

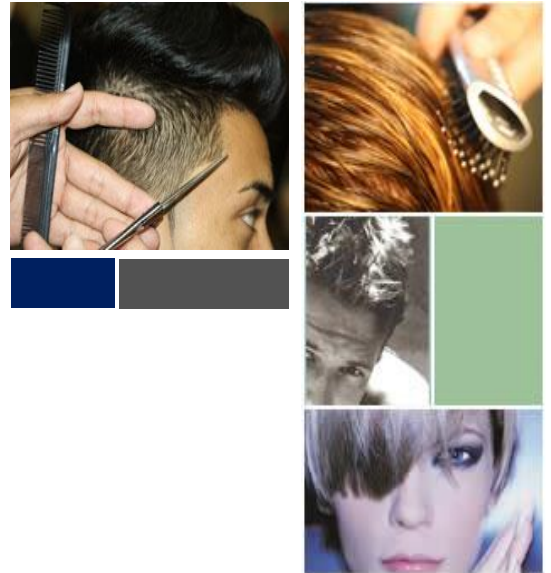


# CATALOG

Effective 01/09/2020

(808) 533 – 6596  
1128 Nuuanu Ave. Ste 102  
Honolulu, HI 96817  
[www.hihdhawaii.net](http://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 60 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 60 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

[info@hihdhawaii.net](mailto:info@hihdhawaii.net)

For More Information

(808) 533-4326

**All faculty have Professional Staff Certificates qualifying them as instructors to teach at the School per the State of Hawaii Department of Education requirements.**

## OUR STAFF

### FACULTY

**Leo G. Williams**

Director of Education

Barbering & Hairstyling

**Sandra Diaz**

Barbering & Hairstyling

**Roy Fujiwara**

Barbering & Hairstyling

**Deby Paned**

Barbering & Hairstyling

**Margaret Williams**

Barbering & Hairstyling

**Christ Koyanagi**

Barbering & Hairstyling

**Bree Huynh**

Instructor's Assistant, Tutor

### ADMINISTRATION

**Margaret Williams**

Administrator

President

**Alison Williams**

Information Specialist

**Carolyn Chang**

Financial Aid

**Zairrah Geyrozaga**

Financial Aid Officer

**Alohalyn Espejo**

Registrar

**Kauanoë Beamer**

Office Associate

## OWNERSHIP

The School is owned by Honolulu Barber School, Ltd.

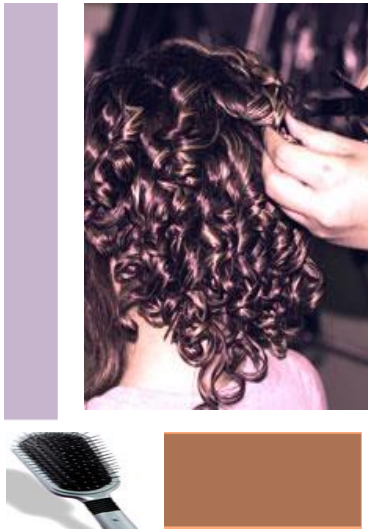
**Margaret Williams**

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

### 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.

### ADMISSION POLICY

Entrance is open to career-minded people who meet the Admission Requirements, and 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.

### 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

**\* Graduating Students are Responsible for the Following 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 a 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. Written notification of withdrawal shall not be required of a student for refund of payment. 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 for 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.

## **APPROVED FOR VETERAN TRAINING**

The Hawaii Institute of Hair Design is approved for Veteran training under the GI Bill® for the 1500-hour Barber Styling Program. The school assumes that responsibility for supervising each veteran and evaluating his/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 program minimum standards, 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](http://www.gibill.va.gov) for questions on veteran's training and policies. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about educational benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

Any individual who provides a certificate of eligibility for entitlement to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits, shall be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides the certificate of eligibility, provided that the individual submits the certificate of eligibility no later than the first day of the Course, submits a written request to use such entitlement, provides additional information necessary to the proper certification of enrollment by the School, such as all documents required of all students to qualify for enrollment, and ending on the earlier of the date on which payment from VA is made to the School or 90 days after the date the institution certified tuition and fees following receipt of the certificate of eligibility. The individual shall be responsible for payment to the School any amount owed to the School for any education/fees/tools not covered by the VA education benefit disbursement. The School does not require that any covered individual borrow additional funds to meet his/her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. The School will not impose any penalty, late fees, deny access to classes, library, or any institutional facilities because of delayed VA payment.



