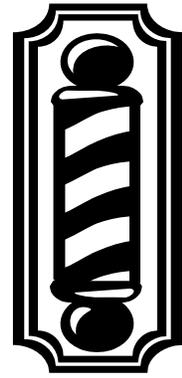


Associated Barber College Of San Diego, Inc.

In San Diego since 1944



STUDENT CATALOG

Beginning Date: 7/01/11
Ending Date: 6/30/12

1315 & 1333 5th Avenue
San Diego, California 92101

Phone: (619) 234-7703
Fax: (619) 234-8257

www.associatedbarbercollegesd.com

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TO ALL PROSPECTIVE STUDENTS:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

MISSION STATEMENT

Associated Barber School of San Diego's purpose is to educate men and women in the field of Barbering. Our school offers two courses of Barber Instruction for men and women. One course is for those with little or no experience and the other course is for those who have experience in the Cosmetology field. Our objective is to instruct men and women in the Barbering field with hands-on barbering techniques and classroom theory so that our graduates will be prepared to take the California State exam for Barbering. It is our mission to prepare our students to the best of their ability to pass the California State Test in Barbering. It is our goal to prepare our students to the best of their ability to become a successful Barber in the State of California by being able to provide all barbering services to the consumer.

NOTICE

This catalog and its contents are valid thru July 2012. The College reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules and other policies and regulations as stated in the catalog as necessary, with the approval of the Bureau for Private Postsecondary Education.

HISTORY

Alfred Nenna founded the College in 1944. Mr. Nenna developed and implemented a directed and more scientific method for the study of barbering. Mr. Nenna retired and Ray Martsolf acquired the College in 1962. The College was expanded and moved to 1045 11th Street, San Diego CA 92101.

On December 8, 1998 the school moved to its current location. Patricia Frank purchased The College in 1998.

On May 8, 2002, Associated Barber College of San Diego, Inc. purchased the Barber College. Mr. and Mrs. Rocccoforte are the sole stock holders of the corporation and personally oversee the operation of the school. ABC of SD Inc. will maintain the intent and improve upon the foundation created by the previous owners.

APPROVAL DISCLOSURE STATEMENT

The Associated Barber College of San Diego is a private institution and is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909 in 2012. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Courses must be renewed annually and is subject to continuing review. Approved are the following courses:

1500-hour Barber Science Course and 400-hour Reciprocal Cosmetology/Barbering Course

PROGRAM INFORMATION:

1500-hour Barber Science Course ~The typical student takes a 1500-hour Barber Science Course over 37½- weeks to complete when students attend full time (eight hours a day, five days a week). Please see Curriculum for instruction provided and the requirements to pass this course.

400-hour Reciprocal Cosmetology/Barbering Course ~ This course takes ten weeks to complete when students attend 40 hours per week. Please see Curriculum for instruction provided and the requirements to pass this course.

Instruction is in residence with facility occupancy and staffing level accommodating 30 students at any one time. At the graduation students receive a Diploma.

PROFESSION:

Our educational programs are designed to lead to positions in the occupational trade of Barbering. Our school will prepare you to take the State Board of Barbering Examination to receive your California Barber's license. The requirements for eligibility for licensure is a Graduation Letter from our school and an approved application for Examination for Barbering from the State of California. Please be prepared to provide all criminal records (if any) to the State of California upon applying for the exam.

QUESTIONS:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Associated Barber College of San Diego has an established procedure for addressing student complaints. A copy of the institutions complaint for is attached and additional copies are available at the school and/or may be obtained by contacting Joseph Roccoforte, the school's director. Students may at any time during school hours approach a member of the instructional or management staff with his/her complaints or concerns. All concerns and complaints must be submitted in writing and signed by the student. Anonymously signed complaints will not be accepted.

The school would appreciate the opportunity to adequately address the student's concerns before the student contact any of the agencies listed below. If the student feels that the school has not addressed a concern or complaint adequately, they may consider contacting the following the Bureau.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, Toll Free (888) 370-7589 Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California 95833 Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818 Phone: (916) 431-6959 Fax: (916) 263-1897 www.bppe.ca.gov All information in the content of this college catalog is current and correct and is so certified as true by Director/President, Joseph J. Roccoforte.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov

ADMINISTRATION

College Administration and Faculty:

The College is a California corporation whose board of Directors is:

