

ADVANCED BARBER COLLEGE AND HAIR DESIGN, INC.

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STUDENT CATALOG



Advanced Barber College & Hair Design, Inc. is accredited by the Commission of the Council on Occupational Education

Revised 7/1/17

ADVANCED BARBER COLLEGE & HAIR DESIGN, INC.

ADMINISTRATIVE STAFF

Janie C. GarzaChief Executive Officer
Angie MorenoAdmissions & Financial Aid Director
Jessica Herrera.....Admissions/Financial Aid/Student Filing
Giovannie Gallardo.....Admissions/Financial Aid/Student Filing
Jaime Garza Jr.....Office Administrator
Angelica VillarrealTeacher-Instructor
Johnny CasarezBilingual Teacher-Instructor
Sostenez LopezRecords & Data Entry
Maria Loreda.....Spanish Teacher-Instructor
Marta Gallardo.....Education Director & Teacher- Instructor
Eddie Casarez.....Teacher Instructor
Daniel Ocanas.....Teacher Instructor
Cassandra Mariscal.....Teacher Instructor

OUR MISSION

The mission of the Advanced Barber College & Hair Design, Inc. is to provide excellent professional training to our students, to prepare them for both the State of Barber Exam and a successful career in the barber industry. Because of our mission, our curriculum emphasizes the basic and advanced skills so that those students build a solid foundation of knowledge and service. Our staff provides our students with textbook studies, hands-on training serving clients, and opportunities to attend annual trade shows, to help students master both the procedures and the challenges of the profession itself.

La misión de Advanced Barber College & Hair Design, Inc. es la de proveer entrenamiento profesional de alta calidad a nuestros alumnos y prepararlos para el examen de Peluquero del Estado y para el éxito en su carrera. Por eso, nuestros cursos enfocan las habilidades básicas y avanzadas para que los alumnos reciban los fundamentos básicos de información y servicio. Nuestro personal les provee estudios formales, entrenamiento al servicio de los clientes, y la oportunidad de asistir a conferencias anuales, para ayudar a los alumnos a dominar los procedimientos y desafíos de nuestra profesión.

SCHOOL PHILOSOPHY

Advanced Barber College & Hair Design, is dedicated to educating quality participants who are able to meet both the present and future demand of the barber and beauty industry. Each student admitted to the college receives individualized instruction and exposure to practiced technical skills and familiarity with the industry's equipment. In addition, the student has adequate opportunities for supervised work with the public. The school's intent is to graduate quality, not quantity.

Advanced Barber College & Hair Design, Inc. se dedica a educar a alumnos de alta calidad para que puedan responder a la demanda de la industria del peluquero y del estilista. Cada alumno matriculado en esta escuela recibe instrucción individualizada, las habilidades técnicas y un conocimiento de las herramientas de la carrera. Además, tiene la oportunidad de servir al público. Es nuestra meta graduar estudiante de calidad no cantidad.

LICENSING

Advanced Barber College & Hair Design, Inc. has been licensed by the Texas Department of Licensing and Regulation since 1988. In addition, the school is approved for training by the Texas Veterans Commission and Texas Workforce Commission. Advanced Barber College & Hair Design, Inc. is accredited by the Council on Occupational Education and is certified by the U.S. Department of Education to participate in a Financial Aid Program.

FACILITIES AND EQUIPMENT

Advanced Barber College & Hair Design, Inc., which opened in 1988, is located in Weslaco, Texas at 2818 S. International Blvd. The building contains approximately 10,000 square feet. The school's interior walls are furnished with decorative brass fixtures. Our school facilities consist of offices, restrooms, classroom, dressing room, lounge area, utilities room and clinic floor. The clinic floor area is equipped with seventy-five Semi Barber chairs. Each station has a custom-designed cabinet, sink and personal vanity. The practical/theory classroom has 10 stations for student practice and hands-on training. The classroom includes a blackboard, charts, and student desks. The school has a library available for student use during school hours. All areas are provided with central air-conditioning and heating. Ceiling fans are used to provide energy efficiency. All areas have substantial space and lighting.

SCHOOL CALENDAR

Advanced Barber College & Hair Design, Inc. is in session twelve months of the year. We are open Monday's @ 8:00 a.m.-5:30 p.m., Tuesday through Friday, 8:00 a.m. to 5:30 p.m., and Saturdays at 8:00 a.m. to 2:30 p.m. Enrollment is on a continuing basis, with classes starting on every first Monday of each month. Advanced Barber College & Hair Design, Inc. will be closed the following holidays: New Year's Day, Spring Break in March, Good Friday, Memorial Day, Summer Break in July, Labor Day, Thanksgiving Day, and Christmas Break.

ADMISSIONS REQUIREMENTS

Advanced Barber College & Hair Design, Inc. offers training programs that are conducted continuously throughout the year. These programs include Barber, Manicure, and Barber Instructor courses.

Advanced Barber College & Hair Design, Inc. is an equal educational opportunity institution. Qualified applicants are admitted regardless of the person's race, ethnic background, physical handicap, or other non-ability or skill-related characteristic.

