

# LARRY'S BARBER COLLEGE SCHOOL CATALOG

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## SCHOOL CATALOG

### **OWNER**

Larry E Roberts Jr.

### **STAFF**

Larry E. Roberts Jr – Owner/Licensed Instructor

Denise Lewis– Manager/Administrator

Kassaundra Harris-Administrator

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Frank Muhammad - Instructor

Jabari White – Instructor



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## TABLE OF CONTENTS

HISTORY .....	Page 3
MISSION STATEMENT.....	Page 3
SCHOOL DESCRIPTION .....	Page 4
ADMISSION/READMISSION REQUIREMENT/TRANSFERRING.....	Page 4
ILLINOIS CRIME VICTIMS COMPENSATION ACT .....	Page 4
CLASS CALENDAR/SCHOOL CLOSURE.....	Page 5
TUITION COST/COST OF ATTENDANCE .....	Page 5-6
ADDITIONAL CHARGES/METHOD OF PAYMENT.....	Page 6
SCHOLARSHIPS FEE WAVIER POLICY.....	Page 7
FINANCIAL AID.....	Page 7-10
VERIFICATION POLICY .....	Page 10-11
PRORATING FUNDS/PAYMENT PERIOD.....	Page 11
REFUND POLICY .....	Page 11-13
RETURN TO TITLE IV FUNDS.....	Page 13-14
BARBER PROGRAM 1500 HOUR COURSE OUTLINE .....	Page 15-16
BARBER INSTRUCTOR PROGRAM 500 HOUR COURSE OUTLINE.....	Page 17-18
BARBER INSTRUCTOR PROGRAM 1000 HOUR COURSE OUTLINE.....	Page 19-20
SATISFACTORY ACADEMIC POLICY.....	Page 21-24
ATTENDANCE POLICY.....	Page 24-25
LEAVE OF ABSENCE POLICY .....	Page 26
MAKEUP TESTING/FINAL EXAM/ADVISING/LIBRARY.....	Page 26
GRADUATION REQUIREMENT/PLACEMENT SERVICE/INTERNSHIP PROGRAM.....	Page 26-27
STUDENT'S RIGHT TO PRIVACY POLICY (FERPA) .....	Page 27
RELEASE OF INFORMATION.....	Page 27-28
NON DISCRIMINATION/NON RECRUITEMENT.....	Page 28
MEDICAL EMERGENCIES.....	Page 29
KIT POLICY.....	Page 29
DRESS CODE / MISECELLANEOUS POLICIES .....	Page 29-30
ETHICAL STANDARDS.....	Page 30-31
STANDARD OF CONDUCT/GROUNDS FOR DISMISSAL.....	Page 31
ANNOUNCMENTS/CHANGE OF ADDRESS/LOCKER/STUDENT AREA.....	Page 31-32
SCHOOL SAFETY AND SECURITY POLICY / CAMPUS HOUSING .....	Page 33-36
DRUG AND ALCOHOL ABUSE PREVENTION POLICY.....	Page 36-39
RESOURCES/HELPFUL NUMBERS .....	Page 38-39
COPYRIGHT INFRINGEMENT POLICY .....	Page 39-40
GRIEVANCES .....	Page 40
LICENSING & ACCREDITING BOARDS & DEPARTMENT OF ED FSA RESOURCES .....	Page 40-41

## Welcome to Larry's Barber College

### **HISTORY:**

Larry E. Roberts, Jr. was born May 8, 1973 to the parents of Larry E. Roberts Sr., and Darlene Roberts. Larry started cutting hair at the age of 13 in his parent's basement. His clients grew so rapidly that he allowed his buddy to help service the clients. He even had his mother and sister Tramaine, book appointments for him. He is also a talented musician as well as a renowned barber. After completing Barber College, at the age of 18 he opened the first Larry's Barber Shop in Matteson, Illinois. His clients followed him to his barber shop where he continued to be recognized for his professional barber skills and creativity. Larry reinvested the shop profits to make sure he had a professional environment for his clients and barbers. He has a great passion for people and actively encourages everyone to aim high in life. Larry relocated his barber shop to the south side of Chicago to provide a quality location and services in an underserved community. This shop became very well known for its professional and quality service.

Many clients and young men and women were so motivated by Larry's unique barber skills and management style they wanted to become barbers also. In 2004, Larry opened his first barber college in the same Chicago area. Larry's Barber College mission is to provide the community a positive, professional atmosphere for barber training, career development, client servicing and mentoring to provide students a better alternative than the streets. Larry is very effective in communicating this message, which led to an opportunity to open Larry's Barber College II and Entourage Beauty College in 2006.

He's a very self-motivated, goal directed individual of great faith and love of God. He has developed a great staff that works diligently to ensure Larry's Barber College is "educating a new generation of professional Barbers."

### **On Your Pathway to a CAREER!**

You are about to begin an exciting adventure in the Barber School that will help you achieve your greatest expectations. We are excited to be a part of the road map for your personal journey to success. Larry's Barber College will take you on a path that will provide you the skills and personal confidence to realize your dream of becoming a successful professional in the Barbering field.

In the versatile "world" of Barbering, the opportunities are endless. As a license Barber, you have a diversity of job choices within the industry and within related areas of Barbering. You may choose to enter in exciting competitions that will be great for building your portfolio. The related fields offer various exciting and challenging career paths which include Platform Artistry, Manufacturers Sales Consultant of Educator, Salon Manager, Owner, School Instructor, School Director, School Owner or State Board Representative.

### **MISSION STATEMENT:**

The mission of Larry's Barber College is to provide an education from instructors who are working in the barber/cosmetology field. We provide classroom theory as well as practical clinic training so that you can be prepared to enter the field of barbering. It is the mission of Larry's Barber College to ensure that each student is given the individual help needed to successfully complete the program. Once completing the program, you will have developed creative skills that will take you on paths to a professional career. Larry's Barber College is educating a "new generation of barbers."

### **SCHOOL DESCRIPTION:**

Larry's Barber College is located at 929 W Jefferson Street, Joliet IL 60435. Our building is handicapped accessible. The students have parking located in the back of the building. We have a microwave and refrigerator located in the break area. The classroom and restrooms are handicapped accessible. The college is near a beauty supply, fast food restaurant, and other businesses.

### **ADMISSION REQUIREMENTS:**

#### **BARBER STUDENT:**

- Original High School diploma, GED, Official High School Transcript
- State ID or Driver's License
- Application Fee

#### **BARBER INSTRUCTOR:**

- Original High School diploma, GED, Official High School Transcript
- Certificate of Completion from a Barber School or State Issued Barber License
- State ID or Driver's License
- Application Fee

### **ILLINOIS CRIME VICTIMS COMPENSATION ACT**

An individual who has an offense under the Crime Victims Compensation Act, or Articles 11 or 12 of the Criminal Code of 1961, is not eligible for licensing by the Illinois Department of Financial and Professional Regulation. Although it is the responsibility of the enrollee to determine how their criminal record will impact their ability to secure licensure, if Larry's Barber College is aware that a prospective student has been convicted of a disqualifying crime, Larry's Barber College will deny admittance into its programs in attempt to provide a safe learning environment

### **RE-ADMISSION:**

Returning students that have been previously withdrawn from the Larry's Barber College Barber program or Instructor program can only return with a written statement explaining the reason they had to withdraw and have the letter approved by a director. Once the student is allowed to return, they will be required to pay an application fee of \$100.00. The students start date will be the Monday following the date they signed their enrollment agreement. Terminated students will not be re-admitted

### **TRANSFER/RE-ENROLLING STUDENTS**

The school reserves the right to contract individually with any individual who wishes to transfer or re-enroll into the program. This does not automatically grant enrollment. If a student was terminated from our program, we have a right to refuse re-enrollment. We will accept all hours, but the student must comply with any and all State Board Licensing requirements and the school's requirements. The fees will be discussed upon inquiring about your transfer and fees will be based accordingly. Credit for previous training will be given only if a certified transcript is presented from a licensed Barber School. Credit for out-of-state training must be submitted to the governing State Board before being accepted by the school. All course work, hours and tuition will be adjusted accordingly, and the proper agencies notified. All records of previous education will be maintained in the student's permanent record file. Upon registration, Diploma or GED required ID and transcript if we don't already have it. A student wishing to transfer to another barber college must submit a written request to the school's Director. We will not release any official transcripts to students unless all financial obligations are met.

## **COSMETOLOGIST**

Persons that hold an active Cosmetology license or official transcript from the cosmetology school they attended will only need to complete 600 hours in the Barber Program. These documents need to be given at the time of registration.

## **CLASS CALENDAR:**

Classes begin the 1<sup>st</sup> Monday of January 1<sup>st</sup> Monday of March 1<sup>st</sup> Monday of May 1<sup>st</sup> Monday of July 1<sup>st</sup> Monday of September, and 1<sup>st</sup> Monday of November. Classes meet Monday through Saturday (closed Wednesday) 9am to 8pm. (Specific hours are explained at enrollment).

## **SCHOOL HOLIDAYS AND CLOSURES:**

New Year's Day (observed on January 1 <sup>st</sup> & each year)	Closed
Martin Luther King Day	Closed
Memorial Day (observed on the third Monday of May each year)	Closed
Independence Day (observed on July 4 <sup>th</sup> each year)	Closed
Labor Day (observed on the first Monday of September each year)	Closed
Constitution Day (observed on September 17 <sup>th</sup> each year)	Observed
Thanksgiving Day (third Thursday of November each year)	Closed
Christmas Day (observed on December 25 <sup>th</sup> each year)	Closed

The Barber College may be closed on other days that surround the above holidays and to accommodate in-service training or seminars for the educators. Additional closures will be posted on a calendar in the student break area. Each year, Larry's Barber College conducts a Constitution Day educational program on September 17 to commemorate the September 17, 1787 signing of the U.S. Constitution. If September 17 falls on a weekend or holiday, Constitution Day will be held during the preceding or following week. Students should consult their detailed campus calendar to confirm the specific day each year.

