HAWAII INSTITUTE OF HAIR DESIGN

This institution is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

CATALOG

*Subject to change

Barber Styling Program

Effective 01/05/2026

1128 Nuuanu Ave., Suite 102
Honolulu Hawaii 96817

(808) 533-6596
www.hihd.edu

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 trained 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 70 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 through 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 70 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
Office: (808) 533-6596
Email: admissions@hihd.edu

For hair appointments only call (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

James Pahia
Barbering & Hairstyling

Deby Paned
Barbering & Hairstyling

Roy Fujiwara
Barbering & Hairstyling

Eliezer Gauthier
Barbering & Hairstyling

Margaret Williams
Barbering & Hairstyling

Chris Koyanagi
Barbering & Hairstyling

ADMINISTRATION

Margaret Williams
Administrator
President

Alison Williams
Information Specialist

Kauanoe Beamer
Financial Aid Administrator

Kayla Ann Tom
Registrar

Julia Kuratsu
Office Associate

Zairrah Geyrozaga
Assistant to Director of Education
Cosmetologist Program Coordinator

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®, HiSET®, Associates or Bachelors degree 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.
- Students must be 17 years of age or older.
- Tuberculosis (TB) health clearance.
- Immunization documents or titers as required by the state for Measles, Mumps, Rubella, Varicella, and Tetanus Shots Records.

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, complete immunization records and $25.00 registration fee. The $25.00 registration fee is the applicant's responsibility, and is due at the time of enrollment. It is refundable up to and within 3 days after touring the school in the event you do not begin training. Applications will be processed as soon as received and students will be advised of tentative acceptance of enrollment. Required forms and signatures may be obtained electronically when necessary if allowed by federal and/or state, and accreditation guidelines.

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 Barbers, Cosmetologists and Hairdressers for all types of hair styling shops and salons.

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 offers a separate Cosmetologist Program and does not offer other secondary courses with different objectives.

TUITION COST

1500 Hours Barber Styling Course

Fees:	**Cost:**
Registration Fee (Due When signing enrollment agreement)	$25.00
Tuition	$15,931.61
Kit	$1,664.45
Total	$17,621.06

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 (Due When signing enrollment agreement)	$25.00
First Day of School	$1,996.06
8 Monthly Payments of	$1,950.00
Finance Charge	NONE
Total	$17,621.06

Graduating Students are Responsible for the Following Additional Fees:

State (DCCA)	**Fees:**
Temporary Work Permit and License Application	$57.00
Exam Fee	$90.00

Prices are subject to change

***SEE REFUND POLICY ***

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 is the responsibility of the student applicant. The registration fee and all money paid by an applicant will be refunded if requested within (3) days of signing an enrollment 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 a 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 program completed. The exact prorating of tuition and registration fee shall be determined by the ratio of the number of hours of instruction completed by the student 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 45 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/her scheduled starting date will be considered a student only if the applicant begins training. A class could be canceled 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 the applicant will be refunded within three days of the visit to the school.

APPROVED FOR VETERAN TRAINING

The Hawaii Institute of Hair Design Barber Styling Program and Cosmetologist Program are approved under the Hawaii State Approving Agency for Eligible VA beneficiaries. The school assumes the 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 http://benefits.va.gov/gibill/ 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.

Any individual who provides a valid 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 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 leave of absences if necessary. Legal holidays observed by the school are as follows:

New Year's Eve ,New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve and Christmas Day. Additional holidays observed will be made up on the students following day off.

All students will be assessed as meeting the full-time requirement between Christmas and New Year's Day provided they attend 22 hours a week during that period. The School remains open as usual for learning during this period and allows students to accrue hours towards graduation. Classes are conducted on schedule and students who miss class will attend the next class when it rotates into place every two months or will receive individual assistance from the instructors upon the student's return.

