

Legacy Barber Academy Catalog



***2720 North Mall Drive #120A
Virginia Beach, Virginia 23452
Office: 757-486-2020
Mobile: 757-589-5388
legacybarberacademy@gmail.com
(Revised December 2020)***

MISSION STATEMENT

The mission of Legacy Barber Academy is to teach students in the art of barbering. Our goal is not just for students to pass the State Board Exam, but also for them to attain a license and learn to master the barber profession. We offer those interested in the trade of barbering the best education possible so our success as a school is defined by the success of our students.

EDUCATIONAL OBJECTIVES

Legacy Barber Academy will use the Theory of Barbering to support the essential knowledge of the industry through the use of the classroom, videos, library and textbooks. The student will learn to apply what was learned and incorporate these ideas when doing their practical services on real customers. This teaching environment is a replica of a real barbershop, helping students practice barbering with confidence. Students will be taught using proper and modern techniques.

HISTORY OF LEGACY BARBER ACADEMY

Legacy Barber Academy was established in 2018. It was originally located in the back of the thriving barbershop called Legacy Sports Barbershop. The owners of Legacy Sports Barbershop saw value in training its Barbers to be professional and skilled and saw the need to create an environment where Barbers are made. In 2019, its owners expanded the school and moved it to its current location.

APPROVAL DISCLOSURE STATEMENT

Legacy Barber Academy is located at 2720 North Mall Drive, Suite 120A, Virginia Beach, Virginia 23452. All classes will be held at this location- *in addition to those offered online*. Legacy Barber Academy is a private institution and is approved to operate in Virginia by the Department of Professional Occupational Regulation (DPOR). The Virginia Board of Barbering sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering licensing examinations.

COURSE HOURS

Barber Program	1100
Master Barber Program	400
Dual Barber/Master Barber Program	1500

Legacy Barber Academy is not an accredited institution therefore Legacy Barber Academy does not participate or offer Federal and/or State student financial aid programs. While Legacy Barber Academy does not offer any form of financial aid to students, it offers a reduced tuition rate that makes it affordable for most students to pay out of pocket. Per enrollment agreement, all school charges must be paid in full before completion can be granted.

Legacy Barber Academy does not have a pending petition in bankruptcy and is not operating as a debtor in possession; has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

ENGLISH AS A SECOND LANGUAGE (ESL)

Legacy Barber Academy does not offer English as a Second Language Program. The curriculum is taught in English only. No translation services are provided.

ENGLISH PROFICIENCY

The student must have the ability to read and write English at a high school level. Legacy Barber Academy may require students that are not fluent in English to take a practice test to prove their proficiency in English. The student must score at least 65% on the proficiency test.

ADMINISTRATION BUSINESS HOURS

Monday – Friday 9:00am-5:00pm

ADMISSION POLICY

The school is accepting applicants for admissions as regular students once all of the following criteria have been met:

- Valid Government Photo ID
- Completed Enrollment Agreement

International students must have a valid Permanent Residency Card or must have a valid Visa in order to enroll at Legacy Barber Academy. (Legacy Barber Academy does not offer visa services).

International students do not qualify to take the State Board Exam unless they possess a valid Social Security Number and a valid Government Photo ID. Therefore Legacy Barber Academy will not enroll any students that do not meet the criteria.

This is a vocational course. There is no prior experience is required. We do not accept students that are enrolled/attending another barber school/college simultaneously while attending Legacy Barber Academy. The Academy also offers online courses. The college does not grant credit for prior Barber training.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You should also visit the physical facilities before enrolling into the Academy. Legacy Barber Academy will also discuss educational and occupational goals with prospective students prior to enrolling or signing enrollment agreements.

ADMISSION PROCEDURE

- The student arranges for a personal interview with the Director or Designated representative. A preview of the curriculum is provided.
- The applicant presents the required educational documentation and identifications.
- Director or Designated Representative will discuss the student's goals, the benefits of attending LBA, review rules and regulations with applicant.
- If LBA determines the student is a good fit for the school and that it can meet the goals of the student it will then offer an enrollment agreement.
- If applicant accepts enrollment agreement it is signed and the student is registered for class.

CLASS START DATES

The Barber Academy has a continuous enrollment policy with new classes starting on a weekly basis. This means that students can enroll anytime during the year, because instruction occurs in teaching modules. Enrollments are restricted to maintain a low student-to-instructor ratio.

