing they are making progress. All students must complete the program within the maximum frame time of 73 weeks.

PROBATION POLICY

Students failing to achieve 80% in attendance or 75% average score in scholastics or practical exams are placed on probation, receive warning letters, then suspended if they do not achieve satisfactory progress in a timely manner. Attendance warning letters are issued when a student's hours fall below 90% of scheduled hours and a final warning letter is issued when a student falls under 80% in attendance, followed by suspensions and expulsion if attendance is not brought up to 80%. Scholastic and practical warning letters are issued two weeks after bimonthly reports are received, giving students time to voluntarily retest and pass before warning letters are due. All warning letters clearly describe the actions students must take to be reinstated to satisfactory status. The duration of probation usually varies from two weeks to four months depending on the reasons for probation. Students who do not achieve satisfactory progress while on probation will be suspended and eventually terminated. Financial aid satisfactory progress is based on 80% attendance. Students may not qualify to receive financial aid while on probation.

Students who are failing academically and have been issued warning letters are thereby placed on probation for up to two weeks. Students are given the opportunity to retest and improve their grades during the two week period and are dismissed from school if they fail to reach a written test average of 75% or better by the end of the period. Extenuating circumstances beyond the control of the student, i.e absences beyond their control or conflicting teacher schedules during school events, could result in probationary period extension of two additional weeks.

Students have the right to earn reinstatement by retesting or making up missed hours and are reinstated when their grades and attendance percentages have reached satisfactory levels. Failing students will be advised regularly by the staff and those not maintaining satisfactory progress may be suspended or dismissed following the guidelines in the letters of warning that they have received. Students are dismissed by the school when it is clear that they are unable to satisfactorily acquire the knowledge or skills required of hair stylists. Students may appeal a staff determination that they are not making satisfactory progress by writing to an appeals committee comprised of the school president, supervisor and financial aid officer. Reinstatement will be made when students meet the school's conditions for reentry and convince the appeals committee that they can perform satisfactorily. Students who fail to complete their training will be able to retain credit of completed hours and operations for three years, and thereafter must retest to receive credit for previous training to re-enter the Barber Styling Program. Noncredit remedial courses are not offered at this school. Barber board credit and placement assistance is available to all 1500 hour barber styling graduates and is not available to shipboard barbers and licensed stylists who contract for additional training.

DISABILITY ACCOMMODATIONS

Hawaii Institute of Hair Design is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations can be made for students with disabilities. Requests for accommodations need appropriate advance notice by the student to avoid a delay in services. Accommodations commonly made are allocating time with the teachers for extra help understanding the theory and homework assignments, unlimited retesting, guidance and assistance when performing practical services in the classroom and practical clinic, daily attendance schedule variations throughout the upper levels to give students the opportunity to make up any missed time and complete all tests required for graduation, and a Leave of Absence allowed for treatment of a serious medical condition. Student situations vary widely and that the best way for us to serve our students best is to treat each student with confidentiality and each situation on a case by case basis. Please discuss approved accommodation with faculty after receiving approval from the Office Administrator or Registrar.

ADVISING

Through the years school personnel have located information many students need. Enrollees who need assistance for baby-sitting, housing, personal counseling, health and legal aid are referred to state and federal agencies. Enrollees must overcome all problems and establish stable living prior to beginning training. Students who acquire such problems during training are referred and granted leave of absence, if necessary. Students are always advised to apply for all facets of free assistance and to analyze and reduce their living budgets prior to considering student loans. If the information needed is not posted in the student lounge, ask office staff for further assistance.

GRADUATION AND EMPLOYMENT RATES

January 1, 2016 and December 31, 2016 of 84 students who started the Barber Styling course, 62 graduated. Of the 62 graduates, 0 furthered their education and 53 became employed in the field. The graduation rate for this cohort of students is 74% and the employment rate is 85%.



FACILITIES

The School is housed in an air-conditioned steel-framed building which has **no separate facilities** and contains the following:

PRACTICAL CLINIC	CLASSROOM	CLASSROOM/LOUNGE
Ground Floor	Upstairs	
Reception Area	Teachers Desk	Tables & Chairs
Dispensary	Cabinets	Refrigerator
Retail Display/Desk	Student Desk/Chairs	Microwave
Audio Video	Text Library	Magazine Library
Sinks and Mirrors	Sinks and Mirrors	Washer/Dryer
Shampoo Bowls	Shampoo Bowls	
Student's Stations	Sterilizing Equipment	STORAGE
Styling Stations	Audio Video	Records
Hydraulic Chairs	DVD Player	
Hair Dryers	Transparency Equipment	OFFICE
Theory Class Chairs	Projectors	Internet Access
Sterilizing Equipment	Styling Stations	Video Library
Roll About's	Lockers	Progress Postings
	Self-test Computers	Administrator Desk
Rest Rooms	Rest Rooms	

Hawaii Institute of Hair Design
 1128 Nuuanu Ave. Ste. 102
 (808) 533 - 6596



Appointment