	START	END DATE 100% | 43 Weeks
2026	January 14, 2026	January 13, 2027
	March 11, 2026	March 10, 2027
	May 13, 2026	May 12, 2027
	June 15, 2026	June 14, 2027
	July 8, 2026	July 7, 2027
	September 9, 2026	September 8, 2027
2027	January 13, 2027	January 12, 2028
	March 10, 2027	March 9, 2028
	May 12, 2027	May 11, 2028
	June 14, 2027	June 13, 2028
	July 7, 2027	July 6, 2028
	September 8, 2027	September 7, 2028
2028	January 12, 2028	November 8, 2028
	March 8, 2028	January 3, 2029
	May 10, 2028	March 7, 2029
	June 14, 2028	April 11, 2029
	July 12, 2028	May 9, 2029
	September 13, 2028	July 11,2029
	November 10, 2028	September 7, 2029

Note: 80% attendance will extend graduation dates by up to 3 months.

ACCREDITATION

Accredited By:
The Accrediting Commission of Career Schools and Colleges (ACCSC)

The Cosmetologist Program is licensed by:
Hawaii Board of Barbering and Cosmetology

The Barber Styling Program is licensed by:
Hawaii Department of Education

Approved for Veteran Training by the Hawaii State Approving Agency:
The Hawaii Institute of Hair Design is approved for students who are eligible for GI Bill® benefits, and other veteran beneficiaries for the Barber Styling Program and Cosmetologist Program.

SCHOOL COMPLAINT POLICY AND PROCEDURES FOR STUDENTS

Students should contact their instructor or the Office Administrator with any problems or complaints. 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).

ACCSC 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 | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

GRANTS AND LOANS

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

Application for financial aid is free online at https://studentaid.gov/. Please be aware that some websites charge a fee for assistance; the federal financial aid application is always free. Be sure to include Hawaii Institute of Hair Design (School Code: 014268) in the school section of the FAFSA application. If assistance is needed to complete the application, the Registrar will provide a form with contact information and a link to schedule an online appointment with FAME. Please call in the morning, as FAME is located on the East Coast. FAME will contact you if additional documentation is required. After touring the school, selecting a class start date, and once the Financial Aid Department receives a valid Institutional Student Information Record (ISIR), an estimated financial aid offer will be issued. For questions or additional assistance, please contact the school office at (808) 533-6596.

Professional Judgment: Applicants with special circumstances, such as loss of employment, domestic violence, homelessness, or similar conditions, may request consideration under Professional Judgment based on their individual situation. Supporting documentation is required. Requests must be made through the Financial Aid Department, which will advise applicants of the documentation needed.

All required financial aid documents must be submitted to the school office prior to the receipt of aid and completion of the program. Students are eligible for financial aid only while maintaining satisfactory academic progress. Failure to maintain satisfactory progress or interruptions in enrollment may result in suspension or cancellation of financial aid payments; terminations result in recalculation of awards. Students who do not achieve 80% attendance and 75% academic progress by the time of final financial aid disbursement will lose eligibility for financial aid. Students who fail to meet these requirements are responsible for any remaining tuition balance resulting from the loss of aid and must resolve the balance prior to graduation.

Students who are terminated may be required to repay a portion of grant funds received. Information regarding the Federal Return of Title IV Funds policy is available in the Financial Aid Handbook at the school office. Federal policies are also available in the handbook at www.studentaid.gov under Withdrawals and the Return of 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

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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, Board of Barbering and Cosmetology, and the ACCSC, 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 of 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.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 Board of Barbering and Cosmetology and 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 Health and Cosmetology 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, disability, sex, sexual preference or gender identity.

TITLE IX

Hawaii Institute of Hair Design does not discriminate on the basis of sex in the education programs or activities it operates. All schools are required by Title IX not to discriminate in such a manner. The requirement of non-discrimination in educational programs and activities extends to employment and admissions. Questions about Title IX may be referred to the Title IX compliance or to the assistant secretary for civil rights, OCR. The School's Title IX Coordinator will provide information about Title IX and inform a complainant of the grievance process, that he or she has an option and a process for filing a formal complaint. The Title IX Coordinator has the authority to institute corrective measures, including offering supportive measures to the complainant whether or not a formal complaint is filed. Information about Title IX can be found on the School's website, www.hihd.edu.

Title IX Coordinator:

Zairrah Geyrozaga,
Cosmetologist Program Coordinator
1128 Nuuanu Avenue, Suite 102
Honolulu, Hawaii 96817

Email: Zai@HIHD.edu
Tel: (808) 533-6596

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. All VA beneficiaries are required to provide all previous education and training to the school for review, and for determination of any credit for previous training, including military transcripts, and transcripts from previous colleges or postsecondary institutions. 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 or assessment 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 Styling students. There is no penalty or additional charges for transfer students.