## 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 by the School between Christmas and New Year's Day. Attendance during this time is unscheduled and counts as make-up hours. The School remains open for learning during this period and allows students to accrue hours towards graduation. Classes are conducted on schedule and students who miss class receive individual assistance from the instructors upon return. Veterans must meet Veteran weekly attendance requirements to receive stipends for this period.



### 2020-2021 CLASS SCHEDULES

2020-2021 CLASS SCHEDULE	
START DATE	END DATE
January 8, 2020	December 16, 2020
March 11, 2020	February 17, 2021
May 6, 2020	April 14, 2021
June 15, 2020	May 5, 2021
July 8, 2020	June 16, 2021
September 9, 2020	August 18, 2021
November 11, 2020	October 20, 2021
2020-2021 CLASS SCHEDULE FOR GI BILL® STUDENTS	
START DATE	END DATE
January 8, 2020	November 19, 2020
March 11, 2020	January 22, 2021
May 13, 2020	March 17, 2021
June 15, 2020	April 26, 2021
July 8, 2020	May 19, 2021
September 9, 2020	July 20, 2021
November 11, 2020	September 22, 2021

## 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 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 that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Margaret Williams, Office Administrator or online at [www.accsc.org](http://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](http://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 the School's 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](http://www.studentaid.ed.gov)



## **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, religious belief, age, sex, sexual preference or gender identity.

## **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. To receive credit for prior training, 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.



## **ATTENDANCE SCHEDULE**

Trainees enrolled for the full-time course will attend (7) 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 are scheduled to 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 apply 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 clock hour.

## **CLASS SIZE**

The average starting class is approximately ten 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
<b>Orientation:</b> 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
<b>History of Barbering:</b> Students will learn about barbering through the years.	1
<b>Professional Ethics:</b> 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
<b>Hygiene:</b> Students will learn about hygiene and the importance of hygiene and maintaining personal cleanliness in barbering.	1
<b>Bacteriology:</b> Students will learn about bacteriology, to understand bacteria and how pathogens spread.	3
<b>Sterilization &amp; Sanitation:</b> 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
<b>Implements–Care &amp; Uses:</b> Students will learn how to handle, utilize, cleanse and maintain their instruments properly. ,m	1
<b>Honing &amp; Stropping:</b> Students will learn how to properly sharpen their razors utilizing a honing stone and a strop.	1
<b>Shampooing:</b> 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
<b>Scalp Manipulations</b> Students will learn massage manipulation techniques, product knowledge and the application of hair tonics and preparations used with scalp manipulations.	8
<b>Histology; Skin &amp; its Appendages:</b> Students will learn basic anatomy and purposes of the skin and its appendages.	2
<b>Trichology:</b> Student will learn detailed anatomy and purposes of the scalp and hair.	6
<b>Hair, Skin, &amp; Scalp Disorders:</b> Students will learn about disorders and diseases of the hair, skin, and scalp.	2
<b>Hair, Skin &amp; Scalp Treatments</b> 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
<b>Linen Uses:</b> Students will learn to properly drape clients, use of towels, haircloths, shampoo & chemical capes, neck strips, and linen uses for patron protection.	1.5

