



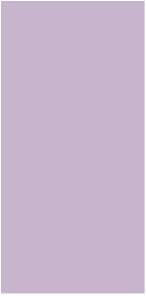
# Catalog

Effective 12/21/2015

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

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

## OUR HISTORY

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





### CONTACT US

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

Hair Appointments Only  
(808) 533-4326

For More Information  
[info@hihdhawaii.net](mailto:info@hihdhawaii.net)

### APPLICATION INFORMATION

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

### Our Staff

#### Faculty (Effective 06/2015)

**Leo G. Williams**  
Director of Education  
Barbering & Hairstyling

**Gloria Awakuni**  
Barbering & Hairstyling

**Sandra Diaz**  
Barbering & Hairstyling

**Kathleen Lawson**  
Barbering & Hairstyling

**Brandi Muranaka**  
Barbering & Hairstyling

**Delwin Taylor**  
Barbering & Hairstyling

**Margaret Williams**  
Barbering & Hairstyling

#### Administration (Effective 06/2015)

**Margaret Williams**  
Administrator

**Alison Pahia**  
Information Specialist

**Carolyn Chang**  
Financial Aid Administrator

**Chimes Kamai**  
Registrar and Office Management

**Chelsea Jitchaku**  
Financial Aid Office and Office Associate

**Kauanoë Beamer**  
Office Assistant

#### Ownership

The School is owned by Honolulu Barber School, Ltd.

**Margaret Williams**  
President

**Leo Williams**  
Vice President





## **ADMISSIONS REQUIREMENTS**

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

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

## **ADMISSIONS**

### **ADMISSION POLICY**

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

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

### **MISSION PHILOSOPHY**

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

### **OBJECTIVES**

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

## TUITION COST

1500 Hours Barber Styling Course

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

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

## INSTALLMENT PAYMENT SCHEDULE

(For those who do not use financial aid)

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

### \* Additional Fees

State (DCCA) Fees:

Temporary Work Permit and License

Application ..... \$45.00

Exam Fee .....\$90.00

Prices are subject to change

\*\*\*SEE REFUND POLICY \*\*\*

Effective September 2012



### **REGISTRATION FEE AND REFUND POLICY**

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

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

### **CANCELLATIONS**

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

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

### **COMPLIANCE WITH STATE RULES & REGULATIONS**

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

### **APPROVED FOR VETERAN TRAINING**

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

## CLASS SCHEDULE & EVENTS

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

Legal holidays observed by the school are as follows:

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



## 2015 - 2016 CLASS SCHEDULE

Start Date	End Date
September 09, 2015	August 17, 2016
November 11, 2015	October 19, 2016
January 13, 2016	December 21, 2016
March 09, 2016	February 15, 2017
May 11, 2016	April 19, 2017
June 20, 2016	May 29, 2017
July 13, 2016	June 21, 2017

## 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 who wish to keep up with the modern trends. These classes will be offered only when enough instructors and students are available.



## ACCREDITATION

Accredited By  
The Accrediting Commission of Career Schools and  
Colleges

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

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



## SCHOOL COMPLAINT POLICY

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

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

## PLEASE DIRECT ALL INQUIRIES TO:

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

[www.accsc.org](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 Administrator prior to applying for school. He/She 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 90% attendance 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 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

The school will adhere to the most stringent loan standards. The School, corporate employees and staff of Hawaii Institute of Hair Design will not request or 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. When the school offered Stafford Loans, the school maintained a list of lenders which offered student loans and allowed students to choose their lenders from anywhere loans could be acquired, prohibiting none. The school does not offer private loans 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. Any staff member violating any codicil of this code of conduct will be strongly disciplined, possibly terminated

## GAINFUL EMPLOYMENT DISCLOSURES

Barber Styling

Program Level - Undergraduate certificate

Program Length - 49 weeks

### COST

**How much will this program cost me?\***

**Tuition and fees: \$13,237**

**Books and supplies: \$976**

**On-campus room & board: *not offered***

\* The amounts shown above include costs for the entire program, assuming normal time

### FINANCING

**What other costs are there for this program?**

No other school fees. Transportation, housing, parking etc. are students responsibilities

**What financing options are available to help me pay for this program?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

**Federal loans:** \$5,226

**Private education loans:** \$0

**Institutional financing plan:** \$0

The school has elected to provide the following additional information: 81% of program graduates used loans to help finance their costs for this program.

**SUCCESS**

**How long will it take me to complete this program?**

The program is designed to take 49 weeks to complete. Of those that completed the program in 2013-2014, 64% finished in 49 weeks.

