

**JOHN WESLEY INTERNATIONAL  
BARBER AND BEAUTY COLLEGE  
717 PINE AVE. LONG BEACH, CA 90813  
(562) 435-7060 FAX (562) 435-0480**

[www.johnwesleybarberandbeauty.com](http://www.johnwesleybarberandbeauty.com)

**2013-2014 SCHOOL CATALOG**

**TABLE OF CONTENTS**

Approval Disclosure	2
Director's Letter of Welcome	3
Mission Statement/Educational Objectives	3
Facilities	3
Accreditation	3
Handicapped Students	3
Admission Requirements	4
Statement of Non-Discrimination	4
ESL/Re-Entry Policy	4
Disclosure of Educational Records	4
Freshman Class Enrollment	4
Text Books/Equipment/Supplies	5
Calendar/Holidays/Class Schedules	5
Orientation	5
Courses of Study & Attendance	5
Placement	6
Credit Evaluation	6
Drug Prevention Program	6
Library Resources & Voter Registration	6
Health Considerations	6
Student Clock Hour Policy	7
Admission/Financial Aid Hours	7
Satisfactory Academic Progress	8-9
Grading Scale/Leave of Absence	9
School Rules/School Hours	10-11
Notice of Students Rights	12
Grievance Procedure	12
Tuition & Fees Schedules/Extra	13
Charges/ Scholarships	13
Method of Payment	13
Refund Policy	14-15
Recoveries	15
Financial Aid Consumer Information	16-26
Cost of Attendance & Vaccination Policy	17
F.E.R.P.A. Policy	25-26
All Course Curriculums, Completion,	27-31
Placement & Licensure Data	27-31
Progress Policy	27
Faculty & Staff	32

**Published** 07-01-13 expires 06-30-14    **Revised** 11-14-2013, 01-08-14, 03-6-14, 03-12 & 03-14-14

**AS A PROSPECTIVE STUDENT YOU ARE ENCOURAGED TO REVIEW THIS CATALOG  
PRIOR TO SIGNING AN ENROLLMENT AGREEMENT AND YOU ARE ALSO ENCOURAGED  
TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET PRIOR TO SIGNING AN  
ENROLLMENT AGREEMENT**

**APPROVAL DISCLOSURE STATEMENT: JOHN WESLEY INTERNATIONAL BARBER & BEAUTY COLLEGE** was granted institutional approval from the Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798; pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private post secondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review. Approved are the courses: **Cosmetology 1600 Clock Hours, Barber 1500 Clock Hours, Cosmetology/Barber 400 Clock Hours.** Instruction is in residence with facilities occupancy level accommodating: **85** students at any one time.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

**FEDERAL PELL GRANT PROGRAM, FEDERAL SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANT.**

The following are state Programs, Bureaus, Departments or Agencies which set minimum standards for our program of studies in accordance with Business and Professional Code: **BOARD OF BARBERING/COSMETOLOGY.**

**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) or by completing a complaint form, which can be obtained on the bureau's Internet Web site below. Also any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to BPPE: California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) & Fax (916) 263-1897**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the owner - **MS. ARUNI BLOUNT.** Unresolved complaints may be directed to the Bureau for Private Postsecondary Education.

All information in the contents of this school catalog is current and correct and is so certified as true by: **MS. ARUNI BLOUNT – PRESIDENT/DIRECTOR**

**OUR COLLEGE DOES NOT OFFER ANY TYPE OF HOUSING NOR DO WE OFFER ANY TYPE OF HOUSING ASSISTANCE i.e. housing referral, location assistance or financial housing assistance.**

**THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT !**

## WELCOME...!

**Dear Student,**

Welcome to **JOHN WESLEY INTERNATIONAL BARBER AND BEAUTY COLLEGE**, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **JOHN WESLEY INTERNATIONAL BARBER AND BEAUTY COLLEGE**, we offer you the basic training to pass the Barber & Cosmetology Licensing Examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success.

It is a pleasure to have you join us at **JOHN WESLEY INTERNATIONAL BARBER AND BEAUTY COLLEGE**. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

**Sincerely,**  
**MS. ARUNI BLOUNT**  
**PRESIDENT**

**MISSION STATEMENT & EDUCATIONAL OBJECTIVES:** Our primary objective is to offer training that prepares students to acquire the knowledge and skills necessary to pass the Board of Exams. Our mission is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: **Hair Stylist, Barber, Hair Colorist, Manicurist, Make-Up Artist or as a Beauty Salon Operator**. Normal progression should move him or her to positions such as **Barber/Beauty Salon Manager, Barber/Beauty Salon Owner, Barber/Cosmetology Teacher, Supervisor Director, or School Owner**.

**FACILITIES:** JWIBBC is a spacious (6,500 sq. ft.) air-conditioned, modern, facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the students' use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon-ready".

**FOR HANDICAPPED STUDENTS:** Access for handicapped students to the institution's facilities is available at the college. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

**ACCREDITATION:** This institution is accredited by the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 4401 Ford Ave. Suite 1300, Alexandria VA 22302 (703) 600-7600** an agency recognized by the United States Department of Education for Cosmetology Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs. Unresolved complaints may also be directed to the above agency.

**ADMISSION REQUIREMENTS: Enrollees are admitted as regular students under one of the following criteria:**

**A)** Applicant must provide a copy of his/her High School Diploma or High School Transcript (that clearly states you have met all graduation requirements), GED and pass an admissions test **CPAt Test** with a minimum score of 126 or higher as stated in the test publisher's guidelines. If you were Home Schooled you must provide a valid certification document provided by the state in which you were home schooled and it must be equivalent to a High School Diploma. For students that have graduated high school outside the United States they must have their High School Diploma translated into English and must have an independent evaluator certify that you have completed the high school equivalency as required by the United States standards or California Board of Education standards.

**B)** This policy applies to only **NON-AID (Title IV)** students lacking a High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to this criterion are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the (**COMPASS Test published by ACT**). **Three (3)** tests will be administered and you must receive the minimum scores listed per test in order to pass the Compass ATB test: **Writing Skills (32), Reading (62) & Pre-Algebra (25)** This test is approved by the Secretary of Education, Washington, DC. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after 1 week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

**C)** Our school does not recruit students already attending or admitted to another school offering a similar program of study.

**ENGLISH AS A SECOND LANGUAGE:** This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

**RE-ENTRY POLICY:** All students who withdraw may re-enter into the program without the loss of hours & operations provided it is within 5 years from the date of their withdrawal and the student is in good standing with the college. Transfer students from other institutions' please refer to **Credit Evaluations.**

**STATEMENT OF NON-DISCRIMINATION: JOHN WESLEY INTERNATIONAL BARBER AND BEAUTY COLLEGE** does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

**DISCLOSURE OF EDUCATION RECORDS:** Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required by the student (or parent, guardian if student is a minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

**FRESHMAN CLASS-ENROLLMENT:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 24.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass the licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: **Cosmetology 160 hrs. Barber 150 hrs.**

**TEXTBOOKS, EQUIPMENT & SUPPLIES:** Each student must pay in full upon enrollment for their Kit & Books will be issued a complete kit of equipment within seven days (7) of your enrollment. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

**CALENDAR/HOLIDAYS:** The College is closed on **Sundays & Mondays** and the following holidays: **Thanksgiving 11-27 thru 12-01-14, December 21, 2014 thru- January 01, 2015** for Christmas vacation & **Fourth of July 04, 2014**. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

**CLASS SCHEDULES:** CLASSES WILL BEGIN AS FOLLOWS: Weekly every Tuesday for the following courses: Cosmetology, Barber & Barber/Cosmo Crossover courses. **ORIENTATION CLASS:** Orientation classes are held each Friday morning, 10:00 a.m. until 1:30 a.m., prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

**COURSE OF STUDY: COSMETOLOGY COURSE (1,600 Clock Hours):**The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

**Educational Goals:** The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (D.O.T. # 332.271-010, CIP #12.0401)

**BARBERING COURSE: (1,500 Clock Hours)** The course of study for students enrolled in a Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering. **Educational Goals:** The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0402).