<b>CLASSROOM STUDIES</b>	<b>HOURS</b>
<b>Haircutting:</b> 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
<b>Hairstyling:</b> 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
<b>Shaving:</b> 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
<b>Beard Designing and moustache trimming:</b> Students will learn beard and moustache designing, facial and hair analysis for design, moustache, nose and beard trims.	3
<b>Facials :</b> 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
<b>Hair Relaxing:</b> 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
<b>Hair Coloring &amp; Bleaching:</b> 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
<b>Perms:</b> 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
<b>Salesmanship, Shop Management &amp; Motivation:</b> Students will learn about poise, personality, and shop management, reception, telephone techniques, fundamental bookkeeping, and basic first aid as it pertains to barbering.	4
<b>Laws &amp; Reviews for State Exam:</b> Students will learn the laws, rules and regulations governing the practice of barbering in the State of Hawaii.	39.5
<b>Testing –</b> Theory and practical tests on required subjects.	16
<b>Haircutting:</b> Students will learn and gain experience through practice in preparation and patron protection, selection, sectioning, haircutting angles, style cuts, tapered cuts, razor 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. <b>Required Operations:</b> 200 Style cuts, 80 Tapered cuts, 5 razor cuts	450

<b>Clinic Activities</b>	<b>HOURS</b>
<b>Hairstyling:</b> 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. <b>Required Operations:</b> 200 Hairstyles	196
<b>Hair &amp; Scalp Treatments:</b> 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. <b>Required Operations:</b> 10 Scalp treatments, 50 Shampoo & Conditioning services	85
<b>Reactive Processes (including perms, colors &amp; relaxers):</b> 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. <b>Required Operations:</b> 25 coloring, 10 bleaching, 10 relaxing, 50 perms	205
<b>Shaving:</b> 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. <b>Required Operations:</b> 20 shaves, 20 moustache and beard trims	25
<b>Facials :</b> 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. <b>Required Operations:</b> 15 Facials	30
<b>Sanitation &amp; Implement Care:</b> 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.	75
<b>Shop Management:</b> 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
<b>Study, retests, records, etc.:</b> 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 good quality. This kit belongs to the students who take it with them when they graduate.

## STYLING KIT

Materials	ISBN
<b>Text Book</b>	9781305100558
<b>Work Book</b>	9781305100664
<b>Haircutting Book</b>	9781453650141
<b>Exam Review Book</b>	9781305100641
<b>Notebook &amp; Pencil</b>	

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 Retail Comb	1 Tint Comb	1 Large Afro Pick
1 Comb & Lift	12 Hair Clips	1 Hair Cloth
1 Mirror	1 Blending Shear	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 determined through written test scores on classes covered and instructors' evaluation of practical progress. Written grade average is based on the average of 12 tests taken by 200 hours, 17 tests by 500 hours, 24 tests by 800 hours, 27 tests by 1100 hours, and all 30 tests taken by graduation. Practical progress is evaluated by instructors based on the student's ability to demonstrate the skills and competency expected of them as they progress through the different levels of learning. A passing average of 75% is required. A progress report is provided students every two months. All tests must be passed with a minimum of 75% by graduation. 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%



## **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.

## **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 stylists 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.

## **GRADUATION AND EMPLOYMENT RATES**

December 01, 2016 and November 30, 2017 of 81 students who started the Barber Styling course, 57 graduated. Of the 57 graduates, 0 furthered their education and 45 became employed in the field. The graduation rate for this cohort of students is 70% and the employment rate is 79%.

## **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 display of violence, use of drugs before or during school, any type of persistent harassment, theft, destruction of school property, or indecent exposure, will result in immediate expulsion. Non-payment of tuition, and/or persistent unsatisfactory progress will result in expulsion. 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. 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. Persistent unsatisfactory attendance will result in expulsion – see probation policy.

### **APPEAL PROCESS FOR UNSATISFACTORY CONDUCT**

If a student is expelled for unsatisfactory conduct, the student may appeal to restart his/her program by submitting a written appeal to the Registrar. Successful appeal will result from a unanimous decision by the Office Administrator, the Director of Education, and Registrar or Financial Aid Officer to allow the student to return to School. The student would resume the Program with Credit for Previous Training. A decision on the student's appeal will be made within three (3) business days and the individual will be notified of the result of the appeal. Should a student fail to successfully appeal this decision, the decision to expel will be final. A copy of the appeal and decision is placed in the student's file.

