Scales Barber Academy Catalog and Student Handbook Vol.22023-2024



Published- 01/01/2022.

Effective- 01/01/2023-01/01/2024

Revised-11/27/2023.

574 Macon St

McDonough, Ga 30253

(254)245-7149

True Copy

Welcome Student!

The staff and faculty would like to welcome you to Scales Barber Academy. Our goal is to see every student succeed. We are dedicated to your education and will see to it that each student receives the highest possible education while in attendance. With our tools and educators and your passion and determination, together we will help build a foundation for your future. Congratulations on taking the first step towards turning your dreams into reality!

Best regards,

**Scales Barber Academy Faculty & Staff**

This student catalog is the official guide of the programs, requirements, and regulations of Scales Barber Academy and students enrolling in the school are subject to the guidelines stated herein. All information contained in this student catalog including but not limited to fees, charges, courses, requirements, and conditions are subject to change by officials of Scales Barber Academy without prior notice.

**Scales Barber Academy complies with guidelines and regulations established by all appropriate governmental agencies.**

**Scales Barber Academy is an unaccredited institution.**

**NONDISCRIMINATION POLICY**

Scales Barber Academy does not discriminate based on sex, age, color, race ethnic origin, religion, disability, veteran status or sexual orientation. This institution complies with all guidelines, rules, and regulations established by all appropriate governmental agencies.

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Scales Barber Academy’s specific and policies for Department of Veterans Affairs (VA) beneficiary students are found on the following pages: 24,28,30,36,41,42,46,53,59,100,101

Scales Barber Academy

**Licensing**

Scales Barber Academy

is licensed by:

Georgia Professional Licensing Board

237 Coliseum Drive

Macon, GA 31217-3858

Phone: 478-207-2440

 **Scales Barber Academy Mission Statement**

“PASSION. PURPSOE. FREEDOM”

Discovering your passions, living with purpose, and breaking free from limitations- this is the recipe for a truly fulfilling life. Scales Barber Academy is student focused. We provide our student with the knowledge, training, and confidence needed to succeed in the ever-changing Barber profession. Our graduates will be able to meet and exceed the expectations of the most discriminating Barber owner. Throughout the training period, emphasis is placed upon essential Barber services and techniques, and business strategies such as customer service, client retention, barber retailing, target marketing and people skills.

Scales Barber Academy does more than prepare students to pass the state licensure exam. We offer the ultimate educational experience so our students are equipped with the tools needed to become entrepreneurs who will open and operate successful businesses that will help enhance the economic structure of their perspective communities.

School Objectives

* To provide an educational program that develops students’ craft.
* To develop responsible and engaged learners.
* Build student’s resilience and self-esteem.
* Remember the fundamentals of what they learn and how to use theses tools in their career.

**History**

Scales Barber Academy was founded in 2021 by Brian Scales and Ajanae Smith. The school is a family owned and operated private institute. Students can expect smaller sized classes for a personalized educational experience.

**Facility Description (Location)**

**Scales Barber Academy**

574 Macon St McDonough, Ga 30253 –

Scales Barber Academy is in the heart of the City of McDonough GA. This location is approximately 2000 square feet of floor space. The building is one story. The school contains the following: 1 clinic floor with 16 stations, 1 classroom with audio/visual equipment that will seat 16 students, 1 full break room, 2 bathrooms, and 1 administrative office with storage closet.

**Program list 2023**

Master Barber/120407-1500

Barber 2/120402-1140

Barber Instructor/120413-750

Crossover/120402-300

Dual Enrollment/120402-1500

**Master Barber Program (with Supplies and Kit)-**

* Application Fee $ 50
* Enrollment fee/ Kit $1500

 Tuition $18,450

Total for full program $20,000

**Time frame of Program-**

1500 hours

10-12 Months Full Time

18-24 Months Part time

**Barber 2 Program (with Supplies and Kit)-**

* Application Fee $ 50
* Enrollment fee/Kit $1500

 Tuition $14,060

Total for full program $15,610

**Time frame of Program-**

1140 hours

7-9Months Full Time

14-16 Months Part time

**Barber Instructor Program-**

Application Fee $50

Enrollment Fee/kit $1500

Tuition $9,250

Total for full program $10,800

**Time Frame of program-**

750 Hours

6-8 Months Full Time

8-10 Months Part Time

(Out of Pocket Payment Plans)

24 weekly payments 210$

-6 monthly payments 850$

**Crossover Course-**

Application Fee $50

Enrollment Fee $1500

Tuition $3,700

Total for full program $5,250

300 hours

**Time Frame of Program-**

3-4 Months Full Time

4-6 Months Part Time

**Dual Enrollment for High school students**

 **(9th to 12th Grade)**

1. Students can obtain extra hours during school breaks and holidays.
2. Application Fee
3. $1,500 ENROLLMENT Fee/Kit
4. MONTHLY PAYMENTS
5. 12TH GRADE
6. $Tuition is $20,000

 **Supply List**

 \*1-Clippers

 \*1-Trimmers

 \*1-Shears

\*1- Pack of Combs

\*1-Barber Cape

\*1-Blow dryer

\*1-curling iron

\*1-Barber Bag

\*1-Barber Jacket

\*Applicator Kit

\*Mannequins stand

\*2-Mannequin heads

\*Clipper cleaning spray

\*2-Spray bottles

\*Clipper brush

- Got 2 b holding spray

-Fiber spray

-Barber pencil brown

-Barber pencil white

\*1-Straight razor

\*-Hair clips

\*Tablet

\*Milady Book

**Police Protection Policy**

Law enforcement on and around the campus is provided by the McDonough Police Department. Should a situation arise where the presence of such authority is required on campus, the school management must be informed of the situation immediately. When school management has been made aware of the situation the police may be summoned using the emergency number 911.

**Governing Body, Officials, Faculty, and Staff**

**Governing Body**

Brian Scales A.S

Ajanae Smith (Scales) B.S

**Officials**

Brian Scales

Ajanae Smith (Scales)

Brian Scales is the owner and Director of Scales Barber Academy, Chief Administrator

Ajanae Smith (Scales) Administrative staff, owner Director & Financials, Accreditation liaison

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**Faculty**

Brian Scales-Full Time

Instructor

Carol Parker

Instructor

Monte Bell

Instructor

**Student Advisory Services**

The wellbeing of every student is important to the faculty and administrative staff of Scales Barber Academy and there is a staff member available to provide guidance and assistance to those who need it. Private offices are available for student interviewing and advising. During an advising session, a staff member may discover that the student has a need for something other than academic progress, or matters relating to enrollment. At that time, all efforts by the staff members are made to help the student by giving advice on the subject or referring the student to the appropriate agency for assistance. Documentation of such advice with student will be filed in the main folder.

STUDENT RECORDS, STUDENT RIGHTS AND PRIVACY/RELEASE OF INFORMATION

Academic and financial records will be always kept in the School’s Administrative Office in locked file cabinets. Students and their parents or guardian (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with the main office personnel. Request for an appointment for access to their file will be honored within three (3) business days of the request. During the review a member of the staff will be present. A student may receive copies of any record pertaining to him/her that is contained in the file.

Student records are maintained by the school for five years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee.

Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Georgia State Board Representatives, Scales Barber Academy, NACCAS and Accrediting Agencies.

All other parties only upon written release from student per request.

**TRANSCRIPTS**

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for $50.00 each. In the event the student withdrawals or is terminated, all financial obligations must be met before an official transcript will be released.

Students may request a transcript to be mailed to another institute provided he/she submits the proper request form with the institutes physical address and phone number along with any fees required by Scales Barber Academy. The transcript will be sent out within 3-5 business days of the request.

**TUTORING**

If any student has a need for academic tutoring, he/she should speak with the instructor or administration for assistance. Scales Barber Academy will attempt to provide suitable tutoring as needed.

**GRADUATE PLACEMENT POLICY**

The primary goal at Scales Barber Academy is to assure all students become successfully employed in the field for which they have prepared. To achieve this, the institute provides placement assistance to students graduating. This assistance is not given as an incentive to enroll, and no guarantee or representation of placement is made or implied. After graduation, the services of the job placement office are at the student’s disposal. Scales Barber Academy mission is not complete until the student is gainfully employed in the chosen field. Although the securing of a position cannot be guaranteed, the student may be assured that every effort will be made by the administration office to assist in finding suitable employment. (No fees are associated with the placement assistance.)

**LOCKERS**

Scales Barber Academy has lockers available for the student to use. If a student wishes to utilize a locker, he/she will be responsible for bringing in either a combination or pad lock for the locker. (Lockers are in the back of the storage room.)

**REFERRAL SERVICES**

Scales Barber Academy does not have the capacity to offer professional counseling for students with personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in childcare, physiological counseling, substance abuse, abuse and crisis shelters, and other services. The institute is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need and should not be misconstrued as an endorsement by Scales Barber Academy. The institute does not maintain any institution housing referrals.

**RESOURCE CENTER**

Students of Scales Barber Academy will have access to the resource center located near the student break area. Learning materials, books, diagrams, and student handouts will be presented in the specified area. All students have the right to utilize items in the resource center for school related projects and assignments. There is also a student resource board available to students and staff to post information, approved by a school administrator, regarding items such as ride sharing, items for sale, day care services, upcoming events, field trips, and any other pertinent information.

**Parking**

Student parking is available according to the plan given in orientation. Adequate parking is available for all students and staff.

**Housing and Childcare Facilities**

The school does not currently provide housing or childcare facilities for its students or staff. These areas are the responsibility of the students and staff.

**Standards of Conduct**

Scales Barber Academy is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth.

GENERAL

All students are required to conduct themselves as responsible members of the campus and in accordance with standards of common decency, with recognition and respect for the personal and property rights of others and the educational missions of the school.

MISCONDUCT:

All students are governed and must adhere to state, or federal laws and regulations. These Standards of Conduct are applicable to all students on and off the school property if that behavior is deemed to be incompatible with the school’s educational environment and mission statement. A student may be disciplined, up to and including suspension and expulsion, if in violation of the Standards of Conduct, for the violations of any of the following offenses:

* Dishonesty to include cheating, plagiarism of furnishing false information to the school, faculty or staff of the school.
* Forgery, misuse of school documents, records or identifications.
* The issuance of a valueless check to the school.
* Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.
* Destruction, damage or misuse of school property.
* Theft, burglary, accessory to the acts and/or possession of stolen property.
* The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
* The use or possession of alcohol or drugs.
* The participation of gambling
* The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.
* Disorderly conduct in any form.
* Lewd, indecent, obscene behavior or profanity.
* Unauthorized entry or trespassing on school property.
* Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
* Unauthorized possession of school keys.
* Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.
* Libel or slander against the school or staff on any type of social media

GROUNDS FOR STUDENT DISMISSAL

* 14 consecutive days of unexcused absences
* Non-payment of tuition-thirty (30) days
* Violations of the Standards of Conduct
* Continual tardiness/absence
* Low grades – below 75%

General Rules and Regulations

* Professional conduct is the only level of conduct expected from students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
* All absences must be reported. Student attendance is monitored closely so that students maintain Satisfactory Progress.
* Tardiness is considered unexcused time as it is deemed unprofessional behavior. Students not physically present in class, per their class start time, are considered tardy.
* Special permission must be obtained for days off and/or irregular hours. Time off must be obtained in advance through the Academic Counselor.
* Students are not allowed behind the desk unless given permission or assigned desk duties.
* The school assumes no responsibility for equipment or personal items.
* Only emergency phone calls are allowed.
* Students not in proper uniform as described in school’s published policies will not be allowed to attend class and will be sent home.
* Students must exhibit a professional attitude and appearance while attending school.
* Students must obey all rules of personal hygiene, sanitation, and decontamination.
* The use of profanity, slang or gossiping will not be tolerated.
* Smoking is permitted outside the building only. This includes VAPORS also.
* Food and Beverages are not allowed on the clinic floors or in the classrooms. They can only be consumed in the break area.
* Any student under the influence and or in possession of drugs or alcohol will be terminated from the school immediately. Scales Barber Academy IS A DRUG- FREE ZONE.
* No cell phones, pagers, radios, headphones will be permitted in school during class time.
* Students are assigned a workstation and are responsible for its sanitation and the sanitation of the school.
* No student or personal beauty services allowed unless approved by the instructor.
* No social visitor.
* Bullying or harassment on any level.
* Failure to bring your entire kit every day.
* Failure to follow instructions given by instructors or staff members.
* No type of libel or slander against the school or staff on any type of social media.
* No personal relations with student / Instructor. Must report to director immediately.