**BARBER CROSSOVER COURSE FOR COSMETOLOGISTS: (400 Clock Hours)** The course of study for students enrolled is to provide barber training for the cosmetologists and shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering barber practices that are not a part of the required training or practice of a cosmetologist. The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0413).

**ATTENDANCE STATUS & NORMAL COURSE COMPLETION TIME:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. **THE COURSE SCHEDULES ARE BASED ON WEEKLY ATTENDANCE AND ARE AS FOLLOWS :**

**COSMETOLOGY 1600 CLOCK HOURS:**

**FULL-TIME: 34 HRS WEEKLY=48 WKS, 30 HRS WEEKLY=53.33 WKS., 28 HRS WEEKLY=57.14 WKS. & 24 HRS WEEKLY=66.66 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.**

**PART-TIME: 20 HRS WEEKLY=80 WKS., 16 HRS WEEKLY=100 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.**

**BARBER 1500 CLOCK HOURS: TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.** **FULL-TIME: 34 HRS WEEKLY=44.11 WKS, 30 HRS WEEKLY=50 WKS., 28 HRS WEEKLY=53.57 WKS. & 24 HRS WEEKLY=62.50 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.**

**PART-TIME: 20 HRS WEEKLY=75 WKS., 16 HRS WEEKLY=93.75 WEEKS TO COMPLETE THE PROGRAM IN THE NORMAL TIME FRAME.**

**PLACEMENT:** Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the Licensing examinations, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. **Ms. Aruni Blount** assists students in placements as often as needed; however, the school does not guarantee placement to any student.

**HEALTH AND PHYSICAL CONSIDERATIONS:** Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Doctor, stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personal prior to her enrollment. In the case whereas a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

**CREDIT EVALUATION:** Appropriate credit may be granted for prior training of hours at the discretion of the College and verification by college officials of its validity of any transcripts submitted under the Cosmetology Act and the Board of Barbering/Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on Board of Barbering and Cosmetology. Students transferring from another school of Cosmetology in California must furnish a valid Proof of Training document from a licensed California Cosmetology school and our College may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school you attended. NOTE: Our College does not accept transfer students (California students) that have completed 50% or more of their course hours and our college will contact the previous institution for references. Out of State students previous hours in their entirety may or may be accepted and references given by the previous colleges will also be considered for enrollment to our college.

**DRUG ABUSE PREVENTION PROGRAM:** Our College makes the following information available to its students, staff, and instructors. Any individual associated with **JWIBBC** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: **REDGATE MEMORIAL RECOVERY CENTER 1775 CHESTNUT AVE. LONG, BEACH, CA. 90813 Phone (562) 591-6134**

**LIBRARY RESOURCES:** All of our campuses have a library resource area in which current periodicals, Styling magazines, Cosmetology reference books and Video/DVD's are maintained. Most of these materials can be checkout for overnight use and your instructor is in charge of this process.

**VOTER REGISTRATION:** We encourage all students to vote and be registered. For information of how and where to register please contact: [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections) or you can call **(800) 345-8683**.

**STUDENT CLOCK HOUR POLICY:** The Board of Barbering & Cosmetology will only recognize time-clock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. You will be given up to seven **(7) minutes** to clock in and receive credit for the full class hour. This seven-minute period applies to starting of the class day only. Once theory classes have been started no one will be allowed to enter the theory classroom. In the event a student is tardy they may not clock in until theory has ended and may not clock in for the day past 11:00 a.m. At the completion of the day, a new time card is prepared from the current weekly time card.

The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. Timecards must be signed by the student and the instructor daily, no pre-signing will be allowed.

A thirty-minute (30) lunch break shall be taken when a student attends a 6 hour class day or more. If you are attending less than a **(6)** hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. **If you fail to clock out for lunch after attending school for 6 hours then you will only be granted time of 6 hours for the entire day. Instructors may not sign a student in or out.** The weekly time card reflects the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. If an error is made on the time card, correcting the mistake will require that a line be drawn through the error, the student & staff member must date and initial the correction(s).

**The time cards are the property of the school and must remain in the school at all times.** After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination. **TIME CARD CREDIT:** The following is a guideline for the instructor to issue credits. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category... The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject. Some practical operations may take longer to perform according to the student. **Note:** The following time frame is considered by The Board of Barbering & Cosmetology for each operation. **Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour Hair cut = 1/2 to 1 hour. Using this scale, the Board would understandably not consider a student capable of performing more than three permanent waves per day.**

#### **ADMISSIONS & FINANCIAL INFORMATION AND HOURS:**

**ADMISSIONS:** Applicants for Admissions may secure information on Tuesday through Friday between: 10:00 a.m. - 4:00 p.m. **Person to contact: MS. CHUMMIER IMAROMNA @ (562) 435-7060**

**FINANCIAL AID:** Applicants or students may secure financial information Tuesdays through Fridays between 10:00 a.m. - 4:00 p.m. **Person to contact: MS. BONNY J. BUCHOLZ @ (562) 435-7060**

**PLACEMENT ASSISTANCE:** Tuesday and Saturdays between: 10:00 a.m. through 4:00 p.m. **Person to contact: MS. ARUNI BLOUNT @ (562) 435-7060**

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

**STANDARDS:** This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ) regardless of the average level of attendance. Students that are attending the course programs whom have more than 2 weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on a medical approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed and need to contact the FA office. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% 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. These policies are outlined elsewhere in this catalog **School Rules pages 10-11**.
3. Complete the course within one and one-half (1-1/2) 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.
4. Students must meet minimum academic (70%) and attendance (67%) requirements at the end of each payment period of the course to be considered as meeting satisfactory progress until the next evaluation period.
5. All students will be provided a copy of their completed SAP evaluation form at the conclusion of their SAP counseling.

**EVALUATION PERIODS:** Evaluations will be performed for all students based on the US Department of Education Regulations and definition of an Academic Year and will be performed at the end of each payment period. USDOE defines an academic year as being 900 clock hours & 26 calendar weeks, a payment period is defined as 450 clock hours & 13 calendar weeks per period. Based on the above definition the Cosmetology course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 700 hours of the course will be prorated and contain (2) 350 hour payment periods = 700 clock hours & 22 calendar weeks. Based on the above definition the Barbering course will contain two (2) 450 clock hours payment periods & 26 weeks = 900 clock hours & 26 weeks and the remaining 600 hours of the course will be prorated and contain (2) 300 hour payment periods = 600 clock hours & 18 calendar weeks. Using the above definition(s) the following schedule will be followed for determining when the student will be evaluated: The evaluations(s) will be performed based on when the student actually reaches the end of each payment period. Based on Full-time enrollment status. Part-time enrollment status will be calculated based on the above formula.

**Cosmetology:** PP (1) 450 hours & 13 calendar weeks, PP (2) 900 hours & 26 calendar weeks, PP (3) 1250 hours & 37 calendar weeks and PP (4) 1600 hours & 48 calendar weeks. Based on Full-time enrollment

**Barber:** PP (1) 450 hours & 13 calendar weeks & PP (2) 900 hours & 26 calendar weeks, PP (3) 1200 hours & 35 calendar weeks and PP (4) 1500 hours & 44 calendar weeks. Based on Full-time enrollment

**Cosmo/Barber Crossover:** The first evaluation will be conducted at the midpoint of the course 200 clock hours and the final evaluation will be conducted at 400 hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 450 or 350-300 clock hours depending on the course, or at the time of actual completion of the remaining hours, whichever occurs first.