## **SCHEDULE CHANGES:**

To change from the original registered schedule (i.e. day to evening classes or full-time to part-time), a student will incur a \$250 schedule change fee. This fee will be added to the student's ledger and all tuition and fees need to be paid before student receives certificate of completion.

## **ACADEMIC YEAR:**

Larry's Barber College academic year is defined by the number of clock hours and number of weeks; the statutory minimum is 900 clock hours and 26 weeks. **One semester/trimester credit hour is equal to at least 37.5 clock hours of instruction**

## **LARRY'S BARBER COLLEGE COSTS**

### **COURSE COSTS:**

#### **Barber Tuition – 1,500 hours**

Tuition	\$16,190.00
Books & Kit	\$ 1,000.00
<u>Application Fee*</u>	<u>\$ 100.00</u>
<b>TOTAL DUE</b>	<b>\$17,290.00</b>

#### **Barber Instructor Tuition – 1,000 hours**

Tuition	\$ 7,605.00
Books & Kit	\$ 400.00
<u>Application Fee*</u>	<u>\$ 100.00</u>
<b>TOTAL DUE:</b>	<b>\$ 8,105.00</b>

**Barber Instructor Tuition – 500 hours you can't receive Title IV for this course.**

Tuition	\$ 3,545.00
Books & Kit	\$ 400.00
Application Fee*	\$ 100.00
<b>TOTAL DUE</b>	<b>\$ 4,045.00</b>

**LARRY'S BARBER COLLEGE COST OF ATTENDANCE (COA)**

**ESTIMATED COST OF ATTENDANCE:**

(Barber Student Not Living with Parent(s) Example)

Tuition	\$16,190.00
Books & Kit	\$ 1,000.00
Application Fee*	\$ 100.00
Living cost allowance (est. over 14-month period):	
Room and Board	\$14,840.00
Transportation	\$ 5,040.00
Personal	\$ 8,120.00
<b>TOTAL COST</b>	<b>\$43,668.00</b>

*\*(Application Fee is non-refundable)*

**ADDITIONAL CHARGES:**

Overtime charges will be assessed when graduation date is exhausted. The cost is \$8.00 per hour which is calculated the day after your contracted graduation date and MUST be paid. In the event that the school has to close due a mandated order, you will receive a new graduation date, but you will not be charged any overtime fees.

**NO STUDENT WILL RECEIVE A TRANSCRIPT WITHOUT PAYING ALL MONIES DUE INCLUDING OVERTIME CHARGES. NO STUDENT WILL RECEIVE A COURSE COMPLETION CERTIFICATE WITHOUT PAYING ALL MONIES DUE INCLUDING OVERTIME CHARGES.**

**Verification of student identity.** There is no additional cost for verifying the identity of distance learning students at each session of instruction.

**METHOD OF PAYMENT:**

Financial Aid is available to those who qualify. Financial Aid may be in the form of a federal Pell grant or student loans. If you decide not to take out the student loans or you do not qualify for federal Pell grant, monthly payments can be discussed at enrollment. Payments accepted are Cash, Money Orders, Checks, Debit/Credit Cards and Veteran's Benefit. We may request that a student don't return to class until payments have been made. Larry's Barber College reserves a right to dismiss a student for failure to make a payment after 45 days. Larry's barber College tuition and fees are based on total hours needed not time it takes to complete the program. If you finish before your schedule graduation date no adjustment will be made to the student's financial aid package.

Larry's Barber College offers: Federal Pell Grants, Direct Loan Subsidized and Direct Loan Unsubsidized. Your need is the amount left over after subtracting the expected family contribution from your cost of attendance and all estimates of available funds from financial aid will be used to cover institutional charges.

**WE ACCEPT THE G.I. BILL ® FOR VETERANS:**

You must contact your local facility for approval. Once approved, you must bring your certificate of approval prior to starting class. You must then follow the registration requirements.

### VETERAN AFFAIRS BENEFITS

VA students utilizing educational benefits to help pay for their education will only be paid for instructional weeks of a program. Overtime charges will not be covered by VA benefits. Per VA guidelines, Larry's Barber College - "School" may only certify benefits for the length consisting of only the instructional weeks of a program.

### STUDENT RIGHT-TO-KNOW

Per the Student-Right-To-Know-Act, Larry's Barber College makes our graduation, placement, and licensure rates available through our website: [www.larrysbarbercollege.edu](http://www.larrysbarbercollege.edu)." In addition, student outcomes are disclosed on each student's Enrollment Agreement, reflecting current rates for the cohort.

### SCHOLARSHIPS FEE WAIVER POLICY:

We award scholarships throughout the school year. Students that become withdrawn or terminated from the program scholarships will be void. Currently Larry's Barber College does not have any fee waivers available.

### FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY:

Based on a combination of approvals, authorizations and accreditation, our students are eligible to apply for and potentially receive tuition aid and financial assistance while attending college.

Larry's Barber College's Financial Aid office is located within the 10456 S. Halsted building and appointments can be arranged with our Financial Aid Director by contacting (773) 779-2100 Ext 1004

If you have a question about Title IV federal student aid or one of the services, the Department of Education provides? Contact one of their Customer Service Centers or Federal Student Aid Offices. If you are not sure which Service Center to call, contact the Research and Customer Care Center at 1-800-433-7327, or e-mail them at [fsa.customer.support@ed.gov](mailto:fsa.customer.support@ed.gov).

### AWARDING FINANCIAL AID FEDERAL STUDENT AID (TITLE IV) FUNDS

Financial Assistance at Larry's Barber College is awarded on a first come, first-serve basis.

1. The first step of the award process is to determine the student's budget using the ISIRs.
2. The second step of the award process is to determine the student's need for financial assistance by subtracting the EFC from the student's budget. After the need has been established, we process in awarding eligible financial programs accordingly.

The Pell Grant is the foundation of a student's award package because eligibility is determined by the Federal Government. Therefore, we first determine if students have Pell Eligibility. We determine the amount by reviewing the Federal Pell Grant Payment & Disbursement Schedule. Also factored in determining the amount of the award is the student's enrollment status, and cost of attendance. After eligibility for the Pell Grant is determined, we subtract the Federal Pell Grant from the need to determine the student's remaining need for financial assistance. *Larry's Barber College assumes acceptance of the award if no communication is received from the student or parent stating otherwise.*

### Determination of Total Funds to be awarded

The Director in conjunction with the Business Manager determines the total aid to be awarded during an academic year. The Department of Education sends the Financial Aid Office information detailing annual fund allocations through the Federal Authorization Letter with the Official Notice of Funding. Determining the total funds available includes an evaluation and projection of available funds, required matching, and administrative expense. Careful projections are made to enable the Financial Aid Office staff to offer fair and equitable packages to students. A determination is made based on prior year history and an increase of projected funds to account for attrition.

## **Outside Resources**

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the Financial Aid Office. Student aid including outside resources, may not exceed the student's cost of attendance. Therefore, if a student has been awarded by the aid office and receives an outside award, an adjustment to the original award letter may be necessary. If an adjustment is made, the outside aid will replace self-help aid if possible.

## **Award Letter and Acceptance of Awards**

Students receive notice of financial aid via an Estimated Financial award letter.

## **Revision of Financial Aid Awards**

Once an award letter is sent to the student, there may be instances which warrant a change to the original notification. The Director may review a student's circumstances, make an adjustment to an award, and release a revised award letter. This revised award invalidates the original award notice.

## **Revision Initiated by the Financial Aid Office**

The Financial Aid Office will automatically consider a revision in a student's aid package when the following occurs:

1. There is conflicting information in the file.
2. There are changes resulting from verification.
3. There is a change in availability of funds.
4. There is a Financial Aid Office staff member error.

The information provided along with the award letter acknowledges right of the Financial Aid Office to make a change to any award. Students are sent a revised award letter as soon as possible. In the case of an office error, it is customary to contact the student personally or send a personalized letter.

## **Revisions Initiated by Request from Student**

Students may decline any portion of their award. Lack of acceptance does not count as a revision. If a student wants to add an award, the request will be referred to the program manager. It is the student's responsibility to notify the Financial Aid Office of changes in a student's resources. If the student reveals a change in circumstances, which may affect the student's family contribution, the student must document the situation in writing including supportive documentation. If a change to the award is allowable, the program manager will make an adjustment and release a revised award letter.

## **Over awards**

In over-award occurs any time a student's disbursed financial aid (federal and outside aid) and other resources exceeds the cost of attendance for the award period by more than an allowable tolerance.

## **Eliminating an Over award**

Before reducing a student's aid package because of an over award, the Aid Administrator should always attempt to alleviate the situation by reducing or eliminating the over award. Some awards may be reduced or canceled in order to alleviate an over award.

## **Causes of an Over award and/ or Overpayment**

There are several causes of an over award:

1. Change in the enrollment status - the student withdraws or drops below the projected enrollment status.
2. Reduction in cost of attendance - the student changes budget categories.
3. Additional resources - the student has resources greater than those used to calculate the award.
4. Administrative error - the Aid Administrator inadvertently makes an error.
5. Fraud - the student intentionally deceives or misrepresents information to obtain funds.



### **Treatment of an Over award**

If eliminating the over award is not possible the Aid Administrator must reduce the over award using the following sequence:

1. An over award over \$300 based on surplus earnings must be counted as a resource for the next academic year.
2. An over award from an administrative error must first reduce or eliminate next semester's overpayment. The Aid Administrator must then bill the student for any remaining amount.
3. If an Over award occurs due to fraud, the Director must be notified, and corrective action taken.