ATTENDANCE SCHEDULE

Trainees enrolled for the full-time course are assigned (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

Formal start dates of classes commence on the second Wednesday of January, March, May, July, September, and November, and the third Monday of June. 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 PROGRAM

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 complete the course within 49 weeks. The maximum time allowed for course completion is 65 weeks, making allowances for all holidays that may fall within the enrollment period, a reasonable number of absences and maximum leaves. To remain in satisfactory progress in attendance and graduate within the maximum time frame allowed, students are expected to maintain a minimum of 80% in attendance AND have no more than 108 absent days including any approved leaves of absence. No clock hour to credit hour conversion formula is used by the school for academic purposes, 60 minutes defines each clock hour.

CLASS SIZE

The average starting class is approximately 12 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 PROGRAM CURRICULUM CONTENT

The curriculum offers each student 334 hours of theory-classroom studies, and practical lab activities, and 1166 hours of on-site practical training during their entire Barber Styling Program with required operations as follows:

BARBER STYLING 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: Students 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

BARBER STYLING CLASSROOM STUDIES	HOURS
Haircutting: Students will learn hair cutting techniques and using hair cutting 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 razor, techniques, trimming of mustaches and beards, shaving using steam, lather, styptic powder, astringent, patron protection, safety, use and care of implements, materials and supplies.	8
Beard Designing and mustache trimming: Students will learn beard and mustache designing, facial and hair analysis for design, mustache, 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
Haircutting: 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. Required Operations: 200 Style cuts, 80 Tapered cuts, 5 razor cuts	450
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	196
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	85
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	205
Shaving: Students will learn and gain experience in practice with preparation and safety, patron protection, facial analysis, shaving and trim techniques, beards trims, mustache 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 mustache and beard trims	25
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	30
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.	75
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 DESIGNER 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**	
Text Book	ISBN: 9798214080444 | 8214080444	
Notebook & Pencil		
1 Shampoo Cape	1 Perm Bib	2 Smocks
1 Clipper	1 Tint Brush	1 Lockable Tool Trolley
1 Edger	5 Hair Cutting Combs	1 Styptic Powder
2 Shears	6 Hairstyling Combs	1 Bag Clipper Combs
1 Razor	1 Rattail Comb	1 Clipper Oil
3 Mannequins	1 Tint Comb	1 Hair Cloth Clip
1 Flat Iron	1 Large Afro Pick	1 Spray Bottle
1 Hair Dryer	1 Comb & Lift	2 Smocks (Embroidered)
1 Curling Iron	12 Hair Clips	Trolley
6 Brushes	1 Hair Cloth	Laptop
1 Flat Top Comb	1 Mirror	
1 Tint Apron	1 Blending Shear	

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 before a student can progress to the next level and all tests must be passed with a minimum of 75% by graduation. A progress report is provided to students every two months. 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 renowned 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

Occasionally 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 allows 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 program 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

Between December 01, 2022 and November 30, 2023, of the 70 students who started the Barber Styling Program, 57 graduated. Of the 57 graduates, 3 furthered their education, 1 was unavailable for employment, and 46 became employed in the field by June 30, 2025. The graduation rate for this cohort of students is 81% and the employment rate is 87%.

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, terroristic threatening, use of drugs before or during school, any type of repeated 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 academic insufficiency, students will receive a written warning from the school if their work is failing and will be given the opportunity to meet satisfactory progress to prevent the initiation of termination procedures based on the Satisfactory Progress Policy on page 23. Students must abide by the rules and regulations of the school issued on 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 scheduled attendance is 35 hours a week. 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. Students may make-up hours by attending more than their scheduled hours each week. The Level 1 students are allowed to take make-up tests during their level 1 classes. Make-up testing for all other students is offered three days per week after class. Students may attend each theory class more than once if needed during their program, as classes rotate every two months. Individual assistance with theory and practical learning is offered after each theory class.