**WARNING:** Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory 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 may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**PROBATION:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**APPEAL PROCEDURES: Students must initiate the Appeal Process.** 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 be received within (15) days prior to the start of the probationary period (for the evaluation period in question) and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The basis that a student can file an appeal: The death of a relative of your immediate family, an injury or illness of the student or a relative of your immediate family, (Immediate family relative defined as Grandparents, Parents, Brother(s), Sister(s), Spouse and Children) or other special circumstances; To file an appeal you have to have experienced a death in the family (providing a death certificate), an injury or illness (supported by a physician statement) or other special circumstance that can be documented. The appeal must also state your own explanation describing the reasons for your failure to make SAP and changes made to those circumstances that would allow you to focus and regain your satisfactory status. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision prior to the beginning of the current probationary period. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision (a copy of the decision will also be retained in the students file) within a reasonable time frame (5-10 days). 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 to be making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation. **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & TRANSFER HOURS:** Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. Transfer hours from another institution that are accepted towards your current educational program will not impact your current SAP as they are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours of the institution. **INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS:** Course in-completes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. **LEAVE OF ABSENCE:** We do not allow a Leave of Absence except for students that may experience a severe medical or Legal problem(s) which may make it difficult for them to attend class. The institution may allow a student under such severe medical/legal circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must include verifiable medical/legal documentation and must be approved by the school FA Director. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA. The needed time off must be at least 30 days or longer. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and will be paid within 30-45 days, depending on the financial source. This policy has been revised and becomes effective August 18, 2011. **ATTENDANCE STATUS:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than half time. Half time enrollment requires a minimum of 12 hours per week. **See page (6) for more information.** **GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. The system detailed below is the system utilized in the school.

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100% - 90% A.....Superior Performance	(GPA 4) 4 POINTS=A
89% - 80% B.....Above Average	(GPA 3) 3 POINTS=B
79% - 70% C.....Average	(GPA 2) 2 POINTS=C
69% - 60% D.....Unsatisfactory	(GPA 1) 1 POINTS=D
59% - 00 % F.....Fail	(GPA 0) 0 POINTS=F

## SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday- Fridays 9:00 a.m.-5:30 p.m. Saturdays 8:30 a.m.-5:00 p.m.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student **must call** to the school to report his/her absence before 8:45 a.m. each morning of the absence. If you are tardy you may not clock in until theory has ended and no later than 11:00 a.m. with permission only.
4. Students are required to be in class for roll call promptly at 9:07 a.m. in a clean, prescribed uniform. **All Cosmetology & Barbering Students** must wear school issued JWIBBC Logo Tee-Shirt neat and clean. Black Slacks or Dickies or Dark Black dress jean nothing faded must be worn no exceptions. Skirts must be all black and hem line must be at the knee and hosiery must be worn with skirts and no open slits up skirt. **No Capri pants or leggings and sweat pants allowed.** White or Black closed toe and heel work or canvas type shoes. **No Baggy type pants** are to be worn, no exceptions! Long Chains around the neck are not allowed and all necklaces must be worn under your Tee-shirt so that they do not interfere with a service being performed on a patron. The following jewelry will be permitted for your safety and for that of your patron: one ring, wrist watch, necklace, stud earrings only! Only JWIBBC issued Logo Tee-Shirt, Apron or Barber Smock will be allowed as your uniform. Absolutely no other type of Apron, Smock or Tee-Shirt will be permitted.
5. Students appearing in school with their hair not set and neat will clock out. No hats, headbands, scarf's or nets, or any type of headgear is allowed in the school while you are clocked in. Beauty needs/grooming are to be done on the student's own time.
6. **A student who is tardy (9:07 a.m.) for morning start time and & (12:37 p.m.) for afternoon start time** cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) **1<sup>st</sup> Offense** = Written Warning, **2<sup>nd</sup> Offense** will suspended for 1 week, and if tardiness continues may be placed on probation until tardiness ceases or may be terminated at the discretion of the Director.
7. Students will take lunch between 12:00 p.m. and 3:00 p.m. and must be cleared by the Instructor in charge. Students should report to an instructor if they have not had lunch by 3:00 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock and not by instructors or staff persons signing the student in/out. Students are also required to punch in and out for all breaks on the back of their time cards.
9. No student is allowed to clock out during college hours without permission from their Instructor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone. Cell phones use not allowed on Clinic Floor and ringers must be on vibrant or silent setting. No IPOD's, MP3 & Earphone type players are allowed in the college at anytime.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times. Students must keep work station, in class or on the floor, clean and sanitary at all times. When leaving for the day the students work station must be clean and orderly and all equipment must be stored in a locked locker or cabinet and not be left out. The school is not responsible for items left out or lost.
14. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.

16. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.

17. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

18. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist or the instructor in charge and no changes are to be made by students.

19. A student must attend college on all Saturdays. Days before and after a holiday are considered to be a Saturday and a mandatory day and you may be suspended for up to 7 days for not attending. Only the school Director may excuse a student from attending on Saturdays.

**1<sup>st</sup> & 2<sup>nd</sup> Offense** = 1 week or less suspension & **3<sup>rd</sup> Offense** = termination.

The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness. All inexcusable absences are subject to additional charges of the schools contracted hourly rate (for going beyond your scheduled completion date).

20. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.

21. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol. No gambling or loitering allowed around the campus before or after school hours at any time.

22. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office. Credit will be given for applied effort only. All work must be checked by an instructor and all times cards must be signed daily by the student and the instructor in order to receive credit for all daily operations or credit will not be given. Records must be neat and clear.

23. All students will be expected to maintain an average of 70% in theory and in all practical subjects.

24. Only products furnished by the college may be used unless otherwise approved by the supervisor.

25. Students are to park only in the area designated by the college. The supervisor will show you the parking area and where to park during orientation class.

26. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination or profanity towards a staff member will be tolerated. Students must comply with college policy and state rules and regulations.

27. Due to absences all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff. Notify office immediately of any address or telephone change. Absence THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the supervisor may be considered for termination.

28. Upon termination of your course of study, you must remove all of your equipment, personal belongings within 30 days. Items not removed or left behind will become the schools property and the school is not responsible for the items left behind, nor will the school replace those items. The student's tuition account including any overtime owed must be paid in full less any projected Title IV receivables prior to pre-applying for the licensing exam.

**These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber, Cosmetologist and Esthetician/Skin Care. Violation of school rules may result in suspension or termination.**

## NOTICE OF STUDENT RIGHTS

1. **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later.

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 school for a sample copy. A different cancellation policy applies for home study or correspondence courses.

2. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Please refer to the "REFUND POLICY" published on pages 14-15 of this catalog

4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call: **THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, PO BOX 980818 WEST SACRAMENTO, CA 95798 or (888) 370-7589 Fax (916) 263-1897**  
Web site: [www.bppe@dca.ca.gov](http://www.bppe@dca.ca.gov) DCA = Department of Consumers Affairs and The Bureau for Private Postsecondary Education.