CLASS SCHEDULES

Legacy Barber Academy students are enrolled in one of the following classes:

AM Class: Monday & Tuesday 9:00am-11:00am

PM Class: Monday & Thursday 5:00pm-7:00pm

PM 2 Class: Tuesday 4:45pm-6:45pm & Wednesday 5:00pm-7:00pm

The school day consists of hands on assignments, clinical floor practice and/or theory class as assigned by the instructor. The Director may approve additional times and days for Clinical Floor Practice.

CALENDAR/HOLIDAYS

The Barber Academy operates on a 12-months-per-year schedule, with an open enrollment and an open completion date. Classes are conducted Monday through Thursday between 9am and 7pm. Legacy

Barber Academy will be closed on the following holidays:

Independence Day
Thanksgiving Day Weekend
Winter Break (Varies every year.)
Any days deemed necessary by Legacy Barber Academy.

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Student's files are kept in the schools administrative office, located at 2720 North Mall Drive #120A, Virginia Beach, Virginia 23452, (757) 486-2020. Enrollment records, academic records, attendance and financial records are kept together stored away and protected for privacy and confidentiality. Legacy Barber Academy keeps these records for 5 years and transcripts indefinitely. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party.

SCHOOL FACILITIES/EQUIPMENT

Legacy Barber Academy is located at 2720 North Mall Drive, Suite 120A, Virginia Beach, VA. It is in the rear of Legacy Sports Barbershop. The school contains equipment such as barber chairs, barber stations, shampoo sinks & chairs, and supplies to be used for teaching and performances.

LIBRARY AND LEARNING RESOURCES

Legacy Barber Academy utilizes the latest Milady's Barbering Textbook and Workbook students to study while in school and off school grounds. Legacy Barber Academy instructors have access to additional Barbering resources online. All materials are available for students to use while at school. All students are required to attend theory class *as long as they are not enrolled in the online class*. All students are required to attend performance sessions, no exceptions.

HANDICAPPED STUDENTS

The facility is located on street level with a handicap ramp to access making it accessible for the students to enter the facility. The bathrooms have railings for safe HEALTH AND PHYSICAL CONSIDERATIONS.

Generally, the professional in the Barber Industry must be in good physical health. He/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron; with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

ORIENTATION

Orientation is held on a student-by-student basis with the Director or a faculty member. During orientation you will be provided with an overview of the school, school policies and rules, student's rights and a school catalog. A course outline will be made available during class.

STATEMENT OF NON-DISCRIMINATION

Legacy Barber Academy does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation

policies.

JOB PLACEMENT

Legacy Barber Academy will guarantee job placement to those students who demonstrate that they excel in most areas of Barbering. These students will have proven that they are proficient on the floor past the level of just passing the State Board. They will have proven that they can hold their own in servicing clients and in demonstrating all levels of professionalism.

ATTENDANCE POLICY

A student is expected to attend school as stated in their enrollment agreement unless other arrangements have been made with the School Director. A student is required to notify the school if you are going to be absent. A student will only receive credit for the hours that they are clocked in for.

TARDINESS

A student is expected to attend school as stated in their enrollment agreement unless other arrangements have been made with the School Director. A student is required to notify the school if you are going to be late. A student will only receive credit for the hours that they are clocked in for. Excessive tardiness will remain the fault of the student. No makeup time will be given for the student to catch up. It is the student's responsibility to keep up with his/her class.

ABSENCE POLICY

Absence is any time not spent in training. Course time is recorded by a time clock. A CLOCK HOUR is defined as sixty (60) minutes spent participating in the training setting that is accredited towards all training courses to obtain a diploma. A student is responsible for advising the school of any absences by telephone, in writing or in person. Excessive absences will remain the fault of the student. No makeup time will be given for the student to catch up. It is the student's responsibility to keep up with his/her class. It is in the discretion of the Director to remove a student with more than 5 absences per quarter (90 days) from class. No refund.

LEAVE OF ABSENCE POLICY

The Leave of Absence Policy will consist of an absence of 30 or more calendar days. Should a student find it necessary to be out of school for an extended period of time a leave of absence must be requested in writing, signed and dated and turned in to the School Director. If a student does not return from a Leave of Absence (not to exceed 60 calendar days) refunds will be made within 45 days from the end of the Leave of Absence. If the student does not apply for a leave of absence and is absent for 60 consecutive days the student's enrollment will be self-terminated.