### **LOANS**

#### **Direct Loans**

The Direct Loan Program is designed to assist regular matriculating students' in meeting their financial obligations and offers a simpler way to borrow funds. Under this program, the funds for your loans are lent to you directly by U.S. Department of Education.

#### **Federal Direct (Subsidized) Loans**

Under this program, the federal government pays the interest on these loans while the students (dependent or independent) are in school and during deferments. A student must demonstrate financial need in order to receive this loan.

#### **Federal Direct (Unsubsidized) Loans**

Under this program, the federal government does not pay the interest while a student (dependent or independent) is in school or during deferments for this loan. A student can receive this loan regardless of financial need up to the established limits. Also, students whose parents are unable to borrow under the (PLUS) program are eligible to receive the program.

#### **Direct (PLUS) Loans for College Students**

This program allows credit-worthy parents to borrow money for the student. The parent must submit to the Financial Aid Office a PLUS loan application request the amount they are seeking to borrow. If the Loan is approved, the parent is responsible for the repayment of this loan. The initial payment starts approximately sixty days after the loan has been fully disbursed to the student's account.

#### **Loan Limits**

The loan amounts undergraduates and graduates' students may be eligible to borrow under these programs are determined by academic progress.

#### **Procedures:**

Determine Borrower Eligibility and Loan Amounts

1. All students applying for Federal Direct Loans must complete a Free Application for Federal Student Aid (FAFSA).
2. The Central Processing System (CPS) will match required database information and calculate a student's expected family contribution (EFC) using the federal need analysis.
3. After receiving an electronic report from the CPS, the calculated EFC will be used to determine the student's award package for Federal Direct Loans.
4. The student will be notified of the estimated Federal Direct Loan award amount is his/her award letter package. Upon, acceptance, the student will return the signed award letter to the Financial Aid Office.

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

NSLDS is the first national database of information relating to loans and other Title IV financial aid disbursed to students. The overall purpose of NSLDS is to support ED and the entire student aid community in a variety of operational research functions aimed at improving the administration and delivery of Title IV student aid programs. Beginning with the 2002-03 award years, the National Student

Loan Data System may be used by postsecondary educational institutions to meet the regulatory requirements for obtaining Financial Aid Transcripts for most Title IV student aid applicants.

Except for mid-year transfer students, using the information from the NSLDS will allow schools to meet the regulatory requirements for obtaining FAT information for those Federal student aid applicants who have previously attended other eligible postsecondary institutions. Schools may obtain FAT information from the NSLDS through several methods including the Student Aid Report and the NSLDS History section of the Larry's Barber College Student Information Record (ISIR). Once a school has obtained financial aid history information from the NSLDS, including using the NSLDS information on a student's SAR or in the ISIR, it will not be required to re-check the NSLDS prior to disbursing Title IV student assistance.

#### **GENERAL INFORMATION:**

If you wish to apply for financial aid or you have questions, contact the financial aid officer. Additional information regarding the student aid programs available may be found the "Free Application for Federal Student Aid" published by the U.S. Department of Education or visit the website [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov), or [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

#### **COMPLIANCE STATEMENT**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify student's identities to process the awarding funds, the collection of funds and the tracing of individuals who have borrowed funds from the federal, state or private programs.

#### **VERIFICATION POLICY:**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994-executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid nor certify Stafford/Plus loan applications until completion of verification process.

The policy of this school is to verify those students selected for by the need analysis ISIR system for verification. The school will notify the student immediately of the affect resulting from verification. The financial aid officer will discuss this matter with the student.

#### **VERIFICATION EXCLUSION:**

- Death- Applicant die during award year or before the deadline for completing verification
- Incarceration-Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status-Applicant arrived in the US during calendar years 2007 and 2007
- Certain spouse/parent status-Spouse or parent information is not required to be verified if the spouse or the parent is deceased or physically incapacitated or residing in a country other than the United States and cannot be contacted by normal means or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification-If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  1. Letter stating that the verification process was completed
  2. Copy of the application data that was verified and signed.
  3. If the student was awarded FPELL Grant a copy of the signed SAR/ISIR
  4. A completed Financial Aid Transcript.

- No funds disbursed- The applicant will not receive federal aid funds.

**Required Verification Items:** Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income or adjusted gross family income for the base year.
- U.S income tax paid for the year.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  1. Social Security benefits.
  2. Child Support
  3. Untaxed payments to IRA or Keogh
  4. Foreign income
  5. Earned income credit
  6. Interest on tax free bonds

**Documentation Required:** Student spouse and or parents (as applicable) income tax transcript. Applicants shall complete the appropriate sections of the Verification Worksheet, one for dependent students and one for independent students. Use the worksheets to update and for verification of data. The school's financial aid officer may require/provide other appropriate information.

**Time Period for Providing Documentation:** Students must provide the required documents prior to the first day of class. If the student does not comply within the allotted time, the school must then advise applicants that they are not eligible for financial aid funds. The student may continue training on a cash payment basis. The applicant must repay over award or any award for which he/she was not eligible, discovered during verification.

**Dependency Overrides and Professional Judgments:** We will use a professional judgment on a case by case to change a student's dependency status.

#### **PRORATING TITLE IV FUNDS:**

If student is transferring with clock hours, we will determine the amount of funds the student is awarded according to the hours we are accepting.

#### **PAYMENT PERIOD:**

Title IV funds will be disbursed to your account at 0 hours on the first day of class, then at 450 hours and you will receive your 900- and 1200-hours payment in the next award year. You are to fill out your financial aid along with the school code 041176 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for your next award year. Once a loan or Pell grant disbursement is awarded, the student will receive a copy of the ledger with the amount posted.

If your tuition account is paid in full and you have a **credit balance**, the school will issue you a check for the credit amount within 14 days.

#### **REFUND POLICY.**

- a. An applicant not accepted by the school shall be entitled to a refund of all monies. This refund policy applies to all terminations for any reason, by either party including student decision, course or program cancellation or school closure.

- b. If a student (or in case a student under legal age, his/her parent/guardian) cancels the enrollment and requests his or her money back, in writing, within (5) days of the signing of the Enrollment Agreement, all monies collected by the school shall be refunded. When notice of cancellation is given after the fifth day following enrollment by before completion of the student's first day of class attendance, the school may retain no more than the application and registration fee, plus the cost of any books or materials which have been provided the school and retained by the student. A notice to the students that the cancellation must be in writing and given to the registered agent, if any, or managing employee of the school. The cancellation date will be determined by the postmark on the written notification, or the date the cancellation notice is delivered to the school administrator or director in person. This policy applies whether or not the student has actually started training.
- c. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
- d. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency.
- e. For Students who enroll in and begin classes, the following schedule of tuition adjustments/refunds is authorized and will be based on scheduled hours.

Percentage Time to Total time of the Course	Amount of Total Tuition Owed to the School
0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- f. 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 and if a refund is due, a refund calculation will be performed on the 14<sup>th</sup> day and it is based on the student's scheduled hours. Any monies due the applicant or Student shall be refunded within 45 days of formal cancellation by the Student as defined in agreement, or formal termination by the School, which shall occur not more than 14 days from the last day of physical attendance in the school, or in the case of a leave of absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- g. If a student is on a Leave of Absence and in case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the Student, the School attempts to make a settlement which is reasonable and fair to both.
- h. If a course is cancelled subsequent to a Student's enrollment, the school shall, at its option: provide a full refund of all monies paid; or provide for completion of the course.
- i. If the school should cancel a course and/or program and ceases to offer instruction after the student 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 and/or programs or participate in a Teach Out agreement or provide a full refund of all monies paid.

- j. If the school should permanently close and ceases to offer instruction after the student have enrolled and instruction has begun, the school must plan for the students which the school shall provide a pro-rata refund for all students or participate in a Teach Out agreement.
- k. We pride ourselves on making sure we are professional in handling in refunds, and we want to make sure they all parties are satisfied. Our Accrediting agency has no part of any refund policies. We will make sure all banks, lawyers or any other third parties are clearly acknowledging the existence of the Withdrawal and Settlement Policy for any refunds if applicable. If a student has exceeded their time, a refund will not be applicable, and the Tuition Adjustment Guidelines will not be needed.
- l. "BUYER'S RIGHT TO CANCEL" - under which it is explained that that student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

### **RETURN OF TITLE IV FUNDS**

The law specifies how Larry's Barber College must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from Larry's Barber College institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Larry's Barber College at any time by notifying the administration office in writing of his/her decision to withdraw. The student will be considered withdrawn by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, 14 days after the last day of attendance, or the expiration date of an approved Leave of Absence. It is highly recommended that the student speaks to a Financial Aid Advisor or administrator prior to withdrawing.

A student's withdrawal is defined as:

1. *Official Withdrawal* - The student notifies Larry's Barber College of his/her decision to withdraw, or the school expels the student.
2. *Unofficial Withdrawal* - The student who has ceased attending all classes and has not provided Larry's Barber College with his/her decision to withdraw. A student is considered withdrawn from Larry's Barber College after 14 days of nonattendance and no communication between the student and the school.

All refunds are based on the students last day of attendance.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 135 scheduled clock hours of a payment period that has 450 clock hours, the student has completed 30% of the period and therefore has earned 30% of federal student financial aid that was disbursed or could have been disbursed. That means that 70% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, Larry's Barber College is responsible for returning the portion of the excess equal to the *lesser of* :

1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student. Larry's Barber College has 30 days from the date of Larry's Barber College's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student.

The student has 14 days from the date Larry's Barber College sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Larry's Barber College will make payment as soon as possible, but no later than 45 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to Larry's Barber College's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full. Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Pell Grant

## **BARBER COURSE OUTLINE:**

### **1500 Hours**

Course Description: The Basic barber course is a training program that is a complete study of all areas of Barbering and its Related Sciences.

