



**BushCutz Barber Academy**  
**Application Package**  
**2022**

# School Policies

- LEAVE OF ABSENCE

Provided if student has requested, a student may at the discretion of the Director, be granted one leave of absence. Which shall not be for a period of more than 30 days. If the Instructor grants the request the student will then be responsible for any makeup work during the absent days. No credit for achievement or attendance may be earned during said leave. The instructor may grant an exception upon satisfactory written evidence such as a letter from a doctor.

- DISCONTINUANCE

Students may discontinue (resign) from the program for a variety of reasons (i.e. extended illness, family problems, etc.). Students who discontinue for personal reasons must formally notify the school in writing.

- TERMINATION BY SCHOOL

Students may be terminated by the school for poor Attendance, failure to make satisfactory progress in their work or breach of school rules and regulations. In compliance with the Drug-Free Schools Act Amendments of 1989, BushCutz Barber Academy has adopted and implemented a program to prevent the unlawful possession, use and-or distribution, of illicit drugs or alcohol by students, as a part of the schools many activities.

- READMITTANCE

It's the school's policy to assist students in any way possible to enable them to complete their program. Students who withdraw or are dismissed may be reinstated at the sole discretion of the Instructor. Dismissed students may apply to reenter. You will be required to pay a nonrefundable reinstatement fee of \$100 upon acceptance.

- TUITION PAYMENT PLAN

BushCutz Academy offers students a Tuition Payment Plan that allows students to pay while they attend school. If a student is interested in being enrolled in the Tuition Payment plan, a separate application must be submitted along with the enrollment application. Tuition Payment application forms can be requested from the Administrator.

- UNIFORM AND APPEARANCE

A clean and neat appearance is very important. For the safety of all staff it is required you have all hair pushed back, and closed toe shoes. For online scheduled meetings, it is required you have your video on during attendance.

- Classwork Policy

All classwork assigned are due at the time assigned by the Professor. All late work will have points deducted at the discretion of the Professor.

- Makeup Work

Each student is responsible for obtaining any missed work due to absence. Makeup work is due by the end of the following week work was originally due.

## Graduation Requirements

Student will earn Certificate of completion upon successful completion of 1,100 hours theory and meet practical skill requirements. Student must obtain a 60% or better average for the entire program. For those students requiring only Practical Skills or only Theory will receive a signed transcript of hours or services completed. **Student must also have no outstanding Tuition, or Registration fees owed to receive Certificate/transcript.**

## Refund Policy

Students who withdraw from the Licensed Barber Program on or before the initial class date will receive a 100% refund of any refundable amount. Processing, Equipment, and online fees are all non-refundable. All refunds will be made available within 30 calendar days. **Any payments made while enrolled in the Tuition Payment plan will not adhere to this Refund policy.** Policy is intended only for those who have paid full tuition cost prior to the start of class.

Period after initial class date	Refund
After 1 month into program	90%
Between 1-3 months in program	50%
Between 3-6 months in program	25%
After 6 months	No Refund will be given

\*\*Please note: Equipment & online fees are non-refundable

# Tuition Fees

All costs must be paid in full upon completion of the admissions process, unless students opts for the tuition payment plan.

**Full Barber Program** total cost is \$8,995. – Includes practical and theory sessions. Access to online theory sessions. And access to all practical session tools.

<b>Complete Barber Program</b>	<b>Cost</b>
Tuition	\$8,270
Class Startup Fee (nonrefundable) includes \$249 Course Key for Online	\$700
Registration (nonrefundable)	\$25

**Theory Only Program** is \$6,225. This program is for those who have already completed the necessary practical services, and looking to successfully obtain the theory requirement for licensure.

<b>Theory Barber Program</b>	<b>Cost</b>
Tuition	\$5,500
Class Startup Fee (nonrefundable) includes \$249 Course Key for online	\$700
Registration (nonrefundable)	\$25



grooming

# Program Syllabus

**Instructor:** Johnnie Bush, III, Instructor, Master Barber Email: [bushcutz@gmail.com](mailto:bushcutz@gmail.com)

**Administration:** Melodie Bush, MBA, Director of Business Affairs and Administrator Email: [MZBushcutz@yahoo.com](mailto:MZBushcutz@yahoo.com) , 757-559-8525 (cell)

**Office:** BushCutz Grooming, 6477 College Park Square Suite 104, Virginia Beach, VA 23464

**Email Address:** [Bushcutzgrooming@gmail.com](mailto:Bushcutzgrooming@gmail.com)

**Class Hours:** Online Coursework assigned weekly, to be completed at your pace. Practical Sessions held Weekly on Wednesdays from 1:00pm-7:00pm \*Subject to change based on Enrollment.