### **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:**

A Leave of Absence (“LOA”) is a temporary interruption in a student’s program of study. Every student is allowed a leave of absence (up to 60 days in length) during the program for any good reason.

Additional leaves of absence may be granted for medical reasons relating to the student or family members, family problems, such as childcare issues, family/personal reasons, Jury Duty, Military Duty, or other any reason that may prevent the student from being able to attend school during that period. No leave of absence may be taken by a student for the purpose of improving his/her academic grades. Supportive documentation may be requested confirming the reason for LOA, such as court documents, military documents, or a letter from the student’s physician stating that the student is unable to perform his/her duties for the days covering the leave of absence. No leave may be granted that would extend a student’s program beyond the maximum time frame allowed for completion. A combined total of up to 40 days can be approved for this type of leave of absence.

The period of a 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.

Per federal requirements, a leave of absence must be requested in advance unless unforeseen circumstances (such as an auto accident requiring a period of recovery) prevent the student from doing so. In such case, a LOA may be granted to a student who did not provide the request prior to the LOA. The school must document the reason for its decision and the student must submit a completed request form at a later date within 14 days of the last date of student attendance, and provide supportive documentation to show that the LOA could not have been requested and approved in advance. The beginning date of the approved LOA would be determined by the school as the date the student was first unable to attend school due to the unforeseen circumstance.

### **STUDENT LEAVE OF ABSENCE POLICY CONTINUED:**

A leave of absence may only be granted if there is a reasonable expectation that the student will return from the LOA. The maximum combined total of leaves of absence allowed for a student is up to 100 days (60+40). No leave of absence may be granted that would extend a student's program beyond the maximum time frame allowed for completion. This is to assure that the 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 or request an extension, the student shall be considered withdrawn within 14 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. The school will pay any refund that is due within 30 days of the earlier date of expiration of the Leave of Absence or the date the student notifies the school that the student will not be returning to the school.

The school will attempt to contact a student who has not communicated with the school or returned from a LOA by the expected date within the 14 days via the telephone number provided, via US mail and via the email address the student provided.

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: Students are required to average 80% of their scheduled attendance (see Attendance Requirements).

Satisfactory progress for Title IV financial aid is 80% in attendance and 75% in academics. 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 are summed and averaged, a progress report is provided to students every two months, and students are encouraged to review their weaknesses and strengths.

Level 1 students who are failing and 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. If a Level 1 student fails the repeat of his/her freshman training, at the end of the training the student will be expelled for failing to meet satisfactory progress in academics.

All students above Level 1 who are not meeting academic satisfactory progress are given warning letters within one week of reviewing their progress report, and allowed up to 4 weeks from receipt of their progress report to bring their average up by studying and retesting. If a currently attending student does not meet academic satisfactory progress within 4 weeks of receiving the progress report, he/she will be expelled for failing to meet satisfactory progress in academics.

Final transcripts exhibiting student grades and hours are maintained indefinitely. Student files are maintained for 5 years. All school tests must be passed with a minimum score of 75% prior to graduation. All students must complete the program within the maximum frame time of 73 weeks. Students are expected to abide by the school rule and regulations and maintain a responsible attitude toward study, fellow classmates, instructors, staff, school patrons and chosen career field.

### **APPEAL PROCESS FOR UNSATISFACTORY PROGRESS IN ACADEMICS OR ATTENDANCE**

If a student is expelled for unsatisfactory progress in academics or attendance, the student may appeal to return to school by submitting a written appeal to the Registrar or Office Administrator, explaining how he/she has overcome any hardship or obstacle that would prevent the individual from attending school on a regular schedule, studying and passing tests. The student would be allowed to return to school upon acceptance of the appeal and completion of scheduled tests and the workbook. The student may resume the program with Credit for Previous Training. A copy of the appeal is placed in the student's file.



