

IVY LEAGUE BARBER ACADEMY, INC

STUDENT CATALOG

Beginning Date: January 18, 2019

Ending Date: December 31, 2019

Physical Address:

1001 W. San Marcos Blvd., Suite 120
San Marcos, CA 92078

Phone: 858-722-8861

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Thank you for your interest in the Ivy League Barber Academy. You are encouraged to review this catalog in its entirety prior to signing an enrollment agreement. Separate from the catalog, you will be provided a School Performance Fact Sheet, which you must sign prior to signing an enrollment agreement. All prospective students will be provided a catalog by the Ivy League Barber Academy which contains all the minimum requirements set forth by the Bureau for Private Postsecondary Education. Please note our educational programs are taught in English Only.

Our school catalog is made available to students through our website or provided to prospective students in our admissions office

This catalog is updated annually

To All Prospective Students:

Thank you for your interest in considering the Ivy League Barber League Academy for your educational and career needs in becoming a licensed barber by the State of California. Our school's primary focus is on preparing you for the real-world of barbering through relevant theory classes and hands-on practical training. Please feel free to contact us if you have any questions or would like a tour of our campus.

Preparing to Attend:

The first step is to complete our enrollment application and make an appointment with our admission's staff. You can make an appointment by calling our office. Please bring your social security card, a valid government issued photo identification card (driver's license, passport, etc.) and your high school diploma (or other academic proof such as GED or postsecondary degree) to the appointment so we can process your application in a timely manner.

Administration Business Hours:

Our administrative office is open Tuesday-Friday from 8:00am-4:30pm.

Teaching Hours and Location:

Our educational program is currently offered in a full-time program and part-time program. The full-time program is available to students with the following two options: Option 1 is a 40 hour

per week program and runs from 8:00am to 4:30pm Tuesday through Saturday, and Option 2 is a 32 hour per week program and runs from 4:00pm to 10:00pm Tuesday through Friday and 8:00am to 4:30pm on Saturday. The part-time program runs from 5:00pm to 10:00pm Tuesday through Friday and 9:00am to 3:00pm on Saturday.

The school is closed Sunday and Monday.

All classes are taught at our campus located at 1001 W. San Marcos Blvd., Suite 120, San Marcos, CA 92078.

Mission Statement:

Ivy League Barber Academy's mission is to provide a professional and high quality educational environment to develop leading barbers in the industry.

Professional and Educational Objectives:

Ivy League Barber Academy has the following professional and educational objectives for its Barbering 1500 Clock Hour educational program and 400 Barber Crossover educational program:

1. 100% job placement for graduating student barbers,
2. Providing up-to-date curriculum to develop proper techniques fully and comprehensively,
3. Career longevity, and
4. Create a network of well-known and established barbers.

Competitive Advantage:

The Ivy League Barber Academy is the premier institution to learn to become a barber. The school's main focus is on getting its students as much practical experience as possible to ensure they are fully confident when entering the barbering scene day 1. The school does this by marketing to the local community resulting in a constant stream of customers coming through the door for a cut, shave or other barbering service. We understand the best way to learn is to do and we put the highest standards on ourselves in order for you to succeed. This philosophy drives our culture and provides you the highest level of education a barber student can receive to ensure your success now and in the future.

Conduct and Probation Policy:

The Ivy League Barber Academy requires all its students to conduct themselves in a courteous manner at all times. Students are expected to respect and obey all civil and criminal laws. All our students must conduct themselves in a manner compatible with the functions of the College as an educational institution. Students must abide by the school rules and regulations. Students will be warned of disruptive behavior or failing to comply with the school's rules and regulations. If the student is continuously disruptive or does not comply with the rules and regulations of the College or the instructions provided by the instructor, the student will be placed on probation for a period of one month. During this probation period, any unsatisfactory conduct may result in the student's dismissal from the educational program.

Other potential reasons for probation are as follows:

- 1) Committing theft, vandalizing or performing other criminal acts to college property,
- 2) Cheating, plagiarizing or performing any other type of academic dishonesty,
- 3) Using, possessing, distributing or being under the influence of any narcotics, alcohol or other controlled substance on college property,
- 4) Performing any type physical or verbal abuse to students or faculty,
- 5) Failing to attend class, and
- 6) Failing to pay tuition.

Schools Rules and Regulations:

Students may be suspended or terminated if their academic progress, behavior, absence, etc. is in violation of the Ivy League Barber Academy's Rules and Regulations.

Faculty:

Instructors are recruited based on their technical knowledge, practical skills and experience in the barbering profession. They are fully licensed, qualified, trained, and experienced in all aspects of the art of barbering. Instructors will plan, prepare and deliver instructional activities that facilitate active learning experiences for the student barbers, and will also be teaching interviewing techniques and assist graduates in locating employment.

Wylie Avinion is the only instructor at the Ivy League Barber Academy, Inc. Wylie Avinion has over 5 years of experience, education and training in current practices of the subject area being taught per California State Law.