Applicants must fulfill the following prerequisites before enrolling:

1. Students must be at least 17 years old and meet one of the following educational requirements:
 - A. High school diploma
 - B. GED
 - C. Transcript from school
 - D. ATB – if applicable

As per the Department of Education, Prior to July 1, 2012, students who did not have a high school diploma or equivalent had to pass an ATB test in order to qualify to apply for federal financial aid (Title IV). That option was eliminated on July 1, 2012 except for students who were enrolled prior to July 1, 2012. The standard as published by the U.S. Department of Education has been adopted by the college. For those students admitted on the "Ability-To-Benefit" basis who were enrolled prior to July 1, 2012, our written admissions procedure are the same as all other students. The standard as published by the U.S. Department of Education has been adopted by the college as part of the admissions criteria.

2. Prior to acceptance by the school, each applicant must:
 - A. Appear for a personal interview with school officials
 - B. Complete an enrollment application
3. Prior to beginning classes, each student must complete and provide the school with:
 - A. A Texas Department of Licensing and Regulation enrollment form
 - B. A copy of his/her High School Diploma, GED, school transcript
 - C. Four identical pictures (Passport size), one of which is sent to the Texas Department of Licensing and Regulation and four are retained by the school
 - D. The \$235.00 school enrollment fee \$35 of which is sent to the Texas Department of Licensing and Regulation.
4. In addition to the above, applicants for the Teachers Course must have a current certificate of registration as a Class "A" Barber from the Texas Department of Licensing and Regulation.

OPPORTUNITIES AND REQUIREMENTS FOR FINANCIAL AID

Advanced Barber College & Hair Design, Inc. is approved for training by the Texas Veterans Commission. Advanced Barber College & Hair Design, Inc. is accredited by the Council on Occupational Education and is certified by the U.S. Department of Education to participate in the Federal Pell program. Students may contact the administration office for eligibility.

CAREER OPPORTUNITIES

Competition
Instructor
School Director
State Inspector
Permanent Wave Specialist
Platform Specialist
Hair Color Specialist
Barber Shop/Salon Owner
Theatrical Hairstylist
Beauty & Barber Supply Sales Person
Free Lance

COURSES OF STUDY

REGISTERED BARBER

The objective of this program is to prepare the student to take and pass the required Barber Examination. The curriculum to prepare a student for the examination for a license consists of one thousand five hundred (1,500) hours to include:

1. Theory, consisting of:	180 hours
A. Anatomy, Physiology, and Histology, consisting of the study of	50 hours
(i) hair	
(ii) skin	
(iii) muscles	
(iv) nerves	
(v) cells	
(vi) circulatory system	
(vii) bones	
B. Texas Barber Laws and rules	35 hours
C. bacteriology, sterilization, and sanitation	30 hours
D. disorders of the skin, scalp, and hair	10 hours
E. salesmanship	5 hours
F. barbershop management	5 hours
G. chemistry	5 hours
H. shaving	5 hours
I. scalp, hair treatment and skin	5 hours
J. sanitary professional techniques	4 hours
K. professional ethics	4 hours
L. scientific fundamentals of barbering	4 hours
M. cosmetic preparations	3 hours
N. shampooing and rinsing	2 hours
O. cutting and processing curly over curly hair	2 hours
P. haircutting, male and female	2 hours
Q. Theory of massage scalp	2 hours
R. hygiene and good grooming	1 hour
S. barber implements	1 hour
T. honing and stropping	1 hour
U. mustaches and beards	1 hour
V. facial treatments	1 hour
W. electricity and light therapy	1 hour
X. history of barbering	1 hour
2. Instruction in practical work, consisting of study of:	1320 hours
A. dressing the hair, consisting of	800 hours
(i) men's haircutting	
(ii) children's haircutting	
(iii) woman's haircutting	
(iv) cutting and processing curly overly curly hair	
(v) razor cutting	
B. shaving	80 hours
C. styling	55 hours
D. shampooing and rinsing	40 hours
E. bleaching and dyeing of the hair	30 hours

F. waving hair	28 hours
G. straightening	25 hours
H. cleansing	25 hours
I. professional ethics	22 hours
J. barbershop management	22 hours
K. hair weaving and hairpieces	17 hours
L. processing	15 hours
M. clipping	15 hours
N. beards and mustaches	15 hours
O. shaping	15 hours
P. dressing	15 hours
Q. curling	15 hours
R. first aid and safety precautions	11 hours
S. scientific fundamentals of barbering	10 hours
T. barber implements	10 hours
U. haircutting or the process of cutting, tapering, trimming, processing, molding and scalp, hair treatments and tonics.	10 hours
V. massage and facial treatments	10 hours
W. arranging	10 hours
X. beautifying	10 hours
Y. singeing	7 hours
Z. manicuring	8 hours

BARBER INSTUCTOR COURSE

The objective of this program is to prepare the student to take and pass the required Barber Instructor Examination. The curriculum to prepare a student for the examination for a license consists of seven hundred and fifty (750) hours to include:

