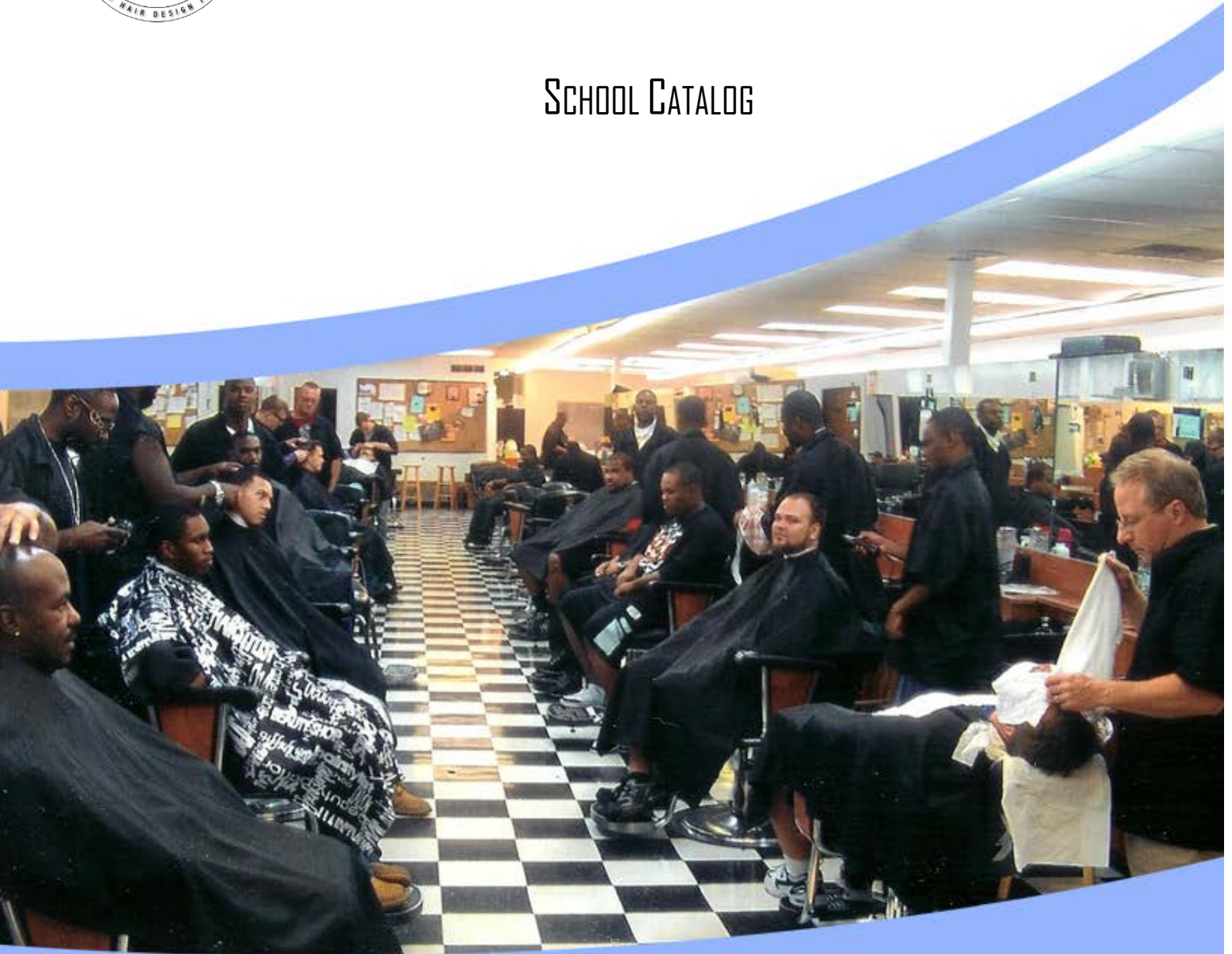




# CINCINNATI SCHOOL OF BARBERING & HAIR DESIGN INC.

## SCHOOL CATALOG



6500 Colerain Avenue  
Cincinnati, Ohio 45239  
Phone (513) 923-3385  
Fax (513) 923-3595

[www.cincinnati-school-of-barbering.net](http://www.cincinnati-school-of-barbering.net)

Cincinnati School of Barbering & Hair Design, Inc.  
School Catalog

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## **OWNERSHIP and LICENSURE**

The Cincinnati School of Barbering & Hair Design, Inc. is owned by Mr. Mark Greene. The corporate office and school are located 6500 Colerain Avenue, Cincinnati, Ohio, 45239. The school phone number is (513) 923-3385. Cincinnati School of Barbering & Hair Design, Inc. is licensed by the Ohio State Cosmetology and Barber Board, located at 1929 Gateway Cir, Grove City, OH 43123, (614) 466-5003 or (614) 466-3834. The school is accredited by the National Accrediting Commission of Career Arts & Sciences, located at 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600. Current licenses and certifications may be reviewed at the school during regular business hours. Contact the school director during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or financial assistance programs\* offered.