## **FINANCIAL AID SATISFACTORY PROGRESS POLICY**

Satisfactory: Students with a minimum of 75% average in theory and practical class grades and attendance of 80% are considered to be in satisfactory progress.

### **Financial Aid Satisfactory Progress Monitoring, Warning, Probation, Termination**

Monitoring of progress will be conducted at the end of every payment period by the office staff and FAME using the calculations in the FAME Freedom system. Students meeting minimum requirements at the start of school will be considered making satisfactory progress until the next payment period. For financial aid, satisfactory progress will be checked at 450 hours, 900 hours, and 1200 hours. The FAME Freedom system can evaluate the student's progress on daily basis to predict deficits in time to advise the student and allowing time to achieve satisfactory progress. Students failing to meet minimum progress requirements at the end of the checkpoint will be placed on financial aid warning for the next payment period with the opportunity to meet SAP for the next payment period. During warning, while working on their progression plan, financial aid funds may be disbursed to the students. At the end of the "warning" period, the student's progress will be reevaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be placed on ineligible status for financial aid and may appeal their ability to catch up to satisfactory progress during the following payment period. However, the student who fails to meet satisfactory progress during the following period will not be eligible to receive Title IV funds until they achieve satisfactory progress, submit an acceptable appeal, and are placed on probation until the next checkpoint.

### **APPEAL PROCESS**

Students who are placed on financial aid probation must appeal their ability to achieve satisfactory progress by the next payment period and explain to the office staff in writing how they will achieve satisfactory progress.

Students who are deemed ineligible from financial aid after failing to achieve minimum requirements must achieve satisfactory progress prior to appealing this determination. The student must submit a written appeal to the Financial Aid Officer after achieving satisfactory progress in order to receive financial aid. Should a student fail to successfully appeal this decision, the decision to terminate financial aid will be final. A decision on the student's appeal will be made within three (3) business days by the School Administrator and will be communicated to the student. A copy of the appeal is placed in the student's file.

### **PROBATION POLICY:**

Students failing to achieve 80% in attendance or 75% average score in scholastics or practical exams receive warning letters, then are 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 an Attendance Failing Letter is issued when a student falls under 80% in attendance, followed by suspensions and expulsion if attendance is not brought up to 80%. If a student falls under 80%, he/she is given an Attendance Failing Letter notifying the student of penalties if the student does not meet >40 hours of attendance each week until he/she achieves 80% average attendance. If the student does not attend an average of 40 hours a week and is still under 80% attendance by the end of the following month, the student is suspended for 1 day. If by the end of the month following that 1 day suspension the student has not attended an average of 40 hours per week and is still under 80% average attendance, the student will be suspended for 3 days. By the end of the 3rd month, if the student does not average 40+ hours per week and is still under 80% attendance, the student is expelled. The student is advised on how many hours are needed and how long it will take to bring up their attendance percentage throughout this process. If any student has been absent for 14 days without communicating with the staff, the student shall be expelled. If after completing Level 1, any student falls below 50% attendance, the student shall be expelled.

### **ADVISING:**

Through the years school personnel have located information many students need. Enrollees who need assistance for baby-sitting, housing, personal counselling, health and legal aid are referred to state and federal agencies. Enrollees must overcome all problems and establish stable living conditions prior to beginning training. Students who acquire such problems during training are referred and granted a 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.

## **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 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.

## **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.

## FACILITIES

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

<b>PRACTICAL CLINIC</b>	<b>CLASSROOM</b>	<b>CLASSROOM/LOUNGE</b>
<b>Ground Floor</b>	<b>Upstairs</b>	
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	<b>STORAGE</b>
Styling Stations	Audio Video	Records
Hydraulic Chairs	DVD Player	
Hair Dryers	Transparency Equipment	<b>OFFICE</b>
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



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