Textbooks: Milady's Standard Barbering Textbooks  
Milady's Standard Barbering Theory Workbook

Objective: To provide the student with knowledge of the sciences and skills to become a licensed Barber.  
To provide the student with an understanding of job-related skills necessary to succeed.

Format: The teaching format combines Theory - lectures and discussion; Practical - demonstrations and hands-on practices. Support materials include videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation: The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 450, 900 and 1200 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

Instruction Schedule: Monday - Friday: Day - (9:00AM to 4:00PM) & Evening - (3:00PM to 8:00PM)  
Saturday: (9:00AM to 5:00PM) & Evening - (12:00pm to 5:00pm)  
Closed Wednesday's Clinic Floor 9am to 5:00pm

### Grading Scale

90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Satisfactory
69% and below	Unsatisfactory

## CONTENTS OF UNITS OF INSTRUCTION

Subject	Theory Hours	Practical Hours	Total Hours
<b>Part 1: Orientation BASIC TRAINING</b> A) barber history; B) bacteriology; C) infection control and safe work practices; D) implements, tools and equipment; E) anatomy and physiology; F) chemistry; G) electricity and light therapy; H) properties and disorders of the skin; I) properties and disorders of the hair and scalp; J) treatment of the hair and scalp; K) facial and scalp massage; and L) the Act and this Part, including sanitary standards	150	50	200
<b>Part 2: The Science of Barbering</b> Shaving and facial hair design	250	150	400
<b>Part 3: The Practicing of Barbering HAIRCUTTING AND STYLING</b> A) cutting; B) thinning; C) shaping; D) trimming; E) application of electrical/mechanical equipment; F) curling; G) hair treatments; and H) blow drying.	100	350	450
<b>Part 4: Advanced Barbering Services Chemical Texture Services</b> A) Hair Coloring and Lightening; B) Chemical Safety; C) Osha Standards Relating to Chemical Use; D) Permanent Waving; E) Hair Relaxing; F) Hair and Scalp Conditioning; And G) Shampooing, Toning and Rinsing.	150	150	300
<b>BARBERSHOP MANAGEMENT</b> A) State and Local Laws and Rules; B) Workers' Compensation Act; C) Labor Law; D) Client Relations; E) Bookkeeping; And Business Ethics.	100	0	100
<b>WORKER'S COMPENSATION ACT</b> A) Labor Law; B) Client Relations; C) Bookkeeping; And Business Ethics.	50	0	50
<b>TOTALS</b>	<b>800</b>	<b>700</b>	<b>1500</b>



## BARBER INSTRUCTOR COURSE OUTLINE:

**500 Hours** is required for a barber that has been licensed for over 3 years.

Course Description: The Instructor's course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator's position.

Textbooks: Milady's Master Educator Instructor's Textbook

Objectives:

1. To provide the student instructor with the education and training necessary for licensure.
2. To introduce the student instructor to the various aspects of required administrative duties, i.e., (Grading, School Inspections, Student Intervention & Re-Directive Advising.)

Format: The teaching format combines Theory - lectures and discussion; Practical - demonstrations and hands-on assist teaching in the classroom and clinic areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests are administered; classroom and clinic practical performances are evaluated at 75, 150 and 300 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

Attendance: Classes and Clinic are discussed upon registering.

Instruction Schedule: Monday - Friday: Day - (9:00AM to 4:00PM) & Evening - (3:00PM to 8:00PM)  
Saturday: (9:00AM to 5:00PM) Closed Wednesday. Clinic Floor 9a.m. to 5p.m.

<u>Grading Scale</u>	
90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Satisfactory
69% and below	Unsatisfactory

## UNITS OF INSTRUCTION

Subject	Theory Hours	Practical Hours	Total Hours
<b>Part 1:</b> <b>Orientation</b> <ul style="list-style-type: none"> <li>• Theory of Barbering</li> <li>• History of Teaching/Course Review</li> <li>• The Profile of a Master Educator</li> <li>• Educator Relationships</li> <li>• Developing a Dynamic Program of Study</li> </ul>	50	0	50
<b>Part 2:</b> <ul style="list-style-type: none"> <li>• Practice of Barbering</li> </ul>	50	0	50
<b>Part 3:</b> <ul style="list-style-type: none"> <li>• Methods of Teaching</li> <li>• Developing and Using Educational Aids</li> <li>• Teaching Skills and Presentation Techniques</li> <li>• Results-Orientated Classroom Management</li> <li>• Industry Needs</li> <li>• Teaching in a Dynamic Clinic</li> <li>• Student Evaluation and Testing Methods</li> <li>• Teaching to Diverse Learning Styles</li> <li>• Powerful Teaching and Learning Methods</li> </ul>	50	0	50
<b>Part 4:</b> <ul style="list-style-type: none"> <li>• School Management</li> <li>• Achieving Learner Results</li> <li>• Professional Performance Evaluation</li> <li>• Preparing for Licensure and Employment (including Professional ethics, Effective communication and human relations, Compensation packages and payroll deductions, Licensing or certification requirements and regulations, Fundamentals of business management)</li> </ul>	50	0	50
<b>Part 5:</b> <ul style="list-style-type: none"> <li>• Student Teaching</li> </ul>	0/0	300	300
<b>TOTALS</b>	200	300	500

**BARBER INSTRUCTOR COURSE OUTLINE:**

1000 hours is required for a barber that has been licensed for less than 3 years.

Course Description: The Instructor’s course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator’s position.

Textbooks: Milady’s Master Educator Instructor’s Textbook

Objectives:

1. To provide the student instructor with the education and training necessary for licensure.
2. To introduce the student instructor to the various aspects of required administrative duties, i.e., Grading, School Inspections, Student Intervention & Re-Directive Advising.

Format: The teaching format combines Theory - lectures and discussion; Practical - demonstrations and hands-on assist teaching in the classroom and clinic areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests are administered; classroom and clinic practical performances are evaluated at 150, 450 and 900 hours. If evaluation is not met, the student will need to retake the test until passing grade is achieved without extending the graduation date

Attendance: Classes and Clinic are discussed upon registering.

Instruction Schedule: Monday - Friday: Day - (9:00AM to 4:00PM) & Evening - (3:00PM to 8:00PM)  
Saturday: (9:00AM to 5:00PM) Closed Wednesday. Clinic Floor 9am to 5pm

<u>Grading Scale</u>	
90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Satisfactory
69% and below	Unsatisfactory

## UNITS OF INSTRUCTION

Subject	Theory Hours	Practical Hours	Total Hours
<b>Part 1:</b> <b>Orientation</b> <ul style="list-style-type: none"> <li>• Theory of Barbering</li> <li>• History of Teaching/Course Review</li> <li>• The Profile of a Master Educator</li> <li>• Educator Relationships</li> <li>• Developing a Dynamic Program of Study</li> </ul>	100	0	100
<b>Part 2:</b> <ul style="list-style-type: none"> <li>• Practice of Barbering</li> </ul>	100	0	100
<b>Part 3:</b> <ul style="list-style-type: none"> <li>• Methods of Teaching</li> <li>• Developing and Using Educational Aids</li> <li>• Teaching Skills and Presentation Techniques</li> <li>• Results-Orientated Classroom Management</li> <li>• Industry Needs</li> <li>• Teaching in a Dynamic Clinic</li> <li>• Student Evaluation and Testing Methods</li> <li>• Teaching to Diverse Learning Styles</li> <li>• Powerful Teaching and Learning Methods</li> </ul>	100	0	100
<b>Part 4:</b> <ul style="list-style-type: none"> <li>• School Management</li> <li>• Achieving Learner Results</li> <li>• Professional Performance Evaluation</li> <li>• Preparing for Licensure and Employment (including Professional ethics, Effective communication and human relations, Compensation packages and payroll deductions, Licensing or certification requirements and regulations, Fundamentals of business management)</li> </ul>	100	0	100
<b>Part 5:</b> <ul style="list-style-type: none"> <li>• Student Teaching</li> </ul>	0/0	600	600
<b>TOTALS</b>	400	600	1000

## Satisfactory Academic Progress Policy

### SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress in attendance and academic work is required for all students enrolled in Larry's Barber College regardless of source of funding (i.e. cash pay, private loans, Federal Title IV Funding, etc.). It is printed in the Student Catalog to ensure that all students receive a copy prior to enrollment. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. The elements of the policy are outlined below. Please note, changes in major, pursuit of second degree or summer terms do not apply to Larry's Barber College.

### ATTENDANCE PROGRESS EVALUATION

Students are evaluated for Satisfactory Academic Progress as follows:

#### ***Barber Program (1500 Clock hours)***

- 1<sup>st</sup> Evaluation Period Ends 450 clock Hours and 15 weeks
- 2<sup>nd</sup> Evaluation Period Ends: 900 Clock Hours and 30 weeks
- 3<sup>rd</sup> Evaluation Period Ends: 1200 Clock Hours and 40 weeks
- 4<sup>th</sup> Evaluation Period Ends: 1500 Clock Hours and 50 weeks\*\*

#### ***Instructor Program (1000 Clock hours)***

- 1<sup>st</sup> Evaluation Period Ends 450 clock Hours and 15 weeks
- 2<sup>nd</sup> Evaluation Period Ends: 900 Clock Hours and 30 weeks
- 3<sup>rd</sup> Evaluation Period Ends: 1000 Clock Hours and 34 weeks\*\*

#### ***Instructor Program (500 Clock hours)***

- 1<sup>st</sup> Evaluation Period Ends 250 Clock Hours and 10 weeks
- 2<sup>nd</sup> Evaluation Period Ends: 500 Clock Hours and 20 weeks\*\*

***\*Transfer Students*** - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

***\*\**** *The evaluation at the conclusion of the last evaluation will be omitted if the final evaluation will be program completion.*

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The evaluation at the conclusion of the last evaluation will be omitted if the final evaluation will be program completion. 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. Evaluation periods are based on actual hours completed. Larry's Barber College is required to notify students of all evaluation results.