**What are my chances of getting a job when I graduate?**

The job placement rate for students who completed this program is 81%.

Date Created: 1/26/2015

**Name of the accrediting agency this placement rate is calculated for:**

Accrediting Commission of Career Schools and Colleges

**Who is included in the calculation of this rate?**

All graduates who began training between 1/1/2012 and 12/31/2012

**What types of jobs were these students placed in?**

The job placement rate includes completers hired for: jobs within the field

Positions that recent completers were hired for include: Barbers, Hairstylists Hairstyling Assistants

**When were the former students employed?**

The rate is based on completers who were employed by 6/30/2014 and were able to maintain employment

**How were completers tracked?**

Completer/alumni survey (94% response rate)

**CIP AND SOC CODES FOR BARBERING AND COSMETOLOGY**

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



### **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.

### **ATTENDANCE SCHEDULE**

Trainees enrolled for the full-time course will be required to attend a minimum of (7) seven hours per day, (5) five days per week, or a total of (35) thirty five hours per week. 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.

### **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, July, September, and November. Due to limited enrollment, prospective students should plan to visit the School and make application far in advance of the time they wish to start.

### **LENGTH OF THE COURSE**

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

### **CLASS SIZE**

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

### **MAXIMUM ENROLLMENT**

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

### **BARBER STYLING COURSE CURRICULUM CONTENT**

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



CLASSROOM STUDIES	HOURS
<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.	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

CLASSROOM STUDIES	HOURS
<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

Clinic Activities	HOURS
<p><b>Haircutting:</b> Students will learn and gain experience through practice in preparation and patron protection, selection, sectioning, haircutting angles, style cuts, tapered cuts, razer cuts and hairstyles; blunt, taper, layer, box and graduated cuts, longer cuts, flat tops, cutting and thinning, with the use of shears, clipper, razor, using terminology and product knowledge. <b>Required Operations:</b> 200 Style cuts, 80 Tapered cuts, 5 razor cuts</p>	450
<p><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</p>	196
<p><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 &amp; Conditioning services</p>	85
<p><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</p>	205
<p><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</p>	25
<p><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</p>	30
<p><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.</p>	75

Clinic Activities	HOURS
<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 the finest quality... of course; this belongs to the students who take with them when they graduate.

#### Styling Kit

Materials	ISBN
<b>Text Book</b>	9781435497153
<b>Work Book</b>	9781435497139
<b>Haircutting Book</b>	0944-460216
<b>Exam Review Book</b>	9781435497122
<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 Rat Tail Comb	1 Tint Comb	1 Large Afro Pick
1 Comb & Lift	12 Hair Clips	1 Hair Cloth
1 Mirror	1 Blending Shears	2 Smocks
1 Lockable Tool Trolley	1 Styptic Powder	1 Bag Clipper Combs
1 Hair Cloth Clip	1 Spray Bottle	1 Hook

### EXTRA-CURRICULAR ACTIVITIES

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

### GRADING METHODS

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

Excellent - 90% to 100%  
 Satisfactory - 75% to 89%  
 Failing - 0 to 74%  
 Incomplete – 0

**ADVANCED TRAINING**

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

**GRADUATION**

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

**PLACEMENT**

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

**HOUSING**

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

**CREDIT FOR PREVIOUS TRAINING**

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

***STUDENTS RIGHTS AND RESPONSIBILITIES***

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



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

Regular attendance at scheduled instruction is required of all students. Students should call the school as soon as they realize they must be absent. All students who make up their absent hours within the 49 weeks contracted for training will not be subject to additional charges for the hours trained.

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

### **Student Leave of Absence policy:**

Every student is allowed a leave of absence (up to 60 days in length) for any good reason. The period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed and dated request for a leave of absence, which includes the reason for the LOA. To have a leave of absence approved, a student must request the Schools' LOA form from the office, complete, sign, and date the form, present it to the Registrar or office staff in her absence, and the approving staff member will sign the form and approve the LOA after assuring that the student is fully aware of the LOA policy, all of the information presented on the form, the effects the LOA may have on the student's program, financial aid, student loan repayment and student loan repayment grace period.

The school may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 100 days within the entire program. Proper documentation, i.e. court documents, military documents, or a letter from the physician which must state that the student or immediate family member has a serious health condition preventing the student's attendance for the days covered during the LOA. A "please excuse" doctor's note is not sufficient. Per Federal Requirements, in a situation where unforeseen circumstances (such as an auto accident requiring a period of recovery) prevent the student from completing a written request for a leave of absence in advance, the student must submit a completed (including the reason for the LOA), signed and dated LOA request form at a later date, no later than 10 days after the last date of student attendance and must submit applicable supporting documentation as described above. The school official who approves the LOA must document the reason for the approval decision on the LOA request form. The beginning date of the approved LOA will be the date the supporting documents verify the student was first unable to attend school due to the unforeseen circumstances.