**GRIEVANCE PROCEDURE:** It is the policy of this institution to handle grievances in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to your immediate instructor.
3. If you are unable to deliver the form to the Instructor in charge you may deliver it to the Director/Owner: **MS. ARUNI BLOUNT 717 PINE AVE. LONG BEACH, CA. 90813**
4. All grievances regardless of the nature will be turned over to the owner and reviewed.
5. The Supervisor will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours by the owner.
6. 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** or by completing a complaint form, which can be obtained on the bureau's Internet Web site below. Also any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to **BPPE: California Department of Consumer Affairs, Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818** Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov) & Fax (916) 263-1897. OR **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, (703) 600-7600**

**TUITION AND FEE SCHEDULE**  
**Effective 10-01-2013**

<b>COURSE</b>	<b>*TUITION</b>	<b>REG.</b>	<b>KIT/BKS.</b>	<b>TOTAL</b>	<b>WEEKS</b>
<b>Cosmetology</b>	<b>\$ 11,200.00</b>	<b>\$ 250.00</b>	<b>\$975</b>	<b>\$12,425</b>	<b>40-123</b>
<b>Barber</b>	<b>\$ 10,500.00</b>	<b>\$ 250.00</b>	<b>\$850</b>	<b>\$11,600</b>	<b>38-115</b>
<b>Cos/Barber</b>	<b>\$ 3,200.00</b>	<b>\$ 250.00</b>	<b>\$350</b>	<b>\$3,800</b>	<b>10-031</b>

**IN ADDITION TO THE ABOVE PRICES AND ADDITIONAL FEE FOR THE STATE STRF WILL BE ADDED AT THE RATE OF \$ .50 PER THOUSAND OF THE TOTAL FEES ABOVE.**

**EXAMPLE: COSMETOLOGY \$12,050.00 X .50 = \$6.00**

**\* = REFUNDABLE**

Once used, kits are not returnable or refundable due to sanitary considerations. \* Above kits prices include 9.75% sales tax. **\*NOTE:** Length of time in course depends on the number of hours scheduled hours weekly the student contracts for on a monthly basis as specified in the Enrollment Agreement.

**COSMETOLOGY/BARBER CROSSOVER** is offered in the following manner: 400 hours Barbering Crossover course. Please be advised that according to the Board of Barbering and Cosmetology in order to apply for the licensing exam the Board of Barbering & Cosmetology only require that you complete a 400 hour crossover course.

**EXTRA INSTRUCTION CHARGES (\*Brush-up see below):** Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per hour as follows: **Cosmetology: \$7.00, Barber: \$7.00, Cosmo/Barber: \$8.00 per hour for all courses.**  
**SCHOLARSHIPS:** Our College does not award any institutional scholarships incentives.  
**\*BRUSH-UP** Students requiring preparation for the licensing exams will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

**\*PRE-APPLICATION FOR LICENSING EXAM:** Students will be allowed to pre-app for the exam provided they have paid their account in full less any projected Title IV funds that will be posted at 1200 & 1250 clock hours (4<sup>th</sup> payment period), have maintained a 90% attendance ratio throughout their program of study and have not received any suspensions. Out of state and transfer students will not be allowed to pre-apply.

**METHOD OF PAYMENT:** Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and Program, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

**BANKRUPTCY:** Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have 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 (11 U.S.C. Sec. 1101 et seq.)

**THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**

**REFUND POLICY: BUREAU OF PRIVATE POSTSECONDARY EDUCATION (B.P.P.E.)**

**STUDENT’S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. A registration fee of **\$250.00 is a non refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student’s notification or school’s determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**ENROLLMENT TIME** is defined as the hours of attendance, that portion of the course scheduled to be completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly (45 days) after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 14 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the will not be returning.

**Return of Title IV:** Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

**Refunds:** If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant,

9 Federal SEOG, 10. Other; this order would apply in accordance to the aid programs available at the institution.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at (JWIBBC) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (**degree, diploma, or certificate**) you earn in (JWIBBC) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) 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 coursework at that 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 (JWIBBC) to determine if your (**credits or degree, diploma or certificate**) will transfer.

**Note: Academic transcripts will not be released until ALL tuition charges are paid in full.**

**School or Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, or in the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification via certified mail or school's determination.

**PLACEMENT:** This institution does not guarantee placement to any student. However, job placement & assistance is provided to graduates upon completion of the student's course of study at no additional charge.

**STRF: CALIFORNIA RESIDENTS: (a)** "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, who is a California resident and prepays 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.
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."

**(b)** In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "**The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.**

You may be eligible for STRF if you are a California resident, 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 cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act." NOTE: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

### **FINANCIAL AID—CONSUMER INFORMATION**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs include:

**Federal PELL Grant: Does not require repayment (FPELL)\*\*\***

**Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)\*\*\***

FDirect Stafford Loans - Subsidize: Must be repaid

FDirect Stafford Loans - Unsubsidize: Must be repaid

FDirect Plus Loans: Must be repaid

\*\*\*denotes the programs available at this institution.

**GENERAL FINANCIAL AID INFORMATION:** If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at **JWIBBC** may be found in “The Student Guide” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at 1 (800) 433-3243. (Internet access is also available @ <http://www.fafsa.ed.gov> or <http://studentaid.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 students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

### **FINANCIAL AID MECHANISM**

Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- have financial need;
- be making satisfactory progress (as defined by the school’s policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);
- have signed a statement of educational purpose; have signed a statement of updated information;
- have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- agree to use any federal student aid received solely for educational purposes.

### **THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS:**

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

**Federal PELL Grant: Does not require repayment (FPELL)**

**Federal Supplemental Education Opportunity Grant: Does not require repayment (FSEOG)**

**APPLICATION PROCEDURES AND FORMS:** Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances.

**Federal William D. Ford Direct Loan Program. (CURRENTLY WE DO NOT PARTICIPATE IN ANY OF THE FEDERAL LOAN PROGRAMS)**

**DEADLINES:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

**DISBURSEMENT:** Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Federal PELL Grant Program Funds received under this program are not subject to repayment from the student.

**DEADLINE:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office before September 26 or earlier, of the award year from which aid is requested from, or your last day of enrollment in 2014, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**RENEWAL PROCESS:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and **it is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

**DISBURSEMENT:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment from the student.

**DEADLINE:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**DISBURSEMENT:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant and have a zero (0) EFC first. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds still available, a second priority will be given to students having a higher EFC or Non Pell recipient students with the lowest Expected Family contributions enrolled during the last three months. For additional information on Federal Financial Aid programs, request "The Student Guide" published by USDOE.

**TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY:**

As of 10/07/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in the course, student would have earned only 50% of the aid received or eligible to have received. To determine the percentage completed, the scheduled hours of class hours will be divided by the total hours in the payment period. Please note: Effective 07-01-06 the refund calculation will be based on the scheduled hours a student is contracted for rather than the actual hours attended on the last day of attendance according to the enrollment agreement. Unearned aid will be returned to the program(s) in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

**DETERMINING NEED The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.**

**JWIBBC** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution. Nine Month Student Expense budget for the 13-14 Academic Year.

Tuition & Fees: Actual institutional charges

Books & Supplies: \$ 1,710.00 per academic year

Living cost allowance (monthly figures):

	Student living with parent	off campus
Room and Board, Food	\$ 502.00 mo inc. housing \$4,518.00 AY	\$1252.00 mo. Housing \$ 11,268.00 AY
Transportation	\$ 131.00 mo \$1,179.00 AY	\$147.00 mo \$1,323.00 AY
Personal/misc.	\$ 344.00 mo \$3,096.00 Y	\$316.00 mo \$2,844.00 AY

(cost of uniforms is included in the personal allowance). Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon age and number of children. Loan Fees: For student loan borrowers, actual or average loan origination and insurance fees total, excluding allowances based on actual institutional charges: \$ 1,167.00 per month, \$10,503 PER AY with parent, Off campus \$1,905.00 per month, \$17,145.00 PER AY.