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress until the next scheduled evaluation. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements and if they meet the requirements for attendance and academics, they will be making satisfactory academic progress until the next evaluation period. 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 70% 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.

Students that exceed the maximum time frame shall be terminated from the program. The student can only be permitted to re-enroll in the program on a cash pay basis in a manner consistent with a re-enrollment provision of the institution's admissions policy.

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed	
	Weeks	Schedule Hours
Barber (Full-Time, 30 hrs. /wk.) 1500 Hours	50	2145
Barber (Full-Time, 25 hrs. /wk.) 1500 Hours	60	2145
Barber Instructor (Full – Time, 25 hrs. /wk.) 1000 Hours	40	1430
Barber Instructor (Part – Time, 25 hrs./wk.) 500 Hours	20	715

Any 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.

Any transfer hours will not count towards attendance progress evaluation, and only count towards the total number of hours needed to complete the program the student is enrolled

**ACADEMIC  
PROGRESS  
EVALUATION**

**QUANTITATIVE AND QUALITATIVE FACTORS**

Factors for measuring the student's progress toward Satisfactory Academic Progress of the program include maintaining

- A minimum cumulative theory grade level of 75% or higher.
- A minimum cumulative academic level of 75% or higher.
- To determine whether a student meets the academic requirements theory and practical grades are averaged together to give a minimum cumulative academic grade.

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. Students will be evaluated at the designated clock hours and all grades must be 70% to be considered meeting Satisfactory Academic Progress.

90% to 100%	Excellent
80% to 89%	Very Good
70% to 79%	Satisfactory
69% and below	Unsatisfactory

**DETERMINATION  
OF PROGRESS  
STATUS**

Satisfactory Academic Progress (SAP) will be evaluated at the mid-point and endpoint of each academic year based on the student's actual hours completed.

Program Clock hours	Academic Year 1		Academic Year 2	
Barber (1500)	450	900	1200	1500
Barber Instructor (1000)	300	600	1000	n/a

**Barber Program (1500 Clock hours)**

- 1<sup>st</sup> Evaluation Period Ends 450 clock hours and 15 weeks
- 2<sup>nd</sup> Evaluation Period Ends: 900 Clock Hours and 30 Weeks
- 3<sup>rd</sup> Evaluation Period Ends: 1200 Clock Hours and 40 weeks
- 4<sup>th</sup> Evaluation Period Ends: 1500 Clock Hours and 50 weeks

***Instructor Program (1000 Clock hours)***

1<sup>st</sup> Evaluation Period Ends 450 clock hours and 15 weeks

2<sup>nd</sup> Evaluation Period Ends: 900 Clock Hours and 30 Weeks

3<sup>rd</sup> Evaluation Period Ends: 1000 Clock Hours and 34 weeks

***Instructor Program (500 Clock hours)***

1<sup>st</sup> Evaluation Period Ends 250 Clock Hours and 10 weeks

2<sup>nd</sup> Evaluation Period Ends: 500 Clock Hours and 20 weeks

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation. For a student to be considered making satisfactory progress, the student must meet both qualitative and quantitative requirements at 450, 900 and 1200 hours, a copy will be kept in the student file and a copy given to the student, access to SAP evaluations results are kept in student folders.

**WARNING,  
APPEAL,  
PROBATION, &  
RE-  
ESTABLISHMENT  
OF AID**

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on a 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 deemed ineligible to receive Title IV funds and will need to appeal this decision before he/she can be considered eligible.

**APPEAL PROCEDURE**

If a student is determined not making satisfactory progress, the student may appeal the negative determination within calendar days and submit a written appeal notice to the school administration on the designated form with supporting documentation of reasons why the determination should be reversed which can be related to death, interruption of life, injuries or of a student or other allowable circumstances. The student must explain what has changed that will allow the achievement of Satisfactory Academic Progress at the next evaluation. Appeal documents will be reviewed, and a decision will be made within 30 days and reported to the student. A copy will be given to the student and a copy will be kept in the students file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If you have not prevailed, you will no longer be eligible for Title IV funds and you will be notified in writing.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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.

**PROBATION**

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid. Regarding probation, the student prevails

upon appeal of a negative progress determination prior to being on probation and meet one of the following: a) be able to mathematically meet Satisfactory Academic Progress by the next evaluation period, or be placed on an academic plan to regain satisfactory academic progress status. To continue to be eligible for federal aid beyond the probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or follow any customized written academic plan. Students failing to meet either of these conditions are no longer eligible for federal financial aid and are also subject to termination from the school. All documents concerning a written appeal of an SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed. Students who does not achieve the minimum standards in no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

**INTERRUPTIONS,  
COURSE  
INCOMPLETES,  
WITHDRAWALS**

All students must follow this policy and if enrollment is temporarily interrupted for a Leave of Absence, the student 2 weeks prior can submit in writing and if granted approval, the administrator will notify the student. The student will return to school in the same progress status as prior to the leave of absence. The leave of absence must a reasonable expectation of when the student will return. 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. You must not exceed 180 days in a 12-month period. Additional charges will not be assessed as a result of a Leave of Absence. Leave of Absences may be granted for medical and non-medical reasons, but it must be in writing in person unless unforeseen circumstances such as car accident. A letter must be provided upon return but must be approved by administrator. The new graduation date if applicable will be changed in our student computer system and a contract addendum must be signed by all parties. We will not make any changes to the contract, you will still be considered enrolled, and no refund calculation form will be required.

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.

We will not take attendance and if the student does not return from the Leave of Absence, the withdrawal date will be the last day of attendance. The student would be determined to have withdrawn from the school if:

- You do not notify the Director in writing of your plan to withdraw.
- School terminates your enrollment due to a violation or unsatisfactory academic progress.
- You fail to attend class for 14 consecutive days without notice or any contact with the school.
- You fail to return after a leave of absence.

**NONCREDIT,  
REMEDIAL  
COURSE,  
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.



**ATTENDANCE PROGRESS POLICY:**

Full time Barber students and Instructor students are required to attend no less than 25 hours in order to receive financial aid.

**ATTENDANCE EVALUATION:**

All students are required to maintain a 75% cumulative attendance. These evaluations are scheduled at 450, 900, and 1200 hours. Students failing to meet this standard will be given a written warning. If the student fails to meet the requirement at the next evaluation, the student will be placed on a written probation. Failure to meet the requirement at the next evaluation will result in financial aid being taken away. Students who are absent for a period of 14 days without giving notice to the LARRY’S BARBER COLLEGE will be withdrawn from their program. A letter needs to accommodate any excused absences.

Instructor students: The course is open to full or part-time attendance schedules and is designed on an individual basis upon admission. If you don’t comply with 25 hours per week, you will not be able to receive financial aid and monthly payments will be discussed.

**Attendance Accountability Procedure**

Larry’s Barber College students are issued a swipe card that is necessary to account for their time as they progress through the program. If you lose your swipe card or leave it at home, you will not be allowed to clock in unless you purchase another card for \$10. Daytime students are expected to arrive each day with their swipe card, books and supplies by 8:45am. Instruction begins at 9:00am. A tardy student is considered tardy if he or she arrives after 9:15am and you will not be allowed to clock in until the next day. Afternoon/Evening students are expected to arrive by 2:45pm with instruction beginning at 3:00pm. Afternoon/Evening students are considered tardy when they arrive after 3:15pm and you will not be allowed to clock in until the next day. All students are responsible for making sure that the time keeping system located at the reception counter at the school registers their attendance and lunch breaks by swiping their card and waiting for system acknowledgment. The hours are maintained in our database and are displayed each Monday for review. Any student caught swiping someone else’s card will be suspended.

**LATE EXCEPTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

<u>REASON</u>	<u>Documentation needed at arrival time</u>
Doctors’ appointments or Emergency room visit	Release from Doctor or Hospital on official letterhead
Court Date	Letter from the Court Clerk
Public Transportation Breakdown	Note from the Bus Driver or Train Conductor
Traffic Stop	Ticket or warning notice
Funeral	Obituary
Extreme weather conditions	Morning or Overnight weather condition per LARRY’S BARBER COLLEGE

Students are expected to contact the school if they’re expected to be absent. Multiple unexcused absences and/or chronic tardiness can result in student being placed on warning.

Below is the break and lunch timetable as required by the Labor Board:

- Up to 5.00 hours = (1) 15-minute break on the clock
- 5.5 hours up to 8 hours = (1)1-hour lunch off the clock and (1) 15-minute break on the clock

## **LEAVE OF ABSENCE**

All students must follow this policy and if enrollment is temporarily interrupted for a Leave of Absence, the student 1-day prior must submit in writing, the request must include the student's reason for the leave of absence and must be signed by student and administrator. Approved leave of absences includes, sick, hospitalized, death in family, working, maternity leave, deployed or active duty. If granted approval, the administrator will notify the student. The student will return to school in the same progress status as prior to the leave of absence. The leave of absence must a reasonable expectation of when the student will return. You must not exceed 180 days in a 12-month period. Additional charges will not be assessed as a result of a Leave of Absence. We may grant leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances such as car accident, immediate death in the family or hospitalized. The institution will document its decision for the leave of absence. A letter must be provided upon return but must be approved by administrator. The beginning date of the approved would be determined by the institution to be the first date the student was unable to attend the institution. 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. The new graduation date will be changed in our student computer system and a contract addendum must be signed by all parties. We will not make any changes to the contract; you will still be considered enrolled, and no refund calculation form will be required.