## **HISTORY**

Mark Greene is an educator and small business owner who is responsible for the day to day operations of the school. Mr. Greene's role as Director includes facilitating curriculum, supervising education and inventory control. Mr. Greene also oversees finances, operations, as well as marketing and growth planning responsibilities. Mark has over forty-four years in the barber industry and is an accomplished barber and school owner. His drive, dedication, and determination as well as his passion for this industry are evident through his commitment to students.

## **FACILITY & EQUIPMENT**

Cincinnati School of Barbering & Hair Design, Inc. meets all the requirements for a school according to the Ohio State Cosmetology and Barber Board. The facilities include a reception area and clinic floor with 52 hair stations, a classroom, locker room, a lunch area and storage area.

## **MISSION STATEMENT**

The Mission of the Cincinnati School of Barbering & Hair Design, Inc. is to produce a graduate sufficiently trained to pass the State of Ohio licensing examination and to find gainful employment in the barbering profession. This is accomplished by providing the complete course in barbering as approved by the Ohio State Cosmetology and Barber Board. A secondary objective is to provide the stimulus to encourage those students with higher goals to advance beyond the basic requirement through a combination of faculty leadership, personal attention, encouragement and advanced technical classes.

## **GENERAL OBJECTIVES**

The school's mission will be accomplished through the following performance objectives:

- Improvement of institutional effectiveness through assessment of student achievement and performance.
- Employing a faculty of adequate size qualified by preparation, education or experience to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Maintaining a sound financial condition using qualified financial management.
- Providing equipment, instructional space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student evaluation to assist student learning and satisfactory student achievement.

## **ADMISSIONS AND ENROLLMENT REQUIREMENTS**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin. Cincinnati School of Barbering does not recruit students already attending or admitted to another school offering similar programs of study. Cincinnati School of Barbering requires that each student enrolling in the Barber and Cosmetology Cross-Over programs must;

- Complete an application for enrollment;
- Submit a \$75.00 Registration Fee;
- Proof of at least 17 years of age submit the following:
  - a certified copy of a Birth Certificate; and
  - government issue photo ID
- Submit evidence of having graduated from high school OR successful completion of the equivalent of graduation by providing one of the following:
  - copy of a US high school diploma
  - copy of a US high school transcript stating graduation date
  - copy of a US GED
  - copy of a US State issued credential for secondary school completion if homeschooled.
  - copy of an academic transcript showing completion of at least a two year program that is acceptable towards a bachelor degree
  - copy of a foreign diploma that has been translated and authenticated as equivalent to a high school graduation diploma in the United States.
- Students wishing to transfer hours from another barber school must first obtain written permission from the Ohio State Cosmetology and Barber Board and submit a certified hour transcript. Prior study and transfer hours are evaluated. Accepted transfer student are contracted for and will only be charged for the amount of hours in the program less the transfer hours that have been accepted.
- Students who wish to re-enter the school after withdrawing must meet all of the of the above requirements, resume payments from previous enrollment period until paid in full, and sign a new enrollment agreement for the hours remaining in the program.
- Students enrolling in the 1000 hour Cosmetology Cross-Over program must meet all of the above requirements as well as submit a copy of a current Cosmetology license.
- VA students will only receive VA benefits for hours and studies that have not been received at another institution.

Additional requirements:

- Submit an Ohio State Cosmetology and Barber Board application and \$40.00 Fee.
- Submit Picture Fee \$10.00 for three (3) identical photographs, head and shoulders only. Photo must be signed on the front by the applicant.
- In cases where a student admittedly has ever had a contagious, infectious, or communicable disease Submit certification from a licensed physician stating that the applicant has had a Laboratory RPR or STS Blood Test and that he/she no longer has the contagious, infectious, or communicable disease.

Disclosures:

- Any applicants who have been convicted of a felony must notify the Ohio State Cosmetology and Barber Board prior to enrollment. The Ohio State Board will determine if a student can obtain licensure upon graduation from the school and application for licensure.
- Please refer to the Ohio State Cosmetology and Barber Board; Barber Statutes and Rules; Ohio Revised Code, 4709.13 Disciplinary Actions, for reasons why the Board may refuse to issue, renew, suspend, or revoke any barber license and therefore prevent an individual from employment.
- The school does not engage in the recruitment of students already attending or admitted to another school.
- All barber students must graduate within 2.5 years of their class start date, including any leave of absences, or will be terminated from the institution.