1. Instruction in theory, consisting of:	175 hours
A. lesson planning	15 hours
B. personality and professional conduct	15 hours
C. development of a barber course	15 hours
D. student learning principles	10 hours
E. principles of teaching	35 hours
F. basic teaching	35 hours
G. teaching aids	10 hours
H. testing	10 hours
I. self-evaluation	10 hours
J. teaching adults	10 hours
K. classroom problems	5 hours
L. classroom management	5 hours
2. Instruction in practical work, consisting of	575 hours
A. assisting with students	350 hours
B. theory class (assisting teacher, observing, teaching)	150 hours
C. learning office procedures and state laws	50 hours
D. grading test papers (assisting teacher, observing, grading)	25 hours

The curriculum for the barber instructor license with one year experience consist of five hundred (500) hours to be completed in a course of no less than 13 weeks as follows:

1. Instruction:

A. lesson planning	125 hours
B. personality and professional conduct	15 hours
C. development of a barber course	15 hours
D. student learning principles	10 hours
E. principles of teaching	10 hours
F. basic teaching methods	10 hours
G. teaching aids	10 hours
H. classroom problems	5 hours
I. classroom management	5 hours
2. Instruction in practical work, consisting of	375 hours
A. assisting with students	250 hours
B. Theory class (assisting teacher, observing, teaching)	50 hours
C. Learning office procedures and state laws	50 hours
D. Grading test papers (assisting teacher, observing, grading)	25 hours

MANICURE COURSE

The objective of this program is to prepare the student to take and pass the required Manicure Examination. The curriculum to prepare a student for the examination for a license consists of six hundred (600) hours to include:

1. Eight (8) hours of orientation:	8 hours
A. rules and regulations of the school	
B. introduction to school personnel and students	
C. layout of school facilities	
2. Thirty seven (37) hours of instruction in theory:	
A. Texas barber laws	4 hours
B. professional ethics	3 hours
C. hygiene and good grooming	3 hours
D. bacteriology, sterilization and sanitation	8 hours
E. the nails and disorders	4 hours
F. manicuring, equipment and procedures	4 hours
G. anatomy and physiology	4 hours
H. skin	4 hours
I. advanced nail techniques	3 hours
3. Five hundred and fifty five (555) hours of instruction in practical work:	
A. preparation of a manicure table	40 hours
B. removal of polish	57 hours
C. shaping nails	96 hours
D. softening cuticle	37 hours
E. applying cuticle remover and loosening	40 hours
F. cleaning under free edge	18 hours
G. trimming cuticle and buffing nails	59 hours
H. bleaching under free edge	18 hours
I. applying cuticle oil or cream	15 hours
J. hand and arm massage	57 hours
K. applying polish	74 hours
L. application of artificial and gel nails	44 hours

TUITION AND FEES

Advanced Barber College & Hair Design Inc. has a list of tuition and fees for each course available

Barber Course

Tuition \$10,200.00, Tool Kit \$900.00 & Books \$275.00, Registration and other fees \$300.00

Barber Instructor Course

Tuition \$7,530.00, Books \$225.00 Registration and other fees \$160.00

Manicure Course

Tuition \$4,878.00 Tools \$600.00 & Books \$225.00 Registration and other fees \$125.00

STATE LICENSING REQUIREMENTS

A. CLASS "A" REGISTERED BARBER

1. Complete 1500 clock-hour barber course in a licensed barber college.
2. Complete an application for examination, accompanied by certification from the school that the student completed the 1500-hour course. (A student is eligible to take an early examination with proof of completion of 1,000 hours)
3. Provide a valid form of government identification (driver's license, state ID, or passport)
4. Pass both the written and practical examinations (must pass theory portion before you can schedule the practical exam)
5. Pay a \$55.00 written test fee and a \$77.00 Practical test fee to Texas Department of Licensing and Regulation.
6. Send \$55.00 license fee to Texas Department of Licensing and Regulation

B. TEACHER CERTIFICATE

1. Have a current Class "A" Registered Barber License.
2. Complete a 750 clock-hour Teacher course in a licensed barber college.
3. Pass the practical and theory exit examinations given by the school.
4. Complete an application for examination, accompanied by certification from the school the student completed the course.
5. Pay a \$55.00 Barber Written fee and a \$77.00 Barber Practical fee to Texas Department of Licensing and Regulation.
6. Provide a valid form of government identification (driver's license, state ID, or passport)
7. Pass both the written and practical examinations (must pass theory portion before you can schedule the practical exam)
8. Send \$65.00 license fee to Texas Department of Licensing and Regulation.

C. MANICURE

1. Complete 600 clock-hour course in a licensed barber college.
2. Pass the practical and theory exit examinations given by the school.
3. Complete an application for examination, accompanied by certification from the school the student completed the course.
4. Pay a \$55.00 Manicure Written fee and a \$77.00 Manicure Practical fee to Texas Department of Licensing and Regulation.
5. Provide a valid form of government identification (driver's license, state ID, or passport)
6. Pass both the written and practical examinations (must pass theory portion before you can schedule the practical exam)
7. Send \$30.00 license fee to Texas Department of Licensing and Regulation.

GRADUATION REQUIREMENTS

The Texas Department of Licensing and Regulation sets the following requirements for graduation:

1. Registered Barber Course-Complete the 1500-hour course and must pass the exit exam.
2. Instructor Course-Complete the 750/500-hour course and must pass the exit exam.
3. Manicure Course-Complete the 600-hour course and must pass exit exam.