Statement of Non-Discrimination:

Ivy League Barber Academy does not discriminate on the basis of Race, Ethnic Origin, Color, Religion, Sex, Age, Handicap, Financial Status, Sexual Preference, or Residence in its Admissions, Instruction, or Graduation policies.

Notice:

This catalog and its contents are valid thru December 31, 2019. The Ivy League Barber Academy reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules and other policies and regulations as stated in the catalog as necessary, with the approval of the Bureau for Private Postsecondary Education. If changes in educational programs, educational services, procedures or policies required to be included in our school catalog by statute or regulation implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, <http://www.bppe.ca.gov/>; toll-free telephone number: (888)370-7589 or (916) 431-6959 or by fax (916)263-1897.

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

Approval Disclosure Statement:

The Ivy League Barber Academy is a private school and is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909 in 2019. The Bureau's approval means that the school and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Courses must be renewed annually and is subject to continuing review. This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Approved are the following courses:

Barbering – 1500 Clock Hours

Barbering Crossover – 400 Clock Hours

Admission Policy

Prospective students will be provided the Ivy League Barber Academy catalog, our School Performance Fact Sheet and other disclosures prior to being admitted and signing the school enrollment agreement.

Admission Requirements:

Enrollees admitted to the Barbering – 1500 Clock Hours educational program must meet the following criteria and submit the following documents:

- 1) Students must be at least 18 years of age at the time of enrollment.
- 2) The student's application must include a copy of his/her high school diploma, GED or its equivalent. If transcript is not available, the student must take the GED test prior to enrollment. Foreign documents must be translated into English and confirm academic equivalence to a US high school diploma.
- 3) Provide a valid government issued photo identification (driver's license, military license, passport, etc.)
- 4) Provide a signed social security card
- 5) Provide an approved source of funding (or down payment)

Enrollees admitted to the Barbering Crossover – 400 Clock Hours educational program must meet the following criteria and submit the following documents:

- 1) Students must be at least 18 years of age at the time of enrollment.
- 2) The student's application must include a copy of his/her high school diploma, GED or its equivalent. If transcript is not available, the student must take the GED test prior to enrollment. Foreign documents must be translated into English and confirm academic equivalence to a US high school diploma.
- 3) Provide a valid government issued photo identification (driver's license, military license, passport, etc.)
- 4) Provide a signed social security card
- 5) Provide an approved source of funding (or down payment)
- 6) Copy of his/her valid California Cosmetology license

Credit For Previous Training:

Appropriate credit may be granted for prior training hours at the discretion of the college and upon verification by college officials of its validity of any transcripts submitted under the Cosmetology & Barber Act and Board of Barbering and Cosmetology Rules and Regulations. Acceptance of credits and how they're applied is at the complete discretion of the Ivy League

Barber Academy. Ivy League Barber Academy has not entered into any articulation or transfer agreement with any other college or university.

Re-Entry / Re-Enrollment Policy:

All students who withdrew from an educational program during the program training period may re-enter the program without the loss of credit program hours provided it is within 5 years from the date of their withdrawal. The Ivy League Barber Academy reserves the right to determine if the student was in good standing at the time of withdrawing and is therefore able to re-enroll. There will be a \$100 fee applied at the time of enrollment.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution:

The transferability of credits you earn at Ivy League Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma/credit, or proof of training certificate you earn in the educational program at Ivy League Barber Academy is also at the complete discretion of the institution to which you may seek to transfer. If the credits, 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 Ivy League Barber Academy to determine if your credits diploma or certificate training will transfer.

Class Start Date:

The projected class start dates and orientation dates are as follows:

Class Start Date:	Orientation Date:
January 22, 2019	January 18, 2019
February 11, 2019	February 7, 2019
March 11, 2019	March 7, 2019
April 8, 2019	April 4, 2019
May 6, 2019	May 2, 2019
June 10, 2019	June 6, 2019

July 15, 2019
August 5, 2019
September 9, 2019
October 7, 2019
November 11, 2019
December 9, 2019

July 11, 2019
August 1, 2019
September 5, 2019
October 3, 2019
November 7, 2019
December 5, 2019

All students must attend orientation prior to the class start date. All orientation dates will be the Friday prior to the class start date. The student **must be present** at the orientation to begin on their scheduled start class date.

Theory training will have a specific class calendar that is provided to each student enrollee on orientation day. Practical training will run on a continuous basis Tuesday through Friday from 10:00am to 10:00pm and Saturday from 8:00am to 4:30pm (depending on educational program).

Orientation Class:

Orientation classes for students are held every 4-6 weeks at 9:00am . All new students, transfers and re-enrollment students are required to attend orientation within three months of starting class. In order to attend orientation, each student must have submitted the required school documents at least one week prior to the orientation class date. At orientation, you will be informed of school policies, regulations, taken on a tour of the facility and be given the opportunity to ask questions about the school and your program of study.

Students will be issued a tablet filled with information, class schedule and curriculum calendar, supplemental material and other resources to assist in their study. At this time the student must be prepared to complete/sign all required enrollment documents. The students will also learn about the time clock.

