



Borner's Barber College

School Catalog 2020

8913 S. Western Avenue
Los Angeles, CA 90047
(323) 820-9600

5723 Atlantic Avenue
Long Beach, CA 90805
(562) 428-5100

1284 N. Lake Avenue
Pasadena, CA 91104
(626) 787-1530

*Pasadena Campus not yet accredited for Financial Aid

www.BornersBarberCollege.com
www.ctbbc.com

Published: 01/01/2020

Period Covered: 01/01/2020 – 12/31/2021

Table of Contents

HISTORY.....	5
ACCREDITATION AND APPROVALS.....	5
MISSION STATEMENT.....	5
ADMISSION REQUIREMENTS.....	5
ADMISSION PROCEDURES.....	5&6
STUDENT TUITION RECOVERY FUND.....	6
GRIEVANCE PROCEDURE.....	6
HOW TO HANDLE A PROBLEM.....	6
COMPLAINT POLICY.....	7
EQUAL OPPORTUNITY POLICY.....	7
RE-ENTRY POLICY.....	7
PRIOR CREDIT FOR TRAINING/EDUCATION.....	7
DESCRIPTION OF PHYSICAL FACILITIES.....	7&8
EMPLOYMENT/PLACEMENT ASSISTANCE.....	8
STUDENT SERVICES.....	8
SCHEDULE OF CLASSES.....	8
SCHOOL HOLIDAYS OBSERVED.....	8
CAMPUS SECURITY INFORMATION.....	8
INCIDENT REPORTING.....	8&9
DRUG AND ALCOHOL ABUSE POLICY.....	9
STUDENT'S RIGHTS NOTICE.....	10
FAMILY EDUCATIONAL RIGHTS PRIVACY ACT.....	10
NOTIFICATION OF RIGHT UNDER FERPA.....	10
FEDERAL STUDENT AID (FSA).....	112
GENERAL FINANCIAL AID INFORMATION.....	12
COMPLIANCE STATEMENT.....	12
FINANCIAL AID MECHANISM.....	12
STUDENT ELIGIBILITY REQUIREMENTS.....	12
THE US DEPARTMENT OF EDUCATION TITLE IV FEDERAL STUDENT AID PROGRAM.....	13
APPLICATION FOR FINANCIAL AID, PROCEDURES AND FORMS.....	13
TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM PROGRAM.....	13
DETERMINING NEED.....	14
COST OF ATTENDANCE.....	14
VERIFICATION OF INFORMATION.....	14

REFUND POLICY	15
CANCELLATION	15
WITHDRAWAL/TERMINATION	15
HYPOTHETICAL REFUND EXAMPLE	16
RETURN OF TITLE IV FUNDS.....	16
SATISFACTORY ACADEMIC PROGRESS POLICY.....	18
ATTENDANCE PROCESS.....	18
ACADEMIC PROGRESS	199
DETERMINATION OF PROGRESS.....	199
WARNING/PROBATION	19&20
APPEAL PROCESS	20
LEAVE OF ABSENCE.....	20
WITHDRAWAL	20
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS	20
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS & TITLE IV	20
TYPE OF DOCUMENT AWARDED UPON GRADUATION	211
SCHOLARSHIPS AND FEE WAIVERS.....	21
TUITION AND FEES.....	22
POLICY FOR STUDENTS ENROLLED IN ANOTHER SCHOOL OR PROGRAM.....	22
PAYMENT PLANS	22
GENERAL TERMS.....	22
EDUCATIONAL OBJECTIVES	24
BARBER / STYLIST *Clock Hours 1500	24
MEASURE OF COURSE DURATION	24
Schedule.....	24
TITLE, SCOPE, AND SEQUENCE OF COURSE.....	25
BARBER / STYLIST.....	25
Theory Hours	25&26
Practical Hours.....	26
GOALS & OBJECTIVES.....	27
GRADING AND PROGRESS POLICY	27
TARDY/ATTENDANCE POLICY	28
ASSIGNMENT MAKE UP POLICY	28
POLICY RELATED TO CONDUCT	288
SUSPENSIONS	28&299
TERMINATION POLICY.....	29

GRADUATION REQUIREMENTS.....	29
ADMINISTRATION AND FACULTY	310
ORGANIZATIONAL CHART	321
LICENSING AND ACCREDITATION AGENCIES	332
LIST OF NEEDED MATERIALS.....	343
VETERANS CATALOG ADDENDUM	354
MAXIMUM CAPACITY	354
PRIOR CREDIT	354
REFUND POLICY	354
REGISTRATION FEE.....	354
MAXIMUM TIME FRAME	354
STANDARDS OF PROGRESS.....	35
INSTRUCTIONAL SCHEDULE.....	365
BUREAU FOR PRIVATE POSTSECONDARY EDUCATION CATALOG ADDENDUM.....	36 & 37

BORNER'S BARBER COLLEGE

HISTORY

Borner's Barber College, formerly American Barber College, was purchased from the former owner in 1990. In 1994 the college officially changed its name. In 1995 the school moved to 4608 S. Western Ave, Los Angeles, California. In November 2006 the school suffered a fire and relocated to 9432 S. Western Ave. Currently the main campus is located at 8913 South Western Avenue, Los Angeles, CA 90047 with additional locations at 5723 Atlantic Avenue, Long Beach, CA 90805 and 1284 N. Lake Avenue, Pasadena, CA 91104. The College is owned by President and Director Velma Borner and Arthur Borner. The Daily operation of the college is run by Arthur Borner and Aaron Blackburn.