Note: school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

**CELL PHONE POLICY**

All cell phones, mobile devices, pagers, and all media players are prohibited from being used in classrooms or clinic at any time during school hours. This includes all Bluetooth and/or hands-free devices. All such devices must be placed in “silent” mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency should arise you may receive permission from your instructor to step outside and use the phone.

**STUDENT SELF SERVICES**

Students wishing to receive a service in this school must have permission from the instructor to give or receive any service. Student self-services are considered a privilege and are awarded only to students maintaining satisfactory progress for both attendance and grades. Services are not free to students. They are required to pay a fee for services. Fees are subject to change.

**KITS, BOOKS AND SUPPLIES POLICY**

Once you receive your books, kit, and supplies, you are responsible for them. The school will issue you these items, you will sign a waiver, and you will be held responsible for any items damaged or misplaced. The school will not be held accountable for replacing any items once you receive and sign for them.

**DRUG FREE AWARENESS PROGRAM**

Scales Barber Academy maintains a school and workplace free from drug and alcohol abuse. The manufacture, possession, distribution, or use of any illegal substance or alcohol is prohibited on school grounds. Any violation of this policy will warrant disciplinary action, up to and including termination of any employee and/or expulsion of any student, and may also result in local, state, and/or federal criminal charges.

The institute will assist employees and students in the selection of appropriate counseling, substance abuse assistance, or rehabilitation programs. In addition, this school will not discriminate in employment or admissions solely on the grounds of prior drug or alcohol abuse, or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

**UNIFORM POLICY**

All students are expected to follow the dress code for the course in which they are enrolled. All students are required to dress professionally for the career chosen. A student not in uniform will not be permitted to attend classes and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy, you may address them during that time.

The dress code for students enrolled at Scales Barber Academy is as follows:

* Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
* A name tag will be issued to you on the first day of class and must be worn every day. You will be given one. DO NOT lose it!
* You are expected to maintain a professional appearance while in the building, or while attending any school related event. (Personal hygiene included.)
* Hair should be groomed. Clean shaven (men).
* Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
* No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e., religion permitting.)
* No jackets, sweaters or sweatshirts over uniform. (You may wear a long-sleeved shirt under your black scrub top if it is solid black or solid white and has no holes, stains or other markings.)

**VA STUDENT CONDUCT**

Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This policy only applies to VA beneficiaries. This will include, but not limited to:

a. Theft of damage of property

b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.

c. Possession or consumption of alcohol or drugs on the premises.

d. Possession of dangerous weapons.

 e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

 **COURSE OBJECTIVES**

**Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 75% or better and pay all tuition and instructional materials costs in order to receive a diploma from the Institution. The diploma signifies that you have successfully completed the basic course training program.

A Diploma of graduation is awarded for successful completion of the following requirements:

* Satisfactory completion all phases of study: tests, practical assignments, service requirements
* Passed a final comprehensive written and practical examination.
* Completed the program of study according to State requirements.
* Student has made satisfactory payment arrangements for all debts owed to the school.
* Successfully completed the required exit paperwork and attended an exit interview.

When all graduation requirements are complete the instructors and/or Director will assist students with filling out the appropriate initial examination application for the state of Georgia. Students are responsible for the application and state testing fee at the time of application submission.

**GPA Requirements**

 Student must maintain a minimum GPA of 2.0 or higher. If failed to do so may run the risk of being dropped from the class or may have to take course again.

|  |  |  |
| --- | --- | --- |
| Grade | Points | Description |
| A | 4.0 | Excellent |
| A- | 3.7 | Excellent |
| B+ | 3.3 | Good |
| B | 3.0 | Good |
| B- | 2.7 | Good |
| C+ | 2.3 | Satisfactory |
| C | 2.0 | Satisfactory |
| C- | 1.7 | Satisfactory will not satisfy requirements to pass and graduate |
| D | 1.0 | Failure |
| F | 0.0 | Failure |
| W | N/A | Withdrew |

**CLASSROOM & CLINIC BEHAVIOR**

Scales Barber Academy provides superior educational services to its students, and a quality work environment for its employees. Student and staff are expected to always act in a professional manner while on the premises or while representing the school at any public function. Upholding a professional attitude is paramount to the successful career of any massage therapist. Graduates of Scales Barber Academy will exemplify this tradition. Scales Barber Academy has a strict zero tolerance policy for certain behaviors such as:

* Profanity
* Gossip
* Bullying
* Verbal Abuse
* Fighting
* Yelling
* Negativity
* Poor Attitude

Students and staff members of Scales Barber Academy are trusted to behave in a respectful, professional manner always while attending. Any student or staff member found betraying this trust may be in jeopardy of immediate dismissal and/or termination. This published statement will serve as the only warning for infractions thereof.

Admissions Policy

**NEW STUDENTS**

Scales Barber Academy seeks students who possess the maturity, previous training and desire for success in the beauty industry. The school welcomes applications from any individuals who desire careers in barber arts and sciences and/or related fields.

Students are encouraged to apply in advance of proposed start dates. The school reserves the right to investigate and review the records of any applicant to determine the applicant’s eligibility.

Every applicant must provide:

* a picture ID,
* social security card,
* high school diploma or its equivalent,

If fraudulent information is discovered on the application form, the student may be administratively withdrawn.

All applicants applying for the Barber Refresher course must be 17 years of age and have a high school diploma or G.E.D.

**All VA students must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application.**

**ENROLLMENT REQUIREMENTS INSTRUCTORS PROGRAM**

**All applicants applying for the instructor program for Barber must be 18 years of age and be a high school graduate or have the equivalency (G.E.D). The applicant must provide documentation of holding a current Georgia Master License.**

**After an interview with an admissions representative, the prospective student will tour the facility and complete a pre-enrollment checklist. The admissions process will then continue with the completion of various forms including an enrollment agreement. (All of which must be signed and dated prior to the student’s scheduled enrollment date.) Upon being accepted into the program, each student will attend a mandatory “New Student Orientation”. (The student must attend Orientation before his or her scheduled enrollment date.) The “New Student Orientation” will review all necessary information, including but not limited to, rules and regulations of the institute, safety precautions, evacuation procedures, uniform policy, program objectives, and desired student characteristics. Following Orientation, each student must sign and date an Orientation Checklist confirming their compliance and understanding of the school’s policies.**

**PHYSICAL DEMANDS**

**The physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few demands to be aware of:**

 **1. Standing – is a large part of these professions; may cause varicose veins in years to come;**

 **2. Appropriate dress – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.**

**3. Shoes – support of legs and feet, comfortable and professional; must be closed in shoe – no open heels or toes.**

 **4. Posture – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.**

 **5. Sitting – feet on floor, back against chair back, improper sitting can cause back problems.**

**TRANSFER STUDENTS’ POLICY**

 **Transfer students in all programs must submit formal application for admission and adhere to the admission policy and procedures. Students must provide official documentation of all prior credits earned. Credit for previous education and training will be evaluated and granted, if appropriate. All course work will be shortened accordingly, and all records of previous education will be maintained in the student’s file It is up to the discretion of the school to accept any transfer credit/hours from another school. If the school chooses to accept any credits/hours the student will receive credit for previous training from an approved barber school with proper documentation and after being evaluated by a designated school official. During this period, the theoretical and practical abilities of the student will be graded on the clinical floor. The program can be modified proportionately upon review and approval by the Director.**

**The school does not recruit students already attending or admitted to another school offering similar programs of study, and the schools do not admit students attending high school. Tuition for transfer students is based on the hourly rate of program at time of enrollment at Scales Barber Academy, along with an enrollment fee. There will be an additional charge for books, kit, or supplies if needed by the student.**

**Transfer of Students between Programs within Institution**

**Students are allowed to transfer between programs within the institution as long as they are passing and have been making attendance regularly and have reached at least 250 hours. Students can transfer 500 hours from one program to another. Pay remaining fee and finish the mandatory 1000 hours.**

**Out of State Training**

**Credits for out of state training must be evaluated and approved by the State Board of Cosmetology prior to being accepted by the school. An institution’s accreditation does not guarantee that the credits earned at that institution will be accepted for transfer. Students must contact the admissions office of the receiving institution to determine what credits, if any, will be accepted.**

 **VA PREVIOUS EDUCATION & TRAINING**

 **Policy for granting credit for previous education and training: GI Bill ® education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.**

**REENTRY STUDENTS/INTERRUPTIONS**

 **A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. 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 Leave of Absence does not effect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. 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. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.**

**LEAVE OF ABSENCE POLICY**

 Leave of absence (LOA) can only be permitted to students with the following conditions:

* The leave of absence involves no additional charges by the School to the student.
* Multiple leaves are permitted, but the total of all LOAs are not to exceed 180 days in a 12-month period.
* The 12-month period begins the first day of the Leave of Absence.
* A request for a Leave must be submitted in writing through the Academic Advisor’s office. Documentation for the reason for the leave is required. The Leave will be approved in writing if the reason is determined to be necessary and valid.
* The request must be made in advance of the leave start date unless unforeseen circumstances don't allow for advance request.
* The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if :

a. The institution documents the reason for its decision;

b. The institution collects the request from the student at a later date; and

c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

* Reasons for a Leave of Absence includes, but are not limited to: documented medical injury or procedures, financial need, personal issues
* A reasonable expected return date must be established and approved.
* The leave may extend the student’s contract period and maximum time frame by the same number of days in the LOA. Changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties.
* Any payments owed to the school must continue being paid through the LOA.
* Any action of financial aid and credit/clock hours is put on hold until LOA is over.
* Student who was maintaining satisfactory progress and were granted a LOA will return in a Satisfactory Progress status. However, they will be evaluated at the next evaluation to determine if they are maintaining this status.
* Students who were on probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
* A student granted an LOA in accordance with this policy is not considered to have withdrawn and that no refund calculation is required at Students who were maintaining probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
* The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

 **180DAY REENTRY**

 Re-entry within 180 days refers to students who withdrew from the course at one time and returned to school within 180 days of that withdrawal date. This student is considered to be in the same payment period he/she was in at time of withdrawal. The student retains his/her original eligibility for that payment period, and is treated as though he/she did not cease attendance. The Schools reserve the right to refuse re-entering of 180 days to a student based on the circumstances that prevailed upon withdrawing the first time of entry.

**DATE OF DETERMINATION (DOD) AND LAST DAY OF ATTENDANCE (LDA)**

 The actual last date of attendance (LDA) would be the last day the student was physically in attendance which would be determined by the time clocked in and out for that particular student on that day. A date of determination on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student’s actual last date of attendance.

**REESTABLISHMENT OF 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 75% and

 2) Increasing cumulative attendance to 75%

**REENTRY STUDENTS/INTERRUPTIONS**

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. 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 Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. 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. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final. The school will charge a re- entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $150.00.” to “The school will charge a $50.00 re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination plus the registration fee of $100.00.”

**COURSE INCOMPLETE, REPETITIONS AND NON CREDIT REMEDIAL COURSES**

Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Progress Policy.

**STUDENT COMPLAINT/GRIEVANCE POLICY**

Any student, teacher, or interested party my file a complaint with the school, but all complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint. In accordance with the institution’s mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in a new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

 1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.

 2. The complaint form will be given to the school director.

3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

 4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

 5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

 6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school’s response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness’ testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable.

Note: The Student Grievance Policy has been outlined in a larger font to ensure it has been viewed accordingly. If you have any questions regarding this policy please see your school administrator.

