

**Admissions Requirements**

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that has to be maintained in the student's file at all times:

\*High School Diploma or a GED

\*Photocopy of birth certificate or driver's license;

\*All students are required to submit an application and must be at least 16 years of age.

**Barber Instructor Admissions Requirements**

Requirements: High School Diploma or GED Certificate and Licensed as a Barber Instructor. Executive Barber College will accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn.

**Policy for Admission/Entrance For Foreign Students**

Non US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following:

- has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript;
- has completed homeschooling at the secondary level as defined by state law; or
- has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education. A student only needs to provide one of the requirements such as verification of a high school diploma, or speak English, or be at least 16 years of age or sign a contract.

Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date Executive Barber College will accept hours at other institutions provided that such are accepted by the State Board of Barbering.

**Transfer Policy**

Tuition for transfer students is charged by the hour. The same admission documents listed above are required.

**Re-entry Policy**

Students are allowed to re-enter the program after they have withdrawn.

All new students must pay a non refundable application fee of \$100. We do not accept Ability-to-Benefit students.

## **Grading**

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade

Excellent

Above Average

Average

Below Satisfactory Progress

Range

90-100

80-89

70-79

0-69

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NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

### **Policy for Reviewing Financial or Educational File**

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

### **Registering Hours with the State Board of Barbering – Mississippi**

In order for Barber Styling students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED

### **Transfer Policy**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour. Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.