CRIMINAL CONVICTION GUIDELINES

These guidelines are issued by the Texas Department of Licensing and Regulation pursuant to the Texas Occupations Code, § 5.025 (a). These guidelines describe the process by which the Texas Department of Licensing and Regulation (TDLR) determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. The questionable offenses are: assaults, homicides, *sexual offenders and kidnappings.

CERTIFICATE OF COMPLETION

Upon successful completion of the selected course requirements, earning an overall 70% passing grade, and having no financial obligations to the school, graduates will be awarded a diploma.

GRADING SCALE

Your assignments will be graded on the following scale:

Lesson Grade (%)	Letter Equivalent	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
Below 69	F	Failing

An overall program average of 69%, or above, is required to graduate and earn your certificate.

Every Student will receive two grades per week in both written and practical work. An average of these two will be part of determining if student is SAP eligible.

SATISFACTORY ACADEMIC PROGRESS (THE FOLLOWING POLICIES WILL BE APPLIED TO ALL STUDENTS.)

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program). The satisfactory academic progress (SAP) policy applies to all students enrolled in Council of Occupation and Texas Department of Licensure and Requirement approved program whether receiving Federal Title IV, HEA funds.

The Barber Program (1500 clock hours and 50 weeks), Barber Instructor Program (750 clock hours and 37 weeks), and Manicure Program (600 clock hours and 20 weeks).

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding.

To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Measurement Standards

To be considered eligible for the financial aid programs named below, a student must be meeting all of the following conditions:

Qualitative – GPA

Students must maintain a grade point average (GPA) of at least 70% at each payment period as well as a cumulative GPA of 70 % or higher.

Quantitative – Pace of Progress

Students must successfully complete at least 67% of the cumulative attempted clock each payment period to meet satisfactory academic progress standards and to stay on pace with the Maximum Time Frame requirements

Satisfactory progress will be measured in clock hours and at the point when the student successfully completes the scheduled clock hours for that payment period. A student's training may be interrupted for unsatisfactory progress under the following conditions:

Student is making poor or failing grades.

Absent for more than 10 consecutive class days.

Advancement and progress in the course are not acceptable

Student does not have the ability to make satisfactory progress in the work.

All students must attend 90% of their scheduled hours per month in order to be considered on progress to making satisfactory progress and on pace to complete the course within the maximum time frame of 150% of the length of the course.

Students who do not attend 90% of their scheduled hours during a month are required to meet with the CEO or Financial Aid Director to discuss their overall satisfactory academic progress status, the consequences of not meeting satisfactory academic progress, as well as the requirements for making up missed hours.

Students may miss up to 10% of required hours, based on academic year each pay period without making up hours. Any time over 10% per pay period must be made up to stay on track to meet hours and weeks required to move into the next pay period.

Determination of Progress

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment period) will be considered making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination at the time of each of the evaluations.

Student's hours are submitted to TDLR every month and we use the Premier program software. The program shows that the student is to complete 62.5 hours per month, and calculates the percentage of hours completed toward the maximum time frame each month.

Required Grade Averages

You must achieve a 70% grade average throughout the entire program.

Program: Registered Barber

Program Length: 1500 clock hours, 50 weeks, 30 hours/week

Maximum Time Frame: One and one-half times the length of the course (75 weeks) (2238 hours)

Required Completion Rate

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 75 weeks, at the following rate:

After this number of weeks	22.5	45	60	75
You must have completed at least this number of clock hours	450	900	1200	1500

Required Grade Averages:

You must achieve a 70% grade average throughout the entire program.

Program: Barber Instructor

Program Length: 750 clock hours, 37 weeks, 30 hours/week

Maximum Time Frame: One and one-half times the length of the course (55.5 weeks)

Required Completion Rate

In Addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 37 weeks, at the following rate:

After this number of weeks	15	30	37
You must have completed at least this number of clock hours	300	600	750

Required Grade Averages:

You must achieve a 70% grade average throughout the entire program.

Program: Manicure

Program Length: 600 clock hours, 30 weeks, 30 hours/week

Maximum Time Frame: One and on-half times the length of the course (30 weeks)

Required Completion Rate

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 30 weeks, at the following rate:

After this number of weeks	15	30
You must have completed at least		

this number of clock hours

300

600

Maximum Time Frame 150% process)

Course	Maximum Time Allowed	
	Scheduled Hours	Weeks
Barber Course	2238	75
Barber Instructor Course	1125	55.5
Manicure Course	900	30

Treatment of Incompletes, Withdrawals, Repeats and Remedial

The following grades received from the course taken will not be considered as successful completion:

“F”	Grades,
“W”	Withdrawal,
“I”	Incomplete,
“X”	Unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject, and remedial work:

If you have an “incomplete”, you will be given two weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period. Your financial aid will not be affected if the incomplete is corrected as stated. If the incomplete is not corrected as stated, you will be placed on Financial Aid Warning at the end of the evaluation period.