Orientation can last anywhere from 30 minutes to 2.5 hours. Students enrolled in the Barber Crossover Course will be allowed to purchase any necessary tools/books/uniform at orientation as well. Once orientation is completed, the students will be released to go home and return to school on their scheduled start date.

Books/Tools/Equipment:

For students enrolled in the Barbering - 1500 Clock Hour educational program, the student will be given a tablet at on the first day of class with the books and additional resources preloaded on it. For the tools and other equipment, the student will have the option to purchase them directly

from the Ivy League Barber Academy or an outside source. Please note that the student is required to have all the tools listed on the supplement in this catalog on the first day of class. The book used by our school for this educational program is Pivot Point Fundamentals: Barbering, (101B – 113B); 1st Edition, March 2018, ISBN 978-1-940593-96-8.

For students in the Barber Crossover 400 Clock Hour educational program, you will be issued a tablet (if the student does not already have one) with supplemental materials included. You may be required to purchase the book as well. You will be required to prove you have the necessary tools to complete the course. If you do not have the required books/tools/equipment, then you will be required to purchase what is needed prior to the first class date.

The student is fully responsible for his tools and must replace broken or lost articles. The school is not responsible for a student's lost or stolen equipment.

School Uniform/Dress Code:

The Ivy League Barber Academy dress code requires all its students to wear pants and have closed toes shoes on at all times.

Holidays:

The Ivy League Barber Academy will be closed on the following Holidays: New Year's Day, Thanksgiving, Christmas, Memorial Day and Fourth of July.

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

Training Hours:

The Ivy League Barber Academy is open Tuesday through Saturday from 8:00am to 10:00pm. The school is closed on Mondays and Sundays. The full time program - 40 hours will run from 8:00am to 4:30pm Tuesday through Saturday, full time program -32 hours will run from 4:00pm to 10:00pm Tuesday through Friday and 8:00am to 4:30pm on Saturday and the part time program -25 hours will run from 5:00pm to 10:00pm Tuesday through Friday and 9:00am to 3:00pm on Saturday.

Foreign Students:

All students must have a United States Social Security Number or a Tax ID Number issued by the US Government. Our school does not provide English Language Services. Our college does not provide Visa Services. The level of English language proficiency is that of the equivalent of passing high school in the United States. Instruction does not occur in any other language than English. The Board of Barbering and Cosmetology will allow an interpreter to accompany the student to the exam for the test. Please contact the Board of Barbering and Cosmetology or see the school office manager for information on taking an interpreter to the exam.

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.

Distance Learning:

The Ivy League Barber Academy does not offer distance learning to its students.

Prior Experiential Learning:

The Ivy League Barber Academy does not award credit for prior experiential learning.

Instructional Facilities:

The practical learning facility and theory learning facility are both located at 1001 W. San Marcos Blvd. Suite 120, San Marcos, CA 92078. Our campus can accommodate 30 students and is 3000 square feet. Our campus consists of 15 Paidar barber chairs and 4 styling chairs. Behind each chair is a tool and towel cabinet, washbasin and work stand. Each station consists of a barber chair, back bar with mirrors, cabinets for tools, linen and soiled material receptacles. There is also a laundry room, filtered drinking water, lunchroom, 32 student lockers and one A.D.A. rest room for men and women. There is also the instructor's office that is equipped with desks, cabinets, computer system, and copier. The theory learning facility consists of student chairs and desks, a student computer, television monitor and a dry erase board. A workstation table is available for body waves and chemical process.

The facility and the equipment utilized fully comply with all building safety and health

regulations. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

Library:

Our library is located on our campus. Our library contains a dedicated bookcase with barber textbooks, materials and other resources. All students are allowed to access to the library during school hours while the student is clocked in. Students are informed that library materials or equipment may not leave the facility at any time. If a student needs resources outside the school's library, they are strongly encouraged to use online resources, tools or other public university libraries throughout San Diego County.

Apart from the library resources, each student is given a pre-loaded tablet which includes the course textbook and other barber resources such as videos. With the tablet provided to each student and the available library resources, students are given full comprehensive instructional support required to meet their educational needs and prepare them for the California State Board Exam.

Access to Student Files (FERPA):

The Ivy League Barber Academy provides that all current students shall have the right to access their educational records; the Ivy League Barber Academy will not release educational records to non-school employees or third-parties without consent of the student. The Ivy League Barber Academy conforms to the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, which protects confidential information about students and former students. The Act likewise ensures that each student will have the right to review and challenge academic records. Requests for transcripts must be made in writing to the Office of the Registrar. All student records (test scores, contact information, ethnic background, gender, attendance, notations, et cetera) are kept for a minimum of five years. Transcripts, including the courses and units on which the degrees are based, the date upon which the degrees were granted and conferred, and the grades earned by the students from their coursework, are maintained permanently. All student records are organized and filed and kept in a private, secure administrative suite that is locked and accessed only by authorized Ivy League Barber Academy executive administrative staff. Some materials are scanned and stored electronically for faster retrieval on a secure, password-protected computer in the Chief Operating Officer's office.