The commissions Info

Mailing address is:

7840 Roswell Road

Building 300, Suite 325

Atlanta Ga 30350

Phone Number: (800) 917-2081

Website address is council.org

Mailing address is:

 237 Coliseum drive Macon, Ga 31217

Phone Number: (404) 424-9966

Website address is sos.ga.gov

**STUDENT TEACHER RATIO**

 **STUDENT TEACHER RATIO IS ONE Teacher PER sixteen STUDENTS (1:16).**

 **Scales Barber Academy will not certify VA students in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.**

 **Graduation Requirements**

**The following must be completed before graduation from all programs:**

 **1. Required clock hours. Master Barber= 1500 clock hours, Instructor = 750 clock hours, Refresher course = 600 clock hours**

**2. Required practical/clinical services (unit/credit hours).**

 **3. Demonstration of theory and practical competency with final grade of 75% in said course.**

 **4. Paid total school/student contract price and any additional fees in full.**

**DIPLOMA**

 **Students are issued a diploma from Scales Barber Academy upon satisfactorily completion of the graduation requirements. There is a $50.00 fee for each request for a duplicate diploma or transcript. Student records are only kept by the School for 5 years. Transcripts are kept indefinitely.**

**Attendance Policy**

**ATTENDANCE POLICY/PROGRESS**

**Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.**

 **All Students must attend a minimum of 80% of the cumulative scheduled hours to maintain Satisfactory Progress and to complete the course within time allowed. Time off for authorized leaves of absences will not be considered in the maximum time frame evaluation. All students are expected to be in attendance as specified in their registration contract. All students must complete their course within the maximum time frame or be charged $10.00 per hour for additional instructional hours to complete the course. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Only the School Director may exercise discretion in scheduling when a student is nearing the completion of the program. Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school. Any action to be taken would be determined by the school administration. During the maximum time frame, a student would have to complete the following hours during the following months to remain in satisfactory academic progress:**

**Program Hours and Duration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Total** **Hours** | **Hours Per****Week** | **Contracted****Months** | **Maximum****Timeframe** |
| **Master Barber F/T** | **1500** | **30** | **9-10** | **2250 hours= 16 mos.** |
| **Master Barber P/T** | **1500** | **16** | **18-20** | **2250= 35 mos.** |
| **Barber Instructor** | **750** | **30** | **7** | **1125 hours= 9.5 mos.** |
| **Barber 2** | **1140** | **30** | **7** | **1125=9.5****Mos.** |
| **Crossover** | **300** | **30** | **3-4** |  |
| **Dual Enrollment** | **1500** | **30** | **9-12** | **2250****Hours=16** |

**TARDINESS**

 A student is late if the student enters school one (1) minute after the beginning of scheduled session. Tardy students are not allowed into theory classes and must either leave the building or remain in the student break area until Theory classes are over. Students arriving to class one (1) hour after the start time are considered not present for the day/evening.

Clock hours are rounded to the nearest quarter hour.

Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Official. If a student is tardy more than five (5) times within a month, corrective action will be taken. Chronic tardiness will not be tolerated and may be grounds for dismissal. If a student arrives more than fifteen (15) minutes late for three (3) days, the student will receive an absence equal to one (1) full day.

 \*\*\*Excessive tardiness is unprofessional behavior and does not benefit the student in his/her goals to succeed after graduation. It will not be tolerated and may even be grounds for dismissal. \*\*\*

**ABSENTEEISM**

When our school starts to offer Federal funding students receiving funds under any Federal Title IV Financial Aid Program(s) MUST maintain satisfactory attendance in order to continue to be eligible for such funds. Should a life circumstance cause you to be absent, it is mandatory that you contact a School Official and provide documentation. If a student misses more than an average of 4 days per month, corrective action will be taken. Improvement will be expected immediately and must be maintained.

 **EXCUSED ABSENCES**

 The school reserves the right to require documentation for all absences. Students unable/unwilling to provide documentation for the absence shall have that absence treated as unexcused.

Regular class attendance is considered essential to the educational process and serves as an important trait that future employers consider in the hiring process. All students are expected to attend all classes. Valuable information will be missed and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction missed.

 Students’ attendance records will be maintained and hours of daily attendance and credits will be reported to the State Board of barbering and other appropriate regulatory and licensing organizations applicable on a regular basis.

 All absences must be made up in order to receive a diploma. Absences may be made up within the contracted enrollment period without financial penalty. An unexcused absence without acceptable documentation, may be made up within the contracted enrollment period. An excused absence is one where the student has an unavoidable conflict or health emergency that prevents him/her from attending class. In such a situation the student is then responsible for the following actions:

* Calling his or her instructor to inform them of the absence; and
* Providing a written explanation for the absence (including but not limited to, a doctor’s note for health issues).

Documented Excused absences that are acceptable to prevent unexcused absences are:

• Personal Sickness for immediate family. (Dentist or Doctor’s note required).

 • Death in immediate family member.

 • Jury Duty.

 • Documentation of court appearances.

 • Documentation of Social Service appointments.

 • Military reserve service/military job duties

. • Emotional trauma due to accident/injury or death to immediate family.

 • In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the School roster.

 \*Immediate family members consist of: mother, father, children, grandparents, spouse’s mother, father, children and grandparents.

 UNEXCUSED ABSENCES

 **Unexcused Absence**

 is one where the student misses school for a non-essential reason, and does not call to notify the instructor of his or her absence. A student is always responsible for notifying the school if he/she cannot attend. Any absence without preapproval or proof of an emergency (see excused absence section above) will be considered unexcused. If a student receives three (3) unexcused absences he/she will be placed under attendance supervision. In this case the instructor will provide written notice to the student and the school director. The instructor will also monitor the student’s attendance and hold a meeting with the student to discuss the school’s attendance policies.

**VETERAN’S ATTENDANCE POLICY**

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution’s existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (used VAF 22-1999b).

 Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances

are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

* Serious illness of the veteran.
* Serious illness of death in the veteran’s immediate family
* Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
* Active duty military service, including active duty for training.

**LEAVE OF ABSENCE POLICY**

 Any student who begins a period of leave of absence will be terminated from GI Bill ® education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for GI Bill® education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the GI Bill® education benefits and GI Bill® education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

**EXCUSED ABSENCES**

 Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence. VA students exceeding 3 unexcused absences in a month will be terminated from their VA benefits for unsatisfactory attendance. The student’s attendance record will be retained in then veteran’s file for USDVA and SAA audit purposes. MAKEUP WORK/HOURS P OLICY Make-up work or make-up hours are limited and at the discretion of the Institution. Make-up hours can be completed on Saturdays.

**Enrollment Policy**

All programs at Scales Barber academy begin monthly. New Student Orientations will be held the Tuesday before each class starts.

 School Calendar

|  |  |  |  |
| --- | --- | --- | --- |
| January -Every Tuesday | April- Every Tuesday | July- Every Tuesday | October- Every Tuesday |
| February- Every Tuesday | May-Every Tuesday | August-Every Tuesday | November- Every Tuesday |
| March- Every Tuesday | June- Every Tuesday | September- Every Tuesday | December- Every Tuesday |

School is closed on Sundays and Mondays

**School Calendar 2023**

**2023-24 Holidays**

* January 16 - Martin Luther King
* July 4 -Independence Day
* September 4 –Labor Day
* November 23 – November 23-27 Thanksgiving Break
* December –December 22-26 Christmas Break
* Daily Schedule (Full and Part Time)
* January 1- School Holiday

School calendar 2024-2025 Holidays

* January 1- – School Holiday
* January 16 – Martin Luther King
* July 4 - Independence Day
* September 4 – Labor Day
* November 28–December 2 Thanksgiving Break
* December 24–Jan2 Christmas Break Daily Schedule (Full and Part Time)
* January 1- School Holiday

**2023 Enrollment Dates**

February 6

April 3

June 5

August 7

October 2

December 4

**2024 Beginning Semester Dates**

February 5

April 1

June 3

August 5

October 7

December 2

**Daily Schedule (Full and Part Time) schedule “subject to change without notice.”**

9:00am– 10:14am Theory/Practical

10:15am – 10:30am Break (Optional)

 10:30am CLINIC FLOOR OPENS

 10:31am – 12pm Demo/ Clients/Cont’d Theory

 12 -12:30pm 1st Shift Lunch

 12:30 1pm PART-TIME SANITATION

 12:30 – 1pm 2nd Shift Lunch “Schedule subject to change without notice.”

 NO LUNCH after 1pm unless you were servicing a client.

 1 – 4:30pm Clients/Practical/Demonstration

 4:30 -5:00pm FULL-TIME SANITATION

**Emergency School Closure Policy**

In the event of the school needing to be closed due to an emergency, i.e., tornado, flooding, fire, snow, death, etc., the school will follow the Henry County District policy (if applicable) for closure and announce the message through means of radio/television giving students and customers full information for reopening dates.

**EVACUATION PROCEDURE**

During new student orientation, the student shall receive a diagram of the school which includes the location of all exits and fire extinguishers. There are exit signs posted, as well as diagrams of the school posted throughout. Evacuation procedures will be thoroughly explained in orientation.

 SAFETY REQUIREMENTS

Safety requirements are taught in depth daily, not only on a personal hygienic level, but also as to the laws that govern this profession. You will find yourself aware of safety, not only for yourself, but also for your clientele. The following procedures will be part of your education and will be emphasized in your orientation.

 A) Sanitation, Disinfection and Decontamination - your instructor will guide you as to the most effective as well as efficient method.

 B) The rubber gloves will be used while handling chemicals, etc.

 C) Loose hair on the floor is unsanitary and could cause slipping.

 D) Containers must be properly labeled and closed.

 E) Improperly dressed – can cause damage to clothing.

**Standards of Progress**

 **SATISFACTORY ACADEMIC PROGRESS POLICY**

 The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Scales Barber Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

 Refresher 300 clocked (actual) hours. An Academic year is 900 clock hours, Barbering Barber Instructor 0-280 Hours 0-250 Hours 281-1255 Hours 251-500 Hours 1256-1500 Hours 501-750 Hours Evaluation periods are based on actual hours completed. Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

 The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Total Hours | Hours Per Week | Maximum Timeframe |
| Barber F/T | 1500 | 34 | 2250 |
| Barber P/T | 1500 | 17 | 2250 |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. VA will be promptly notified, within 30 days, should any veteran or eligible person cease

to attend at the certified rate, withdraws or is terminated for any reason.

**ACADEMIC PROGRESS EVALUATION**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic will be monitored on a weekly basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory of better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% average on academic work to take the final exam to pass the attempted course. The student must pass a FINAL written and practical exam prior to graduation. Cheating on an examination will result in dismissal from the program. Students must make up failed or missed tests and incomplete assignments. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic class $100, advanced classes $200) VA Education Benefits Numerical grades are considered according to the following scale:

Grading System

90-100 A

 80- 89 B

75-79 C

 70-74 D

 69 and Below F

**DETERMINATION OF PROGRESS STATUS**

 Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. When our school offers Federal Funding students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation if applicable.

WARNING Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. When our school offers Federal Funding, if at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation (30 days) and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress after 60 days and not in good standing may be subjected to termination from the program.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

When our school offers Federal Funding students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

 **INTERRUPTIONS, COURSE Incomplete’s, WITHDRAWALS**

 If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

**APPEAL PROCEDURE**

 If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet the satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be retained, if applicable.

**NONCREDIT, REMEDIAL COURSES, REPETITIONS**

 Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school’s satisfactory academic progress standards.

**TRANSFER HOURS**

 With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

 To determine Satisfactory Progress for students who are attending the Barber program are monitored for both academics and attendance monthly. The students attending the Barber Instructor program are evaluated for both academics and attendance monthly. Students are

advised of their academic and attendance status via a progress report.

**GRADING System**

 1. Students must attend classroom instructions in the arts and science of barber. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.

 2. Training and the opportunity for the practice of all manipulative skills required in barber are provided by hands-on clientele and/or mannequins. Consistent skill evaluations will determine progress and reveal deficiencies where additional help is needed.

 3. A blending of interest, motivation, training, and knowledge in the scientific study and practice of Barber will help qualify students in their pursuit of either a Barber license. A total of 1,500 hours or 750 hours are required by the Georgia Professional Licensing Boards to be eligible for the state examination depending on the program selected.

 4. Implementing the course of study and accomplishing all of the foregoing objectives in the required allotted time, will develop students to the best of their ability for positions in the fields of Barber

 Students receive a numeric grade in both their theory and practical work. An overall average of 75% is required. The following represents the equivalencies of grades assigned:

**GRADING SYSTEM FOR Grading Symbol PRACTICAL AND THEORY**

|  |  |  |
| --- | --- | --- |
| Grading Symbol | Grading Scale Descriptions | Percentage Range |
| A | Student has consistently demonstrated characteristics that will stand out in the work environment. | 90-100% |
| B | Quality of student’s work ethics and performance is that of a good employee in the normal work environment. | 80-89% |
| C | Some standards were not met. Additional training in employability skills is recommended | 75-79% |
| D | No standards met | Below 70-74% Not PASSING |
| F | Failed | 69% and below Not PASSING |

**MONTHLY PROGRESS ASSESSMENTS**

 Each month students will meet with their instructor or program director to review academic progress towards completion of their program. This review is not the same as stated in the Satisfactory Academic Progress Policy or “SAP” Policy), but simply a review of the monthly and cumulative academic progress. During this review, students will be given information about their monthly and cumulative scheduled versus attended hours, grade average, and an opportunity to discuss any academic issues. If a student is struggling in any area, an academic plan will be created to assist the student in meeting the cumulative grade average and attendance requirements.

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation.