## **CLASS SCHEDULE AND ATTENDANCE**

The school is open on Tuesday – Saturday. All students must attend one (1) theory class per day. Full time students are scheduled to attend thirty-five (35) hours per week from 9 AM – 4:30 PM. Part time students are required to attend five (5) hours per day during the hours of 9 AM – 4:30 PM.

Class Schedule		Class Schedule: Full Time/Part Time		
Group "A"		Group "B"		7 Hours / 5 Hours
Practical	9-9:45	Clinic Floor	9-11:30	7 Hours / 5 Hours
Theory	9:45-11:00	Lunch	11:30-12:00	7 Hours / 5 Hours
Lunch	11:00-11:30	Practical	12:00-1:15	7 Hours / 5 Hours
Clinic Floor	11:30-4:00	Theory	1:15-2:30	7 Hours / 5 Hours
Clean up	4:00-4:30	Clinic	2:30-4:00	7 Hours / 5 Hours
		Clean up	4:00-4:30	7 Hours / 5 Hours

### Time Clock Policy

The Ohio State Cosmetology and Barber Board requires that hours are documented via a time card/ time clock and are posted and reported to the Ohio State Cosmetology and Barber Board on a monthly basis.

Students shall comply with the following procedure:

1. Students shall clock only themselves in and out every day.
2. Students are required to punch out for lunch breaks.
3. Students are given credit only for the time shown punched by the time clock.
4. If a mistake is made, inform the instructor immediately.
5. Hours are calculated on the basis of completed one quarter (1/4) hour interims.
6. **Students are expected to arrive on time. At 9:01 you are late.**
7. **LUNCH IS ONE HALF (1/2) HOUR. STUDENTS ARE LATE IF CLOCKING IN ONE (1) MINUTE AFTER THE LUNCH HOUR.**

### Absence and Late to Class Policy

Students should call the school at 513-923-3385 at the beginning of the scheduled day to inform a staff member if they will be late or absent and/or expected to return. If the student is late and class has already started, the student shall not interrupt. The student may clock in but, shall wait outside the classroom and complete other supervised study until the first break and then they may enter class. Students who do not graduate by the contract end date as stated on the enrollment agreement will pay \$50.00 per/day, or any part thereof until graduation. Excessive absences will result in extra costs to the student and/or dismissal from the program.

### Leave of Absence Policy

This policy applies to all students enrolled in the school. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship
2. Medical Issues
3. Personal or Family Related Matters
4. Incarceration

The LOA must be requested in writing using the form provided by the school and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and their signature is required on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to school via mail or in person within reasonable resolution of the emergency. In an instance of an emergency LOA, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend due to the emergency. Additionally, the institution will document the reason for its decision to grant the emergency LOA on the LOA form. A student who is granted a LOA that meets the above mentioned criteria is not considered to have withdrawn from the institution and a refund calculation is not required.

The maximum time frame for a LOA is 180 calendar days and the minimum is 2 weeks or 14 calendar days. The institution permits more than one LOA. However, all of the leaves of absence added together must not total more than 180 calendar days per enrollment period.

If the student does not return from the LOA on the date designated, the student will be withdrawn from the institution. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

The student's contract end date and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

If a student is absent 14 consecutive calendar days without being on an official Leave of Absence, they will be considered withdrawn. The institution is not responsible for any equipment left at the school.

### **Make-up Policy**

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return.

### **CLASS CALENDAR**

Observed school closures include New Year's Day, Independence Day, Thanksgiving Weekend and Christmas Day (the actual dates vary based on which day of the week the actual holiday occurs). Breaks and additional days off are published well in advance. Students may call the school answering service to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather. New classes begin on Tuesdays once a month, depending on enrollment. Enrollment start dates subject to demand.

### **CAREER OPPORTUNITIES**

There are many opportunities open to licensed barbers. The institution prepares all graduates for the licensing exam and entry-level positions in barber shops and/or salons. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in admissions or financial aid in barber schools. Additional licenses are usually required to become an educator in a school of barbering.

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor ([www.bls.gov](http://www.bls.gov)), state & national median wages for related positions are as follows:

### **BUREAU OF LABOR STATISTICS**

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

### **O\*NET RESOURCE CENTER**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. **O\*NET CODES** <http://www.onetonline.org>

### **IPED STATISTICS**

The College Navigator website <http://nces.ed.gov/collegenavigator> provides current and prospective students information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Male / Female; Self-identified members of a major racial or ethnic group; Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation and placement rates.