Record Retention:

Records such as financial records, academic records (besides transcripts), and enrollment records will all be stored for each student for up to five years after the students graduation, withdraw, or termination.

Educational Programs Offered:

<u>Course Name</u>	<u>Weekly Schedule</u>	<u>Clock Hours</u>	<u>Weeks</u>	<u>Allowable Absent Hours</u>	<u>Award (Upon Graduation)</u>
Barbering - 1500 Clock Hours	40 hours	1500	38	105	Diploma
	32 hours	1500	47	105	Diploma
	25 hours	1500	60	105	Diploma
Barbering Crossover - 400 Clock Hours (exceeds state requirements)	40 hours	400	10	28	Diploma
	25 hours	400	16	28	Diploma

Ivy League Barber Academy offers two courses of Barber Instruction for men and women that include basic training needed to pass the Board of Barbering examination. The Barbering - 1500 Hour educational course is for those with little or no experience in barbering and the 400 Hour Barbering Crossover – 400 Clock Hours course is for those who have experience and are licensed by the California State Board of Barbering and Cosmetology. A student who graduates from either educational program will receive a diploma in barbering once all graduation requirements are met. Both programs will be offered simultaneously.

Barbering – 1500 Clock Hours, SOC Code 39.5011:

The course of study for students enrolled in the Barbering – 1500 Clock Hours educational program shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering.

The Barbering – 1500 Clock Hours course is offered in a full-time schedule covering 38 weeks or 47 weeks or in a part-time schedule covering 60 weeks.

Barber Crossover – 400 Clock Hours (exceeds State Requirements), SOC Code 39.5011:

The course of study for students enrolled in the Barber Crossover – 400 Clock Hours educational program shall consist of four hundred (400) clock hours of technical instruction and practical operations to provide barber training not a part of the required training or practice of a cosmetologist.

The Barbering Crossover –400 Clock Hours course is offered in a full-time schedule covering 10 weeks or in a part-time schedule covering 16 weeks.

Both educational programs are designed to prepare students for a long and satisfying career in barbering. The programs are created to provide students all the knowledge, both theory and practical, to where they can be a successful barber upon graduation day.

Class Schedule:

The Ivy League Barber Academy is open Tuesday through Saturday from 8:30am – 10:00pm. At the time of enrollment, each student chooses a schedule.

- 1) Full-time - 40 Hours per week – Tuesday through Saturday, 8 hour days (includes 30-minute lunch and two 15- minute breaks before and after lunch)
- 2) Full-time – 32 Hours per week – Tuesday through Friday, 6 hour days(includes 15-minute break) and Saturday, 8 hour day(includes 30-minute lunch and two 15- minute breaks before and after lunch)
- 3) Part-time - 25 hours per week –Tuesday through Saturday, 5 hour days (includes 15-minute break)

Students can modify their schedule after four weeks of attendance. If a student changes their schedule, they must notify the admission's office of this change and ensure they will maintain their amount of allotted hours per week.

Attendance:

Attendance is extremely important to your success at the Ivy League Barber Academy. Students enrolled at the school are expected to regularly attend their educational program to satisfy their scheduled completion date as agreed to in their enrollment agreement.

Students are required to **maintain a minimum attendance of 80%** for the entire duration of their educational program. If 80% attendance is not met, the student's enrollment may be terminated and they will be given a refund based on their enrollment agreement.

Absence:

The student is responsible for notifying the school of any expected absence by phone or writing. All student's absences, whether excused or un-excused are recorded in their file.

Too many un-excused absences could result in the student's termination from the school. Termination based on absences is at the Chief Academic Officer's discretion.

An excused absence can include illness, death, or birth of an immediate family member or any other valid reason. An absence being excused is at the discretion of the Chief Academic Officer.

Any student who is absent for 14 consecutive days will be terminated from their educational program unless the Admissions Officer is notified and the student is put on a Leave of Absence.

Tardy Policy:

A student who is tardy must check in with the office administrator to notate at what time he/she arrived at school. If a student is tardy five times in a month, they will be suspended for one day.

It is the student's responsibility to make up the time missed through our make-up policy. If a student would like to make-up lost time during the other class sessions offered Tuesday through Saturday, it must be approved by the Chief Academic Officer.

Suspension:

If a student is suspended three times during their educational program, it may result in their termination. This termination is at the discretion of the Chief Academic Officer.

Leaving Early/Cutting-Class:

If a student would like to leave class early, they must notify the instructor and wait for approval from the admissions officer.

If a student cuts-class, it will be considered an unexcused absence.

Sick, Tardiness and Personal Time Off:

A student is allowed up to 7 % of their scheduled hours for absences due to sickness, tardiness and personal time off. A student may be terminated by the Chief Academic Officer if their absences fall outside these limits.

Make-Up Clock Hour Policy:

If a student would like to make-up lost time during the other class sessions offered Tuesday through Saturday, it must be approved by the Chief Academic Officer.