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 the student is absent for 14 days and takes an unapproved leave of absence or does not return by the expiration of an approved leave of absence and that either, the student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

**MAKE-UP TESTS/RETESTING** Make-up test (retesting) / Practical's are given on the instructors schedule all test practical's need to be completed before the student reaches 1500 hours for the barber program and 1000 or 500 hours for the appropriate barber instructor program.

## **FINAL EXAMS:**

Final Exams are given during your clock hours and must be completed before you receive you Certificate of Completion.

## **ADVISING:**

The administration and instructors are available to advise students in all areas that pertain to their training in the classroom and clinic, attendance, appearance, and developing a professional attitude. Personal advising by Administration and instructors is available to all students during their training. The administrator or instructor will fill out an advising form and go over it with the student. We will place a copy in the students file and give the student a copy.

## **LIBRARY:**

Library is in the instructor's office

## **GRADUATION REQUIREMENTS:**

Requirement for graduation is 1500 clock hours for Barbers, 1000 or 500 hours for Barber Instructors. You will be considered a graduate once you complete the required clock hours however, all tuition and fees must be paid in full, Final 80% and tests completed with a minimum of 70% and practical's completed before a Certificate of Completion is awarded.

### **INTERNSHIP PROGRAM (effective 9/8/2015)**

Larry's Barber College has an internship for students that are interested and meet requirements set forth by Illinois Department of Financial and Professional Regulation Section 1175.330(c).

### **PLACEMENT SERVICE:**

A placement service is continuously maintained to help graduates find employment. If graduates remain in the barber industry, or return to it, the employment service is available to them. The school will provide Student with placement assistance which will consist of identifying employment opportunities and advising Student on appropriate means of attempting to realize the opportunities. Schools are prohibited by law to guarantee employment. Student understands that the school has not made and will not make any guarantees of employment or salary upon graduation.

### **VACCINATIONS & IMMUNIZATION POLICY**

Larry's Barber College doesn't require vaccinations for admission. For additional information regarding immunization contact State of Illinois Department of Public Health by visiting <http://www.idph.state.il.us/> online

### **STUDENT'S RIGHT TO PRIVACY (FERPA):**

Each student (and parent/guardian of dependent minors) has the right to inspect his or her records under supervision of the Director or an instructor. Larry's Barber College protects each student's right to privacy. The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. Any information pertaining to a student may not be released without a written release statement from the student (and parent/guardian of dependent minors.) Directory type information will not be published without the written consent of the student (and parent/guardian of dependent minors). This type of information would include student name, address, phone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, pervious school attended and/or date of graduation. Exceptions to the written release would be matters related to accreditation, authorized administrative and instructional staff, subpoenaed information, and any other agency that has regulatory authority over the school. We retain withdrawn student files for 5 years and graduate files permanently.

### **RELEASE OF INFORMATION FROM STUDENT RECORDS TO THIRD PARTIES:**

1. Information from student records will only be released if the student (and parent/guardian of a dependent minor student) has provided written authorization for such release(s).
2. A copy of the release form must be kept in the student's records, and it must be dated and signed by the student (and parent/guardian of a dependent minor student) and must indicate the party or (ies) authorized to receive the information.
3. A copy of any information sent to a third party will be retained by the school.
4. Certain third parties are entitled by law to have access to student records with or without the student's (or guardian's) permission, such parties include:
  - a. Authorized representatives of the U.S. Department of Education;
  - b. Authorized representatives of the school's accrediting agency;
  - c. Authorized representatives of the State of Illinois Department of Financial and Professional Regulation;
  - d. Persons authorized by a court or other administrative entity with the legal right to provide such authorization.
5. In such cases, a notice shall be placed in the student's file recording the date & party reviewing the information

### **POLICY FOR SAFEGUARDING CUSTOMER INFORMATION:**

Definitions: Customers are students who apply to attend Larry's Barber College and apply for grants or loans under Title IV of the Higher education Act of 1965, as amended, to finance their educations.

Nonpublic personal information is information which is not publicly available on

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Larry's Barber College
- Information provided on a consumer report Information obtained from a website

Larry's Barber College is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Larry's Barber College shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operation, including

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted. Records of students shall be maintained in accordance with Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements.

### **Equal Opportunity Organization**

Larry's Barber College is committed to providing equal education opportunities in all phases of instruction. We will provide equal education opportunities, admission, discipline, job assistance, and graduation to all individuals without regard to age, sex, race, color, creed, religion, ethnic origin, political affiliation, disability, veteran status, marital status, or sexual orientation pursuant to the requirements of Title IX of the Educational Amendments of 1972, Pub. L. 92-318, and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to employment, admissions and attendance at the school. Current and prospective students that are interested in learning about student body diversity can select their campus at:

<https://nces.ed.gov/collegenavigator/?q=larry%27s+barber+college&s=IL&l=91&id=476489#enrolmt>

### **MAINTENANCE OF RECORDS:**

All students' records shall be permanently maintained by the school.

### **NON-DISCRIMINATION:**

The school does not discriminate against prospective students due to sex, age, race, color, religion, sexual orientation or ethnic origin.

### **NON-RECRUITMENT:**

The school does not recruit students attending another school offering a similar course of study.

**MEDICAL EMERGENCIES:**

In case of a medical emergency, inform the nearest staff member and dial 911. Do not attempt to move anyone who has fallen. Follow the Universal Precautions against blood spills.

**KIT POLICY:**

Your kit contains all the equipment you will need during your training period. Each student is responsible for the care and upkeep of their kit. Additional items that are profession in nature may be added to the kit at the student’s expense and items must be brought to school daily. Random Kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day.

**INCLUDED IN THE KITS:**

3 Pairs Of Clippers Type may vary	5 Blades
Milady’s Textbook / Workbook	1 Mirror
Male And Female Mannequin	1 Small Water Bottle
1 Larry’s Barber College Rolling Bag	1 Large Water Bottle
3 Brushes / 6 Combs	1 Larry’ Barber College T-Shirt
2 Cape Clips	1 Pick
1 Comb Pack	1 Shear
1 Larry’s Barber College Smock	1 Blow Dryer
1 Larry’s Barber College Cape	1 Pack of Duck Bill Clips
1 Box of Disposable Razors	1 Pack of Butterfly Clips
1 Blow Drying Brush	1 Can of Disinfectant Spray
1 Razor Holder	1 Neck Duster

You are responsible for purchasing your choice of guards and you are responsible for purchasing any items that may have been lost or stolen. Additional items must be purchased as follows:

1. Talc Powder
2. After Shave
3. Skinny neck lock for locker
4. Extra combs and brushes
5. Blades for clippers (ask for suggestions)

There is a supply store within a block of the school where you can inquire about these required items.

**DRESS CODE:**

**FIRST IMPRESSIONS ARE LASTING IMPRESSIONS!!**

All Barber Students and Barber Instructor Students:

- Black pants or shorts (women may wear a black skirt, no jogging pants, short skirts or shorts, basketball shorts or jeans)
- Larry’s Barber College T- Shirt
- Black Smocks or apron
- Socks or nylons are always required
- Only closed shoes are permitted. NO CROS with holes in them Black gym shoes in good condition will also be allowed.
- No hats, beanies, caps, scarves, hoodies, do-rags or bandanas are permitted. Tasteful and unobtrusive jewelry is permitted.

Failure to adhere to the dress code will result in student being sent home to change into the proper attire and a loss of time. Additional questions regarding this policy should be directed to the Instructor.

### PERSONAL GROOMING:

- Hands and nails must be kept clean, polish on or off – not chipped. Artificial nails need to be in good repair.
- Personal haircuts should be done before or after daily academic schedule.
- Make-up (if worn) needs to be applied tastefully.
- A high degree of personal hygiene and cleanliness is mandatory

### MISCELLANEOUS POLICIES:

- **Phone calls** – personal phone calls need to be made during breaks. Cell phones are permitted in the break room area or outside of the building. Cell phones must be turned off during class and while in the clinic. **No personal calls will be received by students while in class or in the clinic on the school phone.** Emergency phone calls must go through the front desk.
- **Student** – students may receive services on designated days providing that all clinic assignments, clinic projects and classroom work are completed and with the approval of the clinic instructor.
- All personal service on a student must be completed in the allotted service time. If the service runs over and the student either receiving or giving the service maybe asked to terminate the service and take the client. Failure to abide by the service standards will result in the loss of future personal service privileges.
- Students from the classroom desiring a personal service must do them either on personal day in the classroom or after their regular classroom hours.
- **Smoking** – there is no smoking within the school building. Smoking is permitted on the side of the building and only during breaks.
- **Parking** – the student parking area is south of the front door around to the south side of the building. Please lock your car!! Keep your valuables out of sight. Do not leave your kit or purse in the car.
- **Duties** – each student is expected to help keep the school clean. Duties are assigned in the clinic and classrooms. These duties are rotated on a weekly basis and are posted in the clinic and classroom areas. Students are not dismissed until all duties are completed. The duties are checked by the instructor in charge.
- **NO PROFANITY**

### ETHICAL STANDARDS:

1. Larry's Barber College places great emphasis on the building of character and the development of a personal moral code.
2. Students are expected to be honest in their dealings with others. Dishonesty such as cheating, forging signatures, stealing or possession of stolen property, plagiarism, or willful lying is considered a serious offense and subject to disciplinary consequences. Parents/guardians are not to give students permission to sign for parents or guardians.
3. Any student found cheating loses academic credit for that incident; the incident will be recorded on his/her discipline record. Parents are notified by the teacher. Repeated instances of cheating will result in additional disciplinary consequences.
4. Students are expected to respect the rights of others. Physical or verbal abuse, derogatory communications/actions based on race, religion, gender or sexual orientation; bullying or harassment, in any form is not tolerated. Not respecting the rights of others is not tolerated and is considered a serious offense and will result in disciplinary consequences.
5. Respect for others extends to their property. Any theft, vandalism or destruction of property is considered a serious offense and will result in disciplinary consequences.
6. Students are required to surrender school materials such as IDs, books, textbooks, book bags, or any other materials (electronic or disruptive devices – IPODs, cell phones etc.,) at the request of school staff. Refusal to give up such items will result in disciplinary consequences.
7. Students are expected to be respectful of others in their use of technology (i.e. phones, internet and social networking sites). Any derogatory communication, personal attacks, rude or inflammatory

language or postings will result in disciplinary consequences. Students are expected to adhere to all guidelines outlined by the acceptable use policy for technology.