Mr. Joseph J. Roccoforte – Director/CEO/CAO/Instructor/Barber

Mrs. Michelle M. B. Roccoforte – Associate Director/CFO/COO

ADMINISTRATIVE OFFICIALS

Mr. Joseph J. Roccoforte – Director/CEO/CAO/Instructor/Barber

Mrs. Michelle M. B. Roccoforte – Associate Director/CFO/COO

Mr. Ronald Skedel – Office Manager/Instructor/Barber

Mr. Leandro Gan- Instructor/Barber/Cashier

Mr. Anthony Roccoforte – Instructor/Barber/Cashier

Ms. Monica Mendez – Instructor/Barber/Cashier

FACULTY

Instructors are recruited based on their theoretical knowledge, practical skills and experience in the barbering profession. Each instructor must have five years of experience in the working barber field to be qualified to teach. They are fully trained and experienced in all aspects of Barber Science and the Arts of Barbering, both theoretical and practical. The instructional staff includes:

Mr. Joseph J. Roccoforte – Barber since 1962. Instructor since 1973. Second generation barber. Has owned a barber school since 1975. Owner of Salons, Barber Shops and Day Spas.

Mrs. Michelle M. B. Roccoforte – In the barber profession since 1979. Third generation in the industry. Experience as Registrar administrator/manager. Owner of Salons, Barber Shops and Days Spas.

Mr. Ronald Skedel- Master Barber/Instructor since 1994. Retired California Highway patrol officer and training officer.

Mr. Leandro Gan – Barber/instructor. Barber since 1983.

Mr. Anthony Roccoforte – Barber/Instructor. Barber since 2002

Ms. Monica Mendez – Barber/Instructor. Barber since 2003

INSTRUCTIONAL FACILITIES

The practical learning facility is located at 1333 5th Avenue San Diego, Ca 92101. It consists of one floor that accommodates 30 students and is 2902 square feet. Our practical facility and consists of 23 Paidar barber chairs and 3 styling chairs. Behind each two chairs is a tool and towel cabinet, washbasin and work stand. Each station consists of a barber chair, back bar with mirrors, cabinets for tools, linen and soiled material receptacles. Infrared lamps, hair dryers and heating caps are supplied. A mannequin table adjacent to the working floor is available for body waves and chemical process. There is also a laundry room, lunch room and one A.D.A. rest room for men and women. There is also an administrative office that is equipment with metal fire safe cabinets, computer system, copier and fax machine.

The theory learning facility is location at 1315 5th Avenue San Diego, Ca 92101. The theory facility accommodates 24 students and is approximately 705 square feet. The theory learning facility consists of 24 chairs and desks and a dry erase board.

LIBRARY

Our library is located in our Theory Facility at 1315 5th Avenue, San Diego. Our library contains 2-16” televisions with VHS players, 15 VHS barber training videos, 50 books/textbooks for resourceful information. All students are allowed to access the resources in our library during school hours while the student is clocked in. We ask that NO library materials or equipment leave the facility at any time.

ADMISSION REQUIREMENTS

Students are admitted as regular students under one of the following criteria:
All applicants must possess a high school diploma or its equivalent, or otherwise successfully take and pass an Ability to Benefit Test as required by the Bureau for Private Post Secondary, CCR 71770. Applicants must be at least 17 years old.

Faculty members schedule interviews for applicants. During interviews, applicants complete admission applications. Interviewers administer entrance exams, which include the Barber-Styling Student Aptitude Test. This test evaluates aptitude, which underlie successful performance as a barber- stylist. The institution has not entered into an articulation or transfer agreement with any other college or university.

ENROLLMENT POLICY

The number of students graduated at any one time determines the institution's policy and regulations on enrollment with respects to enrollment dates. The California State Barber Law determines the maximum. We have an Open Enrollment policy. See the Office Manager for information regarding enrollment. Students may apply for enrollment on any day of the College calendar.

TRANSFER OF CREDIT IN FOR BARBER SCIENCE COURSE AND RECIPRICAL COSMETOLOGY LICENSING COURSE.

Students who have previously attended another Barber School or College, recognized by the State of California will receive credit for such attendance by Associated Barber College of San Diego, Inc., when proof of said attendance is presented at time of enrollment. Current law cannot accept credit for attendance in a Cosmetology School, unless applying for the Reciprocal Cosmetology/Barber licensing; a current Cosmetology license or certification of graduation from a Cosmetology school is required for this course.

California State Board of Barbering and Cosmetology determines appropriate credit for previous education and training received outside of California for Bureau for Private Postsecondary Education and the California Law. The student is responsible for providing transcripts of all prior training for evaluation by the College. Applicable training will be noted, the course shortened and the tuition reduced as and if appropriate.