If the student has missed an examination or quiz, they are responsible for contacting the instructor to schedule a make-up date and time.

Leave of Absence (LOA)

If the student expects to miss a major portion of time due to extreme personal, medical or other problems, the student may request a Leave of Absence (LOA) from the educational program. The student's request must be in writing, state the expected time frame for the LOA, why the student is requesting the LOA and be signed and dated. The LOA must be for longer than 30 calendar days and less than 180 calendar days. The writing must be submitted to the Chief Academic Officer in person or mailed to the admissions office. If no writing is received, the student will not be able to receive a LOA unless unforeseen circumstances prevented the student from creating a writing.

Each LOA is reviewed on an individual basis and will be granted at the discretion of the Chief Academic Officer. Students can only obtain one LOA during their educational program.

When a student returns from their LOA, he/she will be returned to the academic progress attained prior to the start of the LOA. If a student fails to return after the LOA approval date, the student will be considered dismissed on the last day of attendance prior to being granted the LOA.

PLEASE ONLY REQUEST A LOA IF TRULY NEEDED.

An addendum to the student's enrollment agreement will be signed and dated by all parties upon the student returning from their LOA. The scheduled completion date on the enrollment agreement will be extended based on the length of the LOA.

Curriculum – Barbering – 1500 Clock Hours, SOC Code 39.5011:

The course of study for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) clock hours of theory 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, practical 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 mannequin.

Ivy League Barber Academy and its faculty will provide students with classroom-based and practical, hands-on training in hair dressing skills, shaving skills and health and safety requirements. In the classroom, students learn about safety, management, and business practices. Significant time is spent in a supervised barbershop setting where students practice performing haircuts, hair coloring, hairstyling, permanent waving and chemical straightening, and shaving.

The 1500 Hour Barbering curriculum will consist of 470 theory hours required and 1030 practical hours required as follows:

BARBERING CURRICULUM BREAKDOWN (1500 Total Clock Hours)
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SUBJECT	TECHNICAL INSTRUCTION (HOURS)		PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)		PRACTICAL OPERATIONS (HOURS)*
	Minimum Hours Required	Hours Completed	Minimum Operations Required	Operations Completed	Hours Completed
HAIR DRESSING (1100 hours required)					
Hairstyling	65		240		
Permanent Waving and Chemical Straightening	40		105		
Hair Coloring and Bleaching	60		50		
Hair Cutting	20		80		
Total Hours Completed in Hair Dressing: _____ hours (1100 hours required)					
HEALTH AND SAFETY (200 hours required)					
Laws and Regulations	20		0	0	0
Health and Safety Considerations	45		0	0	0
Disinfection and Sanitation	20		0	0	0
Anatomy and Physiology	15		0	0	0
Board Approved Health & Safety Course	-		-		
Total Hours Completed in Health and Safety: _____ hours (200 hours required)					
SHAVING (200 hours required)					
Shaving Preparation and Performance	100		40		
Total Hours Completed in Shaving: _____ hours (200 hours required)					
Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.					

*Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

The Barbering Course is taught in the classroom and on the practical floor and will be provided as follows:

1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: 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.

(3) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction)

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

California Barber Board Grading Requirements

The student shall complete the educational program required by the Bureau of Barbering & Cosmetology with a grade average of 80% or better.

Grading System

The students are evaluated by their instructor on a regular basis. This is done through weekly quizzes and monthly exams. The instructor grades the student on both theory and practical work. Students are graded on a graded system of 0 to 100 points. The grading point system is then converted into alphabetical letters based on the following chart.

100%-90% ----- "A" ----- Excellent
89%-80% ----- "B" ----- Satisfactory
79%-70% ----- "F" ----- Unsatisfactory

Students must maintain a minimum of "B" (80%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status.

The student must improve their minimum cumulative grade average to 80% or above within a specific time or they may be dismissed from the school (subject to the refund policy).

Graduation Requirements:

To graduate from the Barbering - 1500 Clock Hours educational program, the student must fulfill the following requirements:

- 1) Complete 1500 clock hours for the Barbering Educational Program,
- 2) Finish the required theory hours and practical operations with a GPA of 80% or better,
- 3) Successfully pass a simulated mock State Board Exam, and
- 4) Fulfill all of his/her financial obligations in full (unless agreed to otherwise).

When the above graduation requirements are met, the student will be awarded a diploma certifying his/her graduation and a Proof of Training Document. Students are then assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam by the registrar and other faculty.

Licensing Requirements:

The California State Board of Barbering and Cosmetology will grant a registered Barber License, only if the student has successfully completed and graduated from the Barbering education program as described above and passed the state written and practical exam with an overall score of 75% or higher. Additionally, the applicant must be 18 years of age or older, present a valid photo ID, have a social security number and have a high school diploma or its equivalent.