**VACCINATION POLICY:** We do not have a policy but all students must have their required vaccinations up to date and it is the students responsibility to maintain their vaccination schedule.

### **AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA**

This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance.

The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school.

#### **ALL LOANS MUST BE REPAID.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select

FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year proceeding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 50 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/13 to 6/30/14 period. Therefore, the awards to those students will be up to \$200.00 through the entire period and may be increased up to \$400.00 depending on the availability of funds. As of July 1, 2013 the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June). Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year. It is our institutional policy to protect our students from incurring unnecessary loan debts, therefore students are carefully interviewed during the enrollment process to secure that the students will utilize any available funds available to them to meet their educational expenses (school charges, transportation, personal or child care) before a need for loans be included in their financial aid package).

**DEFINITIONS:** The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 26 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** A 50 to 60 minutes of supervised instruction during a 60 minutes period.

**CREDIT BALANCE:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**DEPENDENT STUDENT:** Is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**DEPENDENT:** Is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

**FAMILY CONTRIBUTION (EFC):** The calculated amount that a family contributes to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole Cuban-Haitian entrant

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

F1 or F2 student visa

J1 or J2 exchange visitor visa only

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. Was born before January 1, 1990
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States?

**PARENT(S):** For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**DISLOCATED WORKER:** A dislocated is a person that meets all of the following requirements:

- He was terminated or laid off from employment or received a notice of termination or layoff;
- He is eligible for or has exhausted his unemployment compensation, **or** he is not eligible for it because, even though he has been employed long enough to demonstrate attachment to the workforce, he had insufficient earnings or performed services for an employer that weren’t covered under a state’s unemployment compensation law; **and**
- He is unlikely to return to a previous industry or occupation.

2. A person who was terminated or laid off from employment or received a notice of termination or layoff as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise.

3. A person who is employed at a facility at which the employer made a general announcement that it will close within 180 days.

4. A person who is employed at a facility at which the employer made a general announcement that it will close.

5. A self-employed person (including farmers, ranchers, or fishermen) who is unemployed because of natural disasters or because of general economic conditions in his community.

6. A displaced homemaker, someone who meets all of the following requirements: • she has been providing unpaid services to family members in the home; • she has been dependent on the income of another family member

but is no longer supported by that income; **and** • she is unemployed or underemployed and is having difficulty obtaining or upgrading employment. An “underemployed” person is one who is working part time but wants to work full time or one who is working below the demonstrated level of her education or job skills.

Not everyone who receives unemployment benefits will meet the definition of dislocated worker. For example, in general those who quit their jobs are not considered dislocated workers, even if they are receiving unemployment benefits.

**PAYMENT PERIOD:** 450 hours and 13 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

**RECOVERIES:** Recoveries resulting from unearned Title IV funds due from the student must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grant programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student’s withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within 45 days from the student’s withdrawal and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by U.S. Department of Education.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 45 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENT:** A student, who attended a Post-secondary institution before the enrollment at **JWIBBC**, is no longer required to obtain a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. However all institutions must have a registered password with NSDLS.

**Institutional Verification Policy and Procedures**

**What is verification?** The verification process is a process where the institution will require the student/spouse/parent to provide documentation to support the data reported on the FAFSA and printed on the SAR/ISIR. It is anticipated that about 30% of the students will be selected for verification by the United States Department of Education (USDE) via its contractor (CPS) or by the institution’s Financial aid Office.

**How do I know that my application has been selected**

The verification flag will have a value of “Y,” and next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells applicants they will be asked by their school to provide documentation.

For 2013–2014, verification tracking flags will place the student in one of five verification tracking groups, which will be explained later. The institution must verify any information in which there is a reason to believe it is incorrect on any application. Students with these applications are considered to be selected for verification by your school even though you may not be verifying the same data as for CPS-selected applications. The institution, at its discretion, may require a student to verify any FAFSA information and to provide any reasonable documentation in accordance with consistently applied school policies. Regardless whether the application was selected by CPS or by the institution, all other verification requirements, such as deadlines and allowable tolerances and interim disbursement rules, apply equally to all students who are being verified.

**What Items need to be verified? Once the student is placed in a group, each group contains different items that need to be verified.**

**Verification tracking groups**

Students who are selected for verification will be placed in one of the five following groups, V1, V2, V3, V4,V5. The group determines which FAFSA information must be verified for the student. The data to be verified would correspond to the data reported by the student, the student spouse and, or, if applicable, the parent whose data was also included in the FAFSA.

**Verification tracking groups**

The data to be reviewed will correspond to the data required in each of the following groups:

- V1 **Standard Verification Group.** Tracking flag V1
- V2 **SNAP Verification Group.** Tracking flag V2.
- V3 **Child Support Paid Verification Group.** Tracking flag V3.
- V4 **Custom Verification Group.** Tracking flag V4.
- V5 **Aggregate Verification Group.** Tracking flag V5.

**Items to verify per group assigned**

Items to verify Groups	2013-2014 Tracking				
Tax Filers:	V1	V2	V3	V4	V5
adjusted gross income	X				X
U.S. income tax paid	X				X
untaxed portions of IRA distributions	X				X
untaxed portions of pensions	X				X
IRA deductions and payments	X				X
tax-exempt interest income	X				X
education credits	X				X
household size	X				X
number in college	X				X
Supplemental Nutrition Assistance Program (SNAP) benefits	X	X		X	X
child support paid	X		X	X	X
<b>Students who are not tax filers must verify the following:</b>					
income earned from work	X				X
household size	X				X
number in college	X				X
SNAP benefits	X	X		X	X
child support paid	X		X	X	X

high school completion status				X	X
identity/statement of educational purpose				X	X
<b>Certification and Signature</b>	X	X	X	X	X

**Who can be excluded from the verification process? Death of the student. Not an aid recipient.**

**The applicant is eligible to receive only unsubsidized student financial assistance**

**Applicant verified by another school.** The student provides documentation that he/she completed the verification process for the current award year at another school before transferring.

The FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified the application and has provided the transaction number of the pertinent valid ISIR.

**Post enrollment.** The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made. Unless the FAO has a reason to believe it is inaccurate, you don't have to document the reported FAFSA information of the parents of a dependent student if any of the following apply: Both of the parents are mentally incapacitated.

They are residing in a country other than the United States and can't be contacted by normal means.

They can't be located because the student does not have and cannot get their contact information.

Unless the FAO has a reason to believe it is inaccurate, you don't have to document the reported FAFSA information of the spouse of an independent student if any of the following apply:

The spouse has died.

He/she is mentally incapacitated.

He/she is residing in a country other than the United States and can't be contacted by normal means.

The spouse can't be located because the student does not have and cannot get the spouses' contact information.

**What documentation is needed? Documenting Family income and tax paid:** The Department encourages students and parents to use of the FAFSA/IRS Data Retrieval Tool (IRS DRT). For the retrieved data to be acceptable documentation of tax data, it is necessary that neither students nor parents change the data after it is transferred from the IRS—if the data was changed or if your FAO has a reason to believe the data transferred is incorrect, the student will need to provide other documentation as explained below. The IRS request field(s) on the ISIR will have a value of "02" when the data is unchanged. If students cannot or will not use IRS Data Retrieval, either at initial FAFSA filing or through the FOTW correction process, they must document AGI, taxes paid, and untaxed income by providing an IRS tax return transcript for the student and spouse or parents, as applicable.

Under the following conditions the IRS Data Retrieval is **not** available in FOTW (all apply to both students and parents unless otherwise noted):

The person did not indicate on the FAFSA that the tax return has been completed.

