



# STUDENT CATALOG

Beginning Date: 7/1/2020  
Ending Date: 6/30/2021  
(Revised 5/30/2020)

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1333 5<sup>th</sup> Avenue  
San Diego, California 92101

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San Diego, California 92101

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## TABLE OF CONTENTS

Welcome	3	Conduct Policy	22
Mission Statement		Non-Disparagement Policy	
Educational Objectives		Non-Fraternization Policy	
Statement of Non-Discrimination		Dress Code	
Accreditation	4	Student Rules and Regulations	22-23
Approvals		Satisfactory Academic Progress Policy	24-26
Instructional Facilities	5	Grading System	27
College Navigator Link		Graduation Requirements	
Student Body Diversity		Diploma/Proof of Training/Transcripts	
Health & Physical Considerations	6	Licensing Requirements & Fees	28
Industry Earnings		Exam Application Policies	
General Employer's Requirements		Career Counseling & Job Placement	29
Disclosure for Criminal Convictions		Student Records	
Courses Offered	7	Copyright Infringement	
Distance Education		Campus Security	30
Class Calendar	8	FERPA	
Orientation		Student Complaint / Grievance Procedure	31
Admissions & Hours		Grievance/Complaint Form	32
Admission Policy and Requirements	9-10	Disabled Students	33-35
Tuition & Fees	11-14	Housing	
Books/Tools/Uniform		Lockers	
Over Contract Charges		Controlled Substance Policy	
Method of Payment		Domestic Violence Services	
Curricula ~ Barbering	15-16	San Diego Crisis Hotline	
Course Outline		Voter Registration	36
Course Objective		School Closure Policy	
Course of Study		Bankruptcy	
Curricula ~ Barber Crossover	17	Veteran Approval	36-38
Course Outline		Federal Student Aid	38-43
Course Objective		Refund Policy	43-44
Course of Study		Hypothetical Refund	45
Student Schedules	18	Drop Out Policy	
Constitution Day		Right to Hold Transcripts	
Attendance Policy	19-20	Student's Right to Cancel	
Clock Hour Policy		Transferability of Credits (Transfer Out)	46
Absence / Tardy Policy		STRF	
Suspension/Termination		CIP, SOC Codes, O*Net	47
Make Up Work Policy		Organizational Chart	48
Leave of Absence	21	Administration	49
		Administrative Officials	
		Faculty	

## **WELCOME TO OUR PASSION!**

**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. Prior to enrollment, ABCSD will provide a prospective student, either in writing or electronically, with a school catalog containing, all the minimum requirements set forth by the Bureau for Private Postsecondary Education.**

**Our Instruction is taught in English only.**

### **TO OUR PROSPECTIVE STUDENTS:**

Thank you for considering our school for your educational needs to become a licensed barber by the State of California. The Barber industry could provide you excellent opportunities for a successful career in the hair industry. Our school emphasizes on how to be successful in the barber industry and how to succeed in all your professional barbering goals. This means hard work, dedication and preparation on your part. We are happy to have you visit our school at any time to tour our campus. We will be pleased to answer all of your questions.

### **PREPARING TO ATTEND**

Complete our enrollment application and call our school's office to make an appointment with our admission staff. Please bring your high school diploma (or its equivalent), social security card, and valid government issued photo identification.

### **MISSION STATEMENT**

Associated Barber College of San Diego's purpose is to educate men and women in the field of barbering. Our mission is to instruct students in the barbering field 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 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 barber shop skills by adopting a straightforward, pragmatic methodology. It is our goal that each of our students are able to become successful employable barbers in the State of California by being able to provide quality barbering services to the consumer.

### **NON-DISCRIMINATION AND TITLE IX POLICY**

The institution, in its admission, instruction and graduation policies, does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, disability, age, marital status, national origin, ethnic origin or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities. Further, the institution is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the school's Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights ("OCR"). The institution's Title IX coordinator is the Associate Director. She may be contacted by telephone at 619-234-7703 or by email at [info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu). Please see our full Title IX Policy at: <http://www.associatedbarbercollege.edu>.

### **NOTICE**

This catalog and its contents are valid thru June 30, 2021. Associated Barber College of San Diego reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules and other policies and regulations as stated in the catalog as necessary, with the approval of the Bureau for Private Postsecondary Education. If changes in educational programs, educational services, procedures or policies required to be included in our school catalog by statute or regulation implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

### **ACCREDITATION**

Associated Barber College of San Diego and its non-degree programs are accredited by:  
National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
703.600.7600

NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools.