If you wish to change programs, you must get approval from the Advanced Barber College CEO. ABC will determine the amount of credit that will be given for the previous completed (if any). Your financial aid will be recalculated, and a determination will be made to either increase or decrease the eligibility depending on the type of course change

All remedial work must meet the same standards set for other course work; and, must be satisfactorily completed before graduation. You will not be given credit for remedial work, and will be ineligible for financial aid until the remedial work is completed

You will be given to a “W” if you withdraw before the end of a particular unit. Refund calculations will be performed according to the stated refund policies. An “I” will be given to you if you miss three or more days in any week. Progress records will be provided at the end of each evaluation period. (See “incompletes” in Item No. 1, and the following Financial Aid Warning section.)

Title IV, HEA Financial Aid Warning

Students who fail to meet minimum requirements (67% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on a Title IV, HEA Academic Development

Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

Appeals Procedures

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

A student, who wished to appeal Academic Development Status and loss of Title IV, HEA eligibility, must submit a written request to the CEO within five (5) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the CEO receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days. The CEO will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal they will then be placed on Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

Title IV, HEA Financial Aid Probation

Any student that prevails upon the appeal process shall be placed on Title IV, HEA Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Title IV, HEA Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institutions SAP standards and may also need to complete an Academic Improvement Plan, which will be developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods, at which time a student must meet SAP prior to having eligibility reinstated at the next payment period.

Requirements for the Academic Improvement Plan:

Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.

Maintain a 75% grade point average. (The higher-grade point is required to raise the standard to help the student make up for areas that may have been previous lacking.

Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).

Complete all required test and projects assigned (test and projects must be completed and turned in when requested). The academic improvement plan will be monitored by the CEO.

The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be written on the progress report form for the student to sign.

Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or

not the appeal is granted.

Reestablishment OF Title IV, HEA STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

- 1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or
- 2) Increasing cumulative attendance to 80% by the end of a Warning or Probation period.

Reinstatement OF Title IV, HEA FINANCIAL AID

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

Reentry Students/Interruptions

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$125 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

MAKE-UP WORK

If absent, student must make up all class work for both excused and unexcused absences through arrangement with his/her instructor.

RE-ENROLLMENT

If a student withdraws and then wishes to re-enroll in the same school, he must complete a re-enrollment application. A student will be re-evaluated by the school administration based on hours needed. A student will be charged a re-enrollment fee of \$200.00 to be paid to ABC and not the Texas Department of Licensing and Regulation and pay any outstanding tuition and fees due before returning to classes.

TRANSFER POLICY

If a student transfers to Advanced Barber College after an interruption, ABC shall notify the Texas Department of Licensing and Regulation, and a new student certificate will be issued. The Texas Department of Licensing and Regulation requires that ABC furnish the name of the school from which a student transferred, and the approximate date of enrollment in that school. A student will then be re-evaluated upon completing an application for transfer by the school administration and based on hours needed to complete under the state law. A

student transferring will be charged a \$200.00 fee to be paid to ABC and not the Texas Department of Licensing and Regulation. A student can transfer programs within the institution but cannot transfer clock-hours from one program to another within the same school.

CRIME POLICY

All students are required to maintain civility throughout their tenure at Advanced Barber College. Any student conducting criminal activity is subject to immediate dismissal and may be prosecuted by the local Police Department. Any instances will be brought in front of the entire staff with the final decision to be made by the director. Advanced Barber College conducts an annual security report with the entire year's crime statistics which can be viewed by anyone as it is posted in student lounge main office building. See ABC Annual Security Report for additional information.

RETURN of TITLE IV FUND POLICY

Return of Title IV Funds & Course Cancellation Return of Title IV, Higher Education Act (HEA) Policy

When a student applies for financial aid, the student agrees that financial aid funds will be used for educational purposes only. Therefore, if a student withdraws before completing their program, a portion of the funds received may have to be returned. Advanced Barber College (ABC) will calculate the amount of financial aid to be returned to the Title IV, HEA programs according to the policies listed below.

Return of Title IV (R2T4) Policy This policy applies to students who officially withdraw, unofficially withdraw, fail to return from a leave of absence, or are dismissed from enrollment at Advanced Barber College. The Federal Return of Aid Policy is mandated by the U.S. Department of Education.

The amount of Title IV (federal) aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

Timeline for Returning Title IV Funds

Advanced Barber College will return any unearned Title IV funds it is responsible for returning within 45 calendar days of the date ABC determined the student withdrew, and offer any post-withdrawal disbursement of funds within 30 calendar days of that date.

When a Student is considered a Withdraw:

The student is considered to have withdrawn from the program when the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

- A. **Official Withdrawal** - When the student gives formal notification of his/her intention to withdraw, the last date of attendance (LDA) is the date the school determined the student withdrew. For purposes of returning title IV funds, refunds will be made within 45 calendar days from the LDA.
- B. **Unofficial Withdrawal** - when absences are treated as a withdrawal. In the case of unexplained consecutive absences, the school will determine withdrawal no later than 14 days after the student's last date of

academic attendance as determined by the school from attendance records. This date (day 14) is recorded as the date the school determined that the student withdrew. For purposes of returning Title IV funds, refunds will be made within 45 calendar days from the date the school determined the student withdrew. If the student provides notification to the school of his or her withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification.

- C. Expelled Student - The student that is expelled by the school is considered to have not completed all the clock hours and weeks of instruction time in the payment period or period of enrollment that the student was scheduled to complete. The LDA is the date the school will use to determine termination. For purposes of returning title IV funds, refunds will be made within 45 calendar days from the LDA.