The marriage date is January 2013 or later.

The first three digits of the SSN are 666.

The tax return was amended.

The person filed a Puerto Rican or foreign tax return.

The person is married and filed the tax return either as head of household or married but filing a separate return.

Neither married parent entered a valid SSN.

A non-married parent or both married parents entered all zeroes for the SSN.

**Tax filing extension:** For students and parents who have been granted a tax filing extension, need to present a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return. Must also provide a copy of all their W-2 forms or, if they are self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.

You may be requested to use the DRT or submit to your school a tax transcript after the return has been filed. If you do that, you must re-verify the income information.

**Non-Tax filers:** For non-tax filers you must receive a W-2 form for each source of employment income. You must also get a signed statement providing the sources and amounts of the person's income earned from work not on W-2s and certifying that the person has not filed and is not required to file a tax return.

**Residents of Pacific Islands:** For residents of the Freely Associated States (the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia), a copy of the wage and tax statement from each employer and a signed statement identifying all of the person's income and taxes for the year is acceptable.

**Persons from a foreign country not required to file a tax form:** Persons from a foreign country who are not required to file a tax return can provide the signed statement certifying their income and taxes paid.

**Missing W-2 forms:** If a person who is required to provide a W-2 form can't do it timely, you may be permitted to submit a signed statement with the amount of the income earned from work, the source of that income, and the reason the W-2 form is not available in time.

**Persons filling foreign taxes:** When a person filed a non-U.S. tax return, obtaining an IRS tax return transcript is not possible. In those cases you may accept instead of the transcript a copy of the tax return, which must be signed by the filer or one of the filers of a joint return, and you must document the circumstances.

Use the income and tax information that most closely corresponds to the information on the IRS tax return, and convert monetary amounts into U.S. dollars as appropriate.

**Electronic signatures:** On the few occasions that a tax return was used to complete verification, your school can accept an electronic copy of the return that has been electronically signed provided your school's process for accepting such signatures complies with the Electronic Signatures in Global and National Commerce (ESIGN) Act. **But a signature on Form 8879, the IRS e-file Signature Authorization, is not an acceptable substitute for a signature on the tax return.**

**Tax Preparers:** For persons who have a tax professional prepare their return, instead of a copy of the return with the filer's signature, your FAO may accept one that has the name and Preparer Tax Identification Number (PTIN) of the preparer or has his SSN or EIN and has been signed, stamped, typed, or printed with his name and address. Note that the IRS requires paid preparers to have a PTIN.

**When a tax return transcript is unavailable:** When the tax filer requests an IRS tax return transcript and is unsuccessful, she can use a signed copy of the 2012 tax return (Form 1040, 1040A, or 1040EZ) for verification. She must also provide your school with one of the following:

- if she tried to get the transcript using the paper Form 4506-T or 4506T-EZ, a copy of the response (which she must sign) mailed to her informing her that the IRS could not provide the transcript; or
- if she tried to get the transcript using the Internet, a signed copy of a screen print from the official IRS webpage showing a message that the transcript request was unsuccessful. Because the IRS does not send written confirmation of the failure of a transcript request using the telephone, there is no documentation alternative for that method. Affected tax filers **must** request a tax return transcript using either the online or paper method and, if unsuccessful, provide your school with the above noted documentation. In addition to the documentation already specified, the tax filer must also provide your school with a completed and signed IRS Form 4506-T or 4506T-EZ that includes on line 5 the name, address, and telephone number of your school as the third party to whom the IRS is to mail the tax return transcript. If the school has no reasonable doubt about the accuracy of the information on the copy of the tax return, your school should proceed with verification and simply place the 4506 form in the student's file rather than sending it to the IRS. However, if the school has a reason to believe that the information on the tax return may not be accurate, **your school must**, before verification can be completed, send the Form 4506-T or 4506T-EZ to the IRS and wait for the return of the transcript or confirmation from the IRS that a transcript is not available for that tax filer. See the 11/2/12 electronic announcement for more information

**Requesting a tax transcript:** There are a few ways to request a tax transcript: online at [www.irs.gov](http://www.irs.gov), by calling 1-800-908-9946, or by mailing or faxing the paper Form 4506T-EZ, which can be printed out from the IRS website on [www.ifap.ed.gov](http://www.ifap.ed.gov) for specific instructions.

**Filing an amended return:** Students or parents who file an amended return cannot use the IRS DRT, and if they amend the return after using the DRT to fill out the FAFSA, the FAO cannot rely on that data. Instead, you will need to use information from these documents to complete verification:

1. a signed copy of the IRS Form 1040X that was filed **and**
2. a signed copy of the original tax return that was filed, a tax return transcript (which does not have to be signed), or any IRS transcript (such as a return transcript for taxpayer or RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

**Household size:** To document the household size, the student needs to provide a signed statement and, if dependent, at least one parent that gives the name, age, and relationship to the student of each person in the household. You don't have to verify household size in the following situations:

- For a dependent student, the household size reported is **three** for married parents or **two** for a single, divorced, separated, or widowed parent.
- For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed.

**Number in college:** You can document this item with a statement signed by the student (and, if e is dependent, at least one parent) that gives the name and age of each person in the household who is enrolled at least half time in an eligible college (excluding, of course, the parents of dependent students). The statement must also give the name of each college, and it can be written to document household size as well. Completion of the Department's verification suggested text can satisfy both items.

If your school has a reason to doubt the enrollment information reported, your school must obtain from each school a statement that the named person will attend there on at least a half-time basis. Your school would not have to get such a statement if the person has not yet registered, is attending less than half time, or will be attending your school.

If your school has a reason to doubt whether a reported school is Title IV-eligible, your school must insure it is, such as by checking to see if it has a federal school code.

**SNAP benefits (food stamps):** If the ISIR shows that someone in the parents' or student's household received SNAP benefits in 2011 or 2012, the student must provide a signed statement indicating receipt of the benefit. If your school has a reason to doubt the receipt of SNAP benefits, your school may require the student to show documentation from the agency that supplied the benefit or alternative documentation you find sufficient.

**Child support paid:** If the ISIR shows that the student or parent paid child support in 2012, the student must provide a statement signed by him/her or, if he/she is a dependent, either parent and giving the annual amount of the support, the names of those who paid it and whom it was paid to, and the name(s) of the children) for whom it was paid. If your school believes the information in the signed statement is inaccurate, the student must provide documentation such as a copy of the separation agreement or divorce decree that shows the amount of child support to be provided, a statement

from the person receiving the child support showing the amount provided, or copies of the child support checks or money order receipts.

If the student reports on verification and documents that the spouse, or a parent paid child support but did not report that on his/her FAFSA, you must resolve the conflict. However, if the student was eligible for an automatic zero EFC, the child support paid question would not have been presented on FAFSA on the Web; as long as the student is still eligible for an auto zero EFC, there is no need to correct the child support field on the application.

#### **High school completion**

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2013–2014 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable **for full credit toward a bachelor's degree.**
- A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Students who are unable to get one of the documents listed above must contact the financial aid office.

#### **Identity and statement of educational purpose**

Students should appear in person at the school and present a valid, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID.

Your school must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it. Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2013–2014 year. A student who is unable to appear at the school must sign and submit the statement of educational purpose, and he must submit a copy of his ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his identity.

**Updating Information:** Generally, a student cannot update information that was correct as of the date the application was signed. After the FAFSA is signed, only certain items can be updated under the conditions given below.