TRANSFER OF CREDIT OUT FOR BARBER SCIENCE COURSE AND RECIPRICAL COSMETOLOGY LICENSING COURSE

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION". The transferability of credits you earn at Associated Barber College of San Diego is at the complete discretion on an institution to which you may seek to transfer. Acceptance of the diploma you earn in 1500-hour Barber Science Course and 400-hour Reciprocal Cosmetology/Barbering Course is also at the complete discretion of the institution to which you may seek transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Associated Barber College of San Diego to determine if your credits or diploma will transfer. This institution has not entered into an articulation or transfer agreement with any other college or university.

CALENDAR/HOLIDAYS

The following holidays are given as per California State Barber Law if they fall on a school day:

New Year's Day-January 1st July 4th Thanksgiving Day Christmas Day

A special holiday may be declared for emergency or special reasons. Holy Days of all religious beliefs are respected and allowed.

STATEMENT OF NON-DISCRIMINATION

Associated Barber College of San Diego does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Sexual Preference, Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

ACADEMIC POLICIES AND REGULATIONS

Disclosure and Retention of Education Records

Adult students and parents of minor students have the right to inspect, review, and challenge information contained in their education records or those of their minor children.

Education records are defined as files, materials, and documents, which contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies so authorized by law.

Students are not entitled to inspect the financial records of their parents. A College official must be in the office at all times during the examination of the student files. Student's records are retained by the institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Standards: This institution expects its students to maintain (SAP). In order to maintain SAP as established by this institution, the student must:

- 1.) Maintain a cumulative academic average of "C" (60%) or better on all tests, work projects (operations) and other required course work.
- 2.) Maintain a cumulative average attendance level of at least 35 hours per week, approx 140 hours per month, out of a typical 160 hours per month for a full-time student. Students are not scheduled to attend less than 140 hours per month.

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (15 class days) will be dismissed. This standard shall apply to all students except those on approved Leave of Absence (see below). Students who expect to be absent 15 or more days and wish to be retained as a student in good standing must request a Leave of Absence.

In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined elsewhere in the catalog.

- 3.) Complete the course within one and one-half (1-½) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

Evaluation Periods: Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times: the point at which 25% of the course is scheduled to be completed; the point at which 50% of the course is scheduled to be completed; the point at which 75% of the course is scheduled to be completed; and the point at which 100% of the course is scheduled to be completed.

Special Note: The percentage of the course, scheduled to be completed, is defined according to the terms of the enrollment agreement. For example a student enrolled in a 38 week, 1500 clock hour program would be evaluated for SAP after the 9th week; the 19th week and

the 38th week. These dates would correspond to the point at which the student was scheduled to have completed 375, 750, 1125 and 1500 hours.

ACADEMIC PROBATION

Students who fail to meet the SAP standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Probationary students who fail to meet SAP by the conclusion of the probation period will be deemed not to be making Satisfactory Academic Progress and will be dismissed from the program

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinic work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" (60%) average to maintain satisfactory academic status. The system detailed below is the grading system utilized in this College.

Students must have good coordination, show an aptitude for barbering, and possess the ability to learn the various phases of barbering. Students must maintain a grade average of at least 60. The College's grading scale is shown below:

100% - 90%	Excellent
89% - 80%	Above Average
79% - 60%	Average
59% - below	Failing

The College uses a Student's Monthly Computer Reporting Sheet to record student's progress. Instructors give theory test weekly. Minimum passing grade certifying completion of a particular subject area is 60%. The completion of each practical requirement will be entered weekly as per student time card.

CONDITIONS FOR INTERRUPTION OF UNSATISFACTORY GRADE OR PROGRESS

When the grade of a student is unsatisfactory for 60 days, the student will be placed on academic probation for a month. If during the next month the student grade average is still unsatisfactory, the student will be terminated and VA or other appropriate agencies will be notified.

CONDITIONS FOR RE-ENROLLMENT

Re-enrollment will be approved only after evidence is shown to the director's satisfaction that conditions, which caused the interruption, have been rectified, and the student can maintain satisfactory progress and attendance.

Instructors provide extra help in theory and practical work. Students may be terminated if they do not show progress within a reasonable time.

The California Barber Law states that students must have completed 1500 hours of training in the Barber Science Course and failed examinations in order to re-enroll.

DISMISSAL POLICIES

The institution may suspend students for unsatisfactory attendance, conduct, and non-payment of tuition.

GRADUATION REQUIREMENTS

Students must achieve required 1500 required clock hours, the required amount of the practical services, maintain a minimum passing score of 60% and fulfill all financial obligations to receive a diploma, which confirms satisfactory completion of all course requirements.