Curriculum – Barbering Crossover – 400 Clock Hours (exceeds State requirements), SOC Code 39.5011:

The course of study for students enrolled in the Barber Crossover course shall consist of Four hundred (400) clock hours (exceeds state requirements) of theory 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, theory 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 mannequin. Our institution uses direct method of instruction.

The Barbering Crossover – 400 Clock Hours curriculum will consist of 160 theory hours required and 240 practical hours required as follows:

BARBERING CROSSOVER PROGRAM CURRICULUM REQUIREMENT BREAKDOWN (400 Total Clock Hours)					
SUBJECT	TECHNICAL INSTRUCTION (HOURS)		PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)		PRACTICAL OPERATIONS (HOURS)*
	Minimum Hours Required	Hours Completed	Minimum Operations Required	Operations Completed	Hours Completed
HAIR DRESSING (160 hours required)					
Hair Cutting	20		140		
Total Hours Completed in Hair Dressing: _____ hours (160 hours required)					
HEALTH AND SAFETY (40 hours required)					
Laws and Regulations	10		0	0	0
Health and Safety Considerations	25		0	0	0
Disinfection and Sanitation	5		0	0	0
Board Approved Health & Safety Course	-		-		
Total Hours Completed in Health and Safety: _____ hours (40 hours required)					
SHAVING (200 hours required)					
Shaving Preparation and Performance	100		40		
Total Hours Completed in Shaving: _____ hours (200 hours required)					
*Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.					

The Barbering Crossover - 400 Clock Hours educational program is taught in the classroom and on the practical floor and will be provided as follows:

160 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hair Cutting (20 hour of Technical Instruction and 140 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: 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.

(3) 40 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (25 hours of Technical Instruction)

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (5 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

California Barber Board Grading Requirements:

The student shall complete the Theory and Operations required by the Bureau of Barbering & Cosmetology with a grade average of 80% or better.

Grading System:

The students are evaluated by their instructor on a regular basis. This is done through weekly quizzes and monthly exams. The instructor grades the student on both theory and practical work. Students are graded on a graded system of 0 to 100 points. The grading point system is then converted into alphabetical letters based on the following chart.

100%-90% ----- "A" ----- Excellent
89%-80% ----- "B" ----- Satisfactory
79%-70% ----- "F" ----- Unsatisfactory

Students must maintain a minimum of "B" (80%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status.

Graduation Requirements:

To graduate from the Crossover Barbering 400 Clock Hour Educational Program, the student must fulfill the following requirements:

- 1) Complete 400 clock hours for Crossover Barbering Educational Program,
- 2) Finish the required theory hours and practical operations with a GPA of 80% or better,
- 3) Successfully pass a simulated mock State Board Exam, and
- 4) Fulfill all of his/her financial obligations in full.

When the above graduation requirements are met, the student will be awarded a diploma certifying his/her graduation and a Proof of Training Document. Students are then assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam by the registrar and other faculty.

Licensing Requirements:

The California State Board of Barbering and Cosmetology will grant a registered Barber License, only if the student has successfully completed and graduated from the Crossover Barbering Educational Program as described above and passed the state written and practical exam with an overall score of 75% or higher. Additionally, the applicant must be 18 years of age or older, present a valid photo ID, have a social security number and have a high school diploma or its equivalent.

Application Process:

Once a student completes 200 clock hours, successfully passes all written and practical exams with a cumulative grade average of 80% or higher and has paid their tuition in full, the student is able to receive their Proof of Training Document for the Barbering Crossover – 400 Clock Hours educational program. The school will provide assistance to the student in applying for the state exam.

Satisfactory Academic Progress (SAP):

Ivy League Barber Academy expects all students to maintain Satisfactory Academic Progress (SAP). The SAP Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress based on scheduled hours as follows:

Barbering – 1500 Clock Hours:	450, 900, 1200, 1500 scheduled hours
Crossover Barbering Program – 400 Clock Hours:	200, 400 scheduled hours

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress:

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

Maximum Time Frame:

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barbering (Full time, 40 hrs/wk) - 1500 Hours	47 Weeks	1875
Barbering (Full time, 32 hrs/wk) - 1500 Hours	59 Weeks	1875
Barbering (Part time, 25 hrs/wk) - 1500 Hours	75 Weeks	1875
Crossover Barbering (Full time, 40 hrs/wk) - 400 Hours	12.5 Weeks	500
Crossover Barbering (Part time, 25 hrs/wk) - 400 Hours	20 Weeks	500

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may be dropped from their educational program or continue as a student at the institution on a cash pay basis. This determination will be made by the Chief Academic Officer.

Academic Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. A student who does not meet satisfactory requirements on the first attempt will only be able to achieve a minimum satisfactory grade (or 80%) on any future attempts. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical

exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100%-90% ----- “A” ----- Excellent

89%-80% ----- “B” ----- Satisfactory

79%-70% -----“F” ----- Unsatisfactory

Determination of Progress Status:

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

Warning:

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

Academic Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Process:

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals:

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

Appeal Procedure:

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within seven (7) calendar days. If a student fails to appeal, the decision will stand. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions:

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

Transfer Hours:

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

Student Services:

Students at the Ivy League Barber Academy will receive academic counseling on a periodic basis from our instructors. If a student requires additional counseling, they will need to contact the instructor or an officer on an as-needed basis. It is our goal for every student to succeed with their studies and academic counseling will be available to the certain students who require additional attention.