### **APPROVAL DISCLOSURE STATEMENT**

The Associated Barber College of San Diego is a private school and is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909 in 2013. The Bureau's approval means that the school and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Courses must be renewed annually and is subject to continuing review. Approved are the following courses:

Barbering ~ 1500 Clock Hours      Barber Crossover ~ 400 Clock Hours (Exceeds the state requirements)

### **APPROVALS**

The following National and California State agencies have set minimum standards for our program of studies:

Department of Consumer Affairs (DCA)  
Consumer Information Division  
1625 N. Market Blvd. Suite N 112  
Sacramento, California 95834  
www.dca.ca.gov  
(P) 800-952-5210

Board of Barbering and Cosmetology (BBC)  
2420 Del Paso Road Suite 100  
Sacramento, CA 95834  
(P) 800-952-5210 (F) 916-575-7281  
www.barbercosmo.ca.gov

Bureau for Private Postsecondary Education (BPPE)  
1747 North Market Boulevard, #225  
Sacramento, CA 95834  
(P) 888-370-7589 (F) 916-263-1897  
www.bppe.ca.gov

California Department of Veteran's Affairs (VA)  
1227 O Street, Suite 105  
Sacramento, CA 95814  
(P) 888-442-4551  
www.benefits.va.gov/gibill/apply.asp

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(P) 703-600-7600 (F) 703-379-2200  
www.naccas.org

United States Department of Education (DOE)  
Federal Student Aid, Schools Channel  
50 Beale Street, Suite 9800  
San Francisco, CA 94105  
(P) 415-486-5677 (F) 415-486-5676

### **APPROVAL TO OPERATE**

The school's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Any questions a student may have regarding this catalog that have not been answered by the institution may be directed to:

Bureau for Private Postsecondary Education      OR      NACCAS  
P.O. Box 980818, West Sacramento, CA 95798  
Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
(P) (888) 370-7589 or by (F) (916) 263-1897

3015 Colvin Street Alexandria, VA 22314  
Web site Address: [www.naccas.org](http://www.naccas.org)  
(P) 703-600-7600 or by (F) 703-379-2200

### **MEMBERSHIPS**

American Association of Cosmetology Schools (AACCS)  
California Association of Student Financial Aid Administrators (CAFSAA)

## **INSTRUCTIONAL LOCATION**

Associated Barber College of San Diego, Inc. – 1333, 1315 5<sup>th</sup> Avenue San Diego, CA 92101.

## **INSTRUCTIONAL FACILITIES**

Our campus and the equipment utilized fully comply with all building safety and health regulations. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreements.

**PRACTICAL LEARNING:** This area of the campus is located at 1333 5th Avenue San Diego, Ca 92101. Our school is a spacious, air-conditioned modern facility accessible by public transportation. Our practical floor accommodates 56 students per shift and is 2902 square feet. Our practical facility consists of 28 Paidar barber chairs, 3 styling chairs and 6 42” television monitors and linen receptacles for soiled linen. Behind each chair is a tool cabinet, work stand and shared sink. Each station consists of a barber chair, back bar with mirrors, cabinet for tools and linen. There is also a laundry room, filtered drinking water, lunchroom, 45 student lockers and one A.D.A. rest room for men and women. There is also the instructor’s office that is equipped with desks, cabinets, computer system, and copier.

**THEORY LEARNING:** This area of the campus is located at 1315 5th Avenue San Diego, Ca 92101. The theory facility accommodates 24 students per shift and is approximately 705 square feet. The theory learning facility consists of student chairs and desks, a student computer, television monitor, a dry erase board, 45 student lockers and one A.D.A. rest room for men and women. A workstation table is available for doll head practice.

**LIBRARY:** Our library is located in our Theory Facility at 1315 5th Avenue, San Diego. Our library contains 1-42” television with DVD player, 15 VHS barber training videos, 50 books/textbooks for resourceful information. All students are allowed to access the resources in our library during school hours while the student is clocked in. We ask that NO library materials or equipment leave the facility at any time.

## **COLLEGE NAVIGATOR LINK**

<https://nces.ed.gov/collegenavigator/?q=Associated+Barber+College&s=CA&zc=92101&zd=0&of=3&l=91&ct=3&ic=3&ts=CA&id=485494>

## **STUDENT BODY DIVERSITY – 2019 Enrollment = 129 Total**

Attendance Status =	100% Full Time		
Gender =	12% Female	88% Male	
Race/Ethnicity =	0% American Indian	38% Hispanic	24% White
	5% Asian	29% Black	0% Native Hawaiian
	24% White	4% Race Unknown	0% Non-resident Alien
Age =	20% 23 and under	80% 24 and over	0% age unknown
Federal Pell Grant Recipients =	86 (67%)	Average received	\$4,651

## **GAINFULL EMPLOYMENT DISCLOSURE**

On July 1, 2019, the U.S. Department of Education published final regulations in the Federal Register rescinding the 2014 gainful employment regulations at 34 CFR part 668 subpart Q and subpart R. Final Regulations; 84 Fed. Reg. 31,392 (July 1, 2019). President Trump vetoed the Bill on May 29, 2020.