DROP OUT POLICY

A student may drop at any time by notifying the college in person or in writing. See "Refund Policy" for any monies owed to the student. If the student owes back tuition or fees, these must be paid-up within 30 days or appropriate action may be taken to recover the loss.

PROBATION

If attendance or behavior is a problem for a student the Director will counsel the student about the situation. If the situation does not improve then the Director will put the student on a thirty-day probation period. If that does not help the situation the student will be subject to termination.

RE-ENTRY POLICY

A student may apply for re-admission after a Leave of Absence has been exhausted. (A Leave of Absence is 30+ calendar days) A student that was terminated from school may or may not be readmitted. The decision will be upon the discretion of the Director.

COURSE INTERRUPTION/TERMINATION

A student may be suspended or terminated from training for a violation of Academy or State rules and regulations.

CAREER COUNSELING

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student's progress as scheduled for the period of enrollment.

DRUG ABUSE PREVENTION

Legacy Barber Academy strictly enforces a zero tolerance drug and alcohol policy on campus.

REFUND/CANCELLATION POLICY

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student may cancel the enrollment agreement by notifying the School in writing (a "NOTICE OF CANCELLATION" is provided). If cancelled within seven (7) Business days after the start of class all monies minus registration fee and any tools purchased through the Academy will be refunded. If cancelled after the 7-day period all monies shall be refunded on a pro-rated basis, less a registration fee of \$100. Equipment purchased becomes the property of the student (non-refundable). The refund shall be the amount you paid for instruction multiplied by the number of hours of instruction that you have not received but for which you have paid.

Percentage Length Completed to Total Length Of Program	Amount of Total Tuition Owed to School
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0.01% to 4.9%	20%
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5% to 9.9%	30%
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10% to 14.9%	40%
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15% to 24.9%	45%
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25% to 49.9%	70%
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50% and over	100%
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DETERMINATION OF WITHDRAWAL FROM SCHOOL

Official withdrawal date: The date the student officially provides in writing their withdrawal date to the Director.

GRADING FACTORS

Students are evaluated on a regular basis on services performed and theory class participation. The evaluations are measured on a performance basis. Legacy Barber Academy uses a Pass or Fail grading system. Grading Scale Scores range from 0-100 and its equivalent A-F. Students must maintain a 70 or C-average or above to keep his/her scholarship.

LATE PAYMENTS

As of January 1, 2020 a \$15 fee will be attached to your weekly tuition payment if you pay weekly. A \$25 late fee will be attached to your tuition payment if you pay on the 1st and 15th. A \$35 late fee will be attached to your tuition payment if you pay once a month. Anyone who is consistently delinquent with his or her payment will be placed on automatic withdrawal. If you have any questions regarding your tuition payments contact our Accounts Manager, Mrs. Harris, at 757-763-0607. Or you may email her at legacybarberacademy@gmail.com.

PAYMENT METHODS

Legacy Barber Academy accepts CashApp, PayPal, Square, Credit Card, and Cash payments. When you are unable to attend school or if for some reason school is cancelled, your payment is still due. Your

tuition payments are your responsibility. If you have any questions regarding your tuition payments contact our Accounts Manager, Mrs. Harris, at 757-763-0607. Or you may email her at legacybarberacademy@gmail.com.

POOR STUDY HABITS

Legacy Barber Academy hopes that each student applies themselves to learning and obtaining all the skills needed to become a licensed barber. In the event that you are unable to grasp certain learning points within the Barber Curriculum you are welcome to speak with the Director to seek out additional learning options.

With class being only two days a week you are encouraged to study from home as much as possible. When we meet for class we will review and further break down some of the materials you have read.

YOU WILL NOT PASS YOUR BARBER EXAM IF YOU DO NOT PUT THE WORK IN ON YOUR OWN TIME.

COURSE OF STUDY- LBA Barber Course

Objectives: The objective for each course offered is to prepare the student for entry level position and career in the Barber Industry and to acquire the necessary license to practice the art of barbering/hair styling or to own your own business.