CALIFORNIA BARBER BOARD REQUIREMENTS

After a satisfactory completion of the Barber Science course the school prepares the necessary paper work to apply the student for the California Board of Barbering and Cosmetology examination. The California Board of Barbering and Cosmetology then mails the student an exam date. After passing the state examination, individuals receive a Barber License.

PRE-APPLICATION POLICY

The California Board of Barbering and Cosmetology has a pre-application process. This process allows a student to reserve his/her spot within 2 months of graduation. The Board has the sole discretion to grant the pre-exam date. The Board grants the pre-application process to students whom have no prior criminal record and is in good standing with the board. The Associated Barber College of San Diego Inc. offers this process as a privilege to each student. It is totally the discretion of the school to pre-apply a student. The Pre Application process is granted with (but not limited to) the following criteria:

- Student must have the School Director's consent
- Completion of 1125 hours
- 75% tuition paid
- 75% of required services completed
- Student in good standing with school (no disciplinary measures taken)
- Attendance on schedule for completion date
- Test scores "C" average or above.

If the pre-application process is not granted to the student by the board or the school, then the application process is applied and the test date is given as the test schedule dictated by the board, which could be up to one year.

ATTENDANCE AND CONDUCT POLICY **ATTENDANCE STATUS**

Full time: Full time students are required to be enrolled to attend a minimum of 35 hours per week. The school does not have part time schedules available.

A Absence

- (1.) Excused absence is at the discretion of the college administrative officials and includes illness, death or birth in the immediate family and any other valid reasons substantiated in writing. All other absences are unauthorized and could result in student's interruption.
- (2.) Student will be allowed nine days of excused absences within his/her 1500 hour course, after which there will be a charge of \$4.00 per hour for all unexcused absences.
- (3.) An unexcused Saturday absence will result in a 2 day suspension, solely at the instructor's discretion.

ATTENDANCE AND CONDUCT POLICY

ATTENDANCE STATUS ('cont)

Written request for leave of absence will be considered on an individual basis and may be granted to a student at the discretion of the College in accordance with the California State Barber Law to complete the 1500 hour course within the thirty months period from date of enrollment.

B Tardiness

If student is more than seven minutes late, a valid excuse will be required.

C Class Cuts

Each class cut will be considered as one unexcused absence, and will result in the student's interruption and loss of time as an unexcused absence.

E Interruption for unsatisfactory attendance

Three (3) unexcused absences will result in a one-month academic probation. Any unsatisfactory attendance during this probation period will result in an interruption. Students enrolled in the 1500-hour course are allowed 9 days of absence. Students enrolled in the 400-hour course are allowed 3 days of absence. The College will suspend students for unsatisfactory attendance. Unauthorized tardiness results in class interruptions and lost time. Repeated, unexcused tardies are cause for probation. NOTE:

F Leave of Absence

Written request for leave of absence will be considered on an individual basis and may be granted to a student at the discretion of the College in accordance with the California State Barber Law to complete the 1500 hour course within the thirty months period from date of enrollment. The California State Board of Barbering and Cosmetology grants extensions in extreme hardship cases. Students cannot make up lost time after 30 months time limit without an extension from the Board.

Occasionally, students may experience extended personal, medical or other problems that make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the College. LOA for non-medical reason may be granted for up to 60 days. Medical LOA may be granted for up to six months with a written request from the student's physician. Do not request a LOA unless you absolutely need one. Under no circumstance can the College grant more than a single LOA within a 12-month period. Students returning from an LOA will be returned to the academic progress standing they help prior to the start of the leave. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave.

Note: The College promptly notifies the Veterans Administration of VA student class interruptions.

G Conduct Policy

The College requires that a student conduct himself/herself in a courteous manner at all times. Refusal to conduct themselves in an orderly and considerate manner and comply with all rules and regulations of the college will be sufficient cause for interruption of training and any sponsoring agencies will be notified. Our rules for student conduct are for successful Barbers. They are gathered from employers with many years of experience and are expected to conduct in all successful Barber Establishment.

CONTROLLED SUBSTANCE POLICY ALCOHOL AND DRUG ABUSE AND NOTICE TO ALL EMPLOYEES AND STUDENTS.

- A) All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the College is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or college program.

- B) Drug free awareness program and detailed information regarding:
 - 1.) Dangers of drug and alcohol abuse
 - 2.) Assistance with drug and alcohol abuse counseling
 - 3.) Penalties for the abuse of alcohol or drugs
 - 4.) Rehabilitation programs. The following local agencies provide assistance to our employees, students and their families.