## **Observed Holidays:**

Halloween
Veterans Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
Martin Luther King Day
Easter
Independence Day
Labor Day

## **Description:**

This course involves a total of 1100 hours classroom both instructor lead and independent learning in addition to Practical sessions learning on the fundamentals of barbering. Program is a part-time 12 month program. Students will learn different hair styling techniques, chemical cosmetics, business and shop management. Theory session will be taught out of the Milady's Standard Profession Barbering Textbook through the usage of an online platform. Course will assist in preparing students for the State board exam to become a licensed barber in the state of Virginia.

## **Organization**

This is a lecture (online)-practical course in which the instructor will lecture on assigned topics, followed by hands on training with the use of mannequins and volunteers. Video media, and power point presentations will be used to provide in-depth understanding of the subject. A comprehensive exam is given at the end of each topic covered through our online platform, and graded practical completions on mannequins/clients.

## **Course Objectives**

Students who complete this program will obtain an understanding of all topics required from the Department of Professional and Occupational Regulations for Barbering. Student will develop entry level competency in barbering. Student will gain knowledge to prepare for the written and practical exam. Upon completion of program student will have earned the required 1,100 hours from a licensed Virginia School.

## Course Topics

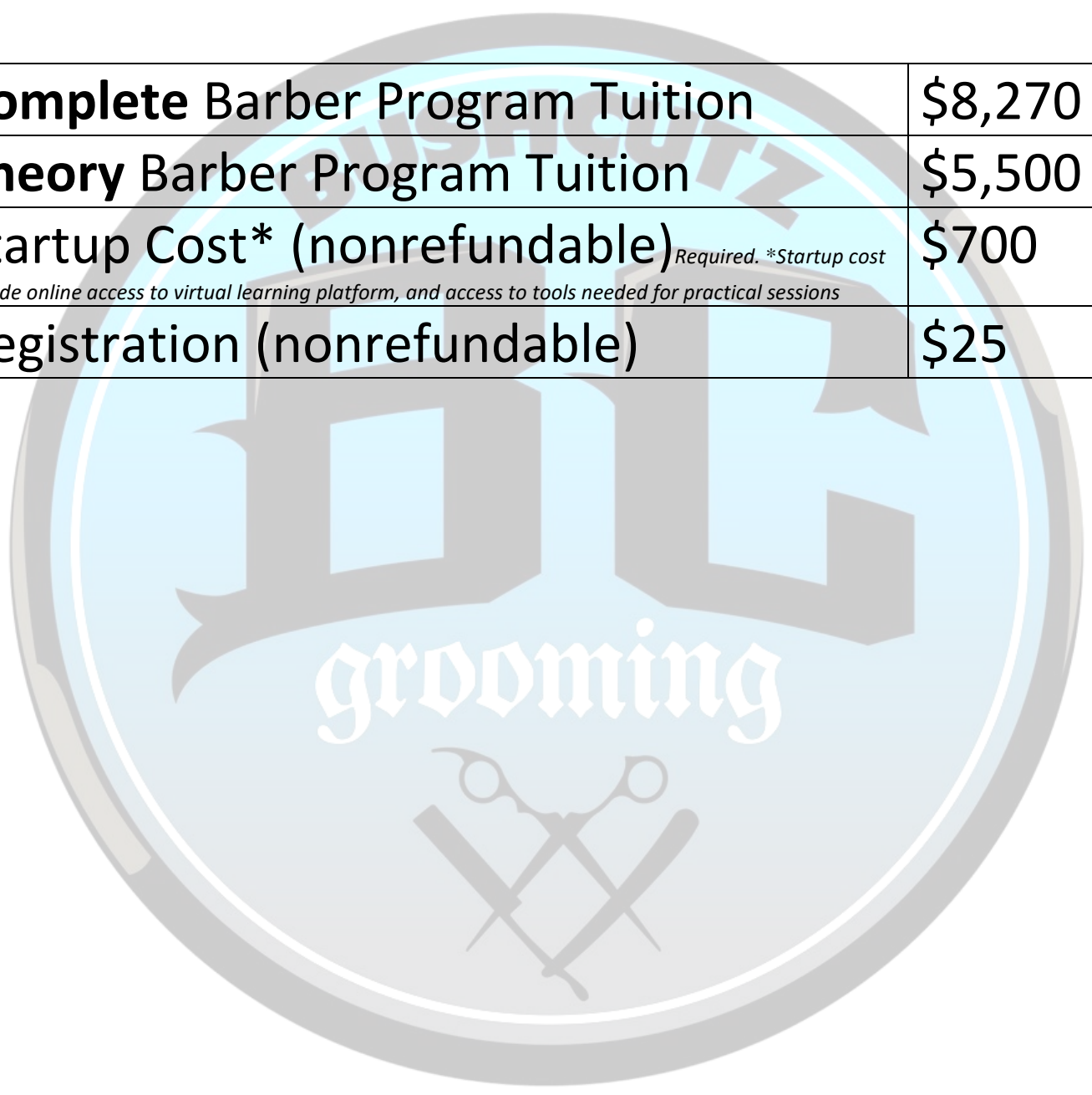
1. School Polices
2. State Law Regulations and Professional Ethics
3. Business and Shop Management
4. Advertising Your Business
5. Client Consultation
6. Personal Hygiene
7. Cutting the hair with a razor, clipper, and shears
8. Tapering the Hair
9. Thinning the Hair
10. Shampooing the hair
11. Shaving
12. Trimming a moustache or beard
13. Applying Hair color
14. Analyzing skin or scalp conditions
15. Giving Scalp Treatments
16. Giving basic facial massages or treatment
17. Sanitizing and maintaining implements and equipment
18. Honing and stopping a razor