 **Determination of Progress Policy**

* Definition of minimum requirements: accumulative 75% average on attendance, theory, and practical grades
* Evaluations of attendance, theory grades, practical grades and overall ethical progress will be conducted by the Instructor every month.
* Students meeting minimum requirements at evaluation will be considered making satisfactory progress until next scheduled evaluation.
* Students failing to meet minimum progress requirements at time of evaluation will be placed on 1st time probation until next scheduled evaluation (one month later). During the 1st time probation period, students’ financial aid funds will be dispersed upon eligibility. At the end of the 1st time probationary period, the student’s progress will be reevaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be placed on 2nd time probation.
* Second (2nd) time probation consists of a period of one month. During 2nd time probation financial aid funds are not disbursed. At the end of the 2nd time probationary period, the students’ progress will be re-evaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student’s financial aid will be suspended until such grades and/or attendance are satisfactory.
* If the student is still determined as making unsatisfactory progress, he/she can remain in school but is responsible for paying tuition until they achieve satisfactory progress.

**VA Education Beneficiaries Standards of Progress:**

Student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes $100, advanced classes $200). Cheating on an examination will result in dismissal from the program.

 Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for GI Bill® benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran’s Attendance Police Attached.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have GI Bill® education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

 Grading System

90-100 A

80-89 B

 75-79 C

70-74 D

 69 and below F

**VA Education Beneficiaries Appeal Procedures:**

If a student is determined NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school director with supporting documentation within 2 business days including reasons why the determination should be reversed and a request for re-evaluation. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance with in 30 days of reinstatement will be terminated from school once terminated from school the student can reply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses. Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress.

 **Tuition and Expenses**

FINANCIAL INFORMATION \*THE APPLICATION FEE IS $50.00

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| location | Course | Application Fee | Enrollment Fee | Books/Kit | Tuition | Total | Hours |
| McDonough, Ga | Master Barber | $50 | $1500 | Included in enrollment fee | $18,450 | $20,000 | 1500 |
| McDonough, Ga | Crossover | $50 | $1500 | Included in enrollment fee | $3,700 | $5,250 | 300 |
| McDonough, Ga | Barber Instructor | $50 | $1500 | Included in enrollment fee | $9,250 | $10,800 | 750 |
| McDonough, Ga | Dual Enrollment | $50 | $1500 | Included in enrollment fee | $18,450 | $20,000 | 1500 |
| McDonough, Ga | Barber 2 | $50 | $1500 | Included in enrollment fee | $14060 | $15,610 | 1140 |
|  |  |  |  |  |  |  |  |

**TERMS OF PAYMENT/ Financial Assistance**

 Individual financing and payment programs are available. The school offers funding options to assist students with tuition costs if available at the time. This payment program is a no interest loan in which payment arrangements are made to the school. The student is responsible for making the payment on a timely basis. If the payments are not received per contracted, the loan will go into default, the student shall be suspended from the course of study and in some cases a collection agency will be retained to further collect debt owed. If collection agency is used, the student is responsible for all debts incurred from collecting said debt. Monthly payments vary according to down payment and amount of time (months) student agrees to finance his/her balance. The school also accepts credit cards for tuition payments. Veteran's Education Benefits are also available to those who qualify.

**EXTRA INSTITUTIONAL CHARGES**

 Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional $125.00 per month until completed. If a student must attend school for a longer period than initially contracted, and longer than the maximum allotted time frame for the course of study he/she is enrolled, there will be a required fee of $125.00 per month needed to complete the course. (This does not include any students who have withdrawn and re-entered the course of study. It also exempts students who have been granted an official leave of absence.) Student who has withdrawn from the program and later decides to re-enter may do so under certain conditions. Any student wishing to re-enter the program in which they were previously enrolled will be charged a onetime re-entry fee of $100.00

**ADDITIONAL STUDENT EXPENSES**

 When a student enrolls in Barber/Instructor/ Refresher Course at Scales Barber Academy l, the program necessities such as books, kits, and supplies (relating directly to the course of study), are included in the tuition & fees and provided by the institution. There are, however, a few other items to consider that will be necessary to the program at the student’s cost. The following are some examples of such items:

* A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student, and may be used in The School.
* If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.
* Each student is expected to wear the proper assigned uniform every day.
* Each student is expected to wear the appropriate footwear every day.
* Transportation costs.
* School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)

 Please Note: These are examples of various fees and expenses, and are not limited to the above items listed. Expenses may vary upon the student’s needs.

 **SCHOLARSHIPS**

Scholarships are awarded but are limited based on available funds at the time for persons applying for entrance to Scales Barber Academy.

**Cancellation and Refund Policies**

Our institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment of which they have been charged. Refunds are made without requiring a request from students. We also do not keep more than $100 for a student that does not start class. Since students pay out of pocket, they are only credited for the hours they pay for an attend. If students are behind on payments their account will be placed on a temporary hold until they can catch up on their payments. Holds on account include on hours, grades, and receiving a transcript. VA Refund policy for individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata basis. Any amount in excess of $10.00 for an enrollment or registration fee will also be prorated.

* + 1. *Official Cancellation/Withdrawal* - Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

 a. An applicant not accepted by the school, shall be entitled to a refund of all monies paid.

 b. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels the student’s contract and demands the student’ money back in writing, within three (3) business days of the signing of the enrollment agreement/contract, all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.

 c. If a student cancels their contract after three (3) business days after signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid to the school. The only, money the school will keep is the application fee.

 d. A student notifies the institution of his/her withdrawal.

 e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or

 f. A student is expelled by the school.

g. In type 2,3,4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

 2. Any monies due a student who unofficially withdraws from the institution shall be refunded within forty-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are determined by the institution according to the attendance policy.

 3. When situations of mitigating circumstances are in evidence, to include cases of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both parties.

 4. All extra costs, such as books, equipment, etc., which are not included in the tuition price are nonrefundable items.

5. A withdrawal fee of $150.00 will be charged.

 6. When our school offers Federal funding, students receiving Title IV Funds, the new law specifies that when a student withdraws from the school the new formula for calculating the return of Title IV funds be applied. The return of funds will be calculated on cost per payment period. If the student received more assistance than the student earned, the excess funds must be returned by either the school, or the school and student.

 7. When our school offers Federal funding the refund calculation will comply with the Title IV calculation and the institutional refund policy per school/student contract.

 8. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student’s last day of physical attendance in the school. COURSE

**CANCELLATION POLICY**

 If a course is canceled subsequent to a student’s enrollment, and before instruction in the course has begun, the school shall at its option:

 a. Provide a full refund of all monies paid; or

b. Provide completion of the course If a course and/or program is canceled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

 Provide a full refund of all monies paid; or . Provide completion of the course and/or program. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or Provide completion of the course and/or program; or Participate in a Teach-Out Agreement; or Provide a full refund of all monies paid. \_ If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option: Provide a pro rata refund; Participate in a Teach-Out Agreement.

**TUITION REFUND GUIDELINES**

Refund Policy

The refund policy for students is during the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition

After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition

After the first 25% of the period of the financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition

After the first 50% of the period of financial obligations, the institution may retain all of the tuition

 For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

 Students who withdraw or terminate prior to course completion will be charged a cancellation or administrative fee in the amount of $150.00. This refund policy applies to tuition and fees charged in the Student Enrollment Agreement & Contract. Other miscellaneous charges the student may have incurred at The School will be calculated separately at the time of withdrawal/termination. All fees are identified in the Student Enrollment Agreement & Contract

 If a student has questions or concerns regarding tuition and financing, please see the school director or administrative staff member to set up a meeting.

Please Note: All contracts signed by the student and Scales Barber Academy are binding with the terms set forth and agreed upon by both parties. No changes may be made to any contracts without approval. If a change must be approved, a new contract will be drawn up and both parties must sign.

 **SCHOOL CLOSURE POLICY**

 If the school should close permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, any applicable teach-out plan for students must comply with the following requirements:

 a. The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, and which has no business connection with the original institution.

 b. The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.

c. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.

 d. The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise the availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.

e. This school shall dispose of school records in accordance with state laws.

**VA Beneficiary students Refund Policy**

Refund Policy. For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of $10.00 for an enrollment fee will also be pro-rated.

**LEGAL MATTERS**

 **ARBITRATION**

 If a situation should arise that requires further investigation or additional testimony requiring outside influence, it may become necessary to resort to arbitration. At the written request of Scales Barber Academy, after the student has been served notice of that request, any controversy between the parties to this agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. Cost of the arbitration shall be borne equally. The judgment rendered shall be final and binding on both parties and may be entered in any court having jurisdiction.

**LEGAL & COLLECTION FEES**

 In any legal action or arbitration between the parties arising out of this agreement, Scales Barber Academy, if it prevails, shall be permitted to recover its reasonable attorney fees in addition to any relief to which it may be entitled. Scales Barber Academy will also be entitled to recover any attorney or collection agency fees as well as interest associated with the collection of delinquent account of the student.

**LIQUIDATION DAMAGES**

Scales Barber Academy and the student enrolled agree if the School is found to have breached, to the student’s substantial detriment, a material provision of the Student Enrollment Agreement & Contract, then the School must pay a sum up to an amount equal to any non-refunded tuition payment to the student, or student’s lender (in the case of a loan), or appropriate government agency (in the case of a grant) as liquidated damages. Enrollment time is defined as the time elapsed between the actual start date and the date of the student’s last day of physical attendance in school. Any monies due to the student/applicant will be refunded within thirty days of formal cancellation by the student. If formal termination is made by the school (which shall occur no later than thirty days after the last day of physical attendance) all monies will be refunded within thirty days. In the case of a formal Leave of Absence, the scheduled date of return will take the place of the last day in attendance, and the student shall be refunded within thirty days of the student’s scheduled return date. If a course is cancelled following the student’s enrollment, the school shall provide a full refund of all monies paid, or provide completion of the course for which the student has enrolled.

**CONFIDENTIALITY AGREEMENT**

 Upon enrollment each student is required to sign a confidentiality agreement. The confidentiality agreement states the following: The student agrees to all terms set forth below by Scales Barber Academy (hereafter known as “The School”). The student understands he/she will have access to and knowledge of certain confidential information. This confidential information may include, but is not limited to student information, school information, pricing, customer information, data, supply sources, techniques, methods, product information, school standards, school policies, and other confidential and/or proprietary information belonging to The School or its employees, students, and customers (hereafter known as “Confidential Information”). Confidential Information may be in any form, including but not limited to; observation, data, written material, record, documentation, drawings, photographs, computer programs, software, discovery, development, improvement tools, machines, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, product, business, and finances of The School, and its affiliates, students, employees, and/or customers. The student also understands that access to all Confidential Information is granted on a need-to-know basis. A need-to-know basis is defined as information access that is required in order to perform work. The student must affirm he/she will refrain from disclosing Confidential Information to any third party including but not limited to; friends, relatives, co-workers/peers except as permitted by The School pursuant to policies and applicable law. The student must assert to protect all Confidential Information, while engaged by The School and after completion of services/hours. The student agrees all Confidential Information remains property of The School and may not be removed or retained by any student upon completion of hours unless otherwise approved by The School, policies, or specific agreements, or arrangements applicable to the obligations as a student of The School. The student must refrain from any form of libel, slander, misuse, or misrepresentation of any kind pertaining to The School. All Confidential Information shall stay off any social media of any kind.

State Legal Requirements for Eligibility for Licensee

* Graduated from a 1500- Hour Georgia training Program.
* Pass National Theory and Georgia State Practical Licensing exam.
* Submit a Georgia master Barber License application to the Board.
* Explore your career options and keep your license current.

**Career Planning CO-OP Participation Policy LICENSING**

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Licensing Examination administered by the Georgia State Board of Barber. Barber shop Academy staff will assist graduates with completing the necessary paperwork to apply to take both sections of the state exam – Theory and Practical. Students will also receive a certificate of completion once program is satisfactorily completed.

**EMPLOYMENT OPPORTUNITIES**

 Barbers are always in-demand with the career to grow at a rate of 18% from 2020 to 2030 according to <https://learn.org/articles/Barber_Job_Duties_Employment_Outlook_and_Training_Requirements.html#:~:text=The%20U.S.%20Bureau%20of%20Labor,www.bls.gov>

 .

Barbershops are hiring trained barbers with hands- on training and on the job experience.

Overall employment of barbers is growing much faster than the average for all occupations. Roughly 93,800 openings for barbers are projected each year on average over a decade according to [https://myfuture.com/career/barbers#](https://myfuture.com/career/barbers)

Being a barber can be very awarding. Barbers can make between $27,355 to $47,242 annually but that does not include gratuities and tips according to <https://www.salary.com/research/salary/benchmark/barber-salary>

**CAREER OPPORTUNITIES**

There are many opportunities for individuals entering the industry under the realm of Barber Field. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Georgia Master License in these fields, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist or makeup artist. Teacher Trainees have the opportunity to teach in privately owned schools or technical colleges related to the field of Barbering.