## **PHYSICAL DEMANDS AND SAFETY REQUIREMENTS**

You may work long hours, especially those who own shops and salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most industry professionals may be on their feet for long periods of time. Prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, goggles, and gloves should be worn.

The institution wants to ensure that students interested in pursuing a career in Barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest barber techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).

## **PERFORMANCE STATISTICS**

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. For the 2017 NACCAS Annual Report, Cincinnati School of Barbering & Hair Design, Inc. boasts the following statistics:

Graduation: 60.71%  
Placement: 82.35%  
Licensure: 93.75%

## **GRADUATION REQUIREMENTS**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Certification of Hours and Certificate of Completion:

- Completion of the course of study and designated hours as required by the State regulatory agency
- Pass the final written and practical exam for the applicable course;
- Complete all required exit paperwork;
- Make satisfactory arrangements for all debts owed to the institution.

Upon completion of the course of study and all graduation requirements, a Certificate of Completion for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and complete an application for the state licensing exam. The application will be forwarded to the State by the school. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

*\* All fees for licensure and testing are the responsibility of the student and are not covered in student tuition fees.*

## **JOB PLACEMENT**

Job placement or employment is not guaranteed, however, Cincinnati School of Barbering offers reasonable assistance in job placement. A Job Opportunities board is available for job postings; shop owners/managers are invited into the school to inform students of available positions; a file is kept in the office of brochures of shops in the area; advice is given upon request of the student for potential employment. The school provides training in professional image, resume' writing, interviewing skills, the mechanics of owning and operating a shop, and a monthly People Skills class which focuses on self-esteem, communication skills, continuing education, and building a clientele. A master barber license provides many employment opportunities. Possibilities include hairstylist,

texture specialist, specialist, educator, platform artist, shop manager or shop owner. Compensation will vary based on the type of shop, the location, and the number of hours worked.

## **CURRICULUM – COURSE OUTLINES**

### ***BARBER – 1800 CLOCK HOURS***

Schedules: Full-Time 7 hours per day/35 hours per week; Part-time 5 hours per day/ 25 hours per week  
Two Academic Years of 900 Clock Hours each

#### **Costs:**

Registration Fee: \$ 75.00  
Tuition: \$12,174.00  
Textbooks, Kit and sales Tax: \$701 (subject to change)  
State Board Fee: \$40.00  
Picture Fee: \$10.00

#### **Payment Plan:**

Payment plans are available and determined on an individual basis at time of enrollment. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee and down payment is due at time of signing enrollment agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, or through non-federal loan programs, and Federal Pell Grants (for those who qualify). Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

#### **Ohio State Cosmetology and Barber Board Licensure Requirements:**

In order to begin training in the Barber course, an individual must be at least 17 years of age. In order to work as a Barber in the State of Ohio, an individual must possess a Barber License. To obtain such a license, an individual must take a written and practical examination, conducted by the State of Ohio. To qualify for such examination, the individual must have completed at least 1800 clock hours of barber training in a licensed barber school, possess at least an eighth grade education or its equivalent, and be at least 18 years of age.

#### **Education Objective: OHIO BARBER LICENSE**

#### **Course Description:**

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

#### **Course Goals:**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Ohio Barber Board examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

#### **Course Format:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

#### **Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100% = A (Excellent)  
86% - 93% = B (Above Average)  
75% - 85% = C (Average/Satisfactory)  
0% - 74% = F (Unsatisfactory/ Failing)



All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

### 1800 SYLLABUS

Content of Units of Instruction	Hours Devoted to Units of Instruction			
	Theory	Practice	Clinic	Total
Introduction to Barbering	8	0	0	8
Student Handbook	5	0	0	5
Health, Sanitation, & Infection Control	10	10	10	30
Sciences - Bacteriology / Biology /Chemistry / Anatomy	15	15	5	35
Histology of the Skin, Hair & Nails	10	10	0	20
Diseases of the Skin, Hair & Glands	10	10	0	20
Fundamentals of Barber Styling	15	5	20	40
Haircutting I (Tapers)	10	20	360	390
Facial Shaving & Beard Trimming	5	10	15	30
Scalp Treatments	5	10	15	30
Shampoo Treatments	5	10	10	25
Haircutting II (Styles/Trims Cuts)	15	20	475	510
Facial Treatments	5	5	100	110
Product Knowledge - Use & Safety	5	5	10	20
Hair Coloring	5	5	10	20
Permanent Waving	5	5	10	20
Chemical Relaxing & Straightening	5	5	10	20
Haircutting III (Styling)	12	20	200	232
Hairpieces	5	5	0	10
Barber History	5	0	0	5
Barber Law, State Rules and Regulations	5	0	0	5
Human Relations & Barber Ethics	5	5	10	20
Business Management	5	5	20	30
Career and Employment Techniques	5	10	0	15
Shop Duties	5	35	50	90
Review and Exams	40	0	20	60
<b>TOTALS:</b>	<b>225</b>	<b>225</b>	<b>1350</b>	<b>1800</b>