1. All applicants whose dependency status changes must update that status and the associated FAFSA information throughout the award year **except** when the update is caused by a change in the student's marital status.
2. All applicants selected by the Department or a school for verification of household size or number in college must update those numbers to be correct as of the date of verification **unless** the update is due to a change in the student's marital status. At your schools' discretion your school may update under either 1 or 2 even when the update is due to a change in the student's marital status if you deem it necessary to address an inequity or to reflect more accurately the applicant's ability to pay.

Verification forms, documentation: Be sure that the institutional verification document is signed, that all required sections are completed, and that the relevant tax or alternative documents are attached. Timing of signatures: Any required signatures, such as signatures on worksheets or on copies of tax returns, must be collected at the time of verification—they can't be collected after the verification deadline for that award year.

**Interim Disbursements:** If the student is selected for verification on the original ISIR, Interim disbursements ARE NOT allowed prior to the completion of the verification process. If selected on subsequent ISIR, the student will not be eligible for additional aid until the verification process is completed. NOTE: In the 12-13 Handbook, the Department allows disbursements prior to verification, however, many times a verification stays incomplete, therefore the funds disbursed would become a liability to the institution. NO DISBURSEMENTS BE MADE PRIOR TO VERIFICATION.

#### **How to submit corrections and updates: Corrections and updates can be submitted by the student on the SAR or the Web or by the school using FAA Access to CPS Online or the Electronic Data Exchange (EDE).**

Using FAFSA on the Web (FOTW). Any student who has a PIN—regardless of how he originally applied— may correct any of his own data by using FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov). If dependent students need to change parental data, a parent must either sign electronically with her own PIN or print out and sign a signature page.

**Deadlines and failure to submit documentation:** Students selected for verification—whether by your school or by the Department—need to submit the documentation by the 60<sup>th</sup> day after student's last day of recorded attendance or by the Department's deadline which is expected to be September 26, 2014 whichever is earlier.

**EFC changes and changes on Title IV awards:** Students making changes to their data as a result of the verification process that resulted in a change to the EFC or a change to the Title IV awards would be notified by the school via a revised award letter. The method used by the institution to deliver the first award letter will be used for subsequent notifications.

**Failure to submit documentation:** From the time the student is selected for verification By the Department or by the school, the student that fails to complete the verification process will lose his/her eligibility for Title IV funds. If the student received aid prior to being selected, that aid remains as an eligible disbursement. Once selected on a subsequent ISIR, all future disbursements will depend in the completion of the verification process. Referring students

to the Office of Inspector General (OIG). The institution has an obligation to refer certain cases where the institution believed that intentional fraud seems to have taken place to the Office of the Inspector General (OIG). Those cases would be followed up by OIG as appropriate.

**TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 120 days from the last day of attendance or September 26, 2014, whichever is earlier.

**APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

\* Number of family members in the household

\* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.

\* Change in dependency status. Federal aid applicants of any Federal Student Aid program, whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. However, if the institutional FAO determines that, an update due to marriage is required to better represent the students' ability to pay for college, the data must be updated changing all applicable elements on the FAFSA.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED**

**TIME PERIOD(S):** If the student cannot provide all required documentation within 120 days from the ISIR processed date or by September 27, 2013, whichever is the earlier, the school cannot complete the verification process. The school would advise the applicants via regular mail or by email, that the student is no longer eligible for the preliminary financial aid awards offered to the student. The school then gives the applicants the following options: The student may continue training on a cash payment basis. The student may withdraw, or The student may make other financial arrangements to cover the school cost.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**TOLERANCES:** Any discrepancy greater than \$25.00 MUST be resolved.

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program.

**REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, a referral of discovered fraud cases.

**The student has the right to ask the school:**

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.

- What special facilities and services are available to the handicapped?

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords' eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day (**JOHN WESLEY INTL. BARBER & BEAUTY COLLEGE**) (**JWIBBC**) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the **JWIBBC** in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the **JWIBBC** who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the **JWIBBC**. **JWIBBC** Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **JWIBBC** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202**

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the **JWIBBC** whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**OUR CAMPUS WILL PROVIDE YOU WITH A BOOKLET PUBLISHED BY THE UNITED STATE DEPARTMENT OF EDUCATION 'FUNDING EDUCATION BEYOND HIGH SCHOOL' (2013-14) THE GUIDE TO FINANCIAL AID' PLEASE BE SURE TO ASK FOR A COPY OF THIS BOOKLET DURING YOUR INTERVIEW WITH THE FA DEPARTMENT.**

**CURRICULUM FOR COSMETOLOGY COURSE (1,600 HOURS):** The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

<b>HAIRSTYLING: ANALYSIS, SHAMPOOING</b>	<b>050</b>
<b>WET HAIR STYLING &amp; BLOW DRYING</b>	<b>075</b>
<b>THERMAL HAIR STYLING (HOT COMBS &amp; IRONS) &amp; UP DOS</b>	<b>125</b>
<b>PIN CURLS, BRAIDS, BARREL CURLS</b>	<b>055</b>
<b>PERMAMENT WAVING &amp; CHEMICAL STRAIGHTENING</b>	<b>120</b>
<b>HAIRCUTTING</b>	<b>130</b>
<b>BLEACHING</b>	<b>075</b>
<b>HAIR COLORING - HIGHLIGHT/WEAVE</b>	<b>100</b>
<b>SCALP &amp; HAIR TREATMENTS</b>	<b>050</b>
<b>ESTHETICS: FACIALS - MANUAL</b>	<b>015</b>
<b>FACIALS - CHEMICAL</b>	<b>015</b>
<b>FACIALS - ELECTRICAL</b>	<b>015</b>
<b>EYEBROW BEAUTIFICATION &amp; MAKE-UP</b>	<b>030</b>
<b>DISINFECTION/SANITATION</b>	<b>020</b>
<b>MANICURING/PEDICURING: WATER &amp; OIL MANICURING</b>	<b>025</b>
<b>PEDICURING</b>	<b>010</b>
<b>ACRYLIC NAILS - LIQUID &amp; POWDER</b>	<b>080</b>
<b>ARTIFICIAL NAIL TIPS</b>	<b>020</b>
<b>NAIL WRAPS &amp; REPAIRS</b>	<b>020</b>
<b>TOTAL PRACTICAL OPERATIONS</b>	<b>1030</b>

**SUBJECT OF TECHNICAL INSTRUCTION:**

<b>HAIRSTYLING: ANALYSIS &amp; SHAMPOOING</b>	<b>10</b>
<b>FINGERWAVING, PIN CURL, COMB-OUTS</b>	<b>15</b>
<b>STRAIGHTENING, WAVING</b>	<b>20</b>
<b>CURLING W/HOT COMBS &amp; IRONS, BLOWDRYING</b>	<b>20</b>
<b>PERMANENT WAVING &amp; CHEM. STRAIGHTENING</b>	<b>40</b>
<b>HAIRCOLORING &amp; BLEACHING</b>	<b>60</b>
<b>HAIRCUTTING</b>	<b>45</b>
<b>HEALTH &amp; SAFETY: BBC LAWS &amp; REGS.</b>	<b>20</b>
<b>COSMETOLOGY CHEMISTRY, ELECTRICITY</b>	<b>40</b>
<b>BACTERIOLOGY, COM. DISEASES, HIV/AIDS &amp; HEPATITIS B</b>	<b>60</b>
<b>MATERIAL DATA SHEETS, ANATOMY &amp; PHYSIOLOGY</b>	<b>80</b>
<b>DISINFECTION/SANITATION &amp; SAFETY</b>	<b>50</b>
<b>ESTHETICS: FACIALS - MANUAL: CLEANSING, PACKS, MASKS</b>	<b>7.5</b>
<b>FACIALS - CHEMICAL: PEELS, PACKS, MASKS &amp; SCRUBS</b>	<b>10</b>