## **HEALTH AND PHYSICAL CONSIDERATIONS FOR BARBERING:**

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

**HEALTH WARNING:**

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

**INDUSTRY EARNINGS**

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount of effort one applies to their career. Minimum efforts most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the barber industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, maintain a positive attitude and perform excellent barber skills of the trade. The ABCSD curriculum is designed to teach students these skills to help them obtain an entry level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, ABCSD does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program.

This program may result in freelance or self-employment. The work available to graduates of this program is usually for freelance or self-employment. This type of work may not be consistent. The period of employment can range from one day to weeks to several months. Hours worked in a day or week may be more/less than the traditional 8-hour work day or 40-hour work week. You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills. Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

Please see our School Performance Fact Sheet as it relates to the outcomes in the educational program you select and will contain wage and salary data for career occupations.

**GENERAL EMPLOYER'S REQUIREMENTS**

It is best if each barber has the ability to meet requirements set forth by employer or place of business. Most successful barber shops wish to offer employment to skilled barbers with professional attitudes and work ethics. To be hired or contracted by a California licensed barber establishment, you must have a valid California barber's license. It is recommended that as a barber you are skilled in barbering, punctual, willing to work an agreed upon schedule, comply with State Board rules and regulations and demonstrate excellent customer service.

**DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION**

On the BBC's Application for the barber exam, each student will be asked the following question: Have you ever been convicted of or pled no contest to, a violation of any law of the United States, in any state, local jurisdiction, or any foreign country? If the answer is yes, the student will be required to complete and submit BBC's Form C-01. The BBC will accept applications from applicants who wish to have their criminal history/convictions reviewed prior to beginning of school. Please see the Board of Barbering and Cosmetology website [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for information regarding this disclosure. A \$75 fee is due at the time the application is submitted. Fees for this application are paid by the student.

BBC's Form C-01. [http://www.barbercosmo.ca.gov/forms\\_pubs/forms/disc\\_crimpleas.pdf](http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf)

## **COURSES OFFERED**

<u>Course Name</u>	<u>Weekly Schedule</u>	<u>Clock Hour</u>	<u>Weeks</u>	<u>Award Upon Graduation</u>	
Barbering ~ 1500 Clock Hours	40	1500	40*	Diploma	
	35	1500	45.7*	Diploma	
	30	1500	53.33*	Diploma	
	24	1500	62.5	Diploma	
Barber Crossover ~ 400 Clock Hours	40	400	10.6**	Diploma	
	Exceeds State Requirements	35	400	12.11**	Diploma
		30	400	14.13**	Diploma
		24	400	16.66	Diploma

\* Includes 100 hours of absentee time      \*\*Includes 24 hours of absentee time

Our school offers two courses of Barber Instruction for men and women that include basic training needed to pass the Board of Barbering examination. One course is for students with little or no education in barbering and the other course is for those who have completed a California Licensed Cosmetology school and/or are licensed as a Cosmetologist by the California State Board of Barbering and Cosmetology.

### **BARBERING ~ 1500 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)**

The course of study for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber.

### **BARBER CROSSOVER ~ 400 CLOCK HOURS (D.O.T. #330.371-010, CIP #12.0403) (Hours exceed State Requirements)**

The course of study for students enrolled in the Barber Crossover course shall consist of four hundred (400) (Hours exceed State Requirements) clock hours of technical instruction and practical operations to provide barber training not a part of the required training or practice of a cosmetologist. Educational Goals: The Barber Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber.

## **ENGLISH AS A SECOND LANGUAGE**

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

## **DISTANCE EDUCATION**

Our College does not offer permanent distance education at this time. However, due to the Covid19 pandemic, our school has been approved for Temporary Distance Education to comply with the state-wide Stay-At-Home Order. All students who enroll in our program will be allowed to participate in our temporary distance education until we are able to resume on-campus attendance. Academic achievement earned via distance education may not be acceptable for reciprocity or eligible for licensure in other states. Students are allowed 750 hours of theory in distance education.

On June 15, 2020 our school has started the application process for permanent distance education with the Bureau for Private Postsecondary Education and NACCAS. As soon as we are approved, we will post an addendum to our catalog.

## **CLASS CALENDAR**

Our school has 10 classes this year. We start a class approximately every 5 weeks depending on the year's holiday calendar. Our Orientation and Class Start Dates are as follows:

<u>Orientation Date</u>	<u>Class Start Date</u>
July 31, 2020	August 4, 2020
September 4, 2020	September 8, 2020
October 9, 2020	October 13, 2020
November 13, 2020	November 17, 2020
December 18, 2020	December 22, 2020
January 22, 2021	January 26, 2021
February 26, 2021	March, 2, 2021
April 2, 2021	April 6, 2021
May 14, 2021	May 18, 2021
June 18, 2021	June 22, 2021

FIRST DAY OF CLASS - The first day of class is typically the immediate Tuesday after orientation.