#### ***COSMETOLOGY CROSS-OVER -1000 CLOCK HOURS***

Schedules: Full-Time 7 hours per day/35 hours per week; Part-time 5 hours per day/ 25 hours per week  
One Academic Year of 1000 Clock Hours

#### **Costs:**

Registration Fee: \$ 75.00  
Full-Time Tuition: \$6250.00  
Textbooks, Kit, and Sales Tax: \$701 (subject to change)  
State Board Fee: \$40.00  
Picture Fee: \$10.00

#### **Tuition Payment Plan:**

Payment plans are available and determined on an individual basis at time of enrollment. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee and down payment is due at time of signing enrollment agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, or through non-federal loan programs, and Federal Pell Grants (for those who qualify). Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

**Ohio State Cosmetology and Barber Board Licensure Requirements:**

In order to begin training in the Cosmetology Cross-Over course, an individual must be at least 17 years of age and possess a current Cosmetology License. In order to work as a Barber in the State of Ohio, an individual must possess a Barber License. To obtain such a license, the individual must take a written and practical examination, conducted by the State of Ohio. To qualify for such an examination, an individual must complete 1000 clock hours of Barber training in a licensed Barber School, have an eighth grade education or its equivalent, be at least 18 years of age and possess a current Cosmetology License.

**Education Objective: OHIO BARBER LICENSE**

**Course Description:**

The course is designed to teach barbering to persons previously licensed as Cosmetologists. Theoretical training is conducted in a classroom setting consisting of lecture and instructor demonstration. Practical training takes place in our Barber School Clinic which offers all Barber Services to the general public.

**Course Goals:**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Ohio Barber Board examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

**Course Format:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

**Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 94% - 100% = A (Excellent)
- 86% - 93% = B = (Above Average)
- 75% - 85% = C (Average/Satisfactory)
- 0% - 74% = F (Unsatisfactory/ Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**1000 SYLLABUS**

Content of Units of Instruction	Hours Devoted to Units of Instruction			
	Theory	Practice	Clinic	Total
Introduction to Barbering	8	0	0	8
Student Handbook	5	0	0	5
Health, Sanitation, & Infection Control	5	5	5	15
Sciences - Bacteriology / Biology /Chemistry / Anatomy	5	5	5	15
Histology of the Skin, Hair & Nails	5	5	0	10
Diseases of the Skin, Hair & Glands	5	5	0	10
Fundamentals of Barber Styling	5	5	20	30
Haircutting I (Tapers)	5	10	200	215
Facial Shaving & Beard Trimming	5	10	15	30
Scalp Treatments	5	5	5	15
Shampoo Treatments	5	5	5	15
Haircutting II (Styles/Trims Cuts)	5	10	250	265
Facial Treatments	5	5	25	35

Product Knowledge - Use & Safety	5	5	5	15
Hair Coloring	5	5	5	15
Permanent Waving	5	5	5	15
Chemical Relaxing & Straightening	5	5	5	15
Haircutting III (Styling)	5	5	150	160
Hairpieces	5	5	0	10
Barber History	5	0	0	5
Barber Law, State Rules and Regulations	5	0	0	5
Human Relations & Barber Ethics	5	5	5	15
Business Management	5	5	5	15
Career and Employment Techniques	5	5	0	10
Shop Duties	5	10	20	35
Review and Exams	5	0	12	17
<b>TOTALS:</b>	<b>133</b>	<b>125</b>	<b>742</b>	<b>1000</b>

## **ADDITIONAL COURSE INFORMATION**

### **Program Outcomes**

Upon completing the courses, the student should be able to:

- Understand the importance of a professional image and how these skills relate to success.
- Understand the importance of and comply with the rules for infection control.
- Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.
- Name and describe the structures associated with the hair.
- List the factors that should be considered in a hair analysis.
- Discuss the different types of hair loss, their causes, and options for treatment.
- Recognize hair and scalp disorders.
- Demonstrate proper shampooing and conditioning procedures.
- Recognize disorders or diseases of the scalp and hair.
- Understand product knowledge use and safety.
- Demonstrate basic haircuts and be able to choose which techniques and tools are required.
- Apply the basic haircutting techniques to accomplish more advanced styles.
- Demonstrate shaving with a straight razor.
- Demonstrate the ability to handle tools and implements properly.
- Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures.
- Define terms relating to skin disorders and discuss which disorders may be handled in the school/shop and which should be referred to a physician.
- Identify and apply business and marketing strategies to be successful in the shop.
- Describe the various types of shop ownership and operations procedures.
- Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.
- Understand General Laws, Rules, and Regulation of Ohio State Cosmetology and Barber Board.