<b>FACIALS - ELECTRICAL: ELEC. MODALITITES, DERMA</b>	<b>7.5</b>
<b>EYEBROW BEAUTIFICATION &amp; MAKE-UP</b>	<b>25</b>
<b>MANICURING/PEDICURING: WATER,OIL MANICURES (CAD)</b>	<b>05</b>
<b>HAND/FOOT/ARM/ANKLE MASSAGE</b>	<b>05</b>
<b>ARTIFICIAL NAILS &amp; WRAPS: LIQUID &amp; POWDER</b>	<b>10</b>
<b>BRUSH-ONS, ARTIFICIAL NAIL TIPS, WRAPS &amp; REPAIRS</b>	<b>15</b>
<b>SALON MANAGEMENT, BUSINESS ETHICS</b>	<b>25</b>
<b>TOTAL THEORY HOURS</b>	<b>570</b>

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

**PERFORMANCE OBJECTIVE**

- A. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
- B. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- C. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
- D. Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**PROGRESS POLICY** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, Student's tuition account is be paid in full he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering/Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**COSMETOLOGY COMPLETION, LICENSING AND PLACEMENT RATES FOR 2012 SCHOOL YEAR: THE DATA BELOW IS FROM THE NACCAS 2012-13 ANNUAL REPORT**

**COMPLETION: 10 OF 13 STUDENTS IN THIS PROGRAM THAT WERE SCHEDULE TO GRADUATE IN 2012 DID = 76.92%**

**LICENSING: 6 OF THE 6 STUDENTS TAKING THE BBC LICENSING EXAM IN 2012 PASSED THE EXAM = 100%**

**PLACEMENT: 6 OF THE 10 STUDENTS THAT GRADUATED IN 2012 FOUND JOBS AS A STYLIST IN 2012 = 60%**

## **BARBER COURSE OF STUDY (1,500 CLOCK HOURS)**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum

(A) Application of chemicals used on the hair; hairpieces, measuring, fitting, and servicing of hairpieces and rolling cream massages.

(B) The course of instruction in the theory of barbering required for a student enrolled in a 1,500 hour course shall cover not less than instruction in subjects listed in Section 7316a of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall also include training in sales techniques, shop management. The course shall also include technical instruction in the area of hazardous substances (shall be the course developed by the Bureau of Barbering and Cosmetology as provided by Section 7389.)

(C) The course of instruction required for a student enrolled in a 1,500 hour course shall cover not less than the allotted time for the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case.

(D) A student shall be properly instructed to cut the hair of and render barber services to all patrons

### **PRACTICAL OPERATIONS:**

HAIRCUTTING	605
SHAVING/FACIALS: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	40
PERMANENT WAVING	45
HAIRCOLORING	30
BLEACHING	20
HAIRSTYLING, ANALYSIS, SHAMPOOING, FINGERWAVING, PINCURLING, COMBOUTS, HOT COMBS & IRONS & BLOWDRYING	240
CHEMICAL STRAIGHTENING	60
<b>TOTAL PRACTICAL OPERATIONS</b>	<b>1040</b>

### **THEORY SUBJECT**

BARBERING ACT/RULES BBC	40
ANATOMY & PHYSIOLOGY	15
HEALTH /SAFETY	45
DISINFECTION/SANITATION	50
HAIRCUTTING	20
HAIRCOLORING	30
BLEACHING	30
HAIRSTYLING, ANALYSIS, SHAMPOOING, FINGERWAVING, PINCURLING, COMBOUTS, HOT COMBS & IRONS BLOWDRY	65
PERMANENT WAVING	25

SHAVING/FACIALS: Preparing the client's hair for shaving,

assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100
CHEMICAL STRAGHTENING	15
BUSINESS/SHOP MANAGEMENT	15
<b>TOTAL THEORY HOURS</b>	<b>460</b>

**BARBERING PERFORMANCE OBJECTIVE**

1. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Barbering.

**SKILLS TO BE DEVELOPED**

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face, and prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

**PROGRESS POLICY:** Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION DOCUMENTATION:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof to JWIBBC he/she is awarded a diploma certifying his/her graduation

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

**BARBER COMPLETION, LICENSING AND PLACEMENT RATES FOR 2012 SCHOOL YEAR: THE DATA BELOW IS FROM THE NACCAS 2012-13 ANNUAL REPORT**

**COMPLETION: 41 OF 64 STUDENTS IN THIS PROGRAM THAT WERE SCHEDULE TO GRADUATE IN 2012 DID = 64.06%**  
**LICENSING: 34 OF THE 35 STUDENTS TAKING THE BBC LICENSING EXAM IN 2012 PASSED THE EXAM = 97.14%**  
**PLACEMENT: 29 OF THE 41 STUDENTS THAT GRADUATED IN 2012 FOUND JOBS AS A BARBER IN 2012 = 70.73%**

**BARBER CROSSOVER COURSE FOR COSMETOLOGISTS (400 CLOCK HOURS)**

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

The training shall include sufficient training in the various aspects of barbering to prepare the student properly for the barber examination and to provide barber services in an establishment. Upon completion of the 400 hour course the school shall provide a completion notice to the student who completes the course and a proof of training document pursuant to Section 909. The 400 clock hour course shall include a minimum of 90 clock hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

<b>PRACTICAL OPERATIONS</b>	
HAIRCUTTING	177
SHAVING	40
REST FACIALS	20
ROLLING CREME	10
SCALP MANIPULATIONS	20
<b>TOTAL OF PRACTICAL OPS.</b>	<b>267</b>
<b>TECHNICAL OPERATIONS</b>	
BBC LAWS, RULES & REGULATIONS	05
HAIRPIECECS	10
INDUSTRY RELATIONS	31
FUNDAMENTALS	10
DISINFECTION & SANITATION	05
HAIRCUTTING	20
FACIAL/SHAVE/ROLLING CREME	100
ADDL. THEORY-SUBJECT MATTER	16
<b>TOTAL THEORY HOURS</b>	<b>197</b>

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION DOCUMENTATION:** When a student has completed the required theory hours and practical operations with a Grade Point Average (GPA) of "C" (70%) or better and a simulated (mock) Program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology Licensing Examination. Upon passing the licensing exam and providing proof to JWIBBC he/she is awarded a diploma certifying his/her graduation

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

**JOHN WESLEY INTERNATIONAL BEAUTY COLLEGE INC.**  
(dab)  
**JOHN WESLEY INTERNATIONAL BARBER AND BEAUTY COLLEGE**

**FACULTY/ORGANIZATIONAL CHART**

**President/Director/CEO**  
**MS. ARUNI BLOUNT**

**Office Manager: Ms. Chutima Imaromna/CFO**

<b>Admissions</b>	<b>Placement</b>
<b>Ms. Chutima Imaromna/CAO</b>	<b>Ms. Aruni Blount</b>

**Financial Aid Director**  
**Ms. Bonny J. Bucholz**

**INSTRUCTORS**

Mr. Thomas Rodriguez, Ms. Lily Lam, Ms. Margie Faulkner & Mr. Laurence Smith  
**Receptionist**

**EDUCATIONAL FACULTY ALL CAMPUSES**

**MR. THOMAS RODRIGUEZ**  
**INSTRUCTOR** Licensed Barber 45 years

**MS. LILY LAM**  
**INSTRUCTOR** Licensed Cosmetologist 22 years  
Licensed Barber 04 years

**MS. MARGIE FAULKNER**  
**INSTRUCTOR** Licensed Cosmetologist 11 years

**MR. LAURENCE SMITH**  
**INSTRUCTOR** Licensed Barber 04 years