ACCREDITATION AND APPROVALS

The College is institutionally approved by The California State Board of Barbering and Cosmetology, The Bureau for Private Postsecondary Education, The Department of Rehabilitation, The Department of Veterans Affairs, The California Barber Association and accredited by The National Accrediting Commission of Career Arts & Science.

MISSION STATEMENT

The purpose of the school is to build a foundation of excellence in Barbering and to be the preferred source of education by guaranteeing competent graduates. It is our aim to provide students with the knowledge and technical proficiency that will make them employable upon graduation and receiving their license.

ADMISSION REQUIREMENTS

Borner's Barber College considers each applicant on the basis of ability, character recommendation by references, general aptitude, and admissions exams. Many factors such as your desire, motivation, and attitude will be considered before you are accepted as a student. We accept students only if we believe they will succeed. All applicants considered for admission to our College must take an entrance exam. Applicants must have and submit proof of education(e.g. in the form of a High School Diploma or GED), proof of age, have a social security number and paid all requisite registration and book fees prior to enrollment.

Borner's Barber College does not accept transfer students and therefore no prior credit for training/education.

All classes are taught in the English language only.

Students who have withdrawn, been dropped or terminated may apply for re-entry.

It is the discretion of the Director if the student will be re-admitted. This will depend on what steps the student has accomplished to rectify previous problems. A registration fee will be required for re-entry.

ADMISSION PROCEDURES

As part of our admissions procedure, you will be asked to speak with a designated school representative.

The pre-enrollment interview is to evaluate your motivation, determination, and skills to succeed.

As part of the pre-enrollment process you will be asked to complete the Pre-enrollment packet, tour the school, and take the admissions test.

Final acceptance of the applicant is made by the Director of the College. Applicants will be notified of their acceptance, or non-acceptance after completed forms have been reviewed. If accepted, the student will be instructed to return on Tuesday of the following week (or earlier) to complete the Enrollment packet and begin the orientation process. A non-refundable registration fee of \$50.00 and a \$250.00 book fee (\$300.00 total) are due at this time. Applicants are encouraged to review the schools catalog and performance fact sheet prior to signing an enrollment agreement.

STUDENT TUITION RECOVERY FUND

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

- A. 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,
- B. 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:

- A. You are not a California resident.
- B. 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.

Amount of STRF Assessment; § 76120. (a) Effective January 1, 2015 each qualifying institution shall collect an assessment of zero cents (\$0.00) per one thousand dollars (\$1000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1000) or less, the assessment is zero cents (\$0.00).

GRIEVANCE PROCEDURE

If at any time during your enrollment at Borner's Barber College you become dissatisfied with any aspect of your education, we encourage you to address your concern with the appropriate staff member. We are all working together for you to be successful in your program.

HOW TO HANDLE A PROBLEM

For academic advice or to register a student complaint, the following flow chart is the proper chain of command:

- A. See your Instructor: An informal session to discuss the problem.
- B. See your Program Director: Fill out a complaint form and schedule an appointment session to discuss the problem if not satisfied with instructor advised goals.
- C. See your School Director/Education Director: The Academic Review Board will hear grievances once a month or in a special session as needed.
- D. See the President. Make an appointment to discuss your concerns.
- E. A student may contact NACCAS to further pursue a complaint only after they have exhausted the School's Complaint Procedure.

COMPLAINT POLICY

Students' concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be submitted in writing (ask for a "Student Complaint Form") to the School Director. Written responses will be given within five (5) working days. Please refer to "How to Handle a Problem" on page six of this catalog. Note: A student may contact NACCAS to further pursue a complaint only after they have exhausted the School's Complaint Procedure.

**National Accrediting Commission of Career Arts & Science, Inc.
4401 Ford Avenue Suite 1300
Alexandria, Virginia 22302-1432 (703) 600-7600**

EQUAL OPPORTUNITY POLICY

Borner's Barber College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), age, religion, or ethnic origin in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's program and activities, including vocational educational requirements regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to: Velma R. Borner. Information for filing an appeal is available in the school office.

RE-ENTRY POLICY

Students who have withdrawn, been dropped or terminated may apply for re-entry.

It is the discretion of the Director if the student will be re-admitted. This will depend on what steps the student has accomplished to rectify previous problems. A registration fee will be required for re-entry.

PRIOR CREDIT FOR TRAINING/EDUCATION

Borner's Barber College does not accept transfer students and therefore no prior credit for training/education.