McDonald Center (619) 458-4300
Scripps Hospital
9888 Genesee Avenue
La Jolla, CA 92037

Alternative Action (800 777-9376
155 W. Hospitality #253
San Bernardino, CA 92408

Drug Information Hot Lines:

National Institute on Drug Abuse	(800) 662-HELP
	(800) 843-4971
National Clearing House for Drug Information	(800) 729-6686
U. S. Dept of Education, South West Regional	(213) 598-7661
U. S. Dept of Education Task Force	(202) 708-9069

As stated above, students and employees are subject to termination for violation of this College rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and the College will press charges of drug distribution.

- C) Each employee and student is required to read this statement.

- D) Your continued employment and/or schooling is subject to:
 - 1.) Abide by the terms of this statement, and
 - 2.) Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

- E) The U. S. Drug Agency will be notified within 10 days after receiving notice under subparagraph D Line 2 from an employee or student or otherwise a copy of such conviction will be submitted to the Agency.

- F) The College will take the following actions within 30 days of receiving notice under subparagraph D Line 2 with respect to any employee or student who is so convicted.
 - 1.) Terminate employment of the employee or the schooling of the student, or
 - 2.) Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health enforcement, or other appropriate agency.

- G) Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific instructions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, many will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

<u>Substance</u>	<u>Crime and Penalties</u>
Chemically treated and/or manufactured drugs	Felony, up to 10 years in prison and \$4 million
Marijuana	Felony, up to 20 years in prison and \$4-\$10 Million
Selling/Providing alcohol to minors	Felony or Misdemeanor, discretion of the judge

All Schools are required to have a program or plan of drug prevention in effect. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, the school would then be considered to be in compliance with the drug prevention requirement.

In some cases many agencies are supported by the state and the cost to the user may be little or nonexistent. At this College we are suggesting the use of the following company for compliance with this new law. Counseling and/or advice is available to students attending this institution, see the college administrator for assistance.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a college committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame. The decision of the committee shall be final.

A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be reinstated to the student. Students accepted for re-entering the program who previously were not making satisfactory progress must attain a satisfactory progress status within (45) days of reentry to remain in good standing.

COURSE INCOMPLETES

Course incompletes, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction.

METHOD OF INSTRUCTION

All courses of instruction in Barbering are taught in English through a combination of lectures, demonstration, class work, supervised practical work, videotapes, and audio visual aids. In addition, skilled professionals are invited from within the barbering industry to provide specialized lectures and demonstrations.

All instructors possess certifications to teach Barbering to English speaking students. Textbooks, other written materials, all instruction and tests including the State Board Test are in English

COLLEGE RULES AND REGULATIONS

All students receive a copy of the Rules and Regulations when they receive the College enrollment Agreement. Students must read and sign the Rules and Regulations before entering class. Students may be suspended or terminated if academic progress, behavior, absences, lateness, dress, etc. does not conform to the institution's rules, regulations and requirements.

1. Students are required to be on time.
2. Students who fail to clock in or out will not be credited for time spent in school that day.
3. A doctor's statement is required for absences of 24 hours or more.
4. Students will attend classes and demonstrations unless excused.
5. All students will wear slacks and a clean white smock maintaining appearance.
6. Students must report to college ready for school, hair combed and dried, shaved, etc.
7. Students will practice good hygiene while in school.
8. An unexcused Saturday absence will result in a two day suspension.
9. Students must sign in and out for lunch
10. Students will act in a professional matter at all times to customers, faculty and students.
11. Students will not converse with other students while with a patron.
12. Students are not allowed to eat on main floor.
13. Students will stand at assigned station when patron is designated.
14. Students will be assigned chairs by instructors or management.
15. Students are not permitted to work on other students without approval from instructor.
16. Free services done on other students will be limited with approval from instructor.
17. The school is not responsible for student's possessions, including tools at any time.
18. Students are not allowed to use other student's tools.
19. Students must abide by State Laws for sanitation at all times.
20. Students are required to keep work stations clean at all times.
21. Students must clean and prepare station for next day at the end of each day.
22. Any student who is caught stealing or becomes destructive to property will be expelled.
23. Students who are found under the influence of a controlled substance will be expelled.
24. Students are not allowed to leave the instructional facility while clocked in.
25. Students must have paper and pen available for class.
26. Cell phones are to be turned off while clocked in school.
27. Students must be set up and ready to learn prior to clocking in.
28. No washing smocks at school.
29. White smocks are mandatory school apparel.
30. No sleeping at school at any time.
31. No Ipods, Cell Phones or other electronic devices can be in use during class time.
32. Students must wear closed toed shoes.
33. No Music is to be brought in by a student.