LBA Barbering Course

Total Clock Hours: 1100

Length of Course: 52 weeks approximately 10-12 months Schedule: Part-time (flexible)

Classes Offered: AM Class: Monday & Tuesday- 9:00am-11:00am;

PM Class: Monday & Thursday- 5:00pm-7pm;

PM 2 Class: Tuesday- 4:45pm-6:45pm & Wednesday- 5:00pm-7:00pm

ONLINE Class

PROGRAM DESCRIPTION

LBA Barbering Course 1: The barber program is 1100 hours and can be completed in 10-12 months. Instruction provided for this program includes 4 hours of weekly theory on the corresponding chapter of the Milady Barber Standard Textbook. Some chapters may take a week while others may be more invasive requiring more time. Most topics will include lecture time, practical time, instructional videos, a test, and an exam at the completion of the subject. Completion of all assignments and practical demonstration and completion of any homework assignments are required. The barber course does not have any Extern or Internships.

TUITION AND FEES POLICY

TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

1100 Barbering Hours	\$3,000.00
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Registration Fee (non-refundable)	\$100.00
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TOTAL COST	\$3,100.00
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TOTAL CHARGES OBLIGATED TO PAY UPON ENROLLMENT

Registration Fee- \$100

Online Access Code Fee- \$192 (if enrolling in the Online Class).

OTHER FEES:

These fees are paid to an entity other than the institution.

State Exam Fee = \$172.00 (May be subject to change if cost changes.)

COURSE OF STUDY- LBA Master Barber Course

Objectives: The objective for each course offered is to prepare the student for entry level position and career in the Barber Industry and to acquire the necessary license that includes the application of chemicals in order to practice the art of barbering/hair styling or to own your own business.

LBA Master Barber Course

Total Clock Hours: 400

Length of Course: Approximately 8-12 weeks. **Schedule:** Part time (Flexible)

Class Offered: AM Class: Monday & Tuesday- 9:00am-11:00am;
PM Class: Monday & Thursday- 5:00pm-7pm;
PM 2 Class: Tuesday- 4:45pm-6:45pm & Wednesday- 5:00pm-7:00pm
ONLINE Class

PROGRAM DESCRIPTION

LBA Master Barber Course: The Master Barber program is 400 hours and may be completed in 8-12 weeks as a part time student. Instruction provided for this program includes 4 hours of weekly theory that centers around the chemical portions of Barbering in the corresponding chapters of the Milady Barber Standard Textbook. Some chapters may take a week while others may be more invasive requiring more time. Most topics will include lecture time, practical time, workbook time and a test at the completion of the subject Completion of all assignments and practical demonstration and completion of any homework assignments are required. Student must have adequate knowledge of and experience with haircutting techniques.

TUITION AND FEES POLICY

TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

900 Barbering Hours	\$ 900.00
Registration (non-refundable)	\$ 0.00
Tools (non-refundable)	\$ 0.00
TOTAL COST	\$ 900.00

TOTAL CHARGES OBLIGATED TO PAY UPON ENROLLMENT

\$0

OTHER FEES:

These fees are paid to an entity other than the institution.

Tools and supplies (include clippers and mannequins, etc.)

State Exam Fee = (May be subject to change if cost changes.)

GRADUATION

In compliance to Virginia statute, a student, upon completion of the course of study is awarded an appropriate diploma verifying the completion of the course. This is not a license to practice barbering. Each student must pass the State Board Barber Exam with a 75% passage rate for the Practical exam and 75% passage rate for the Written exam to become a licensed Barber. Students may be eligible for a Temporary License to practice in the field of Barbering once they have completed schooling and have signed up for the State Board Barber Exam.

Upon successfully passing the State Examination, the graduate is issued a Virginia Barber License. With this Virginia license, the new barber may be employed in a Barber Shop establishment, a Beauty/Styling salon, or may own and operate their own barber business.

VIRGINIA STATE LICENSURE REQUIREMENTS

To qualify for admittance for the Virginia State Barber and Master Barber exam, the school and the applicant must have provided to the State Exam Board the proper forms. In addition, all students must pay the required testing fees, is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act, and will have completed 1100 or 1500 hours, respectively, in the course of Barbering from a school approved by the board.

RULES AND CONDUCT POLICY

The rules and regulations of Legacy Barber Academy are designed to help the student learn and practice professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The students shall dress in a manner that indicates professionalism and modesty. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the academy and its equipment.