 In the barbering field, you have chosen a career path with endless opportunity. In this profession, you are guaranteed flexibility in areas such as, work hours, independence, and practice location and types. There are many variations . Both full-time and part-time work hours are acceptable. With such flexibility you may choose to work for yourself or someone else. Barber, Hair Designers, Nail Technicians, Barbers, Esthetics and Instructors practice in a variety of setting and locations. Listed below are some examples:

* cruise ships
* office in home
* clinics
* nursing homes
* hotels
* resorts
* franchises
* resorts
* salons
* movie industry
* dermatologist offices
* hospitals
* private & public institutions
* spas

**PLACEMENT/EMPLOYMENT**

 The school does not guarantee employment. This depends entirely upon each student. All graduates of our schools are encouraged to request our staff to assist them in securing a position. Those students, who are highly motivated, serious and are ready to work towards really learning this profession, are in demand. The majority of the students attending will secure employment due to their education received at these schools. The schools have constant telephone inquiries from employers about our graduates. Due to the ever increasing dollars spent in the beauty industry, students have an excellent opportunity to obtain a position.

 **Programs Offered**

**Master Barber**

Course Description

History and Fundamental of Barbering

The student will learn the history and fundamentals of barbering. They will learn the origin of the barber pole.

Elementary Chemistry Relating to Sterilization, Sanitation, Bacteriology, and Hygiene
Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

Barber Implements

Student will learn the principal tools and implements used in the practicing of barbering. Student will learn the correct techniques for holding combs, shears, clippers and razors.

Shaving

Student will learn the sanitation and safety precautions associated with straight razor shaving. Student will learn the 14 shaving areas of the face.

Skin, Scalp and Hair

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

Haircutting, Hairstyling and Hair Setting

Student will learn the art and science of men’s haircutting and hairstyling. Student will learn the importance of the client consultation.

Hairpieces (Sales and Service)

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and

remove a hair replacement.

Chemical Theory (Permanent Waving, Hair Coloring, Bleaching and Straightening)
Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

Manicure and Nail Care

Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases.

Anatomy, Physiology & Systems Structure of the Head, Face and Neck, including Muscles and Nerves
Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students

will learn the important muscles of the head, face, and neck that relate to barbering services.

Makeup and Skin Care

Student will learn the appropriate facial and makeup products.

Theory of Massage and Facial Treatment

Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

Disorders of The Skin, Scalp and Hair

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

Barber Law, Rules and Regulations

Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

Business Management and Salesmanship

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

Preparation for Seeking Employment

Student will learn industry positions available for barbering. Student will learn how to write and resume and perform a job search.

Chemical & Permanent Waves

Student will learn the different types of permanent waves.

Hair Relaxer

Student will learn the two most common types of relaxers. 19

Hair Coloring, Bleaching and Toning

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair.

Manicures

Student will learn how to use each nail cosmetic and what ingredient it contains.

Physical
Shampooing and Rinses
Student will learn a shampoo service. Student will scalp massage techniques and treatments.

Hair Care and Scalp Care

Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

Haircutting (Male and Female)

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting.

Shaving (Beards and Mustaches)

Student will learn how to shave/ trim beards and mustaches.

Hairpiece-Fitting

Student will learn how to fit and cut in a hair replacement system.

Hairstyling

Student will learn basic hairstyling techniques.

Facials & Makeups

Student will learn how to apply make-up and skin care products. Student will learn facial and makeup treatment equipment.

Manicures

Student will learn basic manicure and hand massage procedures.

**Master Barber School Curriculum**

The curriculum for students in a school of barbering for a complete course of at least nine (9) Months totaling fifteen hundred (1500) hours of training shall be as

follows:
(a). Each school or licensed instructor shall require each student to obtain 280.

total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

(i) chemistry (the basics of physical and chemical changes); (ii) cleansing and disinfection;
(iii) hygiene and good grooming;
(iv) laws and rules.

2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

3.

(i) hair analysis.

(ii) scalp condition;
(iii) treatments;
(iv) proper procedure of shampooing (towel application, draping); (v) knowledge of shampoo formulas;
(vi) water temperatures.

Shaving - 25 hours:
(i) shaving (proper handling technique of straight razor learning

the fourteen (14) stroke process)
Coloring of Hair -25 hours: Shall include instruction by a licensed.

4.
instructor in the following subjects:

(i) bleaching;
(ii) high and low lighting.

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(iii) permanent color;
(iv) semi-permanent color; and (v) temporary rinse.

5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:

(i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and

(ii) 35 hours of training on mannequins.
6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a

licensed instructor in the following: (i) theory of facial massage.

(ii) equipment; and (iii) facial treatments.

7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects: the chemistry of permanent wave solution;
technique of placing wave rods on client heads; and

(b). When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:
1. Theory - 200 hours;
2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

(i) proper handling of instruments; (ii)improper handling of instruments;
(iii) training on mannequins and live models

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:

(i) proper handling of instruments;
(ii) proper disposal of razor blades in sharps container in accordance with the provisions of O.C.G.A. § 12-8-20, et seq., and the Rules for Solid Waste Management, Chapter 391-3-4-.15(e) applicable to razor blade

disposal in solid waste.

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(iii) Improper handling of instruments;
(iv) training on mannequins and live models.

4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:

(i) proper procedure of shampooing; (ii) knowledge of shampoo formulas; (iii) water temperature.

5. facial Hair Design and Waxing - 10 hours = 30 applications

6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:

(i) hair analysis;
(ii) scalp conditions; (iii) treatments.

7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:

(i) the chemistry of cold wave solution relaxers and reaction;
(ii) techniques of placing cold wave rods on client's head;
(iii) chemistry of color, technique of color and chemical action of hair color.

8. Additional instructions at the discretion of the instructor - 200 hours.

**EVALUATION PROCEDURES**

 The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are responsible for academic assignments and a minimum number of practical experiences. Academic assignments are evaluated after each subject. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (The computer system will reflect completion of the practical assignment as a 100% rating.) if the performance does no meet satisfactory requirements, it is not counted, and the performance must be repeated. There will be a minimum of two comprehensive practical skill evaluations conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria adopted by the school.

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| --- | --- | --- |
| Grading Symbol | Grading Scale Descriptors | Percentage Range |
| A | Student has consistently demonstrated characteristics that will stand out in the work environment. | 90-100% |
| B | Quality of student’s work ethics and performance is that of a good employee in the normal work environment. content and equipment. | 80-89% |
| C | Some standards were not met. Additional training in employability skills is recommended.  | 75-79% |
| D | No standards met | Below 70-74% Not PASSING |
| F | Failed | 69% and below Not PASSING |

**Instructor Course Description**

COURSE OBJECTIVES

The objective of this program and curriculum is to prepare the student to become a licensed barber instructor. Upon the completion of 1500 clock hours, a student can enroll in the instructor program. A student must accumulate 750 additional hours to complete the instructor program if needed. A licensed barber that has been licensed for 1 year or more must complete 750 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination.
Persons receiving instructor training in a barber school must spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. Persons receiving instructor training shall be furnished a teacher training manual.

Course Outline

* Theory
* Facial
* Scalp treatment
* Hair styling
* Hair drying
* Shampooing
* Permanent waving
* Desk receptionist, purchasing supplies, composing questions 7grading student's paper.
• Salesmanship
• Chemical
• School procedures
• Lectures and demonstration
• Floor Supervision
• School records, student enrollment, collections, and office work.

Grading

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

Letter Grade Excellent Above Average

Below Satisfactory Progress

Range 90-100 80-89 70-79 0-69

Barber Instructor Training Curriculum

(1) Persons receiving instructor training in a barber school must spend all their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. (3) Persons receiving instructor training shall be furnished a teacher training manual.
(4) The curriculum in a school of cosmetology or barbering for an instructor training course must include at least one (1) year and a total of 750 hours of training as follows:

(a) General Education = (250) -(250 credit/250 clock hours): All practice teaching must be supervised by a licensed instructor.

1. Cosmetology and Barber Laws, rules and regulations - (25 credit/25

clock hours).

2. Principles of teaching Barbering - (200 credit/200 clock hours);
(b) Teaching techniques and audio-visual aids = (250) -(250 credit/250 clock hours):

1. Curriculum development;
2. Lesson plans and presentations;
3. Classroom management and discipline; 4. Demonstrations and lectures;
5. Various methods of evaluation.

(c)Practice teaching = (250) -(250 credit/250 clock hours)

 **Barber Instructor**

BARBER INSTRUCTOR EDUCATIONAL OBJECTIVES

The objective of the Barber Instructor Program is to provide the barbers with the knowledge of teaching principles of Barber as a profession. Emphasis is placed on the aspects of theory and practice of Barber in the teaching of the skills. Instructor trainees will be always under the direct supervision of a licensed instructor. The curriculum in this school of Barber for the instructor training course shall be completed within one (1) calendar year and 750 clock hours of training as stated below:

BARBER INSTRUCTOR PROGRAM REQUIREMENTS

The Barber Instructor’s course consists of 750 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules and regulations of the State Board. The remaining 500 hours are spent in the clinic area, where you gain practical experience. Here you can put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia requirements for technical and practical criteria.

Teaching Techniques and Audio-Visual Aids HOURS REQUIRED

 \* Curriculum development. 45 clock/credit

 \* Lesson plans and presentations 45 clock/ credit

 \* Classroom management and discipline 45 clock/ credit

 \* Demonstration and lecturing 45 clock/ credit

 \* Various methods of evaluation 45 clock/ credit

 225 clock/ credit

 General Education

 \* State Barbers Board

 a. Laws, rules and regulations 25 clock/ credit

 b. Principles of teaching Barber 150 clock/ credit

 c. Principles of teaching nail care 37.50 clock/ credit

d. Principles of teaching esthetics 37.50 clock/ credit

 250 clock/ credit

 Practice Teaching

• To include all aspects of practical teaching of

Skills needed for Barbering 275 clock/ credit

 Total Curriculum Hours 750 clock/ credit hour

 BARBER INSTRUCTOR TRAINING SUPPLIES:

 1. Milady Master Educator Training Manual

2. Milady Master Educator Exam Book

 3. Current Edition of Milady Barber Textbook and Workbooks

4. Lab Coat

**GRADING SYSTEM FOR Grading Symbol PRACTICAL AND THEORY:**

|  |  |  |
| --- | --- | --- |
| Grading Symbol | Grading Scale Description | Percentage Range |
| A | Student has consistently demonstrated characteristics that will stand out in the work environment.  | 90-100% |
| B | Quality of student’s work ethics and performance is that of a good employee in the normal work environment.  | 80-89% |
| C | Some standards were not met. Additional training in employability skills is recommended. | 75-79% |
| D | No standards were met | Below 70-74%Not passing |
| F | Failed | 69% and belowNot passing |

Note: Curriculum content and equipment is subject to review and change at any time.

Dual Enrollment

Course Description

History and Fundamental of Barbering

The student will learn the history and fundamentals of barbering. They will learn the origin of the barber pole.

Elementary Chemistry Relating to Sterilization, Sanitation, Bacteriology, and Hygiene
Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

Barber Implements

Student will learn the principal tools and implements used in the practicing of barbering. Student will learn the correct techniques for holding combs, shears, clippers and razors.

Shaving

Student will learn the sanitation and safety precautions associated with straight razor shaving. Student will learn the 14 shaving areas of the face.

Skin, Scalp and Hair

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

Haircutting, Hairstyling and Hair Setting

Student will learn the art and science of men’s haircutting and hairstyling. Student will learn the importance of the client consultation.

Hairpieces (Sales and Service)

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and

remove a hair replacement.

Chemical Theory (Permanent Waving, Hair Coloring, Bleaching and Straightening)
Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

Manicure and Nail Care

Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases.

Anatomy, Physiology & Systems Structure of the Head, Face and Neck, including Muscles and Nerves
Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students

will learn the important muscles of the head, face, and neck that relate to barbering services.

Makeup and Skin Care

Student will learn the appropriate facial and makeup products.

Theory of Massage and Facial Treatment

Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

Disorders of The Skin, Scalp and Hair

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

Barber Law, Rules and Regulations

Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

Business Management and Salesmanship

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

Preparation for Seeking Employment

Student will learn industry positions available for barbering. Student will learn how to write and resume and perform a job search.

Chemical & Permanent Waves

Student will learn the different types of permanent waves.

Hair Relaxer

Student will learn the two most common types of relaxers. 19

Hair Coloring, Bleaching and Toning

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair.