PLACEMENT

Job placement assistance is provided to graduate students at no additional charge, but the College gives no guarantee of employment for does the College use placement data as an incentive to entice prospective students to enroll. Notices are posted on the student bulletin board of jobs available from neighboring Barber establishments.

Just prior to graduation each student is given an exit interview. During this interview the student is provided the opportunity to review a current listing of employers who have positions available. Students are advised that the College maintains a current listing of job opening opportunities and the graduate is encouraged to check back with the College at any time after the graduate has passed the State Board exams and received their license for assistance with employment.

The graduate is also encouraged to keep in contact from time to time with the College to keep us abreast of his/her progress, employment status, and provide feed back on the scope of the training the student received at the College.

The College does not guarantee job placement and makes no claims as to wages or level of income. However, instructors teach interviewing techniques and assist graduate in locating employment. The College office provides a list of current barber positions and provides placement assistance in the form of referrals to potential employers.

ADVISING/COUNSELING

All students are counseled individually, in-accordance with the Satisfactory Academic Progress Policy to review the student's progress. Students may request additional counseling sessions at any time regarding academic, personal, financial, or placement advice.

Counseling services are provided, and faculty members encourage students to seek help. Instructors also provide added assistance to students who need extra help in theory or practical work. The institution provides all resources needed to complete coursework. Students can investigate outside resources at numerous branch libraries or at the main library, which is not far from the College.

GRADUATION REQUIREMENTS

When a student has completed the required hours of instruction, theory hours, and practical operations in Barbering, Cosmetology/Barbering, or Teacher Training, with a grade average of "C" (60%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Barber Board Examination.

CURRICULUM

Starting Dates

Open enrollment allows students to enroll anytime openings exist. Accepted applicants should contact the College office to schedule an interview and obtain a starting date.

Requirements to Enroll-

All applicants must have a 10th grade education, have a valid California ID and Federal Social Security number.

Training Schedule

Practical aspects of training will run continuous from
8:30am to 5:00pm Tuesday through Saturday

BARBER COURSE OF STUDY – 1500 Clock Hours

The course of study for students enrolled in a barber course shall consist of fifteen hundred (1500) clock hours including a minimum of 120 hours technical instruction and the balance of approximately 1380 hours of practical operations covering all practices constituting the barbering vocation. A student enrolled on a full time status of 40 hours per week can complete this course in 38 weeks.

Educational Goals – D. O. T. #330.371-010 • C. I. P. #12.0402

The barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber, barber shop owner or manager. The knowledge and skills will prepare licensed students for work as a barber, platform artist, hair coloring technician, salon manager or owner, product demonstrator, marketing, and sales.

Technical instruction (theory) means instruction by demonstration, lectures, classroom participation or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Our institution uses direct method of instruction.

Advance theory and practical subjects

Cells, Digestion, Circulation, Muscles, Nervous System, Skin and its Appendages, Blood supply to the face, Shedding of hair, Light Therapy, Cosmetic preparation, Skin and Scalp ailments, Hygiene, Sanitation and Bacteriology, Theory of Massaging, Hair Coloring, Blood supply to the Scalp, Re-growth of the Hair, Hair Relaxing, Barbering State Laws and Regulations. Hair Chemistry, P. H., Hair Design, Salon Management, Salon Layout, Salon Retailing, Chemical Reformation, Advertisement, Product Knowledge, Professionalism.

Instruction and practical operations shall include

Basic Subjects Covered in Theory

Description of all Student Services and Practical operations to be rendered:

Minimum Operations	
Haircuts and Hairstyles	750
Shampoos	25
Shaves	40
Scientific Rest Facials	20
Scalp Manipulations	20
Hair Curling and Waving	20
Hair Coloring and Tinting	5
Hair Relaxing and Processing	5
Approximately 1380 Clock Hours	

Instruction on the following - (No minimum services required)

Hair Styling
Hairpieces
Conditioning Treatments
Health & Safety (20 hours).

The 1500 hour course of instruction, will cover not less than 120 hours which will be allocated to the practical and/or theoretical phases of the course, in a manner determined necessary by the College, on an individual student basis. The balance of the 1500 hours will be devoted to practical applications.