### **Classroom Reading Material**

Milady's Standard Professional Barbering Textbook

### **Lectures/Discussions**

In addition to providing information, lectures/discussions are designed to:

- Help organize the reading materials
- Highlight important facts
- Discuss interpretations and experiences and to provide viewpoints on material being studied

**Demonstrations**

Instructors will demonstrate techniques and procedures for performing tasks.

**Exams**

Weekly exams and a final exam will be given. Exams will cover materials from the textbook, notes, handouts, discussions, and demonstrations.

**Quizzes and In-Class Assignments**

Unannounced quizzes and other short assignments may be given. These are due the same day and may not be made up. Quizzes and activities may be worth 10-100 points each.

**Grading System**

Methods of evaluation include practical and written exams, workbooks, quizzes and assignments.

**DRESS CODE POLICY**

Cincinnati School of Barbering has established a standard dress code for all students to maintain a professional atmosphere. Students not in stated dress code may be asked to leave school to change, which will also result in a loss of hours. The dress code:

- School smocks must be worn at all times.
- Open toed shoes are not allowed
- No caps, hats, head wraps, or bandanas
- No excessive jewelry
- No shorts worn above the knee
- All clothing worn must be worn in a professional manner

**TELEPHONE CALLS AND CELL PHONES**

- Personal phone calls will not be taken by staff
- All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.
- Students will receive emergency calls (i.e. accident, sick child, etc.).
- During class and clinic time, cell phones need to be turned off or set to "silent" mode and stored away.

**EQUIPMENT AND PERSONAL ITEMS**

Cincinnati School of Barbering and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available; however, the student must provide their own lock. Students are expected to have books and equipment ready for class and/or clinic everyday.

**PARKING**

Students are to park in the parking lot beside the school. Students are not allowed to park along the front of the building. Please allow space for clients to park.

**SMOKING**

This is a non-smoking facility. All smoking shall be done outside the building in a designated area away from walkways and doors. Discarded cigarettes must be disposed of in a trash container. Smoking is only allowed during break times and or lunch.

**EMERGENCY EVACUATION PLAN**

- There are three main exits from the building; one in the rear and one in the front and one in the middle of the building
- In case of emergency/fire, calmly leave the building through the closest exit
- In case of a tornado, proceed to the locker/classroom area. Fire extinguishers are located near the exits of the school and on the clinic floor near office

## **SCHOOL POLICIES**

### **Disciplinary Code**

Application - This disciplinary procedure will be applied in cases where a student is charged with violating any "disciplinary regulations". The student will be notified immediately of:

- Time and place of alleged violation
- Specific rule being violated
- Conference to be held to determine what action will be taken.

### **Disciplinary Regulation**

**\*\* VIOLATION OF THE FOLLOWING MAY RESULT IN IMMEDIATE TERMINATION \*\***

- Use of obscene words or gestures
- Loud arguing or confrontations in the clinic, classroom or in the presence of patrons or fellow students- may result in no less that a 3 day suspension and/or may serve as grounds for immediate expulsion from school
- Pushing, shoving, striking, fighting or horseplay
- Possession of or being under the influence of alcohol or drugs. The school reserves the right to search a student's locker at any time- for any reason
- Altering or tampering with time cards, or attempting to punch someone else in or out Cheating, stealing or lying while a student at the school
- Any student who misses school because of incarceration for any charge may be
- Terminated due to loss of hours
- Any student whose legal problems (civil or criminal) so interfere with the student's ability to devote himself and his time to his studies may be terminated from school. If appropriate- suspended until such time as will enable the student to settle his legal problems
- Conviction of any crime involving moral turpitude or any felony shall result in immediate
- Discourtesy to or refusing to accept a customer when so directed by an instructor
- Any student who, in the judgment of school authorities, appears not to be in full command of their physical and mental faculties will be asked to leave school temporarily until the school okays the student's return following submission of a doctor's medical report describing the nature of the student's illness and certifying the student to be in good health and able to perform barber-styling services on the public
- Students must charge the correct full price for any services and products given to customers. All such charges must be entered and recorded at the front desk cash register. Violation of this rule will incur an automatic 3 day suspension for the first offense and the second offense may result in termination
- Any student found writing on walls or in any way defacing school property will incur an automatic 3 day suspension for the first offense. A second offense may result in termination. In addition, the student will be required to pay any and all damages including labor charges and materials to replace said area to it's original condition
- If a student has a complaint concerning anything about the school he or she must not "hassle" other students, customers, etc. They must take their concern immediately to their instructor or school manager. Students not following the established procedure for registering a complaint will be suspended pending the outcome of a disciplinary conference
- Actions by a student that reflect unfavorably upon the school will result in disciplinary action
- Conduct deemed unbecoming and not in keeping with the dignity and ethics of the professional may result in termination and shall result in a disciplinary conference
- Default in the required monthly tuition payments may result in termination or suspension
- The school reserves the right to dismiss or suspend any student whose conduct reflects an inability to function within the spirit of the rules and regulations