8. Students are expected to always abide by these ethical standards and in all places. Failure to represent themselves or LARRY'S BARBER COLLEGE in a lawful manner subjects them to disciplinary consequences. The term "disciplinary consequences" is interpreted as anyone or a combination of the following: parent conference, discipline referral, suspension, probation or withdrawal from program.

#### **STANDARD OF CONDUCT /GROUNDS FOR TERMINATION:**

All students are expected to conduct themselves in a dignified and professional manner. Failure to abide by the policies of Larry's Barber College, the use of drugs or alcohol on the premises, vandalism, theft from classmates or the College are all grounds for termination from the College. No verbal or physical attacks, threats or intimidation toward fellow students, clients or staff will be tolerated. There will be ONE written warning issues; the next offense will result in a suspension. Expulsion from the program is permanent. We urge ALL students to treat the College, clients, staff and each other in the manner they would want to be treated themselves.

Awareness is the first defense against crime therefore, Larry's Barber College has installed security camera's but being aware of your surroundings, who belongs (students and clients) and keeping track of your personal belongings will go a long way to preventing theft. LOCK YOUR CAR. Put your purse in your locker and LOCK YOUR LOCKER!! Report any suspicious activity on campus to the staff.

#### **THE FOLLOWING ACTIVITIES ARE DISHONEST AND CREATE GREAT INEQUALITY AMONG STUDENTS:**

- A. Cheating on an exam. This includes the use of "cheat sheets", programmable calculators (unless specifically allowed by the teacher), or other outside resources.
- B. Relaying questions or answers from a test or quiz to students who have not yet taken it or obtaining questions or answers about a test prior to taking it. This includes receiving information from students who have already taken the test/quiz or using test/quiz copies from previous years.
- C. Plagiarizing. Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Within academia, plagiarism by students is considered academic dishonesty or academic fraud, and offenders are subject to academic censure. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own.
- D. Submitting for credit the same work in more than one course without prior teacher approval.
- E. Intentional absence on exam dates and assignment deadlines.
- F. Using computer translator programs to complete assignments for foreign language classes.
- G. Knowingly and intentionally receiving information or assisting others in any arrangement whereby work is performed by someone other than the person getting credit.

#### **ANNOUNCEMENTS:**

Announcements will be posted by the time clock and will also be available on the school's website at [www.larrysbarbercollege.com](http://www.larrysbarbercollege.com).

#### **CHANGE OF ADDRESS/EMERGENCY NUMBER:**

The Main Office must be always able to contact a parent or appropriate guardian in case of an emergency. This information should be always kept current, even in the case of a short vacation. When a family has a change of residence or phone number, the office should be notified immediately. Emergency Closing Information will be available on the school's website [www.larrysbarbercollege.com](http://www.larrysbarbercollege.com) and a phone call will be made to the number on file.

### **LOCKERS:**

Students have the responsibility to always keep lockers neat and clean and in good working order. Students must use the locker assigned to them at the beginning of each school year. Students are held responsible for any damage done to lockers assigned to them. A \$30 charge is assessed for a broken locker. No student may change his/her locker unless authorized. **Students should keep lock combinations confidential and keep an extra key in your admissions folder.**

After closing the locker, a student should spin the dial several times to assure that it will not be easily opened by another. Lockers are the property of the school; as such, school administrators have the right of access at any time. LARRY'S BARBER COLLEGE will not be responsible for lost, stolen or loaned articles. Students must report locker problems to administration. Students are required to purchase a combination lock for their gym lockers. Purses, wallets, and other personal items are to be locked in lockers during physical education classes. The school cannot be responsible for loss of personal items that are not secured. Students found opening, tampering or stealing from a locker, from any place in the school, or at any school sponsored function, will be subject to suspension or expulsion.

### **STUDENT AREA:**

The patio area is for the students break time and no students are allowed to loiter in front of the school, in the parking lot or in your cars.

### **VOTER REGISTRATION:**

The National Mail Voter Registration Form can be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing.

The national form also contains voter registration rules and regulations for each state and territory. For More information about registering to vote, contact your state election office at [http://www.eac.gov/voter\\_resources/contact\\_your\\_state.aspx](http://www.eac.gov/voter_resources/contact_your_state.aspx)

Register to vote by following your state-specific instructions and using the National Mail Voter Registration form at [http://www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx)

### **VIDEO SURVEILLANCE:**

Video surveillance cameras at LARRY'S BARBER COLLEGE are used for the sole purpose of ensuring the safety of students, employees, and guests. Security cameras are used to monitor the movement of persons entering and leaving the building and to survey public spaces on school property. The purpose of the cameras is to prevent the possibility of violent intruders and criminal activities. The release of video-recorded images is restricted to police for criminal investigations and to school administrators for review and action.

### **Misrepresentation Statement**

Larry's Barber College has procedures to ensure that it does not misrepresent the nature of its educational program, the nature of its financial charges, and the employability of its graduates. The institution does not provide false, erroneous or misleading statements concerning these topics. The U.S. Department of Education does not offer approval or endorsement of the quality of Larry's Barber College educational programs. If a student or parent believes that Larry's Barber College, its associates, or any other entity or person has made misrepresentations, they should follow the Grievance Policy found within this Student Catalog



## **SCHOOL SAFETY & SECURITY POLICY:**

### **Introduction:**

This document has been designed to inform all students and employees of Larry's Barber College about its safety and security procedures and policy. The safety of our students and employees is an important concern of the administration. This document explicates this institution policy regarding crime and accident prevention, public safety, and criminal and accident reporting procedures. Read this document carefully and ask questions if you feel confused or uncertain. Larry's Barber College, herein referred to as "school" or "institution," uses the following policy and procedures:

### **Crime and Accident Prevention:**

The school does not assume liability for stolen property. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the school. Such items should be left at home in order to reduce the chance of theft. The school reserves the right to prosecute any student or employee to the full extent of state and United States federal law for any criminal violation committed on the school premises. The school will take into consideration the specifics of any student who may be accused of a crime on a case-by-case basis, which may include suspension or termination from school. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery/theft
- Simple or aggravated assault
- Unlawful consumption or possession of alcohol or other controlled or illegal substance
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism

### **Further preventative measures include:**

1. Students and/or employees shall **not** be permitted to consume illegal or controlled substances, including alcoholic beverages, during school hours or at school functions.
2. Students and/or employees shall **not** be permitted to have any illegal or otherwise dangerous weapons in their possession or on school property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
3. Students and/or employees must keep their property securely locked in the designated areas in order to prevent theft.
4. Students and/or employees must park in the designated areas and should always keep their cars securely locked.
5. Employees and/or students must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at **all** times, and the student/ employee must not allow any unauthorized individual entrance.
6. All employees should make certain that the offices remain securely locked at **all** times. When leaving the office, the employees **must** always check the door to ensure it is secure.
7. Employees should never lock the facility alone. Two people **must** always be present during locking procedures. The two individuals should check to ensure that both have entered their vehicles safely.
8. Students and/or employees shall report hazardous conditions (i.e., faulty or broken equipment, water leaks, chemical spills, exposed electrical wires, etc.) to the School Director for immediate attention.

9. The School Director shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the School Director to notify the appropriate agencies (i.e., the poison control center, fire department, Power Company, etc.).
10. Students and/or employees shall not attempt to repair damaged electrical equipment or exposed wires. Instead, such problems should be reported to the administration.
11. Damaged or dangerous structural conditions shall be reported to the School Director immediately.
12. Students and/or employees should handle all equipment correctly (i.e., within the manufacturers specifications). The school will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
13. Students and/or employees shall not be permitted to use unauthorized equipment. The school will not accept liability for accidents involving such unapproved equipment.
14. Students and/or employees with unusual, serious health conditions must report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions *will* be kept confidential among school management.
15. Employees shall be required to attend a workshop on first-aid care. The administration will organize the workshop, which will involve accepted professional organizations.

#### **CRIMINAL AND ACCIDENT REPORTING PROCEDURES:**

The school does not have individual campus security. All crimes are reported to the local police department for investigation and action. We encourage all students and employees to report all crimes in a timely manner to, the School Director, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis.

#### **In the event of a fire:**

- All occupants should proceed to the nearest available exit in an orderly, calm manner.
- Leave all personal belongings behind.
- Assist the elderly, handicapped, and children to the nearest exit.
- Do *not* attempt to contain the fire. Evacuate immediately and leave containment to trained professionals.
- Once safely outside, stand in a group at a safe distance from the building. Instructors should take a count to ensure no one is still inside.
- The School Director should call fire officials or delegate the task to **one** person. Also, he or she should notify the other building occupants.

#### **When reporting the fire to the officials:**

- Indicate the name of the institution.
- Indicate the location of the institution.
- Indicate your name.
- Indicate any possible injuries (need for paramedics/ambulance).
- Indicate the suspected cause (i.e., electrical, chemical, gas, etc.).
- Remain calm and help calm others.