Determining Aid Earned

To determine the amount of aid you earned up to the time of withdrawal, ABC will calculate the percent of scheduled hours earned in the payment period. The resulting percentage is then used, along with your institutional costs and total federal funds that you received (funds that were disbursed directly to your student account and possibly refunded to you) or that you were eligible to receive (disbursement owed) to determine the amount of aid that you are allowed to keep. In the case of a program that is measured in clock hours, the percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. The scheduled clock hours used must be those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and must be consistent with published materials describing the institution's programs, unless the schedule was modified prior to the student's withdrawal.

Withdrawal Before 60%

Point of the Program Advanced Barber College must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point of scheduled hours earned in the payment period of enrollment. The College will use the U.S. Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

Withdrawal After 60%

Point of the Program For a student who withdraws after the 60% point of scheduled hours earned in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Thus, there are no unearned funds. Advanced Barber College must still perform a R2T4 to determine the amount of aid that the student has earned and whether or not the student is eligible for a post withdrawal disbursement.

Payment Periods are defined according to the following hours: Payment Period 1 = 0 -450 hours, Payment Period 2 = 451 -900 hours, Payment Period 3 = 901 - 1200 hours, Payment Period 4 = 1201 -1500 hours

Order of Return In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 funds is retracted in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loan
4. Pell Grant

***ABC only works with Pell Grant.**

After the Return of Aid has been completed it may result in the student owing for tuition that was once awarded from Title IV Aid. In addition, the student may be required to refund monies back to the Title IV Program.

Post-Withdrawal Disbursement

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more

federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 10 days of the credit balance.

Advanced Barber College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the college needs the student's permission to use the post-withdrawal grant disbursement for all other college charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the college to keep the funds to reduce the student's debt.

Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Return to Title IV Questions If you have questions regarding Title IV, HEA program funds after visiting with or emailing SFAS, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800- 730-8913.

For a printable worksheet for calculating federal refunds visit:

<http://www.ifap.ed.gov/aidworksheets/attachments/2010IASGClockHourR2T4Final.pdf>

Information is also available at Student Aid on the Web www.studentaid.ed.gov.

Course Cancellation

Buyer's right to cancel: The student (or in the case of a student under legal age, his/her parent or guardian) has the right to cancel the initial enrollment agreement and demand his/her money back in writing until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time of the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a full refund of all monies paid to date within ten days of cancellation. The official cancellation date or withdrawal will be determined by the post mark on written notices, or the date said information is delivered in person.

- a. An applicant not accepted by the Advanced Barber College shall be entitled to a refund of all monies paid.
- b. If the school cancels or discontinues a course, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department.
- c. If the school is permanently closed and no longer offering instruction after a student is enrolled, the student shall be entitled to a pro-rata refund of tuition.
- d. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of student, the school makes a settlement which is reasonable and fair to both.
- e. A student must give formal notice of cancellation to the school. Advanced Barber College shall mail a written acknowledgement of a student's cancellation or withdrawal within 15 calendar days of the postmark date of notification.
- f. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student, or within 45 days of the date of formal termination as determined by the institution which may occur according to the termination policy stated in the Advanced Barber College Catalog.

STATE REFUND POLICY (Which is also the Institutional Policy)

<u>% of Time Completed to Total Time of Course in Clock Hours</u>	<u>% of Refund</u>
.01% - 10%	90%
10.01% - 20%	80%
20.01% - 25%	75%
25.01% - 50%	50%
50.01% or over	0%

DISTRIBUTION OF FUNDS:

1. If you are entitled to receive a refund, or a return of Title IV funds in accordance with the federal/state/institutional policies, the return of funds must be applied to the Federal Pell Grant Program.

Title IV Credit Balances:

If the student has a Title IV credit balance when s(he) drops, no funds are returned prior to performing the Return calculation, even if Advanced Barber College would otherwise be required to release them to the student.

The existing Title IV credit balance is included in the calculation as disbursed aid.

Advanced Barber College return policy is applied to determine if it creates a new or larger Title IV credit balance.

Any Title IV credit balance is allocated as follows:

- a. Is allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. Advanced Barber College returns this credit balance to the Title IV grant account within 14 days of the date the calculation is performed.
- b. Any credit balance from a prior period is not included in the Return calculation. However, any balance remaining from a prior period when the student drops is included as Title IV funds when the amount of the final Title IV credit balance is determined. Advanced Barber College uses the final credit balance first to satisfy any current student grant overpayment.
- c. Within 14 days of the date the Return calculation was made, the remaining Title IV credit balance are paid in one or more of the following ways:

Copies of the Return Policy and the Refund Policy are posted on the Bulletin Board in the break room.

DRESS CODE

Advanced Barber College dress code has been established so that its facility, personnel and students present to the public a neat, clean and professional appearance. Students shall be dressed in a professional manner at all times. Any student who does not meet this dress code will be asked to leave and may return when dressed appropriately. This regulation will be applied because appearance and good grooming are necessary in this profession.