Manicures

Student will learn how to use each nail cosmetic and what ingredient it contains.

Physical
Shampooing and Rinses
Student will learn a shampoo service. Student will scalp massage techniques and treatments.

Hair Care and Scalp Care

Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

Haircutting (Male and Female)

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting.

Shaving (Beards and Mustaches)

Student will learn how to shave/ trim beards and mustaches.

Hairpiece-Fitting

Student will learn how to fit and cut in a hair replacement system.

Hairstyling

Student will learn basic hairstyling techniques.

Facials & Makeups

Student will learn how to apply make-up and skin care products. Student will learn facial and makeup treatment equipment.

Manicures

Student will learn basic manicure and hand massage procedures.

Dual Enrollment

The curriculum for students in a school of barbering for a complete course of at least nine (12) Months totaling fifteen hundred (1500) hours of training shall be as

follows:
(a). Each school or licensed instructor shall require each student to obtain 280.

total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

(i) chemistry (the basics of physical and chemical changes); (ii) cleansing and disinfection;
(iii) hygiene and good grooming;
(iv) laws and rules.

2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

3.

(i) hair analysis.

(ii) scalp condition;
(iii) treatments;
(iv) proper procedure of shampooing (towel application, draping); (v) knowledge of shampoo formulas;
(vi) water temperatures.

Shaving - 25 hours:
(i) shaving (proper handling technique of straight razor learning

the fourteen (14) stroke process)
Coloring of Hair -25 hours: Shall include instruction by a licensed.

4.
instructor in the following subjects:

(i) bleaching;
(ii) high and low lighting.

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(iii) permanent color;
(iv) semi-permanent color; and (v) temporary rinse.

5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:

(i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and

(ii) 35 hours of training on mannequins.
6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a

licensed instructor in the following: (i) theory of facial massage.

(ii) equipment; and (iii) facial treatments.

7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects: the chemistry of permanent wave solution;
technique of placing wave rods on client heads; and

(b). When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:
1. Theory - 200 hours;
2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

(i) proper handling of instruments; (ii)improper handling of instruments;
(iii) training on mannequins and live models

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:

(i) proper handling of instruments;
(ii) proper disposal of razor blades in sharps container in accordance with the provisions of O.C.G.A. § 12-8-20, et seq., and the Rules for Solid Waste Management, Chapter 391-3-4-.15(e) applicable to razor blade

disposal in solid waste.

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(iii) Improper handling of instruments;
(iv) training on mannequins and live models.

4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:

(i) proper procedure of shampooing; (ii) knowledge of shampoo formulas; (iii) water temperature.

5. facial Hair Design and Waxing - 10 hours = 30 applications

6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:

(i) hair analysis;
(ii) scalp conditions; (iii) treatments.

7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:

(i) the chemistry of cold wave solution relaxers and reaction;
(ii) techniques of placing cold wave rods on client's head;
(iii) chemistry of color, technique of color and chemical action of hair color.

8. Additional instructions at the discretion of the instructor - 200 hours.

EVALUATION PROCEDURES

 The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are responsible for academic assignments and a minimum number of practical experiences. Academic assignments are evaluated after each subject. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (The computer system will reflect completion of the practical assignment as a 100% rating.) if the performance does no meet satisfactory requirements, it is not counted, and the performance must be repeated. There will be a minimum of two comprehensive practical skill evaluations conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria adopted by the school.

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| --- | --- | --- |
| Grading Symbol | Grading Scale Descriptors | Percentage Range |
| A | Student has consistently demonstrated characteristics that will stand out in the work environment. | 90-100% |
| B | Quality of student’s work ethics and performance is that of a good employee in the normal work environment. content and equipment. | 80-89% |
| C | Some standards were not met. Additional training in employability skills is recommended.  | 75-79% |
| D | No standards were met | Below 70-74%Not passing |
| F | Failed | 69% and belowNot passing |

**Barber II Curriculum**

The curriculum for students in a school of barbering for a complete course of at least seven (7) months totaling one thousand one hundred and forty (190 curriculum + 950 practical = 1140) hours of training shall be as follows
(a) Each school or licensed instructor shall require each student to obtain 190 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

(i) chemistry (the basics of physical and chemical changes) (ii) cleansing and disinfection
(iii) hygiene and good grooming.

(ii) laws and rules.
2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours:

Shall include instruction by a licensed instructor in the following subjects (i) hair analysis.

(ii) scalp condition;
(iii) treatments;
(iv) proper procedure of shampooing (towel application, draping);

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(v) knowledge of shampoo formulas.

(vi) water temperatures. 3. Shaving - 25 hours:

(i) shaving (proper handling technique of straight razor learning the fourteen (14) Stroke process).

(ii) proper disposal of razor blades in sharps containers
4. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed.

instructor in the following:

(i) proper handling of implements (razor, shears, clippers, trimmers, edgers);

and
(ii) 35 hours of training on mannequins.

5. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

(i) theory of facial massage; (ii) equipment; and
(iii) facial treatments.

(b) When a student has completed 190 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 190 hours of training, the curriculum shall be as follows:

1. Practical Theory - 200 hours.

2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

(i) proper handling of instruments;
(ii) improper handling of instruments;
(iii) training on mannequins and live models.

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:
(i)proper handling of instruments;
(ii)proper disposal of razor blades in sharps containers

(iii)improper handling of instruments;
(iv)training on mannequins and live models.
4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:
proper procedure of shampooing;
knowledge of shampoo formulas;
water temperature.

l5. Facial Hair Design and Waxing - 10 hours = 30 applications:
6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:
hair analysis;
scalp conditions;
treatments.
7. Additional instructions at the discretion of the instructor - 200 hours.

**Cross-Over Licensing**Cross-Over Licensing Requirements fo a Master Cosmetologist to Become a Master Barber
In order to be licensed as a master barber, a person licensed as a master cosmetologist must pass the master barber examination. Before taking the examination, a master cosmetologist must submit proof of successfully complete a total of 300 credit hours of training in a board approved cosmetology school in the following subjects:

(a) Theory - 60 hours;
(b) Hairstyling techniques and clipper cutting - 115 hours = 230 applications; (c) having and trimming beards - 50 hours = 30 hours shaving=60

applications/20 trims = 60 applications;
(d) Additional Instructions - 75 hours

Cross-Over Licensing Requirements for a Master Barber to Become a Master Cosmetologist
In order to be licensed as a master cosmetologist, a person licensed as a master barber must pass the master cosmetologist examination. Before taking the examination, a master barber must submit proof of successfully completing a total of at least 300 credit hours of training in a board approved cosmetology school in the following subjects:

(a) Hairstyling = (25) - (25 credit hours):
1. marcel iron and comb-out - (10 credit hours required - &frac12: credit

hours for 20 applications);
2. finger waves - (10 credit hours required - &frac12: credit hour for 20

applications);
3. pin curls - (5 credit hours required - &frac12: credit hour for 10

application);
4. hair designing (47.5 credit hours)

(i) braiding (15 credit hours required - 1 service application hour/15 applications)

(ii) extensions and weaving (20 credit hours required - 2 service application hours/10 applications

(iii) twist/locks (12.5 - &frac12; service application hour/25 applications (b) Nail care = (180) - (35 credit hours and applications are to apply to full sets only):

1.manicures, pedicures, and nail sculpting = (90) - (90 service application 27

**Federal Financial Aid**

When our school offers Federal funding, Federal financial aid programs authorized under Title IV of the Higher Education Act of 1965 offer grants and loans to bridge the gap between what the student and family can provide and what it will cost to attend SBA.

**Federal Pell Grant**

Federal Pell Grants are grants to help undergraduate students pay for their education. These grants provide a “foundation” of financial aid, to which aid from other Federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The grants range up to $6,095.00 for the 2018 – 2019 award year and $6,195.00 for the 2019-2020 award year. The size of grant you receive will depend on your EFC number, how long you will be enrolled during the academic year, and the cost of education at SBA. An “academic year” is defined as 30 weeks and 900 hours.

**Student Loans**

Many students rely on Federal government loans to finance their education. These loans have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms.

The Federal loan offered by SBA for students is called the **Stafford Loan** and is distributed through the **Federal Direct Student Loan Program (FDSLP)**, which is administered by "Direct Lending Schools.”

Our institution currently participates in the FDSLP loan program for student and parental loans.

All Stafford Loans are either **subsidized** (the government pays the interest while you're in school) or **unsubsidized** (you pay all the interest, although you can have the payments deferred until after graduation). To receive a subsidized Stafford Loan, you must be able to demonstrate financial need.

With the unsubsidized Stafford loan, you can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students who are eligible for Title IV assistance, regardless of need, are eligible for the unsubsidized Stafford Loan. Stafford Loans allow dependent undergraduates to borrow up to $5,500 for a full academic year. Independent students and dependent students whose parents have been turned down for a PLUS loan can borrow up to an additional $4,000 for a full academic year.

**PLUS Loans**

Parents of dependent students can take out loans to supplement their children's aid packages. The Federal Parent Loan for Undergraduate Students (PLUS) allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. Like the Stafford Loan, PLUS loans are either FFELP (provided by private lenders, such as banks) or Direct (funds provided by the government). PLUS loans are the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS loan, but fails to make the payments on time, the parents will be held responsible.

For purposes of qualifying for a Direct PLUS Loan, you’re considered to have an adverse credit history if

(i) you have one or more debts with a total combined outstanding balance **greater than $2,085** that are 90 or more days delinquent as of the date of the credit report, or that have been



All applicants for Direct PLUS loans must complete counseling on the U.S. Department of Education’s website, www.studentloans.gov. Parent PLUS Loan borrowers cannot have an adverse credit history and will have to have a credit check performed on them. A credit check for a PLUS loan applicant will remain valid for 180 days.

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placed in collection or charged off (written off) during the two years preceding the date of the credit report; **or**

during the five years preceding the date of the credit report, you have been subject to:

a default determination,
discharge of debts in bankruptcy, foreclosure,
repossession,
tax lien,
wage garnishment, or
write-off of a federal student aid debt.

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| The standard applies to both parent and graduate or professional student Direct PLUS Loan applicants. If an applicant receives an adverse credit decision, he/she may still be eligible to receive a Direct PLUS  |
| Loan. To become eligible, the applicant may take one of the following actions:  |

1.

Obtain an endorser and complete PLUS Counseling.

An endorser is someone who does not have an adverse credit history and agrees to repay the loan if you do not repay it.

If you are a parent borrower, the endorser may not be the student on whose behalf you are requesting the Direct PLUS Loan.

2.

Document to the satisfaction of the U.S. Department of Education that: The information causing the adverse credit decision is incorrect.

OR

AND
Complete PLUS Counseling

• There are extenuating circumstances relating to the adverse credit history. **(Note: Endorsers aren't eligible for this option.)**



For more information about the ways a parent can qualify for a Direct PLUS Loan, contact Student Loan Support at **studentloansupport@ed.gov**.

NSLDS Privacy Impact Assessment https://nslds.ed.gov/nslds/nslds\_SA/public/SaFaqDetail.do?faqpage=faq8).

(https://nslds.ed.gov/nslds/nslds\_SA/).

(when our school offers Federal funding the following is how you will apply)

**How to Apply for Title IV Financial Aid**

All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and parents of dependent students who wish to complete this application on their own may do so, but free assistance from a Financial Aid Representative is available for prospects and current students during normal business hours.

The length of the program for which you are enrolled will determine under which award year you will apply. The award year covers the period from July 1 through June 30. If your program extends beyond June 30, your financial aid offer eligibility will be calculated for the portion of the program to be completed through June 30. In order to receive the remainder of your financial aid offer, you must file a FAFSA for the next award year when the applications become available.



**National Student Loan Data System (NSLDS)**

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the NSLDS, and will be accessible by guaranty agencies, lenders and institutions determined to be authorized users of the data system. Find more information at the

Additional information regarding the NSLDS may be accessed at the

NSLDS Student Access

To correctly fill out the application, you will need certain records. The most important record is your base year (usually the prior year) tax return. You will need your tax return, your parents’ tax return (if you are dependent), and your spouse’s tax return (if you are married). You may also need copies of your W-2s, mortgage information, social security benefit statements and other agency benefit records. To find out specifically which records you need to fill out the application accurately, ask a Financial Aid Representative.

Students are encouraged to apply as soon as possible. You may have to confirm or correct the information reported and return it to be reprocessed. This could cause a delay in the financial aid offer process. You may also have to verify some of the information you reported on the application.

Since your application is processed electronically, the school will receive an Institutional Student Information Report (ISIR) within a short time after the Central Processing Center receives your application. The information given on this report will be used to determine your eligibility for Federal Student Aid (FSA).