DESCRIPTION OF PHYSICAL FACILITIES

The main campus at 8913 S. Western Ave, Los Angeles, CA 90047 comprises approximately 1,800 square feet in a one story building and incorporates one classroom, clinical practice and practical application area with eighteen barber chairs accompanied by drawers and mirrored stands, mannequins, shampoo station, administrative office, rest rooms, and Library Resource Center.

The campus at 5723 Atlantic Ave, Long Beach, CA 90805 comprises approximately 2,800 square feet in a one story building consisting of one classroom, clinical practice and practical application area with 16 barber chairs accompanied by drawers and mirrored stands, mannequins, shampoo station, administrative office and rest rooms. The campus at 1284 N Lake Avenue, Pasadena, CA 91104 comprises approximately 1,500 square feet in a one story building providing a classroom area, clinical practice and practical application area with 8 barber/styling chairs accompanied by stations and mirrored stands, mannequins, shampoo station, administrative office and rest rooms. **Nb. Pasadena Campus not yet accredited to accept Financial Aid.** Borner's Barber College premises are wheelchair accessible.

EMPLOYMENT/PLACEMENT ASSISTANCE

The student services department will assist all qualified students with their job search. Contacts are maintained with local and national companies and interviews will be coordinated for qualified students. Although the school provides placement assistance there is no guarantee of employment.

STUDENT SERVICES

The school does not provide housing for students, but it is local to city bus access. The school does provide academic advising to all students to ensure satisfactory progress through the program. Special attention is given to those students that need additional assistance. Academic tutoring is available to students that need further assistance during the course of study.

SCHEDULE OF CLASSES

The school is open from Tuesday to Friday from 8:00 am to 5:00 pm, Saturday from 8:00 to 4:00 pm. The starting dates for the Barber/Stylist course are continuous. All courses have open enrollment. Students shall start Tuesday of each week.

SCHOOL HOLIDAYS OBSERVED

There will be no classes on the following dates:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day through New Year's Day

CAMPUS SECURITY INFORMATION

Borner's Barber College does not have a police department on campus.

INCIDENT REPORTING

The City of Los Angeles Police Department can be reached at (213) 485-4341 and City of Long Beach Police Department can be reached at (562) 570-9800 for non-emergency situations. Both can be reached at 911 for police dispatch in emergency situations. Los Angeles and Long Beach Police Officers patrol their respective cities 24 hours a day, 365 days per year. They enforce all applicable local, state and federal laws, arrest violators, investigate and suppress crime, and provide a full range of police services.

Both Departments handle calls for service on campuses. All requests for police service should be made to the City of Los Angeles Police Department (7600 S Broadway RM 209 Los Angeles California 90003) or City of Long Beach Police Department (4891 S. Atlantic Ave., Long Beach, California 90805).

All crime occurring on campus should be reported immediately to the police department to ensure appropriate action is taken. The school endorses a policy that strongly encourages victims to report all incidents to the administration or to the police department anytime of the day or night. Police, fire, or medical emergencies should be reported by dialing 911 from any telephone on campus. All telephones (College, private, public) located on college grounds are tied into the 911 emergency systems.

DRUG AND ALCOHOL ABUSE POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Blessed Drug & Alcohol Treatment & Alcohol Program
8407 S Vermont
Los Angeles, CA 90044
(323) 971-1325

Tarzana Treatment Center
2101 Magnolia Ave.
Long Beach, CA
(562) 218-1868

Students and employees seeking assistance in overcoming any drug or alcohol related problems are encouraged to contact these organizations.

STUDENT'S RIGHTS NOTICE

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

All students, former students, and parents/guardians of dependant minor students are guaranteed the right to gain access to their files under the supervision of an instructor and/or member of the administration within 30 days of a written request. The school is not required to provide copies of materials in the education records. No information may be published or released about an individual student without the student's, former students, and parents/guardians of dependant minor student's written consent. However, information may be released without student consent to accrediting agencies, government agencies, insurance companies, collection agencies, legal entities, or for court orders as requested. Student records are retained for a period of five years.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School 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 School discloses personally identifiable information 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 School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 20202-5901

This Page Left Blank Intentionally

FEDERAL STUDENT AID (FSA)

Based on a combination of approvals, authorizations, and accreditation, the students at Borner's Barber College (BBC) are eligible to apply for and receive Federal PELL Grant (FPELL) and Federal Direct Loan Program (FDLP) while attending the college. FPELL is a gift from Federal Government for the students who qualify. Students do **not** need to pay back the FPELL. There are no payments due for the FDLP until six (6) months after the student leaves school. This departure date refers to *graduation*, as well as *early withdrawal*. If the student does not finish the program, BBC will refund any unused tuition back to the lender; however, the student is responsible for any funds kept by BBC for tuition needs.