The following requirements apply to both male and female students:

- A. Students must be well groomed and must dress professionally at all times.
- B. Smock must be worn at all times during school hours.
- C. Smock must be zipped or buttoned at all times.
- D. Smock must be clean, pressed and without stains.
- E. Shoes must be clean and polished. (No sandals allowed.)
- F. No hats or caps are allowed.
- G. Beards and mustaches must be kept clean and neatly trimmed.
- H. Slacks, shirts, skirts and dresses must be neat and clean.

- I. No Shorts allowed only Capris
- K. No Pajama pants are allowed
- J. Men and women smock must be purchased at the school and cannot be altered.

FERPA POLICY

(Family Educational Rights & Privacy Act)

The school will adhere to the rules of the FERPA policy in that only students or parents of dependent students may review their school records. This information will be released only by written permission of the student or by the parent (s) of the dependent student.

LEAVE OF ABSENCE (LOA) POLICY AND PROCEDURE

A written request for a leave of absence (LOA) will be considered on an individual basis for personal or medical reasons (*illness, bereavement, religious duty, and extenuating personal circumstances*). A LOA cannot exceed 180 days. More than one leave of absence can be granted in a 12 month period as long as they do not exceed the 180 days. Proper documentation is required and must be approved before the leave begins.

The Director will provide counseling to the student on the consequences that can occur with Title IV funds, extended graduation date, course interruption etc. prior to approving LOA.

Requesting a Leave of Absence Procedure

Student Procedure:

- Discuss your request for leave with the CEO or available Administration. Determine what type of leave applies to your situation.
- Complete appropriate paperwork requiring your personal information, if needed.
- Submit all completed paperwork to administration.
- If your leave is for your own medical condition, you will be required to provide a doctor's release to return to school.

Procedures for Processing a Leave of Absence:

- Once student notifies the school of their need of a LOA, the CEO or available Administration will determine what type of leave applies to the student's situation.
- The administrative office will confirm that a student has enough hours to approve an additional LOA for a student that was previously on a LOA.
- The CEO or available Administration will counsel the student on the consequences that occur with Title IV funds, extended graduation date, course interruption etc.
- An approved LOA is posted by the administrative office in the school's Premier Software
- Any students on LOA will be kept tracked by the administrative office on a weekly basis.
- The administrative office contacts the student as a reminder before the date of return date established by the student's documentation.

Returning from a Leave of Absence

Student Procedure:

- Notify the Advanced Barber College of impending date of return to school.
- Bring documentation (doctor's note, rehabilitation completion letter, etc.) regarding your approved LOA to the CEO or available Administration on your first day back to school.

Procedures for Processing a Return from Leave of Absence:

- The administrative office will submit LOA end date of Premier Software and on National Student Loan Data System (NSLDS).
- Upon re-entering final LOA counseling is again provided by the CEO or available Administration.

GRIEVANCE POLICY

Any student who has a complaint or concern with the policies or procedures of the school should bring it to the attention of the school administration staff. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 512-463-6599. The state requires that a copy of the Texas Department of Licensing and Regulations phone number and address be posted in a visible place. The student may also contact the Commission of the Council on Occupational Education (C.O.E.) 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia, 30350, 770-396-3898. The school retains the right to change and/or revise material, programs, classes and policies as conditions change.

FIRST AID

All students must complete the "IN CASE OF EMERGENCY" form when enrolling. This form will be kept in the student's file. Should a student become ill or have an accident during the school day, the instructor should be notified immediately. A first aid kit is available if needed.

CAREER GUIDANCE AND ADVISING

Personal advising is available as an aid to student motivation and as means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest career potential. Each student may meet with an advisor for an evaluation of academic progress and goals. It is the policy of the school to assist students where possible, if deemed necessary, a student may be referred to appropriate professional. Examples of this are:

- Referrals to social service agencies
- Assist students in locating suitable housing accommodations
- Referral to drug abuse programs
- Tutoring programs
- Health services agencies
- Assistance in organizing study groups

SEXUAL HARASSMENT

The Advanced Barber College and Hair Design, Inc. has strong policies that ensure that no school employee, student or guest of the school engages in any improper conduct. All employees of the school will endeavor to prevent students from sexually harassing other students, school employees, clients or guests. A student's failure to comply with these policies will result in dismissal, termination, and/or prosecution.

JOB PLACEMENT

The school cannot guarantee employment after graduation, but makes every effort to establish contact between our graduates and prospective employers. We receive numerous calls from employers wishing to hire our graduates. These requests are kept on file in the school office and are available to the students upon request. We believe that our graduates are capable, well trained, and ready to compete and succeed, whether they desire to work as employees or whether they aspire to open their own barber shop.

ATTENDANCE POLICY

1. All students are expected to attend full-time classes regularly as scheduled unless a part-time schedule has been approved by the administrative office. A student must get authorization from the CEO to change their schedules from morning to afternoon class or vice versa.
2. Daytime students are expected to arrive each day with their books, smocks, name tags and supplies by 8:00am. A student is considered tardy if he or she arrives after 8:15am, if student arrives after 8:30 they must speak to administration before checking in.
Afternoon students are expected to arrive by 11:00am. Afternoon students are considered tardy when they arrive after 11:15am, if student arrives after 11:30 they must speak to administration before checking in.
3. No student is allowed to clock in or out for another student; doing so is cause for suspension.
4. Students will be given a 10-minute window to clock in before scheduled time due to ABC only having on time clock. This avoids conflict with TDLR and students losing time waiting to clock in.
5. Full-time students must attend their scheduled 6 hour days 8:00am – 2:30pm / 11:00am – 5:30pm with a 30 minute lunch to be in compliance.