Housing:

The Ivy League Barber Academy does not provide dormitory facilities to its students nor has any under its control. It is the responsibility of all students to find their own housing, not the institution. It can be difficult to find housing in San Diego as the vacancy rates are extremely low, typically between 1-2% in recent studies. As the school is located centrally in San Marcos, there is housing located reasonably nearby. The typical price range for housing for a one bedroom is between \$500-\$1000 and a two bedroom is \$1,200-\$2,000. Please use www.sandiego.gov/housing as a resource when searching housing around our campus.

Complaint/Grievance Procedure for Students:

If a student would like to make a complaint relating to the school or an instructor, he or she should perform the following procedure:

- 1) A student must submit the complaint in writing to the instructor or Chief Operating Officer. The student must explain the complaint fully and comprehensively. The student must detail the solution he or she would like seen or done to resolve their complaint.
- 2) The instructor or Chief Operating Officer will try to resolve the complaint at that time or request additional time if needed to determine the best outcome for the complaint.
- 3) If additional time is needed by the instructor or Chief Operating Officer, they must respond to the student with their determination within two weeks of receiving the complaint.
- 4) If the complaint is unable to resolved by the instructor or Chief Operating Officer, the student may submit the complaint to the Bureau for Private Postsecondary Education. Their contact information is as follows:

Bureau for Private Postsecondary
Education

Mailing Address:
P.O. Box 980818

Phone Number:
(888) 370-7589

Controlled Substance Policy:

All students are informed at the time of enrollment that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol within the school premises is strictly prohibited. Students violating this rule will be subject to immediate termination of their educational program.

Anyone seeking information regarding drug abuse can contact the following local agencies:

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

Drug Rehab Centers of San Diego
402 W. Broadway
San Diego, CA 92101
www.drugrehabcentersd.com

Health and Physical Considerations for Barbering:

Prospective students should be aware of the physical demands required of a barber industry professional. Occupations in the barber industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in barber occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures.

Health Warning:

Exposure to chemicals used in the Barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

Disabled Students:

In compliance with the American's Disabilities Act (ADA), Public Law 101-336, the Ivy League Barber Academy provides "Reasonable Accommodations" for students with disabilities that may affect their ability to learn the required curriculum set by the State of California Board of Barbering and Cosmetology.

It is the student's responsibility to notify the Ivy League Barber Academy if reasonable accommodation is needed. the Ivy League Barber Academy is not required by the ADA to provide accommodations if the student does not inform the Ivy League Barber Academy of their needs. Access for disabled students to the institution's facilities is available at our school.

Job Placement:

The Ivy League Barber Academy makes no guarantees regarding a student being able to secure a job upon graduation (and passing the California State Board Exam) and makes no claims regarding wages or level of income. However, the Ivy League Barber Academy takes many measures to ensure a student will have the proper resources available to them to secure employment.

The Ivy League Barber Academy maintains a list of the local barber shops with contact information which is updated on a quarterly basis. Additionally, our school maintains a database of inquires made to the school regarding open barber positons in the area. This job database is updated on a continuous basis and made available to students through the records office. The school also maintains relationships with the local barbers through field trips and invites to our campus.

Financial Assistance:

The Ivy League Barber Academy does not provide any type of direct financial assistance to its students. Each student shall be responsible for securing their own funding through obtaining loans, grants or sponsors for tuition. For private financing, the Ivy League Barber Academy has a relationship with TFC Tuition Financing where financing options may be available for students. The Ivy League Barber Academy does not work directly with any other private or public agencies who may provide assistance to students through grants or loans.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Tuition and Fees:

The Ivy League Barber Academy reserves the right to change the tuition and fees without prior notice when necessary to carry out the mission and objectives of the institution. **These changes will not affect students currently enrolled in an educational program.**

The tuition breakdown (for new enrollees) is as follows:

Course	Registration Fee	Tuition (total tuition charges for entire educational program)**	Books/ Equipment	Student Tuition Recovery Fund (STRF) (Non-Refundable)	Total
Barbering – 1500 Clock Hours	\$100	\$11,900	\$2,950	\$0	\$14,950
Barbering Crossover – 400 Clock Hours	\$100	\$2,950	\$100-\$2,500* (as needed)	\$0	\$3,150 - \$5,650

*Students enrolled in the crossover barbering educational program are required to have certain equipment, but may already have certain tools from being in the trade. Any additional equipment can be purchased at the school or through an outside provider.