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for FSA or you have questions, or you need sections of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Additional information regarding the Federal Student Aid programs may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. (or www.FAFSA.gov) Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at <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 the student 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. 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 aged 18 through 25);
- Have a High School Diploma (or foreign equivalent); have a GED; have completed home schooling at the secondary level.

THE US DEPARTMENT OF EDUCATION TITLE IV FEDERAL STUDENT AID PROGRAM

The college is approved for, and does participate in the USDE Title IV; Federal PELL Grant Program (FPELL) and Federal Direct Loan Program (FDLP) intended to defray the costs of attending for those students eligible for financial aid considerations.

APPLICATION FOR FINANCIAL AID, PROCEDURES AND FORMS

The financial aid application for BBC is the Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on line at www.fafsa.gov. Documentation to substantiate the data entered on the form may be required by the FAO. Forms and assistance in completing them are available at BBC during school hours. In addition to the FAFSA, BBC requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

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 by August 29, of the award year from which aid is requested from, or your last day of enrollment in the previous award year, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: An SAR or ISIR is valid 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.

Disbursements: 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.

For additional information on Federal Financial Aid programs, request "Funding Education Beyond High School" published by USDE.

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM PROGRAM

As of 10/7/00, 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 course, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid received or eligible to have received. To determine the percentage completed, the scheduled hours of class or the actual hours attended (if less than seventy per cent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidelines 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 calculates your Expected Family Contribution.

DE 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 (SAR) with the calculation of the Expected Family Contribution (EFC).

COST OF ATTENDANCE

The total amount it will cost a student to go to school.

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION (CSAC)**.

VERIFICATION OF INFORMATION

BBC is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, BBC's FAO may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student's file. Verification requirements are applicable only to FSA recipients. BBC has chosen to verify 100% of its **selected** applications. BBC will request the students'/parents' federal income tax return of the applicant who is selected for verification by USDE. The applicant must submit a copy of signed tax return(s) if filed and other requested documents in order to complete the verification requirement within two weeks. The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student. When the USDE processes an application, it uses the applicant's social security number, name and date of birth to perform several edits with federal databases. Certain data match edit can result in comment code, or "C" code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior to federal aid processing. If a "C" code is present on the ISIR, FAO will request documentation from the student to determine eligibility. BBC's FAO is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements. BBC will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised upon completion of the verification process.

REFUND POLICY

REFUND POLICY: The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. After the cancellation period, the institution provides a pro rata refund of **all** funds paid for tuition charges to students who have completed 60% or less of the scheduled hours of attendance. Once more than 60% of the scheduled enrollment hours in the entire course has incurred (**including absences**), there will be no refund to the student. 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.

REFUNDS: 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.

CANCELLATION

In accordance with the state of California, an institution shall refund 100% of the amount paid for institutional charge if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. Cancellation occurs when the student gives written notice of cancellation to the school at the address specified in the agreement. If the notice of cancellation is mailed, postage prepaid and properly addressed, then the notice of cancellation is effective on the date of the postmark, if the postmark falls within the cancellation period. All funds paid will be returned if the student is rejected for enrollment. If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun the school has two options: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its options: 1. Provide a full refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood, no additional charges. 3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of students and their subsequent arrangements to NACCAS and dispose school records in accordance with state laws.

WITHDRAWAL/TERMINATION

Students who withdraw or are terminated after the cancellation period but prior to course completion are charged an administrative withdrawal fee of \$150.00. Students wishing to withdraw and transfer to another institution must pay all monies owed to Borner's Barber College and all applicable academic requirements must be met in order for the student transcripts to be released. Any monies due a student who withdraws or is terminated shall be refunded minus the registration and withdrawal fees within 45 days following the student's withdrawal.

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 School Director of your intent to withdraw. The School Director 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 as stated in the catalog
- The day 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.

HYPOTHETICAL REFUND EXAMPLE

The refund shall be the amount the student paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, the denominator of which is the total number of hours of instruction for which the student has paid. If the amount a student has paid is more than the amount that the student owes, then a refund will be made. If the amount a student has paid is less than the amount that student owes for services rendered up to the date of withdrawal, then arrangements will be made for full payment of the balance.

The following table outlines the refund due based on percentage of training completed, assuming the student paid the following:

Total		Less		Less		Tuition
Contract		Registration Fee		Books/Supplies		Fee
\$14,100.00	-	\$50.00	-	\$1,050.00	=	\$13,000.00

<u>% Completed</u>	<u>Refund Due</u>	<u>% Completed</u>	<u>Refund Due</u>
10%	\$11,700.00	61+%	\$0.00
25%	\$9,750.00	75%	\$0.00
50%	\$6,500.00	100%	\$0.00

RETURN OF TITLE IV FUNDS

Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/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 received 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 BBC during the period of enrollment. 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.

This Page Left Blank Intentionally

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress 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 will be evaluated for Satisfactory Academic Progress three (3) times during their course of study as follows:

Completion of 450, 900 and 1200 (actual) clocked hours

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 EVALUATIONS

Students are required to attend a minimum of 67% 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 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.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete the course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barber/Stylist (Full time, 40 hrs/wk) - 1500 Hours	57 Weeks	2250
Barber/Stylist (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
Barber/Stylist (Part time, 20 hrs/wk) – 1500 Hours	113 Weeks	2250

Students who have not completed the course within the maximum timeframe may continue as a student at the institution until completion on a cash pay basis (payable in advance) if a set schedule for completion has been agreed and approved by the Director.

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.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

The following factors will be measured to determine academic progress:

Theory Work (test grades, homework, etc.) and Practical Work will be graded on the following scale:

90 to 100%	A	Excellent	4.0 GPA
80 to 89%	B	Good	3.0 GPA
70 to 79%	C	Satisfactory	2.0 GPA
60 TO 69%	D	Unsatisfactory	1.0 GPA
Below 60%	F	Very Unsatisfactory	0 GPA

Students must maintain at least a minimum grade of 70% in theory and practical work in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

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.

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 and may be terminated from the school.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

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 PROCESS

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and is approved only if the school can reasonably expect that the student will be able to come back to school at the end of the leave. LOA's can be granted in cases of emergency or medical problems with doctor notification, which cause attendance to be impossible or impractical. LOA's will be granted in the case of pregnancy or new mothers. A LOA will be permitted with a letter from the student's doctor. LOA's must be a minimum of 7 days and must not exceed a total of 180 days within a 12 month period.

Recipients of Title IV funding should contact the Financial Aid Office before taking a leave of absence, as financial consequences may be involved. Generally only one leave of absence, not exceeding 180 days, may be granted to a student in a 12-month period. However, more than one leave of absence may be granted for the limited, well-documented cases due to unforeseen circumstances as described below.

Provided that the total number of days of all leaves of absence does not exceed 180 days in any 12-month period, a student may be granted additional leave of absence as follows.

- Additional leave of absence, if the school determines that it is necessary due to unforeseen circumstances.
- This type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the school's discretion.
- Subsequent leave of absences in well documented circumstances for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (public Law 103-3), enacted February 5, 1993.

The circumstances that are covered under the FMLA, as applied to students, are as follows:

- Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning on the date of birth of the child)
- Placement of a son or daughter with the student for adoption or foster care (for 12 months beginning on the date of the placement)
- Need to care for the student's spouse, child, or parent, if the spouse, child, or parent has a serious health condition
- A serious health condition that makes the student unable to function as a student

The LOA does not have to be a single continuous period of time. It could include interruptions. A student may be granted a multiple-period LOA for a single reason only if the student makes such request initially. This type of LOA will be treated as a single occurrence of LOA.

Students requesting a LOA must submit a signed and dated LOA request form. If the student is unable to come to school, the student can call the Registrar and request LOA verbally. In this case, the school should receive a signed and dated request form within 21 days from the last day of attendance. The Request for LOA can be obtained at the Registrar's Office.

If a student fails to return from the LOA, the student will be denied entry to the school the day following the scheduled return date. For the students receiving Title IV funding, this will result in a significant financial consequence.

TYPE OF DOCUMENT AWARDED UPON GRADUATION

Upon completion of all prescribed work in the course of study, after careful evaluation of faculty reports covering knowledge, skills, and attitude and once all financial commitments to the school have been met, a graduate will receive the appropriate diploma and State Board paperwork.

****Additional copies of State Board paperwork will be assessed a fee of \$35 per copy.**

SCHOLARSHIPS AND FEE WAIVERS

The school does not offer any institutional fee waiver, and scholarships are at the discretion of the Director.

TUITION AND FEES

Barber/Stylist

Registration Fee (Non Refundable)	\$50.00
Student Tuition Recovery Fund - STRF (Non Refundable)	\$0.00
Tuition	\$13,000.00
Kit, Supplies and Books (Non Refundable)	\$ 1,050.00
Total Price	\$14,100.00

Additional Fees

State Exam fee is \$75.00 License Fee \$50.00 Total Fee = \$125.00

Tuition, kit and supplies, registration course costs are subject to change.

POLICY FOR STUDENTS ENROLLED IN ANOTHER SCHOOL OR PROGRAM

Borner's Barber College does not accept students from other schools.

PAYMENT PLANS

Tuition costs may be paid in full when registering or paid in monthly installments of cash, check, or money order. Late or missed tuition payments will result in the student receiving a written advisory. If a student consistently fails to make scheduled payments, the student may be terminated from the program. The school has available for eligible applicants, various types of financial assistance programs, which are sponsored by various government, state and other agencies, to provide grants or other forms of assistance which may pay portions or all of the tuition fees. **All monies owed the college MUST be paid in full before receiving graduation paperwork and within 30 days of the last day of attendance. After 30 days the students ledger card can be sent to a collection agency and may incur additional fees.**

GENERAL TERMS

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.

The school reserves the right to change or modify the program content, policies, equipment, staff, or materials and organizations as necessary, with approval of the Bureau for Private Postsecondary and Vocational Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

The school reserves the right to reject any applicant for admission not meeting the requirements for the course selected. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects if such invalid or unenforceable provision was omitted.

This Page Left Blank Intentionally

EDUCATIONAL OBJECTIVES

BARBER / STYLIST *Clock Hours 1500

This is an entry level course in the arts and sciences of barbering. Successful completion of the course and a passing score on the State Board Examination qualifies the graduate to perform barbering service for pay in any establishment licensed by the Board of Barbering and Cosmetology. Career opportunities may include: employment in a Barber shop, independent Barber renting a station, Barber Shop owner, eligible for cosmetology cross training or Barber Instructor course. Barbering can be a stress-free career particularly as barbers generally work with little or no supervision therefore self-motivation is key to an individuals success. There is standing while working on a patron , with shoulder, arm and hand muscle movement.

MEASURE OF COURSE DURATION

Maximum lecture class will not exceed 20 students
Maximum laboratory class will not exceed 20 students
Maximum student / teacher ratio is 20: 1 for lecture and 15: 1 for laboratory.

Course Title	Clock Hours*	Class Weeks	Class Months	Max. Class Size
Barber /Stylist	1500	38	10	20(Full-time)
Barber /Stylist	1500	50	12	20(Full-time)
Barber /Stylist	1500	75	18	20 (Part-time) **

***A clock hour is defined as 60 minutes.**

Full-time is defined as 24 or more hours per week.

**** Part-time is defined as anything less than 24 hours per week.**

Schedule

Full time: 1.) 8:00am to 5:00pm
 2.) 8:00am to 2:00pm
 3.) 10:00am to 4:00pm

Part time: 1.) 8:00am to 12:00pm
 2.) 12:00pm to 4:00pm

TITLE, SCOPE, AND SEQUENCE OF COURSE

BARBER STYLIST

The curriculum for barbering shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering.

Technical instruction shall mean the instruction by demonstration, lecture, classroom participation, or examination. Theory is taught throughout the entire program. Practical operation shall mean the actual performance by the student of a complete service on another person or mannequin.

The course of instruction in the practical phases of barbering required for a student enrolled in a 1500-hour course shall cover not less than 1300 hours including training in basic haircutting and in hairstyles of all textures of hair at the discretion of the school owner or instructor. The practical and theory training shall include performance of the following minimum practical and classroom operations:

Theory Hours

1. Technical Instruction and Practical Training in Hair Dressing-----1100hrs.

- Hairstyling-----65hrs.
Hair analysis; Shampooing; Finger waving; Comb outs; Straightening;
Waving; Curling with hot combs, curling irons and blower styling.
- Permanent Waving and Chemical Straightening-----40hrs.
Hair analysis; Acid and alkaline permanent waving; Chemical straightening
including the use of Sodium Hydroxide and other base solutions.
- Hair Coloring and Bleaching-----60hrs.
Including the use of semi-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-----20hrs.
Use of scissors, razor (sharper); electrical clippers/trimmers; and thinning
(tapering) sheers for wet and dry cutting.
- Miscellaneous Practical Training-----915hrs.

2. Technical Instruction and Practical Training in Shaving-----200hrs.

- Preparation and Performance-----100hrs.
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 massage.
- Miscellaneous Practical Training-----100hrs.

3. Technical Instruction in Health and Safety-----200hrs.

- Laws and Regulations-----20hrs.
The Barbering and Cosmetology Act and the Board’s Rules and Regulations.
- Health and Safety Considerations-----45hrs.
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-----20hrs.
Proper procedures to protect the health and safety of the consumer as well as the technician; Proper disinfection procedure for equipment used in establishments.
- Anatomy and Physiology-----15hrs.
Human anatomy; Human Physiology.
- Communication Skills-----15hrs.
Professional Ethics; Salesmanship; Client record-keeping; Decorum; Basic tax information relating to booth renters, independent contractors, employees, and Employers.
- Miscellaneous Practical Training-----85hrs.

Practical Hours

Subject-----	Minimum Practical Operations
Hairdressing-----	1100
Hairstyling-----	240
Permanent Waving and Chemical Straightening-----	105
Hair Coloring and Bleaching-----	50
Hair Cutting-----	80
Shaving Preparation and Performance-----	40

GOALS & OBJECTIVES

The course of instruction in the theory of barbering required for a student enrolled in a 1500 hour course shall cover not less than 1100 hours of instruction in the subjects of shaving or trimming the beard or cutting the hair; giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances; singeing, shampooing, arranging, dress, curling waving, chemical waving, hair relaxing, or dyeing the hair or applying tonics, applying cosmetic preparations, antiseptics, powders, oils, clays, lotions to scalp, face, or neck; and hair styling of all textures of hair by standard methods which are current at the time of the hair styling. This also includes razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training at the discretion of the school owner or instructor. The course of instruction shall also include at least 20 hours of technical instruction in the area of hazardous substances as developed by the Barber Board.

The course of instruction required for a student enrolled in a 1500-hour course shall cover not less than 120 hours allotted to the practical and/or theoretical phases of the course in such a manner as the owner or instructor considers necessary in the individual case.

A student shall be properly instructed to cut the hair of and render barber services to all patrons. Students shall be graded in both theory and practical.

Students must pass the theory and practical exams with at least 70% before working on patrons.

The grading system is:

90 -100% = A = 4.0 = Excellent

80%- 89% = B = 3.0 = Good

70%- 79% = C = 2.0 = Satisfactory

60% - 69% = D=1.0 = Unsatisfactory

Below 60% = F = 0 = Very Unsatisfactory

GRADING AND PROGRESS POLICY

Progress records are maintained for each student and are based upon exams, quizzes and class participation.

The grading system is:

90% -100% = A = 4.0 Excellent

80% - 89% = B- = 3.0 =Good

70% - 79% = C = 2.0 = Satisfactory

60% - 69% = D = 1.0 = Unsatisfactory

Below 60% = F = Very Unsatisfactory

TARDY/ATTENDANCE POLICY

Being on time consistently and reliably is a fundamental cornerstone to success in any profession. At Borner's Barber College punctuality and attendance are taken extremely seriously. Each student is required to be on time everyday they are scheduled to be in school. If a student forgets to clock in/out on any school day the student loses the hours for that day and will need to make that time up. Corrections will only be made in the event of a system error. If a student is running late or absent the School must be notified by no later than 15 minutes after their scheduled start time. Failure to notify the School will result in the following:

1. An unapproved absence recorded against the student (student will be sent home if still arriving that day).
2. Student being given a student advisory.

If a student has notified the School but is more than 15 minutes late for class, they will not be able to clock in until the following hour:

- E.g. Class start time 8am - late clock in time 9am.
Class start time 12pm – late clock in time 1pm.

Any unapproved absence will result in the student being given a student advisory.

After 3 student advisories for any reason, students will be suspended for 3 days which will go against their attendance. Any unapproved Saturday absence will automatically result in a 3 day suspension.

Any student placed on suspension will automatically go onto an official 30 Day Warning period upon their return. **All missed time must be made up by the student.**

Excessive tardiness will not be tolerated by Borner's Barber College. Students are encouraged to schedule medical or dental appointments during non-school hours. Changes to student schedules are only granted in very limited and exceptional circumstances and are at the complete discretion of the Director whose written consent must be obtained by the student before making any changes. Students failing to graduate by their On-time Graduation Date will be subject to overtime charges of \$20.00 per hour for every additional hour required, payable in advance. This will not be covered by Title IV Financial Aid.

Students must notify the school prior to absences (except in emergencies). Following three days successive absences for medical causes, the student is required to present a physicians release to return to school.

ASSIGNMENT MAKE UP POLICY

Students will be required to make-up all assignments, exams or other work missed as the result of any excused or unexcused absence. Make up classes will be given on one Saturday per month. The Instructor may assign additional outside make-up work if deemed necessary. Arrangements to take a missed exam must be made with the Instructor within two days of returning from an absence. All arrangements are subject to the approval of the school's Director.

POLICY RELATED TO CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Students who do not abide by the school's policies, or who are lacking in professional ethics, will be advised, may be put on probation, suspended or terminated. The following list includes violations of the school's student conduct policy.

SUSPENSIONS

Three Day

Causes for three-day suspension are:

1. Refusing to serve a customer without good reason.
2. Disruption in the classroom or on the floor by being loud and/or argumentative.
3. Leaving school without authorization.
4. Use of loud, abusive or profane language.
5. Any Saturday absence or tardiness without authorization.
6. Playing cards, dice or gambling of any sort on the premises.
7. Demanding tips from customers.

Full Suspension

Causes for full suspension are:

1. Threatening another person with bodily harm.
2. Drinking on the premises or coming to school drunk.
3. Using drugs or being under the influence of drugs.
4. Theft of another's belongings.
5. Police are called due to your actions.
6. Unapproved removal, damaging, or destroying of school property.

TERMINATION POLICY

A student is subject to termination for the following:

1. Failure to maintain satisfactory progress.
2. Failure to comply with the school's attendance policy.
3. Failure to comply with the school's student conduct policy.
4. Failure to meet all financial obligations to the school within the timeframes set out.
5. Violates any of the conditions set forth in the signed enrollment agreement.

GRADUATION REQUIREMENTS

- Complete and documented all designated requirements (tests, laboratory hours, client services/practical operations) of the program with a cumulative grade point average of 70% or higher.
- Attend all required 1500 hours of the program as required by the State Board of Barbering and Cosmetology.
- Satisfy all financial obligations to the school or fill out a payment plan approved by the school Director.

ADMINISTRATION AND FACULTY

Administrative Officers

Velma R. Borner	President
Arthur Borner	Director
Aaron Blackburn	Financial Aid Director /Operations Manager
	Office Administrator

Faculty

Arthur Borner

Director and Instructor, also, Licensed Barber, Licensed Barber Instructor, State of California Certificate of Authorization, and State of California Vocational Education Teaching Credential.

Velma R. Borner

President and Instructor, also Licensed Barber, Licensed Barber Instructor, State of California Certificate of Authorization, and State of California Vocational Education Teaching Credential.

Aaron Blackburn

Operations Manager, Financial Aid Director, also Licensed Barber, Instructor .

Sharon A. Lewis

Substitute Instructor, also, Licensed Barber, Licensed Barber Instructor, State of California Certificate of Authorization, and State of California Vocational Education Teaching Credential.

Donette O'Neal

Instructor, Licensed Cosmetologist.

Raymell Stewart

Licensed Barber, also Instructor.

Antonio Moran

Licensed Barber, also Instructor.

BORNER'S BARBER COLLEGE

ORGANIZATIONAL CHART

<u>OWNERS</u>	<u>DIRECTOR</u>
VELMA R BORNER/ARTHUR BORNER	ARTHUR BORNER

Operations Manager

Aaron Blackburn

Financial Aid Director

Aaron Blackburn

Instructors

Arthur Borner
Velma R. Borner
Aaron Blackburn
Raymell Stewart
Donette O'Neal
Antonio Moran
Sharon Lewis

Business Officer

Office Administrators

Arthur Borner
Velma R. Borner

LICENSING AND ACCREDITATION AGENCIES

Board of Barbering and Cosmetology

**P.O. Box 944226
Sacramento, Ca. 94244-2260
(800)952-5210**

Bureau for Private Postsecondary and Vocational Education

**2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca. 95833
(916)431-6959**

NACCAS

**4401 Ford Ave, Suite 1300
Alexandria Va. 22302-1432
(703) 600-7600**

California State Approving Agency for Veteran Education

**(CSAAVE)
1227 O Street Suite 625
Sacramento, Ca. 95814
(916) 503-8317**

Any unanswered questions or complaints can be directed to the organizations listed above.

LIST OF NEEDED MATERIALS

***Below is a list of tools needed for the course. It is the student's right to purchase the needed materials elsewhere.

Item	Qty.
Barber Smock	1
Chair Cloth	1
Chair Cloth Holder	1
Neck Duster	1
Andis ML Clipper	1
Edger	1
Excel 2-Speed Clipper	1
Blades: 00000, 000, OA, 1A, 1.5 2, 3.5, & 3 3/4	1 set
Blade Holder	1
Tool Cleaning Brush	1
Hand Mirror	1
Combs	3
Razor and 5 Blades	1 set
Shears: Cutting	1
Clipper Oil	1 bottle.
Text, Work, and Exam Books	1 set
Tool Carrying Case	1

BORNER'S BARBER COLLEGE

VETERANS CATALOG ADDENDUM

MAXIMUM CAPACITY

The maximum total enrollment capacity for each program session offered is 17 students.

PRIOR CREDIT

Borner's Barber College does not accept transfer students and therefore no prior credit for training/education.

REFUND POLICY

All veterans or other eligible persons who are dropped or withdraw from the program will have the remaining tuition and fees refunded as described in the college catalog. Students will be charged at a rate of \$8 per hour of instruction.

REGISTRATION FEE

The maximum non-refundable registration fee charged to the veteran or eligible person is \$10.00. Any amount charged in excess is subject to the refund policy.

MAXIMUM TIME FRAME

Veterans and other eligible persons must complete the program within the originally contracted length of time.

STANDARDS OF PROGRESS

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 veteran's benefits interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

INSTRUCTIONAL SCHEDULE

<u>COURSE</u>	<u>HOURS</u>	<u>HRS/WK</u>	<u>WEEKS</u>
Barber/Styling	1500	40	38

Theory is held Tuesdays, Wednesdays and Thursdays throughout the program and practical is held Tuesday thru Saturday throughout the program. School schedule are seven and one half hour days with a half hour lunch period per day; for a total of eight hours.

Student Signature: _____ Date: _____ .

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

CATALOG ADDENDUM

Borner's Barber College is a private institution and is licensed to operate by the bureau.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, P (916) 431-6959, F (916) 263-1897.

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

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

If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

This institution has **no** pending petition in bankruptcy, is **not** operating as a debtor in possession, has **not** filed a petition within the preceding five years **nor 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 State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program 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 or are enrolled in a residency program, pre-paid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Borner’s Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the discipline indicated above is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Borner’s Barber College to determine if your diploma will transfer.

Students are required to have studied the English language to a High School level.

Borner’s Barber College does not provide housing for students. However, it is understood housing can be located reasonably near the institution through various website search engines ranging from approximately \$750 - \$2,500 per month.

Student records are retained permanently. Such records include:

1. The diploma certificate granted and the date on which that diploma certificate was granted.
2. The course on which the diploma certificate was based.
3. The grades earned by the student on that course.

Student Signature: _____ Date: _____.