In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with a Financial Aid Representative. These forms gather personal information and are to remain in your file at the school. SBA’s Financial Aid Department will assist you with these additional forms at no cost.

**General Student Eligibility Requirements**

* ⮚  Otherwise, be a student in good academic and disciplinary standing.
* ⮚  Student must have a valid social security number.
* ⮚  Student must be a U.S. citizen or eligible non-citizen.
* ⮚  Student must be a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate.
* ⮚  Student must meet the academic qualifications for study at the postsecondary level. (Student has a valid high school diploma, GED, or home school certificate-if approved under or accepted from state regulation-- or provides self-certification of the same on SBA Enrollment Application and, when our school offers Federal Funding Title IV applicant, on the FAFSA.)
* ⮚  Student has not been convicted of a drug-related offense that affects eligibility for FSA.
* ⮚  Student (if male) must be registered with Selective Service.
* ⮚  Student must not be enrolled solely in a remedial program.
* ⮚  Student must maintain satisfactory academic progress (SAP).
* ⮚  Student must sign the certification statement on the Free Application for Federal Student Aid (FASFA) stating that you are not in default on a federal student loan and do not owe money on a federal student grant and you will use Federal Student aid only for educational purposes.
* ⮚  Student must not have borrowed in excess of loan limits.
* ⮚  If enrolled in a correspondence course, that course must be part of an eligible program.
* ⮚  Student must have financial need (except for Unsubsidized and PLUS loans).
* ⮚  Verification must have been completed, if required (see Verification Procedures below).
* ⮚  Student is not enrolled in elementary or secondary school.
* ⮚  Student is not incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs).

**How Aid is Determined**

To determine the amount of aid you will receive, the amount of money that your family can be expected to contribute towards education needs to be estimated. It is necessary to request confidential financial facts about your family’s income and assets, the size of your family, the number of persons attending postsecondary education, and any unusual circumstances or expenses in order to estimate this amount of family contribution. This “needs analysis” is conducted through the completion of the FAFSA. From this objective analysis, a parental contribution is calculated. Students are also expected to contribute from their savings and earnings. The combination of what parents can contribute and what the student can contribute is called the expected family contribution (EFC).

The EFC does not represent the amount of money you will need to pay the school. It determines the aid programs and amount of aid for which a student is eligible.

The goal of financial aid programs is to bridge the gap between the amount you and your family are reasonably able to contribute and your educational expenses. It is very important to realize that aid is available to make education accessible, not to make it free of cost to you or your family.

You **do not** have to be from a low-income family to qualify for financial aid, but, except for unsubsidized and PLUS loans, you do have to have “financial need.” Your “need” is the difference between what it costs to attend a particular school and what you and your family can contribute.

Here’s how it works:

**COST OF GOING TO SCHOOL** (Tuition, fees, books, supplies, equipment, room and board, personal expenses, travel, and miscellaneous expenses)

**- YOUR EXPECTED FAMILY CONTRIBUTION** (The amount that you and your parents should be able to contribute)

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**= YOUR FINANCIAL NEED**

It is important to note that your aid is determined by the objective factors listed above. The aid offered at TBC is not calculated by any other means. You are not in competition with any other student for funds. Your financial situation determines your financial assistance.

**Disbursement of Financial Aid**

All Federal financial aid funds will be drawn down in payment periods, which are linked to the student’s progression through his/her program. For a 1500-hour program, the first and second payment periods are 450 hours and the third and fourth payment periods are 300 hours.

All financial aid offers are calculated on the number of clock hours of instruction and weeks in an academic year. A student must successfully complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period. Student attendance can impact both the date of disbursement and amount of eligibility. In some cases, a student may lose all or part of his or her financial aid if his or her actual clock hours do not cross the July 1st threshold within the appropriate payment period. \*

\*Eligibility for financial aid funds for a specific payment period is contingent upon your clock hours being within the applicable payment period within the applicable award year. For example, if a student does not enter a payment period before the end of an award year during which he or she would have otherwise been eligible to receive funds, those funds would no longer be available to the student. Likewise, if a student completes a payment period during which he or she would have otherwise been eligible to receive funds, those funds would no longer be available to the student. If you have questions about how your attendance will impact your aid eligibility, please contact a Financial Aid Representative.

Payments are ordered through wire transfer and deposited directly into a holding account owned and managed by SBA. From this holding account, disbursements for each student are deposited into the institution’s operating account through numbered transfers. Once deposited into the operating account, the student’s ledger card is credited with the proper transfer number and disbursement amount. No student signature is necessary for these funds to be deposited, although the student will be notified of the disbursement in accordance with Title IV regulations.

If it is determined that a student has been offered too much or too little aid, SBA may adjust the second payment to bring the annual total to the appropriate amount.

**Policy Concerning Credit Balances**

As a student progresses through his/her education, there may come a time when a credit balance exists in the student’s ledger account. This balance is often a result of student loan and grant money (usually Federal Student Aid program funds) that exceeds the costs of direct school charges (e.g., tuition, books, kits, fees).

SBA will make every effort to cut credit balance checks as soon as possible once a credit balance exists. Moreover, Title IV regulations allow up to 14 days for a school to issue a credit balance check. Credit balance checks are provided to students via hand delivery at their respective campuses.

As with all aspects of the financial aid process, SBA offers its students counseling free of charge. This counseling is available to answer questions such as:

* •  Does a credit balance currently exist?
* •  If so, when will the check be issued?
* •  If not, when *might* a credit balance exist, and when *might* it be available?

If a credit balance does not yet exist, every effort will be made to give the student accurate information about future disbursements. However, several eligibility factors and other circumstances outside of the control of SBA can change between the time of counseling and actual disbursement. ***Students should be aware that dates and amounts are just estimates and thus are subject to change. Any counseling is given for informational purposes only, and no SBA representative has the authority to make promises of any kind relating to Federal Student Aid.***

**Verification Procedures**

**General**

The Federal processor uses a system of edits, or flags, which produces a selection of certain applications for verification. If a student's application is selected for verification, this may mean that a data element in his/her application does not fit generally recognized patterns (not necessarily that the element is incorrect; it merely must be verified), or that the student was simply selected at random.

Federal financial aid should not be disbursed until verification is complete. The Federal Direct/Stafford Loans may not be certified and processed until verification is complete. Estimated financial aid offerings will be removed if verification is not completed within specified deadlines. Students will be notified of any adjustments that need to be made. If the corrections are done electronically, the student will be sent an updated Student Aid Report (SAR) from the Federal processor.

**Selection of Applicants to be Verified.**

SBA’s Financial Aid Department may also select files for verification if there appears to be a conflict of information. If a student is selected for verification, the student is notified on the Student Aid Report (SAR).

The following students are excluded from verification:

* 1. a)  Applicants who die during an award year (regardless of conflicting information).
	2. b)  Applicants who are legal residents (or dependents of parents who are legal residents) of the

Commonwealth of the Northern Mariana Islands, Guam, or American Samoa.

* 1. c)  Applicants who are citizens of (and dependents of parents who are citizens of) the Republic of the

Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

* 1. d)  Incarcerated students.
	2. e)  Dependent students whose parents reside outside the United States and cannot be contacted by

normal means of communication (exclusion is applicable to parental information only).

* 1. f)  An applicant who is an immigrant and arrived in the U.S. during either the calendar year or the

award year.

* 1. g)  An applicant whose parents' address is unknown and cannot be obtained (exclusion is applicable

to parental information only).

* 1. h)  A dependent applicant and both parents are deceased or physically or mentally incapacitated

(Exclusion is applicable to parental information only).

* 1. i)  When our school offers Federal Funding an applicant who will not receive Title IV assistance for reasons other than the applicant's failure to verify the information on the application.
1. j)  A transfer student who completed verification at his/her previous school and SBA obtains the correct information/data.
2. k)  Any other applicants excluded from verification by SBA.

Based on a manual ISIR review, those applicants or applications selected for verification are identified. Periodic review of the latest corrections and ISIRs monitors and ensures that all selected applicants are verified and appropriately documented.

**Acceptable Documentation and Forms**

* ⮚  A Verification Worksheet for the relevant award year (Dependent or Independent) completed and signed.
* ⮚  Data retrieval from the IRS of income tax information when completing the FAFSA or an income tax transcript obtained from the IRS.
* ⮚  If you need a copy of a tax return transcript, call the IRS at 1-800-908-9946 or go online at www.irs.gov. Ask for a tax transcript for the relevant calendar year.
* ⮚  Untaxed income documentation (e.g., letters from the Social Security Administration to verify social security benefits, W-2 forms for contributions to retirement plans, etc.)
* ⮚  Other documents as needed.

A Pell applicant selected for verification must complete the process by the deadline published in the *Federal Register*. For students selected (by ED or the School) for verification for 2018-2019, the school must have verification documents and a valid output document no later than 120 days after the last day of enrollment or September 21, 2019, whichever is earlier. Campus-based and Stafford Loan applicants must complete verification by the same deadline or by an earlier one established by your aid office.

Verification is complete when you have all the requested documentation and a valid ISIR or SAR (one on which all the information is accurate and complete). This includes any necessary corrections, which must be made by the deadlines published in the *Federal Register* for the submission of paper or electronic corrections. Stafford loan applicants must complete verification by the same deadline or by an earlier one established by our Financial Aid Department. Corrections involving the Federal processor must be made prior to mid-August. When our school offers Federal Funding an applicant’s failure to provide required documentation within the specified time frame results in the loss of all Title IV aid and all balance tuition charges become due immediately.

**Data Elements to Be Verified**

In the verification process, SBA verifies the following data elements for all applicants:

 ⮚ Household size

⮚ Number of family members enrolled in a postsecondary educational institution.

⮚ SNAP benefits.

⮚ Child support paid by whom, to whom, for whom, and amount.

For tax filers:
⮚ Adjusted gross income
⮚ U.S. taxes paid
⮚ Education Credit
⮚ Untaxed IRA distributions
⮚ Untaxed pensions
⮚ IRA deductions
⮚ Tax exempt interest
⮚ Any institutionally selected data elements.

The following data elements may be excluded from verification:
⮚ Enrollment of family members at least half-time in postsecondary educational institutions does not have to be verified if they are enrolled at the same institution as the applicant, and SBA verifies their enrollment status from its own records.

**Rights and Responsibilities of Students Receiving Federal Financial Aid**

You Have the Right to Know

1. The names of the organizations which accredit and authorize the school to operate.
2. About the programs, the faculty, and the physical facilities at the School.
3. The cost of attending the School.
4. The school’s policy on refunds for students who drop prior to completion of the programs;
5. About the financial aid available from Federal, state, local, private, and institutional financial aid programs;
6. The procedures and deadlines for submitting applications for each available financial aid program;
7. The criteria used to select financial aid recipients;
8. How your financial need is determined;
9. The type and amount of assistance in your financial aid package;
10. How and when the aid will be disbursed;
11. How the School determines whether you are making satisfactory progress and what happens if you are not; and
12. The School’s policy regarding your right to:
	* •  Review and inspect your education records;
	* •  Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;
	* •  Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
	* •  File a complaint with the Education Department concerning alleged failures by the School to comply with statutory and regulatory student and family privacy rights.

Student Responsibilities

1.You must complete all application forms accurately and submit them on time to the right place;

2.You must provide correct information;

3.You must provide all additional documentation, verifications, corrections and/or other information requested by either the student financial aid representative or the agency to which you submitted your application;

4.You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;

5.You must accept responsibility for all agreements that you sign;

6.You must be aware of and comply with the deadlines for application or re-application for student financial aid;

7.You should be aware of your School’s refund policies and procedures;

8.You are responsible for reporting name and address changes directly to the Financial Aid Department;

9.You are responsible to bring or send the Student Aid Report to the Financial Aid Department in time to complete the verification process;

10.You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and

11.You will be responsible to pay any overpayment that is discovered during verification.

***(When our school offers Federal Funding, the following will Apply)***

**Return of Title IV Funds**

Only the Title IV programs are to be included in this calculation. They are Subsidized, Unsubsidized, and PLUS (Direct and FFEL) Federal loans, Perkins Loans, Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOG). By applying for a Direct Loan, a borrower authorizes SBA to pay directly to the Secretary any refund or return of Title IV funds from the school that is allocable to the loan.

The Return of Title IV Funds is NOT a Refund Policy. When a Title IV grant or loan recipient withdraws during a payment period in which he/she began attendance, SBA will determine the amount of grant and/or loan assistance that the student earned as of his/her withdrawal date. This determination will be made using the appropriate calculation as required by Federal regulations.