Licensing requirements for Barber Science

A Registered Barber license will be granted by the State Barber Board only after the student has successfully completed and graduated from the Barbering course as described previously and passed the State Barber Board Exam with an overall average of 75%. All testing applicants must have completed

**RECIPROCAL COSMETOLOGY/BARBERING D. O. T. #330.371-010 • C. I. P. #12.0402
LICENSING PREPARATION COURSE**

This program is designed to assist Cosmetologists licensed by the State of California to augment their previous training with specific instruction in subjects relating the profession of barbering techniques and to prepare for the Barber Board Examination.

The course of study for students enrolled in a cosmetology/barber course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering phases of barber training. These subjects prepare the student for the California Registered Barber Examination.

The barber course for Cosmetologist requires a minimum of 400 hours of training. A student enrolled on a full time status of 40 hours per week can complete this course in 10 weeks. Applicants for this course must possess a current California Cosmetology License or certificate of graduation from a California Cosmetology school.

Technical instruction (theory) means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Theory

Theory subjects taught are the basic fundamentals as required by the California Barber Book; Chapter 6, Division 3 of the Business and Professions Code, Article 3 Section 65h5.
30 Clock Hours

Shave, Scientific Rest Facials, Incline Shampoos, Hairstyling Scientific Scalp Massage and Tapered Haircut. 370 Clock Hours

State Board procedures Practical Applications

State Barber Board Procedure Mannequin Procedure Haircutting and Styling Additional subjects as needed.

Licensing requirements for Barber Science

A Registered Barber license will be granted by the State Barber Board only after the student has successfully completed and graduated from the Barbering course as described previously and passed the State Barber Board Exam with an overall average of 75%.

BARBER KIT EQUIPMENT AND TEXT BOOKS INCLUDING TAX (NON-REFUNDABLE)

<u>ITEM</u>	<u>PRICE</u>	<u>TAX</u>	<u>TOTAL PRICE</u>
TEXTBOOK & WORKBOOK	\$150.00	\$11.63	\$161.63
TOOLCASE	\$32.25	\$2.50	\$34.75
CLIPPER	\$112.00	\$8.68	\$120.68
EDGER	\$67.25	\$5.21	\$72.46
BLOWDRYER	\$22.25	\$1.72	\$23.97
BARBER SHEAR	\$45.75	\$3.55	\$49.30
STYLING SHEAR	\$48.00	\$3.72	\$51.72
BLENDING SHEAR	\$104.00	\$8.06	\$112.06
CHAIR CLOTH	\$13.25	\$1.03	\$14.28
CLOTH CLIP	\$0.90	\$0.07	\$0.97
STYLING BRUSH	\$2.50	\$0.19	\$2.69
BARBER COMBS (3)	\$2.75	\$0.21	\$2.96
FLAT TOP COMB	\$1.25	\$0.10	\$1.35
BARBER RAZOR	\$20.00	\$1.55	\$21.55
RAZOR BLADES	\$3.75	\$0.29	\$4.04
STYPTIC POWDER	\$2.00	\$0.16	\$2.16
CLIPPER OIL	\$2.75	\$0.21	\$2.96
NECK DUSTER	\$8.75	\$0.68	\$9.43
CURLING IRON	\$9.75	\$0.76	\$10.51
CLIPPER GUARDS	\$10.50	\$0.81	\$11.31
TINT KIT	\$5.25	\$0.41	\$5.66
MIRROR	\$3.50	\$0.27	\$3.77
WATER BOTTLE	\$2.50	\$0.19	\$2.69
WHITE TOWELS (2D)	\$29.00	\$2.25	\$31.25
BARBER COAT	\$30.00	\$2.33	\$32.33
STERALIZER JAR	\$19.00	\$1.47	\$20.47
TAX		\$65.53	
<u>TOTAL COST</u>	<u>\$748.90</u>		<u>\$814.43</u>

\$814.43 List of Tool Kit is available upon request. It is mandatory that all 1500 Hour Barber Course students purchase a tool kit from Associated Barber College of San Diego.

NOTE: The Associated Barber College of San Diego, Inc. reserves the right to change the conditions, terms, fees and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.

TUITION POLICY

All tuition and fees are payable prior to commencing classes unless other arrangements have been made.

FINANCIAL ASSISTANCE POLICY, TITLE IV

The institution does not participate direct financial assistance or in Federal and State Financial programs. Students are responsible for obtaining loans, grants or sponsors for tuition. There are public and private agencies that may provide tuition assistance in the form of grants or loans. For information on this possibility, contact the Director. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of an refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

TUITION AND FEE SCHEDULE

Course	Tuition Fee	Reg. Fee	STRF	Uniform/ Tools/Books	Total
Barber Course (1500 Hours)	\$5,250	\$100	\$10	\$814.43	\$6,174.43
Reciprocal License (400 Hours)	\$1,890	\$100	\$10	\$0	\$2,000.00

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the time specified in the Enrollment Agreement. If a student requires additional training beyond the scope of the course and/or beyond the maximum time frames as described in the catalog, the hourly rate of \$4.00 may accrue.