HOUSING

Legacy Barber Academy does not have any dormitory facilities under our control. We assume no responsibility to find or assist a student in finding housing. It is the sole responsibility of the student. Public transit is within walking distance of the Institution.

RESOURCES

Legacy Barber Academy has online resources, diagrams, videos, and recommended industry books as learning resources. All resources are available upon student request.

EMPLOYMENT AND LIABILITY DISCLAIMER

You are hereby informed that it is a violation for a student enrolled in a Barber School to charge a fee or receive a commission for performing a barber service. You are further informed that a student's enrollment and relationship with the school is limited to a student relationship status, and you, as a student, shall not receive any types of wages, salary, commissions, emoluments, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

However, some qualified students may be permitted to work as student Barbers on the floor at Legacy Sports Barbershop.

GENERAL TERMS

We offer job placement, however; it is understood that the Academy does not and cannot promise or

guarantee neither employment to every Student or Graduate.

A complete list of required books, supplies, and/or equipment is provided to each student between the time of Enrollment and the commencement of class. Lost, mutilated, or stolen items will be replaced at the expense of the Student.

Certificates (signifying satisfactory completion) will be issued after the completion of the entire program.

The School reserves the right to postpone training in the event of natural disasters, equipment failure, etc., for a maximum of 30 days. Students will be duly notified if applicable.

All course schedules are subject to change in starting and completing dates. Students will be duly notified. The School reserves the right to cancel a scheduled course if the registration is insufficient to make up a class. All monies paid will be refunded.

The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected.

A student's enrollment may be terminated at the election of the School Director, if the students' academic progress, behavior, absences, tardiness, dress, etc., does not conform to the attendance requirements and or the rules and regulations of the school. In this event the extent of the student's tuition obligation will be in accordance with the school's refund policy.

If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

This Agreement constitutes the complete contract between the School and the Student, and no verbal statements or promises will be recognized.

Graduation Requirements: Completion of 1100 or 1500 hours, respectively, and required services.

TRANSFER OF HOURS

Students who have previously attended another barber college will not be able to transfer hours to Legacy Barber Academy. Additionally, Legacy Barber Academy has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Legacy Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Barbering is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Legacy Barber Academy to determine if your hours and services will transfer.

THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

Students at Legacy Barber Academy record their attendance punching a time clock upon entering and leaving the Academy. Students receive credit for task/operation/project completed once the instructor verifies each action on the student's Competency Form.

COMPENSATION STANDARDS

A trainee who completes the course and obtains the required license or certification may enter the Barber/Hair Styling industry, which generally pays compensation based on the performance of each employee. Commissions vary, but the average is between 55% and 70% of the income from services the employee performs at his or her station. Virginia Law requires payment of at least the hourly minimum wage.

STUDENT COMPLAINT PROCEDURE

A student who is of the opinion that he or she has a valid complaint relating to the school should feel free to address the Director of the complaint verbally or in writing. The Director shall attempt to resolve the complaint.

STUDENT'S RIGHTS

You have the right to cancel your enrollment agreement for school and obtain a refund of charges through attendance at the first class session, or by the 7th day after enrollment whichever is later. The Institution provides a refund of all funds paid for tuition hours not yet used. If the school closes before you graduate, you may be entitled to a refund.

NOTICE OF CANCELLATION

You also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in your contract. If you have lost your contract, ask the school for a description of the Refund Policy.

If you cancel, any payment you have made towards tuition minus hours attended will be refunded to you within 30 days following the school's receipt of your cancellation notice. To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice.

Mail to the Office of the School:

Legacy Barber Academy
2720 North Mall Drive, Suite 120A
Virginia Beach, VA 23452

STAFF

The Staff at Legacy Barber Academy consists of the Director, Pedro Harris and various aides. Mr. Harris is both the Theory Class and Practical class Instructor. Mr. Harris has over 30 years as a Barber. He also has 8 years experience as the Owner of Legacy Sports Barbershop in Virginia Beach, Virginia. Mr. Harris is licensed through the Board of Barbering and Cosmetology.

THE SCHOOL ADMINISTRATION

Pedro Harris – Director/Owner/Instructor
Latinya Harris – Accounts Manager