Extra Instruction Charges:

Students are expected to complete their training within the time frame they agreed to in the enrollment agreement. If a student requires additional training or exceeds the scheduled completion date in their enrollment agreement and has exhausted their allowable absence hours, an extra time charge will be billed to the student for the balance of hours required and/or the completion of the educational course at a **rate of \$14 per hour**. A student agrees to accept this extra time charge until the student has completed the educational program. This extra charge will be reflected in an addendum to the student’s enrollment agreement. If the student is not able to complete the educational program within the maximum time frame in the enrollment, the school may terminate the student’s contract.

Payment Options:

We understand that everyone who attends our school comes with a different financial situation. As a result, we have created two payment options to provide our students flexibility in paying for their educational program.

Option 1: Students pay their tuition and all associated costs in full at the time of enrollment for the educational program.

Option 2: Students will have the option to pay their tuition and associated costs with the following terms:

At the time of enrollment, students enrolled in a full-time educational program will pay forty (40) percent of their full tuition expenses and students enrolled in a part-time educational program will pay twenty-five (25) percent of their full tuition expenses. The student will then pay the remaining tuition over the course of the educational program as they're able on a weekly or monthly basis. The student must pay for their full associated costs (registration and tools/equipment) at the time of enrollment. **All tuition and associated costs must be paid in full prior to graduation in order to receive diploma. This is a graduation requirement.**

Both these payment options are available to students.

State Board Exam Preparation Class:

Students who would like additional assistance in preparing for the California State Board Exam can participate in an additional class strictly focused on the State Board procedures. This is a 6 hour instruction course provided to students who have graduated from their educational program and have a signed Proof of Training. The fee associated with this additional class is \$400 paid at the beginning of the class.

This State Board Exam Preparation class is made available to the public as well as long as the individual provides a valid graduation diploma or certificate from another school as well as a signed Proof of Training.

Cancellation and Refund Policy:

An applicant denied admission by the school is entitled to a refund of all monies paid.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to **provide written notice** to the Chief Academic Officer. The notice is to indicate the expected last date of attendance and be signed and dated by the student. **NOTICE MUST BE IN WRITING TO BE EFFECTIVE .**
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 14 days.

D. If a student fails to maintain Satisfactory Academic Progress, fails to abide by the conduct policy or Rules and Regulations or fails to meet financial obligations, their withdrawal will be based on this documented date.

2. Tuition charges/refunds:

A. After the commencement of classes (or seventh day of enrollment whichever is later), the tuition refund amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
60% or less	Pro rata refund
More than 60%	No Refund Allowed

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program. These clock hours are based on scheduled clock hours, not actual clock hours attended. SEE BELOW FOR REFUND HYPOTHETICAL

Tools and Equipment:

Student is fully responsible for these expenses and are therefore non-refundable costs to the student unless returned prior to first day of classes or within seven days after enrollment, whichever is later. If returned prior to the first day of classes or within seven days after enrollment, it is at the school's full discretion whether to accept and thereby provide a full or partial refund to the student for any unused or unopened tools/equipment. If the school does not accept the student's tools/equipment, the student will be fully responsible for their costs and no refund will be issued.

Issuing Refunds:

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refund Hypothetical:

A student participating in the Barbering -1500 Clock Hours educational program has paid partial tuition expenses of \$14,000 and all associated costs of \$2,050 (\$100 registration fee and \$1,950 for books/equipment). The student is 400 clock hours into the program when he/she realizes barbering isn't for them. The student writes a formal letter to the Chief Academic Officer notifying them of their withdrawal from the program. The student is entitled to a refund of \$10,500 based on the following calculations:

$(400 \text{ clock hours attempted}) / (1500 \text{ clock hours in program}) = 27\% \text{ clock hours attempted}$

27% clock hours attempted entitles student to 73% refund of tuition.

73% refund of the \$14,000 tuition paid is \$10,220.

In this scenario, the student is only responsible to pay \$3,780 in tuition and the \$2,050 associated fees.

The student will receive this refund within 30 days from their withdrawal date.

Student Tuition Recovery Fund Disclosure:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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, or the seventh day after enrollment, whichever is later. This notice must be in writing. No later than 30 days of receiving the notice of cancellation, the school shall provide the refund.

A student who wishes to withdraw from the educational program after the cancellation period must provide **written notice** to the Chief Academic Officer. The written notice must contain your name, the date and that you wish to cancel your enrollment agreement. This written notice can be personally delivered to the Chief Academic Officer's office or mailed to the office at 1001 W. San Marcos Blvd., Suite 120, San Marcos, CA 92078. The notice is effective on the date it was sent.

You are entitled to a refund if you have completed less than sixty (60) percent of your scheduled clock hours. The refund amount is based on the school's current refund policy as described in the school's catalog and your enrollment agreement. If you have lost your enrollment agreement, the school may provide you the terms of the refund policy.

It is at the school's full discretion whether to accept and thereby provide a full or partial refund to the student for any unused or unopened tools and equipment. If the school does not accept the student's tools/equipment, the student will be fully responsible for their costs and no refund will be issued for these items.

PLEASE REMEMBER ----- IN ORDER FOR YOUR CANCELLATION TO BE EFFECTIVE,
IT MUST BE IN WRITING.