A student should be in school by 8:15am, clean, set up their equipment and prepare for classes before 8:30am. Excessive and unauthorized absences or tardiness will result in expulsion if a student does not meet the requirements of the Satisfactory Progress Policy on page 23.Students should notify or call the school in advance to excuse an absence. Unexcused absences occur when a student does not notify the school. All absences must be made up on days or times they are off schedule.

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 of 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 any other 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 all leaves of absence may not exceed 100 days.

The period of a leave of absence normally 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. Prior to the leave of absence, 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 a case, a LOA may be granted to a student who did not provide the request prior to the LOA and the school must document its decision and the reason for it's decision. The school must collect from the student a completed request form at a later date within 14 days of the last date of student attendance, and the student must 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. 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. The maximum number of absences including leaves is 110 days for the barber program. A leave of absence will not involve any additional charges to students 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 45 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 time cards and be above 75% in academics before officially returning from a leave of absence and clocking in on the timeclock.

Forms and signatures may be obtained electronically if allowed per federal and accreditation guidelines.

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 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.

Unsatisfactory progress is defined as failing to achieve the minimum requirement of 80% in attendance and 75% in academics.

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, provided 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 to 75% 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 65 weeks. Students are expected to abide by the school rules 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 or to be 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.

TITLE IV 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. (See page 23)

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 1350 hours. The FAME Freedom system can evaluate the students' progress on a daily basis to predict deficits in time to advise the students and in 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 financial aid warning, while working on the progress plan prepared by the school staff, financial aid funds may be disbursed to the students. At the end of the financial aid 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 financial aid ineligible status 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 financial aid probation until the next checkpoint.

APPEAL PROCESS

Students who are placed on financial aid probation must appeal and demonstrate in writing the reason they failed in the past, how their situation has changed and that they now have the ability to achieve satisfactory progress by the next payment period.

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 are considered to be on probation when under 80% attendance or when the progress report shows an average of below 75% academic or practical exam scores. Students failing to achieve 80% in attendance or 75% average score in scholastics or practical exams receive warning letters, will be terminated 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 warnings and expulsion if attendance is not brought up to 80% within 3 months of attendance. 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 >35 hours of attendance each week until he/she achieves 80% average attendance. If the student does not attend an average of 35 hours a week and is still under 80% attendance by the end of the following month, the student is reminded of their scheduled attendance. If by the end of the second month following, that the student has not attended an average of 35 hours per week and is still under 80% average attendance, the student will receive a second warning reminder. By the end of the 3rd month, if the student does not average 35+ hours per week and is still under 80% attendance, the student is then required to attend 40 hours a week each and every week in the future (less holidays) or 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. At any time after completing Level 1, if any student falls below 50% attendance or if it is determined that the student is unable to graduate within the maximum allowable attendance of 65 weeks, 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 counseling, 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.

EMERGENCY / PANDEMIC PREPARATION

The world has experienced the Covid-19 Pandemic, which resulted in school and business closures and mandated changes to the way schools and businesses operated. In the case of any future adverse event, the School will follow any emergency or pandemic policy mandate issued by the federal or state government, which will take precedence over the School's standard applicable policies available in the office.

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 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.

FACILITIES

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

PRACTICAL CLINIC
Ground
Reception Area
Dispensary
Retail Display/Desk
Audio Video
Sinks and Mirrors
Shampoo Bowls
Student's Stations
Styling Stations
Hydraulic Chairs
Hair Dryers
Theory Class Chairs
Sterilizing Equipment
Roll Abouts

Rest Rooms

CLASSROOM
Upstairs
Teachers Desk
Cabinets
Student Desk/Chairs
Text Library
Sinks and Mirrors
Shampoo Bowls
Sterilizing Equipment
Audio Video
DVD Player
Transparency Equipment
Projectors
Styling Stations
Lockers
Self-test Computers
Rest Rooms

CLASSROOM/LOUNGE
Ground Floor
Tables & Chairs
Refrigerator
Microwave
Magazine Library
Washer/Dryer

STORAGE
Records

OFFICE
Internet Access
Video Library
Progress Postings
Administrator Desk

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.

HAWAII INSTITUTE OF HAIR DESIGN

1128 Nuuanu Avenue Suite 102, Honolulu, Hawaii 96817
Enrollment office: (808) 533-6596
Appointment

Date: _____ Time: _____

Note: _____