If a student fails to return following the leave of absence, the student shall be considered withdrawn, 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.

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

Students must 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 (90% and above) according to the attendance regulations listed as "Attendance Requirements".
4. Ability to abide by the school rule and regulations.
5. Maintenance of responsible attitude toward study, fellow classmates, instructors, staff, school patrons and chosen career field.

To maintain satisfactory progress, all students are required to average 90% of their scheduled attendance. A student may not take credit for time missed. Full days of absence should be made up by attending school on the student's scheduled day off. All work missed through absences should be made up by the students on their return to school.

All tests, theory and practical must be taken when scheduled. Failure to take a test when scheduled will result in a zero test score. All test scores acquired by students will be summed and averaged. Students who are failing to meet satisfactory progress standards when their average test scores fall below 75% and are always scheduled for retest within a week of receiving their bimonthly progress reports. The progress reports reflecting current student grades are distributed to students every 2 months, copies are maintained in student files

Students are required to study and take a retest as soon as offered. All school tests must be passed with a minimum score of 75% prior to graduation. All students are required to maintain at least 90% of their scheduled attendance. When attendance falls below 90%, students are failing to meet satisfactory progress.

Students who need to repeat classes are scheduled into classes without penalty provided they have the ability to achieve satisfactory progress within two weeks of receiving an academic warning letter. All students must complete the program within the maximum frame time of 73 weeks.

## **PROBATION POLICY**

Students failing to achieve 90% in attendance or 75% average score in scholastics or practical exams are placed on probation, receive warning letters, then suspended or terminated if they do not achieve satisfactory progress in a timely manner. Attendance warning letters are issued when students' hours fall below 90% of their scheduled hours. Scholastic and practical warning letters are issued within two weeks after bimonthly reports are received, giving students time to voluntarily retest and pass before warning letters are due. All warning letters clearly describe the actions students must take to be reinstated to satisfactory status. The duration of probations usually vary from two weeks to four months depending on the reasons

Students who do not demonstrate satisfactory attempts to make up their work by attending a minimum of 48 hours per week will be required to pay tuition weekly, as they may not receive financial aid while on probation. The same students not achieving 40 hours a week will be suspended and eventually terminated. Students who are failing academically and have been issued warning letters are thereby placed on probation for up to two weeks. Students are given the opportunity to retest and improve their grades during the two week period and are dismissed from school if they fail to reach a written test average of 75% or better by the end of the period. Extenuating circumstances beyond the control of the student, i.e. absences beyond their control or conflicting teacher schedules during school events, could result in probationary period extension of two additional weeks.

Students have the right to earn reinstatement by retesting or making up missed hours and are reinstated when their grades and attendance percentages have reached satisfactory levels. Financial aid is only awarded to students who are maintaining satisfactory progress. No financial aid payments will be made to students who are not maintaining satisfactory progress after the first financial aid distribution, including when they are on probation. Students will be advised regularly by the staff and those not maintaining satisfactory progress may be suspended or dismissed following the strict guidelines in the letters of warning that they have received. Students are dismissed by the school when it is clear that they are unable to satisfactorily acquire the knowledge or skills required of hair stylists. Students may appeal a staff determination that they are not making satisfactory progress by writing to an appeals committee comprised of the school president, supervisor and financial aid officer. Reinstatement will be made when students meet the school's conditions for re-entry and convince the appeals committee that they can perform satisfactorily. Students who fail to complete their training will be able to retain credit for completed hours and operations for three years, forfeiting all credit thereafter. Non-credit remedial courses are not offered at this school. Barber board credit and placement assistance is available to all 1500 hour barber styling graduates and is not available to shipboard barbers and licensed stylists who contract for additional training.

### **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. Enrolees 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 the office manager for further assistance.

**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	

**GRADUATION AND EMPLOYMENT RATES**

Between January 1, 2012 and December 31, 2012, of 73 students who started the Barber Styling course, 67 graduated. Of the 67 graduates, 3 furthered their education and 52 became employed in the field. The graduation rate for this cohort of students is 92% and the placement rate is 81%.



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



Appointment

---

---

---

---

---

Notes

---

---

---

---

---

---

---

---

---

---