In addition to those Title IV recipients who officially withdraw, the calculation also will be used for Title IV recipients who drop out or stop attending classes without officially withdrawing, and for students whose enrollment is terminated by SBA within a payment period in which the recipient began attendance. The calculation of earned Title IV funds includes the funds from the applicable sources that were disbursed or could have been disbursed to a student for the period of time for which the calculation is performed. Any student receiving Title IV funds will be subject to these regulations.

**Determination Date**

In the event of an official withdrawal, the determination date shall be the date SBA received notification of the withdrawal.

In the event SBA terminates a student’s enrollment, the determination date shall be the date SBA terminates the student’s enrollment.

In the event a student drops out or stops attending classes without officially withdrawing, the determination date shall be no later than 14 days after the student’s last date of attendance.

**Calculation of Return**

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you cease attendance before completing your program, a portion of the funds you received may have to be returned. The School will calculate the amount of Federal aid the student has earned according to the policies listed below.

Title IV funds are offered to a student under the assumption that the student will attend school for the entire period for which the aid is offered. When a student ceases attendance, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Therefore, the amount of Federal grant or loan earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

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

Up **through the 60% point** of scheduled hours in each payment period the required pro rata calculation is used to determine the amount of Title IV funds the student has earned at the time he/she ceased attendance. **After the 60% point** of scheduled hours in the payment period, a student has earned 100% of the Title IV funds credited to that payment period.

If a student leaves SBA prior to completing 60% of a payment period or term, the Bursar Department recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned equals:
• the total number of clock hours scheduled to be completed as of the student’s withdrawal date

 divided by

 the total number of hours in the payment period

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is 60% or less, then the percentage earned is equal to the calculated value.

Aid to be returned equals:

* Aid disbursed

o minus

* Aid earned.

If a student earned less aid than was disbursed, SBA returns a portion of the funds, and the student may be required to return a portion of the funds. SBA will return any unearned funds for which it is responsible no later than 45 days after it has determined, or should have determined, that the student ceased attendance.

When Title IV funds are returned, the student may owe a balance to SBA.

If a student has unearned grant money, the institution sends a grant overpayment notice to the student within 30 days from the date of the School’s determination that the student ceased attendance, giving the student 45 days to either:

• Repay the overpayment in full to the School,
• Make repayment arrangements satisfactory to the School, or
• Sign a repayment agreement with the Department of Education.

If the student has not repaid the grant overpayment within the 45-day time frame, the Financial Aid Representative will report the overpayment electronically to NSLDS. The student will not be eligible for further Title IV funds until the grant overpayment is paid in full.

*NOTE: If the initial amount of the overpayment owed by the student is $25.00 or less, the student repayment requirement is forgiven.*

**Order of Returns**

Refunds are allocated in the following order:

* Unsubsidized Federal Stafford Loan
* Subsidized Federal Stafford Loan
* Federal Parent (PLUS) Loan
* Federal Pell Grant
* Federal Supplemental Opportunity Grant
* Other Title IV assistance
* State Tuition Assistance Grants (if applicable)
* Private and institutional aid
* The student

No program will receive a return if the student did not receive aid from that program within the applicable payment period.

**Re-Entry Within 180 Days**

A student who re-enters within 180 days will be treated as if he/she did not cease attendance. Upon the student’s return, SBA will restore the types and amount of aid that the student was eligible for before the student ceased attendance and schedule the appropriate disbursements.

**Post-Withdrawal Disbursements**

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount that was disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date of determination, the difference between these amounts must be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement will be made from available grant funds before available loan funds.

If outstanding charges exist on the student's account, SBA will credit the student's account up to the amount of outstanding charges with all or a portion of any:



* Grant funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges.
* Loan funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges only after obtaining confirmation from the student (or parent in the case of a parent PLUS loan) that he/she still wishes to have the loan funds disbursed.

**Notification of Post-Withdrawal Disbursements**

SBA will provide within 30 days of the date of the school’s determination that the student withdrew, a written notification to the student (or parent in the case of parent PLUS loan) that includes the following:

* A request for confirmation of any post-withdrawal disbursement of loan funds that SBA wishes to credit to the student’s account.

o This request will identify the type and amount of those loan funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all of those funds.

* A request for confirmation of any post-withdrawal disbursement of loan funds that the student (or parent in the case of a parent PLUS loan) can receive as a direct disbursement.

o This request will identify the type and amount of these Title IV funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all of those funds.

* •  An explanation that a student (or parent in the case of a parent PLUS loan), who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student’s account may not receive any of those loan funds as a direct disbursement unless SBA concurs.
* •  An explanation of the obligations of the student (or parent in the case of a parent PLUS loan) to repay any loan funds he/she chooses to have disbursed.
* Advice to the student (or parent in the case of a parent PLUS loan) that no post-withdrawal disbursement of loan funds will be made, unless SBA chooses to make a post-withdrawal disbursement based on a late response, if the student (or parent in the case of a parent PLUS loan) does not respond within 14 days of the date that SBA sent the notification.

**Timely Responses**

If the student (or parent in the case of a parent PLUS loan) submits a timely response that confirms that he/she wishes to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student’s account, SBA will disburse the funds in the manner specified by the student (or parent in the case of a parent PLUS loan) as soon as possible, but no later than 180 days after the date of SBA's determination that the student withdrew.

SBA reserves the right to decline post-withdrawal disbursement confirmations that are not submitted in the time prescribed above. In such case, SBA will inform the student (or parent in the case of a parent PLUS loan) in writing of the outcome of the post-withdrawal disbursement request.

No portion of the post-withdrawal disbursement will be disbursed if the student (or parent in the case of a parent PLUS loan) does not respond to SBA’s notice.

**Credits and Direct Payment for Post-Withdrawal Disbursements**

SBA will disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student’s account. SBA must make the disbursement as soon as possible, but no later than 45 days after the date of SBA’s determination that the student withdrew.

SBA will offer to disburse directly to a student (or parent in the case of a parent PLUS loan) any amount of a post-withdrawal disbursement of loan funds that is not credited to the student’s account.

SBA will make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student’s (or parent’s in the case of a parent PLUS loan) written confirmation that the student (or parent) still wishes to have the loan funds disbursed.



**Deferments**

Borrowers who meet the following criteria may be eligible for deferment of part or all of their student loans. Students may defer repayment of their loan(s) while they are:

Armed Forces: On active duty in the Armed Force of the United States. (Maximum eligibility is three (3) years; this is a combined limit with Public Health Service and NOAA deferments.) To qualify, you must: (1) be on active duty in the Army, Navy, Air Force, Marine Corps or Coast Guard, and (2) provide your loan holder with copies of your military identification and orders. **Note:** Borrowers enlisted in a reserve component of the Armed Forces or the National Guard (while on active duty status in the Army or Air Force Reserves) may qualify for this deferment only if: (1) serving full-time for a period expected to last at least one year, or (2) serving under an order for national mobilization.

Public Health Service: Serving full time as an officer in the Commissioned Corps of the Public Health Service. (Maximum eligibility is three (3) years; this is a combined limit with Armed Forces and NOAA deferments.)

Peace Corps: Serving in the Peace Corps. (Maximum eligibility is three (3) years.) To qualify, you must have agreed to serve for a period of at least one year. N**ote:** You may provide your loan holder with documentation of the beginning and expected ending dates of your service in the Peace Corps. This documentation must be signed and dated by an authorized Peace Corps official.

Action Programs: A full-time paid volunteer in the Action Programs. (Maximum eligibility is three (3) years.) To qualify, you must have agreed to serve for a period of at least one year.

Volunteers: A full-time paid volunteer for a Tax-Exempt Organization. (Maximum eligibility is three years.) To qualify, you must: (1) be serving full-time in an organization that has a tax exemption under Section 501(c)(3) of the Internal Revenue Code of 1986; (2) assist low income people and their communities in eliminating poverty and poverty-related human, social, and environmental conditions; (3) not earn more than the Federal minimum wage; however, you may receive fringe benefits like those received by other employees of the organization; (4) not engage in religious instruction, proselytizing, fund-raising to support religious activities, or conduct worship services as part of your duties; and (5) have agreed to serve for a period of at least one year.

NOAA: On active duty in the National Oceanic and Atmospheric Administration (NOAA). (Maximum eligibility is three (3) years; this is a combined limit with Armed Forces and Public Health Service Deferments.)

Federal PLUS Loans made on or after August 15, 1983, and Federal Consolidation Loans do not qualify for these deferments. The NOAA Deferment is available only to Federal Stafford and SLS loan borrowers whose first loans were made on or after July 1, 1987, and before July 1993, or borrowers who had a balance on a loan that was made before July 1, 1993, at the time a loan was disbursed on or after July 1, 1993.

To qualify for any of the deferments listed above:

You must have an outstanding balance on a FFEL Program loan which was made before July 1, 1993, or you must have had an outstanding balance on a FFEL Program loan made before July 1, 1993, when you obtained a loan disbursed on or after July 1, 1993. If you are a Federal PLUS Loan borrower, (1) you are not eligible for the NOAA Deferment, and (2) you are eligible for the Armed Forces, Public Health Service, Peace Corps, ACTION Programs, and Tax-Exempt Organization Deferments only if your first loan was made before August 15, 1983. You are eligible for the NOAA Deferment only if you are a Federal Stafford or SLS loan borrower whose first loan was made on or after July 1, 1987, and before July 1, 1993.

Title 38 U.S. Code Section 3679€ School Compliance

Title 38, Section 3679 of the United States Code is a provision that requires educational institutions such as Scales Barber Academy to comply with certain requirements in order to receive certain benefits under the Department of Veterans Affairs (VA) educational assistance programs. This provision is commonly referred to as the "e-school compliance" requirement.

Under Section 3679, our educational institutions must adhere to specific guidelines to ensure that veterans and other eligible individuals can receive their VA educational benefits while attending our institution. Some of the key requirements include:

1. Providing the VA with accurate and timely information about our institution's programs, courses, and policies.

2. Certifying the enrollment of eligible individuals to the VA.

3. Not imposing any penalty, such as late fees or denial of access to facilities, on veterans or other eligible individuals due to delayed VA payments.

4. Making a good faith effort to resolve any issues related to the certification of enrollment or payment delays.

Failure to comply with these requirements can result in the loss of VA educational benefits for eligible individuals attending the institution.

The purpose of Section 3679 is to ensure that veterans and other eligible individuals can access their educational benefits without unnecessary obstacles or delays. It aims to protect the rights of veterans and promote their successful transition to civilian life through education and training.

 

 Addendum to 2023 Catalog

Scales Barber Academy

**Catalog and Enrollment Agreement Addendum**

**A signed and dated copy of this addendum must be provided to all current students and applicants of Scales Barber Academy. This document amends the catalog and enrollment agreement in the areas indicated below. All remaining conditions of the catalog and enrollment agreement remain in effect.**

**Effective 01/01/2022**

**1.** The Refund Policy located on pg. 50 of the Catalog Vol. 2. Updated from "A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/ she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $150.00" to
“*A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100 and the $50.00 re-entry fee if applicable.*”

**2**. The Refund Policy on page 53 of the Catalog Vol. 2 was updated from "Percentage of Length completed to total length of course and/or program, semester, term or billing period, per contract" to “*Percentage of scheduled time enrolled to total course/program.”*

**3.** Re -entry policy located on page 46 of Catalog Vol. 2 updated from “The school will charge a re- entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $150.00.” to “The school will charge a $50.00 re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination plus the registration fee of $100.00.”

4. The re-entry policy on page 46 of Catalog Vol. 2 has updated from “A student who has withdrawn or been terminated may request to re-enter the school, and if accepted, must follow the admissions policies and procedures. All pass accounts with Scales Barber Academy must be settled prior to consideration. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination, of $150.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Students will be required to repeat any part the program that was incomplete or recommended for repetition by the school administration. Circumstances regarding a student’s application for re-entry will be considered on an individual basis.” to “*A student who has withdrawn or been terminated may request to re-enter the school, and if accepted, must follow the admissions policies and procedures. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination, of $50.00 plus the registration fee of $100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Students will be required to repeat any part the program that was incomplete or recommended for repetition by the school administration. Circumstances regarding a student’s application for re-entry will be considered on an individual basis.*

**My signature below certifies that I have read and understand the information contained in this addendum and have received an exact copy.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Name (please Print) Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Enrollment Services Rep (please print) Signature Date

© 2022 Scales Barber Academy. All rights reserved. Copy 1 – Student Enrollment Agreement

Copy 1- Student Enrollment Agreement copy 2- Student Catalog Copy 3- School