STUDENT PROTECTION POLICY STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

STUDENT PROTECTION POLICY STUDENT TUITION RECOVERY FUND (con't)

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

REFUND OF TUITION CALCULATION CHART - Amount of Refund

Course	Tuition	10%	25%	50%	60%	75%
Barber Course (1500 Hours)	\$5250	\$4725	\$3938	\$2625	\$2100	\$1313
Reciprocal License (400 Hours)	\$1700	\$1530	\$1275	\$ 850	\$ 680	\$ 425

NOTICE OF CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

- 1.) You have the right to cancel this agreement for educational service, any equipment or other goods and services, at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this agreement. You can do this by mail, in person, by FAX, or telegram. The notice of cancellation, if mailed is effective when deposited in the mail, properly addressed with postage prepaid. This notice of cancellation forms on the first day of class. If you cancel this agreement, School will refund any money that you paid within 30days after you notice is received.
- 2.) If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation. If you fail to return this equipment in good condition within thie30 day period, School may retain that portion of payment paid by you and deduct the cost from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. Barber equipment, tools and uniform, **once used**, is not returnable.
- 3.) You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you, have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified on the front page of this agreement, and return it in good condition within 30days following the date of your withdrawal, School shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain the documented cost of the listed equipment. You are liable for the amount, if any, by which the documented cost for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay it.
- 4.) **HYPOTHETICAL REFUND EXAMPLE:**
- 5.) Assume you, upon enrollment in a 1500-hour course, pay \$1,500 for tuition, \$100 for registration and withdraw after completing 375 hours (25%).

375 hours completed	x \$3.50 cost per hr.	= \$1312.50	- \$1500.00	= (\$187.50)
		Amt owed for hours	Paid for Tuition	Refund Amount

 If you return the equipment in good condition within5 days following withdrawal, School shall refund the charge for the equipment.
- 6.) For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: (a) You notify School of your withdrawal or the actual date of withdrawal; (b) School terminates your enrollment; (c) you fail to attend classes for a three week period; (d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- 7.) If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial and programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.
- 8.) If the course is cancelled subsequent to a student's enrollment, the School shall at its option provide a refund of all monies paid, or provide completion of the course.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the college or by not coming to class.

NOTICE OF STUDENTS RIGHTS

- 1.) You have the right to cancel this agreement for educational service, any equipment or other goods and services, at the first class session, or the seventh day after enrollment, whichever is greater as described in the Notice of Cancellation form that will be given to you upon enrollment. **Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the college for a sample.**
- 2.) After the end of the cancellation period, you also have the right to stop college at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the college for a description of the refund policy.
- 3.) If the college closes before you graduate, you may be entitled to a refund. Contact the BPPE at the address and telephone number printed below this information.
- 4.) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

NOTE: You received a copy of this notice when you enrolled for classes.

BANKRUPTCY

This Institution has no pending petition in bankruptcy nor is it operating as a debtor in possession. This institution has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of The United States Bankruptcy Code.

HOUSING

Associated Barber College of San Diego does not have dormitory facilities under its control. The availability of housing depends on the housing market at the time of enrollment. Please refer to www.sandiego.gov/housing for information on housing near our College. This website will give you ample information on the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of housing. San Diego's overall cost of living is 36% above the national average, with housing costs, including apartment rentals, taking up a large chunk of residents' finances. The median price of apartments is \$760, with the average price of all two-bedroom apartments for rent running at \$1,200. The vacancy rate tends to be very low—less than 1% in recent studies—which means it can be difficult to find good apartments in your price range.

VISA

Associated Barber College of San Diego does not admit students from other countries. All students must have a United States Social Security Number. Our college does not provide English Language Services. Our college does not provide Visa Services. The level of English language proficiency is that of the equivalent of passing 10th grade. Instruction does not occur in any other language than English.

RECORDS

It is the policy of Associated Barber College of San Diego to retain all student records for 5 years and transcripts are kept permanently. The records are the property of Associated Barber College and will be kept at 1333 5th Avenue San Diego, CA 92101 (619) 234-7703 Fax (619) 234-8257

Bureau for Private Postsecondary Education

Toll Free (888) 370-7589

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California 95833

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Phone: (916) 431-6959

Fax: (916) 263-1897

www.bppe.ca.gov