Make-Up Days:

- Monday 8:00am – 2:30pm (student can stay until 5:30pm)
 - Saturday 8:00am – 2:30pm (make-up time will be 6 hours)
6. There will be no absences/tardiness except for the reasons stated below:
 - Doctors' appointments or Emergency room visit – Provide release from Doctor or Hospital on official letterhead
 - Court date – Provide letter from the Court Clerk
 - Traffic Stop – Provide ticket or warning notice
 - Funeral – Provide letter from funeral home
 - Extreme weather conditions – Morning and Evening weather conditions as per administration discretion.
 7. Legal verification of hours must be made for each student. Each student must clock-in upon arrival and clock out upon leaving school. If the student leaves the school campus for any reason the student must clock out.
 8. All students will be allowed a 30 minute lunch. Students must clock out and in and any student working with a client must complete work before taking a lunch. Students that are late returning from lunch will not be allowed to clock-in unless authorized by instructor or director.
 9. All students working with a client must complete work before clocking out for the day. Periodically this will leave a student with extra hours from their original scheduled hours because client work must be

completed. If student comes in early, he/she must receive written permission from staff to clock in before scheduled time.

10. No student is allowed to leave the school without permission.
11. Whenever a student is absent, student must contact office personnel that day and explain his/her absence and say when he/she will return to school.
12. Any absences or tardiness can subject the student to an additional tuition charge for every hour attended past the contract completion.
13. A student with unsatisfactory attendance will be dropped after being absent for 10 consecutive days unless they notify office personnel or request a Leave of Absence (LOA).
14. Administration may accommodate student schedules for special circumstances.

ATTENDANCE POLICY FOR *VA STUDENTS*

Students using veterans' benefits to attend ABC will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

RULES AND REGULATIONS

1. Students must wear ID nametag at all times and have names visible.
2. Students must always greet clients promptly and professionally.
3. Refusing to serve a client will lead to a three-day suspension.
4. Students will wash and clean hands before serving a customer, and will sterilize all instruments and use clean towels on each customer.
5. Headrest and haircutting cloth are to be in their proper place when not in use.
6. Students must keep their work station and equipment orderly and follow sterilization and sanitation procedures at all times.
7. Students are to remain behind their own chair and not congregate in groups anywhere in the building.
8. Students will not at any time sit in their work chair during training hours.
9. Students will refrain from smoking and chewing gum while serving customer.
10. Loud talking, profanity, drugs and drinking of alcoholic beverages are not permitted and is not professional and will not be tolerated on campus or in the parking lot. If the student exhibits this behavior he/she will be referred to administration for possible suspension or expulsion.
11. Students will not engage in conversation with any trainee while he or she is serving a customer.

12. Students must secure permission from the management to leave the building at any time during training hours.
13. No student shall be absent from school without permission of the management, and this permission will only be granted in case of sickness and emergencies beyond the student's control.
14. It is the student's responsibility to be aware upon completing 1000 hours that they are required to schedule and take their written test. When a student completes 1500 hours he/she will be eligible to test for their practical examination.
15. The school may deny admission, re-admission, or continued enrollment to persons whose behavior is considered by the staff to be disruptive, dangerous, or abusive.
16. Bringing children or guests is not permitted.
17. Students must respect each other and each other's property. Students caught fighting on school premises or outside on school property will be referred to administration for possible suspension or expulsion.
18. The use of cell or school phone without permission will not be allowed. Students cannot receive personal calls unless it is an emergency (office will relay message.) If a student refuses to put away cell phone it will be taken away and be charged \$5 to have phone returned at the end of the day. If the student does not comply with these rules of the school the student will be suspended after the third warning.
19. Students cannot charge phone on school premises, if caught phones will be taken away.
20. Vandalism or theft of personal property on school premises will not be tolerated.
21. Disciplinary action will be taken if a student violates any of these rules and regulations or direct instructions of instructors or staff members. (Any student who violates personal service procedures is subject to losing their personal service privileges.)
22. Student will be provided a sanitary environment. TDLR requires that sanitary conditions be maintained at all times. As part of the students training, 1 hour each day is scheduled for sanitation. The student's daily sanitation requirement must be completed and checked by the instructor at the beginning and end of the day. When students are assigned a duty, it must be completed before they leave
23. Students will park on the south side of the building. Please do not park in front and on the north side of the school building, as parking there is for customers only.
24. Students must pick up after themselves.
25. There will be no selling of any food or drinks of any kind
26. Student practicing on their models are free of charge. Models must sign in at front desk and be approved by instructors and be the model throughout the training. They must be the same one you will use for the practical exam.
27. Certain services for immediate family are free, please see discount price list posted. Immediate family is considered (parents, husband, wife, children, brother & sister.)
28. Students must fill out a Customer Receipt at end of each service performed.
29. Students must have all client haircuts checked by an instructor.
30. iPods, radios, headphones, are not permitted.