#### **In the event of a burglary:**

- Remain calm and agreeable with the culprit(s).
- Do not attempt any heroic measures.
- Report all burglaries to the local police.

#### **When reporting a burglary:**

- Indicate the name of the institution.
- Indicate your name.

- Indicate the date and time of the incident.
- Indicate any injuries if known.
- Indicate the number of suspects involved.
- Indicate any descriptive information.

**In the event of a rape or aggravated assault:**

- Remain calm.
- Calm the victim and call 911.
- If you are the victim, call 911.
- Report all such crimes to the proper local officials. Seek professional counseling or contact the school administration for a counseling referral.

**In the event of an accident:**

- Report the event to the manager on duty.

**The manager on duty should do the following:**

- Determine if emergency help is needed. If so, he or she should call for it. –
- Fill out an accident report. Include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses.
- Report all the information to the management.
- If necessary, notify the parents and family of the victim(s).

In the event of a general emergency within the school premises, please notify the school administration immediately and remain calm. The school personnel are trained in emergency response and evacuation procedures. If the school administration determines that students and staff are in danger and need to leave the school premises, an immediate announcement will be made over the school intercom system. Do not exit the building unless you have been directly instructed to do so. Please listen to all announcements, remain calm, and follow the directions of the school staff. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

The school will review its evacuation plans and procedures during orientation on the first day of class and yearly with the student body and staff. The school will also conduct emergency evacuation tests annually for the staff and students to clearly understand the procedures.

**CAMPUS SECURITY OVERVIEW**

Larry's Barber College seeks to ensure that students, associates and other visitors, as well as their belongings, are as safe as possible during their time on or near Larry's facilities. With this objective, and following the requirements as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Larry's Barber College has developed a set of policies and procedures that cover a range of safety and security matters. The full policy including general security information and crime prevention program is available in the *Annual Security Report*.

**OTHER AVAILABLE SERVICES**

Larry's Barber College offers additional services to students through [www.datafoundationinc.org](http://www.datafoundationinc.org) some services include but are not limited to:

- Housing
- Career Counseling
- Life Coaching
- Professional Image Building
- Financial Literacy Counseling

### CAMPUS HOUSING / STUDENT HOUSING

Campus Housing provide support and service to the students, faculty, staff, alumni and guests of Larry's Barber College. Campus Housing is responsible for the programs and services associated with: Campus Housing: [www.larrysbarbercollege.com/housing](http://www.larrysbarbercollege.com/housing). Please refer to the housing handbook for further details on location and how to apply. Larry's Barber College does not have family housing only single room occupancy.

### TIMELY WARNING AND EMERGENCY NOTIFICATION FOR SERIOUS CRIMES AND/OR THREATS

If a situation arises that constitutes an ongoing or continuing threat to the health or safety of students and/or associates, Larry's Barber College will immediately notify the campus community. Since each campus location is contained within a small area (typically a building and exterior parking), the existence of this threat will be confirmed at the specific location. Larry's Barber College, without delay, determine the content of the notification, and initiate the notification process. The notification will be issued by Campus Director via one or more of the following methods: text or e-mail announcements, the posting of flyers, campus announcements, or other appropriate means. The broader community will be made aware in a timely manner of any crimes, suspicious activities or other security problems through local police reports, which are published in the local newspaper.

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In an emergency requiring building evacuation, students, associates and guests should evacuate through the nearest exit, taking only personal valuables that are in the immediate area. All emergency exit maps are posted throughout the campus. Do not return to offices and lockers. When the alarm sounds or when instructed via announcement from a campus official, please remain calm and keep to the right of walkways when exiting the building. This allows emergency personnel to have unobstructed access throughout the building. After exiting the building, please gather at the remote end of the parking lot or the campus designated evacuation area and remain there until an all-clear sign has been given by a campus official.

### DRUG & ALCOHOL ABUSE PREVENTION POLICY (DAAPP):

This is to inform Staff and Students of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989; Public Law 101-226 and what Larry's Barber College requires of its Staff and Students.

All Staff and Students are prohibited from the unlawful manufacture and distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. This prohibition also applies to any student or employee who has a state issued medical marijuana card. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination from employment.

There are numerous legal sanctions and penalties under local, state, and federal laws, which can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for federal financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability, and veterans' benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small number of drugs found on a person may lead to an arrest, which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute, could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive an increase in the cost of automobile insurance or even lose their driver's license and end up in prison.

The State has various laws regarding misuse of controlled substances (prescription drugs), alcohol, and also the use of illegal drugs.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard.

Here are a few legal facts that you should be aware. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house (or a school) where people are using drugs, even though you are not.

You are considered to possess, under legal terms of "constructive possession," dope that is in your locker, purse, car, or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their sense of responsibility and co-ordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse of drugs.

Not only does the person using the drug subject himself to all sorts of health risks, drug use can, and in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of 15-24-year olds.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things, which can only lead to a life of horror and in some instances, death. The dollar costs can range from \$200 to \$3000 per week to support a habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Out-patient programs cost from \$1,000 to \$5,000. Who pays for these treatments? There may be programs that cover the costs. One way or another, the person and the taxpayer will pay! It has been proven that an individual "hooked" cannot just stop but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or school
- Cannot get along with family and friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

We recommend that any person observing any of the above changes in either staff or students, immediately notify the school manager or director. Caution must be observed not to wrongly accuse a person suspected of taking drugs as an improper accusation could lead to embarrassment both to the individual and the school.

Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/her family will be counseled on where they can obtain professional assistance. Records will be maintained of any counseling provided the individual but will remain confidential.

There are clinics in the school's vicinity, which can render assistance. Treatment must be an expense borne by the student/patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming him/herself or others, local law authorities will be immediately contacted. Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a pre-condition to accepting a Pell Grant, that they sign a certificate stating they would not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant, must report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3073, FOB-6, Washington, D.C. 20202-4571. Failure to report the conviction could lead to loss, suspension and/or termination from the school.

There are drug or alcohol counseling, treatment, and rehabilitation facilities available in our area where you can seek advice and treatment.

The yellow pages of the local telephone book are an excellent source. Look under the heading "Drug Abuse & Addiction - Information and Treatment" for the nearest resource available to you.

**Resources:**

- |  |                                 |
|--|---------------------------------|
| ☞ Drug Abuse Hotline<br>550 Webster<br>Chicago, IL 60614                     | (773) 275-9393<br>Open 24 hours |
| ☞ Haymarket Center<br>108 N Sangamon St<br>Chicago, IL 60607                 | (312) 266-7984<br>Open 24 hours |
| ☞ South Suburban Council<br>1909 Cheker Square<br>East Hazel Crest, IL 60429 | (708)-547-3333<br>Open 24 hours |

☞ National Alcohol Abuse Hotline  
Open 24 Hours for additional resources  
(800) 234-0420 or (800) 252-6465

☞ Resurrection Behavioral Health-Addiction Services  
(847) 493-3700  
8 S Michigan Ave Suite 2110 Chicago, IL 60603

*ANY ADDITIONAL RESOURCES ARE AVAILABLE IN THE BREAK ROOM*

## **COPYRIGHT INFRINGEMENT POLICY:**

### **Copyright Law**

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), which protects an owner's right to control the reproduction, distribution, performance, display and transmission of a Copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works. Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
- Songs and other musical works
- Movies and television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Specific information on copyright law and fair use may be found at the following sites:

- The U.S. Copyright Office: <http://www.copyright.gov>
- The Electronic Frontier Foundation fair use frequently asked questions:  
[http://w2.eff.org/IP/eff\\_fair\\_use\\_faq.php](http://w2.eff.org/IP/eff_fair_use_faq.php)

### **Copyright Infringement**

The copyright law provides the owner of a copyright the exclusive right to do the following:

- Reproduce the work in copies.
- Prepare derivative works based upon the work.
- Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease or lending.
- Perform the work publicly.
- Display the copyrighted work publicly.
- Perform the work publicly by means of a digital audio transmission in the case of sound recordings.

The copyright law states, "Anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author."

Generally, under the law, one who engages in any of these activities without obtaining the copyright owner's permission may be liable for infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at

not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

LARRY'S BARBER COLLEGE responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act, immediately investigates and responds. LARRY'S BARBER COLLEGE will cooperate fully with any investigation by public authorities related to illegally download copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of LARRY'S BARBER COLLEGE network access, and possible suspension.

### **GRIEVANCES:**

In the event a student has a concern which can't be resolved with the student's immediate instructor, the student is to make his/her grievance known to the school's Director. The student can fill out a Complaint Form located in the Administration Office and turn the form into the school's Director which the school has 10 days to respond. If this matter is not resolved, the student may contact one of the agencies below:

Kassaundra Harris  
10456 South Halsted Street  
Chicago, Illinois 60628  
773-779-2100

LICENSING BOARD:  
Illinois Department of Professional Regulations  
Springfield Office:  
320 West Washington St  
Springfield, IL 62786  
(217)785-0800

Chicago Office:  
James R. Thompson Ctr.  
100 W. Randolph St  
Suite 9-300  
Chicago, IL 60601  
(312)814-4500

Accrediting Board  
NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

### **DEPARTMENT OF EDUCATION FSA RESOURCES:**

Default Resolution Group  
For questions related to individual loan status and repayment of loans in default.



Phone: 800-621-3115

Direct Loan Consolidation Center

For questions related to the consolidation loan process.

Phone: 800-557-7392

Federal Student Aid Information Center (FSAIC)

Questions about the FAFSA application pre-filled FAFSA on the Web, FAFSA4caster, corrections to a FAFSA, FSA publications and loan inquiries.

Phone: 800-433-3243 (800-4 FED AID)