## Text and Required Supplies

- 1) Required Text: Milady's Standard Professional Barbering, by Maura Scali-Sheahan, E.D
- 2) Pen/Pencil
- 3) (19) 1 subject notebooks
- 4) 4" Binder
- 5) Supplies
  - a) Barbering Kit
    - i) Mannequin
    - ii) Barbers Tools Kit
      - (1) Clippers
      - (2) Guards
      - (3) Trimmers
      - (4) Combs
      - (5) Razor
      - (6) Towels
      - (7) Spray Bottles
      - (8) Shampoo Cap
      - (9) Barber Jacket
      - (10)Gloves
      - (11)Shears
      - (12)Thinning Shears
      - (13)Shampoo & Conditioner
      - (14)Neck Strip

# Summary of Offered Programs, Tuition cost and other Fees

<b>Complete Barber Program Tuition</b>	<b>\$8,270</b>
<b>Theory Barber Program Tuition</b>	<b>\$5,500</b>
<b>Startup Cost* (nonrefundable)</b> <small><i>Required. *Startup cost include online access to virtual learning platform, and access to tools needed for practical sessions</i></small>	<b>\$700</b>
<b>Registration (nonrefundable)</b>	<b>\$25</b>



**Enrollment Application Form**  
**BushCutz Barber Academy**  
6477 College Park Square Suite 104 Virginia Beach, VA 23464  
757-420-2889



This application form must be completed and submitted to the Melodie Bush, Director of Business Affairs along with a **non-refundable \$25 application fee** (Cash or Money Order to BushCutz Grooming)

**APPLICANT SECTION**

**Applicant Name:**

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

**Home Address:**

\_\_\_\_\_  
Street and Number              City/Town              State              Zip Code

**Contact Numbers:**

\_\_\_\_\_  
Home Phone                      Cell#                      Work#

**Gender**  Female  Male      **Date of Birth** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Marital Status**  Single  Married  Widowed  Separated

**Emergency Contact** (Name & Number) \_\_\_\_\_

**High School Diploma**  Yes  No

**GED**  Yes  No  N/A



Are you currently working?  if yes, please provide name of Employer \_\_\_\_\_

Do you have any experience in the field of Barbering and/or other related area of training?  Yes  No

How did you hear about the Barbering program at BushCutz Barber Academy? \_\_\_\_\_

Do you have any physical Handicaps that could interfere with your training?  Yes  No

Are you a Veteran, Active Duty, Dependent, or Spouse?  Yes  No

Are you eligible for Vocational Benefits?  Yes  No

Will you need payment options to assist in full tuition cost?  Yes  No

### SIGNATURE SECTION

The statements and information furnished by the undersigned in this application form are true and complete.

The undersigned applicant give permission for representatives of BushCutz Barber Academy to release the applicant's records including, grades, attendance, as well as any other pertinent information that may be required by the Virginia Department of Professional Occupational.

*My signature certifies that I have read and agree with the above statements.*

**Signature of  
Student**

**Date**

\_\_\_\_\_ :

### Administrative Use Only

Application Fee Paid	Yes _____ No _____	Received by:
Approval	Yes _____ No _____	Received by: