



2023 Course Catalog

***Barber
Cosmetology
Esthetician
Manicurist
Student Instructor***

1790 N. Imperial Ave
El Centro, Ca 92243
760-970-4423

Table of Contents

ADMINISTRATION.....	3
MISSION STATEMENT	4
EDUCATION OBJECTIVES	4
LIBRARY	4
INSTRUCTIONAL FACILITIES/EQUIPMENT	5
ACCREDITATION	5
ADMISSION REQUIREMENTS.....	6
FINANCIAL AID.....	6
EXPERIENTIAL LEARNING	7
PLACEMENT SERVICES.....	7
FOREIGN STUDENTS.....	7
BANKRUPTCY.....	7
DISTANCE TRAINING	8
HOUSING:.....	8
STUDENT RECORDS.....	8
FAMILY EDUCATION RIGHTS AND PRIVACY ACT.....	8
COURSE DESCRIPTIONS	9
Barber Course – 1,000 Hours	10
ABSENCE	10
TARDINESS	11
LEAVE OF ABSENCE.....	11
LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS.....	11
PROBATION AND SUSPENSION POLICY.....	12
CLOCK HOUR POLICY.....	12
STUDENT COMPLAINT.....	12
STUDENT COMPLAINT / GRIEVANCE PROCEDURE	13
CURRENT FEES AND TUITION	14
REFUND, CANCELATION, & WITHDRAWAL POLICY.....	16
APPLICANTS NOT ACCEPTED BY THE INSTITUTION	16
STUDENTS RIGHT TO CANCEL	16

TERMINATION OF STUDENT BY INSTITUTION17
WITHDRAWAL FROM THE PROGRAM17
SATISFACTORY ACADEMIC PROGRESS POLICY:.....18

ADMINISTRATION

Applicants for admission can get additional information at our schools Administration office located at 1790 N. Imperial Ave. El Centro, CA 92243 or by calling 760-970-4423. Our Administration office is opened 10:00 am to 5:00 pm Monday thru Friday. It is our institutional policy that prior to enrollment, (signing the enrollment agreement) the institution will provide and encourage prospective students to review the institutional catalog, the School Performance Fact Sheet and other disclosures.

These documents will assist the student to make an educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually by the dates on the cover page.

This catalog and its contents are valid thru January 31, 2024. Learning Institute of Southern California 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 are 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.

MISSION STATEMENT

Our purpose is to educate students in the field of Barbering, Beauty, and Esthetics. Our mission is to instruct students with hands-on techniques and classroom theory so that our graduates will be prepared to pass the California State Barber exam for an entry level position of employment in the Barber and Beauty industry.

EDUCATION OBJECTIVES

Our primary objective is to provide each enrolled student with a high-quality barber educational program in an environment that is conducive to attaining salon skills by adopting a straightforward, pragmatic methodology. It is our goal that each of our students can become successful barbers, stylists, and skin-care techs in the State of California by being able to provide quality service to the consumer.

LIBRARY

Library resources are available for use that includes industry related books and catalogs as well as current magazine publications.

Library area will be located at the reception desk and students will be required to sign out library material. E-books available at www.cengage.com

INSTRUCTIONAL FACILITIES/EQUIPMENT

All courses are taught at our Main Campus at 1790 N. Imperial Ave. El Centro, CA 92243. The location is a modern (5,000 sq. ft.) air-conditioned facility with its own parking area. The facility includes a spacious practical area, theory room for classroom, shampoo area, and skin care area. This location is centrally located with access to all public transportation. The facilities to simulate salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the student's use. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone, operating the cash register, inventory control and assisting in operating our supply system. Our objective is to help the student become "salon-ready." The following equipment will be made available for students to use:

- Workstations
- Haircut/Barber Chairs
- Facial Beds
- Shampoo Stations
- Non-Electric Curling Irons
- Towel Warmer
- Manicure Tables
- Steamers
- Hot Lather Machine
- Color and Supply Room
- Timeclock
- School Desks



ACCREDITATION

Learning Institute of Southern California is currently non-accredited for the Barber, Barber-crossover, and Instructor courses. These programs are non-degree courses.

Students are still eligible to sit for the California State Board of Barbering and Cosmetology Barber License Exam with successful completion of our educational programs as well as meet the requirements as regulated by California State Board of Barbering and Cosmetology.

To become a Licensed Barber in the State of CA you must, complete a Barber Program or Apprenticeship, apply for a California Barber License, Take and Pass the Required Barber Examinations

Maintain your California Barber License

Students enrolled in an unaccredited institution are not eligible for federal financial aid programs.

ADMISSION REQUIREMENTS

Students must be at least 16 years old at time of enrollment, and must be at least 17 years of age to take the state board exam. High School diploma, GED, or equivalent is recommended to take any course at Learning Institute of Southern California, but not required.

FINANCIAL AID

Learning Institute Of Southern California does not participate in State or Federal financial aid assistance from Title V funding. If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of the refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds. Learning Institute of Southern California participates in Title I federal funding program. Information about WIOA funds available via:

**America's Job Center of California-El Centro
Employment Development Department**

1550 W Main Street
El Centro, CA 92243
Phone: (442)265-7579
Fax: (760)336-4001



EXPERIENTIAL LEARNING

Learning Institute of Southern California will approve credits for Experiential Learning based upon experience and minimum admission requirements.

PLACEMENT SERVICES

Learning Institute of Southern California does not guarantee job placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board (if applicable) license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Learning Institute of Southern California for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is provided by reviewing the listings of prospective employers seeking employees, reviewing their job requirements, salary, and other pertinent information.

FOREIGN STUDENTS

Learning Institute of Southern California accepts students from outside the United States and will vouch for student status. However, visa services are not provided. Foreign students must have documentation granting permission to study in the United States. Due at admission; International High School diploma or transcripts translated in English. Minimum requirements for proof of English proficiency to enroll in the course of study. (See English as a Second Language Pg. 10).



BANKRUPTCY

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

DISTANCE TRAINING

Learning Institute of Southern California gives credit for Theory lessons only. All practical operations must be completed in-person or via Externship.

HOUSING:

Estimated median household income in 2021: \$49,244

Median gross rent in 2021: \$1,662 for El Centro, California 92243

Learning Institute of Southern California does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. Average cost of rent in El Centro, CA is \$1,163.00 a month.

STUDENT RECORDS

Adult students and parents of dependent minor students have the right to inspect, review and challenge information contained in their education records. Parents of students eighteen years of age and older, have access to the student file, only with the written consent of the student. A staff member must always be present. Education records are defined as files, materials and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years. Transcripts are maintained indefinitely.

Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or guardian if the student is a dependent minor) before education records may be disclosed to each third party except for accrediting commissions or governmental agencies so authorized by the law. The school does not publish student directory information. The institution complies with the Family Education Rights and Privacy Act (FERPA).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31)

- o School officials with legitimate educational interest:
 - o Other schools to which a student is transferring.
 - o Specified officials for audit or evaluation purposes.
 - o Appropriate parties in connection with financial aid to a student.
 - o Organizations conducting certain studies for or on behalf of the school.
 - o Accrediting organizations.
 - o to comply with a judicial order or lawfully issued subpoena.
 - o Appropriate officials in cases of health and safety emergencies.
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone, number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service

Or you may contact us at the following address: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

COURSE DESCRIPTIONS

Barber Course – 1,000 Hours

This course covers all phases of barbering including cutting, trimming, shampooing, styling hair, trimming beards and shaving. Successful completion of this course and successful completion of the State Board National Examination and Licensure will allow the graduate to work in positions such as:

United States Department of Labor’s Standard Occupational Classification Code:

39-5011 Barbers

39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists

The curriculum for students enrolled in a barbering course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

For this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

50 Hair Styling

25 Permanent Waving and Chemical Straightening

25 Hair Coloring and Bleaching

75 Hair Cutting

25 Shaving

ABSENCE

Absence of three days or more without notification shall be considered cause for meeting with Admissions office to discuss making time up. Any student absent more than 14 calendar days without notifying the director will be withdrawn from enrollment.

A student enrolled in Barbering 1000 hours will be allowed 50 hours of excused absences within his/her 1000-hour course and are expected to complete their training within the time specified and agreed upon in the Enrollment Agreement. A 200-hour Student will be allowed 25 hours of excused absences within his/her 200-hour course and are expected to complete their training within the time specified and agreed upon in the Enrollment Agreement.

Excused absence is at the discretion of the school’s administrative officials and includes illness, death or birth in the immediate family and any other valid reasons substantiated in writing. All other absences are unexcused unless you contact school personnel the day (or before) of your

absence AND bring written documentation from your doctor, court worker or attorney. All unexcused absences are recorded, and the following consequences can take place:

3 unexcused absences = Admissions meeting

3 more absences (after Admissions Meeting) = Probation

Students who have more than two (2) consecutive weeks of absences (14 calendar days) will be dismissed from the institution.

TARDINESS

If a student is more than thirty minutes late, a valid excuse will be required. 3 unexcused tardies = 1 unexcused absence. Unauthorized tardiness results in class interruptions and lost time. Repeated, unexcused tardies are cause for probation.

LEAVE OF ABSENCE (LOA)

Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend class. The school may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. The student must submit a written request for leave of absence in advance unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the student's request, the dates of the requested LOA and the student's signature. Each leave of absence request will be considered on an individual basis and may be granted to a student at the discretion of the school. The student will not be charged any additional school charges because of the approved LOA.

Students may be granted one leave in a twelve-month period, for a minimum of two (2) weeks. The total time for Leave of Absence may not exceed 180 calendar days. Do not request a LOA unless you absolutely need one.

Students returning from a LOA will be returned to the academic progress standing they held prior to the start of the leave. Students who fail to return from a LOA on the approved date of return will be considered dismissed as of the last class day of attendance prior to the start of the leave. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. With an approved LOA, the student's contact period will be extended by the same number of days taken in the LOA. An addendum to this change will be signed and dated by all parties.

Violation of school attendance rules may result in suspension until further notice.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

The Leave of Absence will extend the student's contract period by the same number of days taken in the leave and will result in no additional charges to the student. Students who withdraw prior to completion of the course of study and wish to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

PROBATION AND SUSPENSION POLICY

Probation for unexcused absences:

2-week period

No Absences

No tardiness

Failure to complete the probationary period will result in suspension pending a meeting with the Admissions Office to discuss a new timeframe for enrollment agreement.

Poor attendance, violation of probation or delayed payment of tuition may result in suspension from instruction until further notice. Suspension will be determined in the Progress meeting with the student and admissions office.

CLOCK HOUR POLICY

Students must clock themselves in/out daily. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension.

The Board of Barbering and Cosmetology will only recognize clock hours of attendance, which as a result the school can only give clock hour credit to students who record their attendance by using the palm scan to sign in and out at the start and end of their class day and lunch period. Each student MUST clock out when taking a lunch break. A thirty (30) minute lunch break shall be taken and clocked in/out when a student attends a 5-hour or more class day. If the student attends less than 5-hour class days and desires to take a lunch break (30 minutes), then the student must have permission from an instructor.

Once theory classes have been started, no one will be allowed to enter the theory classroom. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building, reading material or activities not related to your training. If this occurs, you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination. Attendance records are retained in their entirety for 6 years by the school. The Punch Clock system used at this institution is the U-Attend Punch system.

STUDENT COMPLAINT

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

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Learning Institute of Southern California has an established procedure for addressing student complaints. A copy of the institution's complaint form is attached, and additional copies are available at the school and/or may be obtained by contacting Fernando B Lynn, the school's director.

Students may at any time during school hours approach a member of the instructional or management staff with his/her complaints or concerns. All concerns and complaints must be submitted in writing and signed by the student. Anonymously signed complaints will not be accepted.

To complete a complaint form, do as follows:

List all complaints and grievances.

Deliver all forms to the instructor in charge. (If you are unable to deliver the form to an instructor, you may mail the form to: 1790 N. Imperial Ave. El Centro, CA 92243 All grievances/complaints regardless of the nature will be given to the owner and reviewed.

The director will evaluate the grievance/complaint and set an appointment with the person within 5 business days from the receipt of the complaint form. If the grievance/complaint is an emergency, it will be addressed within 24 hours.

Any grievance/complaint that cannot be resolved with the personnel of the institution should be directed to:

Bureau for Private Postsecondary Education

Toll Free (888) 370-7589

Physical Address:

1747 N. Market Blvd. Ste225

Sacramento, CA 95834

Phone: (916) 431-6959 Fax: (916) 263-1897

<http://www.bppe.ca.gov>

All complaint forms filed with the school will be maintained in the student's records. The school would appreciate the opportunity to adequately address the student's concerns before the student contacts the BPPE. If the student feels that the school has not addressed a grievance/complaint adequately, they may consider contacting the Bureau for Private Postsecondary Education.

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

CURRENT FEES AND TUITION

Learning Institute of Southern California reserves the right to change the tuition and fees and make subject changes without prior notice when necessary; any change will not affect current (attending) students.

Total charges for the period of attendance and estimated schedule of total charges for the entire course for on time graduates.

Barber Course Fees & Tuition	
Tuition 1000 Hours (\$7.70 per hour)	7700.00
Enrollment Fee Non-Refundable	250.00
Student Uniform	75.00
Student Tool Kit-and State Board Kit Non-Refundable	925.00
Student Tuition Recovery Fund fee (\$2.50 per every \$1,000.00 of institutional charges)	22.50
Text Book & Work Book Non-Refundable	350.00
Total	\$ 9,322.50

Cosmetology Course Fees & Tuition	
Tuition 1000 Hours (\$8.00 per hour)	8000.00
Enrollment Fee Non-Refundable	250.00
Student Uniform	75.00
Student Tool Kit-and State Board Kit Non-Refundable	925.00
Student Tuition Recovery Fund fee (\$2.50 per every \$1,000.00 of institutional charges)	25.00
Text Book & Work Book Non-Refundable	400.00
Total	\$ 9,675.00

Esthetician Course Fees & Tuition	
Tuition 600 Hours (\$7.00 per hour)	4200.00
Enrollment Fee Non-Refundable	250.00
Student Uniform	75.00
Student Tool Kit-and State Board Kit Non-Refundable	685.00

Student Tuition Recovery Fund fee (\$2.50 per every \$1,000.00 of institutional charges)	15.00
Text Book & Work Book Non-Refundable	350.00
Total	\$ 5,575.00

Manicurist Course Fees & Tuition

Tuition 400 Hours (\$7.00 per hour)	2800.00
Enrollment Fee Non-Refundable	250.00
Student Uniform	75.00
Student Tool Kit-and State Board Kit Non-Refundable	250.00
Student Tuition Recovery Fund fee (\$2.50 per every \$1,000.00 of institutional charges)	10.00
Text Book & Work Book Non-Refundable	400.00
Total	\$ 3,785.00

Barber Crossover Course Fees & Tuition

Tuition 200 Hours (\$7.70 per hour)	1540.00
Enrollment Fee Non-Refundable	250.00
Student Uniform	75.00
Student Tool Kit-and State Board Kit Non-Refundable (Optional)	925.00
Student Tuition Recovery Fund fee (\$2.50 per every \$1,000.00 of institutional charges)	7.50
Text Book & Work Book Non-Refundable	350.00
Total	\$ 3,147.50

Cosmetology Crossover Course Fees & Tuition

Tuition 1000 Hours (\$8.00 per hour)	1600.00
Enrollment Fee Non-Refundable	250.00
Student Uniform	75.00
Student Tool Kit-and State Board Kit Non-Refundable (Optional)	925.00
Student Tuition Recovery Fund fee (\$2.50 per every \$1,000.00 of institutional charges)	7.50
Text Book & Work Book Non-Refundable	400.00
Total	\$ 3,257.50

REFUND, CANCELATION, & WITHDRAWAL POLICY

APPLICANTS NOT ACCEPTED BY THE INSTITUTION

Student applicants not accepted by the institution will be refunded all monies paid to the institution except a nonrefundable application fee not to exceed \$250.00. Monies due to the applicant or student will be refunded within 45 days of notice to the student of non-acceptance.

STUDENTS RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation to the following address

Learning Institute of Southern California
1790 N. Imperial Ave. El Centro, CA 92243
760-970-4423
info@lisc.online

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

4. The written notice of cancellation need not take any form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one-hundred dollars (\$100), if notice of cancellation is made through attendance at the first class, or the seventh day after enrollment, whichever is later.

6. After the 7th day, any cancellation or administrative withdrawal will result in a cancellation fee of \$250.00.

TERMINATION OF STUDENT BY INSTITUTION

The institution will terminate a student for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the School. The institution will give students a written notice of the institution's intent to terminate by mail, text, or e-mail. A student may appeal the termination in writing. Upon receipt of a student's appeal, the institution will consider all extenuating circumstances and advise the student as to the institution's decision to grant or deny the appeal. No administrative fee will be charged for the termination and/or appeal process.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

A withdrawal may be started by the student's written notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance. To determine a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the date of the student's withdrawal
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to return from a leave of absence; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for fourteen (14) days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. **If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.**

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION:

An institution may withhold a student's transcript of grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades of the transcript until the tuition or loan obligation is paid in full.

SATISFACTORY ACADEMIC PROGRESS POLICY:

Learning Institute of Southern California expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). SAP evaluation periods are based on actual hours of scheduled attendance.

SAP applies to all students regardless of whether they are receiving Title IV financial aid
Evaluation Procedures

Students will receive a printed copy of their SAP at each evaluation point. A signed copy will also be kept in the student's file. This will ensure that each student is notified if an SAP impacts the student's eligibility for Title IV Funds. Evaluation points are listed below:

Barbering: When a student completes 450, 900 1200 and 1350 clocked scheduled hours

Barber Crossover: When a student completes 100 and 200 clocked scheduled hours

Instructor: 100 hours and 200 hours

Standards for SAP:

Quantitative and Qualitative Factors:

Maintain a cumulative academic average of "C" (78%) or better on all tests, work projects (operations), final practical assessment and other required course work.

Maintain a cumulative average attendance level of 80% of the contracted hours indicated on their enrollment contract.