### **Unlawful Discrimination or Harassment**

No student shall engage in discrimination or harassment of another student, instructor, or staff member of this school. This shall include discrimination or harassment based on sex, gender, race, age, color, religion, disability, and ethnic origin. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

**Cheating**

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade and/or suspension.

**Theft Vandalism**

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

**Disruptive Behavior**

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. If misconduct in the classroom or clinic floor warrants an immediate suspension for the remainder of the class time, the instructor may do so without prior warning. If the student does not voluntarily leave the premises, the police department may be called to remove the student. Further action may be taken against the student.

**Students Clocked Out**

Cincinnati School of Barbering instructors and staff members reserve the right to dismiss and clock students out for the day for the following reasons:

1. Insubordination
2. Using profane language
3. Unprofessional behavior toward client, student, instructor, or staff member
4. Refusing client services
5. Refusing to perform sanitation duties
6. Possessing or using alcohol or illegal drugs
7. Improper attire
8. Lounging/sleeping in class

**Termination Policy**

Students may be terminated from the program for non-compliance with the following: school policies, the enrollment contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; non-payment of fees; theft or any illegal act; failure to graduate from the barber program within 2.5 years (including LOAs).

**Personal Services**

The clinic floor instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client. All personal services are to be finished by 4:00pm.

**Sanitation Duties**

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked. Failure to complete sanitation duties shall result in disciplinary action.

**Available Services**

Cincinnati School of Barbering does not provide housing assistance. Reasonable assistance is available in seeking counseling services outside of the school.

**General Program Policies**

All students are expected to:

1. Attend school regularly and arrive on time.
2. Clock only them selves in and out everyday and at lunchtime.
3. Be in the stated dress code.

4. Behave in a professional manner at all times.
5. Keep their work area clean and sanitary and clean up after them selves.
6. Have operating records signed daily.
7. Perform sanitation duties daily and have them checked and signed.
8. Be prepared to perform any service and have the necessary equipment.
9. Participate in the learning process.

### **ADVISING**

Cincinnati School of Barbering & Hair Design, Inc. provides academic advice to all students. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

### **STUDENT RECORDS AND TRANSCRIPTS**

Academic records are safely retained at the institution under lock and key. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed the school. Additional transcripts are available to students upon written request and notification of permission for a fee of \$10.00. Student records will be provided to potential employers only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of seven (7) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

### **STUDENT INFORMATION RELEASE POLICY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA**

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish “directory information” such as name, address, phone number, etc.

Cincinnati School of Barbering & Hair Design, Inc. complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students’ records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student’s educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student’s records.

### **OHIO STATE COSMETOLOGY AND BARBER BOARD INSPECTION**

Cincinnati School of Barbering is subject to unannounced inspections by the State Board Inspector. All rules and regulations provided by the State Board shall be followed at all times.

### **GRIEVANCE PROCEDURE**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student files. The grievance policy is as follows:

1. Complaints against students or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution
3. If the complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may contact:

Ohio State Cosmetology and Barber Board  
1929 Gateway Circle  
Grove City, Ohio 43123  
(614) 466-5003/ (614) 466-3834 or <https://cos.ohio.gov/>

NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
(703)600-7600 or [www.naccas.org](http://www.naccas.org)

### **DRUG FREE WORKPLACE AND INSTITUTION**

Cincinnati School of Barbering & Hair Design, Inc. has a zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

### **SCHOLARSHIPS AND FEE WAIVER**

At this time the Cincinnati School of Barbering & Hair Design, Inc. is not offering any scholarships. However, we do offer discounted tuition rates that apply to particular class starts. Please speak with the administrative office for details.

### **EXTRA INSTRUCTIONAL CHARGES**

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$50 per day, or any part thereof, payable in advance until graduation. This information is also stated on the enrollment agreement and acknowledged at time of entry into the chosen program.

### **WITHDRAWAL REQUIREMENTS**

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork;
- Satisfy all debts owed to the school.

A final monthly report of hours will be forwarded to the state board. Upon payment of all debts owed to the school a certified Final Transcript of Hours will be released. If withdrawal requirements are not met, no transcript will be released.

### **STUDENT KIT POLICY**

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. The institution reserves the right to distribute the student kit in intervals. The kit items may be changed at the discretion of the institution.

### **FACULTY AND ADMINISTRATION**

Mark Greene	Owner, President, Instructor
Sherry Cox	Financial Aid Advisor, Substitute Instructor
Shawntae Goldmas	Instructor
Lance Ross	Instructor

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Program</u>	<u>Evaluation Period</u>	<u>Academic Year</u>
Barber	450, 900 and 1350 actual clocked hours	900 clock hours
Cosmetology Cross-Over	500 actual clocked hours	1000 clock hours



\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. SAP evaluations periods are based on actual contracted hours at the institution. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course or academic year, whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

#### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% 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 75% 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 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barber (Full time, 35 hrs/wk) - 1800 Hours	69 Weeks	2394
Barber (Part time, 25 hrs/wk) - 1800 Hours	96 Weeks	2394
Cosmetology Cross-Over (Full time, 35 hrs/wk) – 1000 Hours	38 Weeks	1330
Cosmetology Cross-Over (Part time, 25 hrs/wk) – 1000 Hours	53.20 Weeks	1330

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. However, all barber students must graduate within 2.5 years of their class start date, including any leave of absences, or will be terminated from the institution.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame, including any time in that period where a student would not receive Title IV, HEA program funds. The period of enrollment includes, fall, winter, spring, and summer, as applicable to the student’s enrollment agreement.

#### ACADEMIC PROGRESS EVALUATIONS

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. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. 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 the course of study. Students must pass a final written and practical exam for the applicable course prior to graduation. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 94% - 100% = A (Excellent)
- 86% - 93% = B (Above Average)
- 75% - 85% = C (Average/Satisfactory)
- 0% - 74% = F (Unsatisfactory/ Failing)

#### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements of a 75% for academics and 75% for attendance at the evaluation point are considered to be 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. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV, HEA Program funds interrupted, as applicable, unless the student is on warning.

#### **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. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV, HEA Program funds, as applicable, and will be terminated from the program unless financial arrangements are made with the school.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV, HEA Program funds, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

#### **INTERRUPTIONS, COURSE INCOMPLETES, 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 academic progress status as at the time of withdrawal. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program.

If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

#### **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses 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 from other institutions will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

NOTE: Withdrawal passing/withdrawal failing and appeals are not applicable to this institution.

#### **REFUND POLICY – NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. 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 \$75.

4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/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.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 calendar days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall 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 OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, kit and books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):**

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

### **Return of Title IV Funds**

A student (or in the case of dependent minor, his/her parent or guardian) may cancel their enrollment by giving notice to the school.

An official notification of cancellation or withdraw is in the form of a written, electronic, telephone and/or personal appearance notification to School Administration.

- In the case of a written or an electronic notification, the official notification of cancellation date will be determined by the postmark or received date on the written or electronic notification by the student.
- In the case of a notification received by telephone, the official notification of cancellation date will be determined by the date the telephone conversation occurred. This will officially be recorded on the student's record file.
- In the case of a notification received by personal appearance, the official notification of cancellation date will be determined by the date of the appearance of the student. This will officially be recorded on the student's record file.

An unofficial withdraw/termination would result from a student being absent 14 consecutive calendar days or failure to return on the documented leave of absence return date. In such case the school will provide written notification of termination to the student's contract enrollment agreement. The official notification of termination date will be the date that is stated on the written notice. The date of the last day of attendance will be determined from the student's last clock in – out date as recorded by the school's attendance record.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed or the Title IV aid that could have been disbursed to the student or on the student's behalf.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. (225/450)
- Amount Title IV Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned \$1250 (2500x50%)

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

### **Return of Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

### **Title IV Programs**

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. FFEL/Direct PLUS (Graduate Student)
4. FFEL/Direct PLUS (Parent)
5. Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **VETERANS ADMINISTRATION SATISFACTORY PROGRESS/ ADVISING POLICY**

In addition to the Satisfactory Academic Progress Policy stated elsewhere in this catalog, all students receiving Veterans Administration Benefits will also be subject to this stricter policy.

All VA students will be evaluated for satisfactory progress and advised on a monthly basis. If the student fails to meet the minimum cumulative academic requirement of 75% as well as the cumulative attendance requirement of 75% they will be notified in writing and placed on probation. A record of this probation status will be documented in the student's file. If the student does not meet the required 75% cumulative attendance and academic requirement by the end of the next month, the VA will be promptly notified of the probation violation which may result in the termination of VA Benefits. Further, this may result in a student debt with the VA.