CALENDAR/HOLIDAYS - ABCSD is closed on Sundays and the following holidays:

New Year's Day	Martin Luther King Day	President's Day	Memorial Day
4 <sup>th</sup> of July	Labor Day	Thanksgiving Day	Christmas Day

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

## **ORIENTATION**

All students must attend Orientation before starting class. Orientation classes (see dates in Class Calendar) for students are held every 5 weeks at 9:00am in our theory classroom. All new students, transfers and re-enrollment students are required to attend Orientation Class within three months of starting class. In order to attend orientation, each student must have submitted the State and School Required Documents one week prior to orientation and pay the non-refundable registration fee. At orientation, you will be informed of school policies, regulations, taken on a tour of the facility and be given the opportunity to ask questions about the school and your program of study. The students will also learn about the time clock and have their palm scanned. The student will be issued a student number. Orientation can last anywhere from 45 minutes to 2 hours, depending on how many students are attending. Students enrolled in the Barber Crossover Course will be allowed to purchase any necessary tools/books/uniform at orientation. Once orientation is completed the students will be asked to sign the enrollment agreement then released to go home and return to school on their scheduled start date.

## **ADMISSIONS**

Students may submit an application for enrollment in person or by mail. Applications are available on our website at [www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu). If your application is mailed, you will be contacted by email or telephone within 14 days to confirm receipt of your application. Each applicant must enroll in person to validate required admission documents. An appointment time will be made for the applicant to meet our Admissions team and to answer questions, take a tour of the school and pay the application fee for enrollment. After the funding is approved, accepted applicants will receive an Orientation date. Approved funding for each application is due one week before Orientation to guarantee a class start date.

## **ADMISSION BUSINESS HOURS**

Admissions: Office Hours: Tuesday-Friday from 8:30 – 6:30pm.  
Admissions Staff: (619) 234-7703 or [info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu)



## **ADMISSION POLICY & REQUIREMENTS**

Associated Barber College of San Diego (ABCSD) admissions office is located at 1311 5<sup>th</sup> Avenue San Diego, CA 92101. Regular admission office hours are Tuesday through Friday 8:30am – 6:00pm. Appointments are recommended. New and returning students need to apply in person. Applications can be printed from our website [www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu). Faculty members can schedule interviews with applicants.

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 which are also posted on the institution's website [www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu). 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. For Title IV purposes, ABCSD only admits as a regular student those individuals who have a high school diploma or its equivalent.

### **BARBERING PROGRAM – 1500 HOURS:**

State/Federal and School Requirements:

- A) Students must be at least 17 years old at the time of enrollment.
- B) Provide a valid government issued photo identification
- C) Provide a signed social security card
- D) Approve source of funding or down payment
- E) Applicants must provide a copy of his/her high school diploma, official transcript that shows high school completion or General Educational Development (GED) or its equivalent.

### **BARBER CROSSOVER PROGRAM – 400 HOURS (Exceeds State Requirements):**

State/Federal and School Requirements:

- A) Copy of his/her valid California Cosmetology license OR Proof of Training Document from a California Cosmetology School
- B) Valid government issued photo identification
- C) Signed social security card
- D) Approved source of funding or down payment
- E) Applicants must provide a copy of his/her high school diploma, official transcript or General Educational Development (GED) or its equivalent.

### **VERIFICATION OF HIGH SCHOOL DIPLOMA**

The school will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation. If transcript is not available, the student will be required to take and pass the GED exam prior to enrollment at ABCSD. Any foreign documents must be translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma prior to submitting them to ABCSD. Students without a high school diploma or its equivalent will not be allowed to enroll nor be eligible for Title IV funds.

### **GED CERTIFICATION**

Our admissions team can assist you with information regarding online GED prep courses. There is no online GED test. The GED test must be taken in person at a location approved by the state. Please refer to the adult school location below or in your area:

Chula Vista Adult School 1034 Fourth Avenue Chula Vista, Ca 91911 (619) 796-7010  
[www.cva.sweetwaterschools.org/test-center/](http://www.cva.sweetwaterschools.org/test-center/)

### **ABILITY TO BENEFIT (ATB) –**

Title IV Funding is not available to students testing after July 1, 2012. Our school does not offer the ATB test.

### **VACCINATION POLICY**

Our school does not have an immunization requirement for admissions to this school. We encourage all students to follow the guidance of the California Department of Public Health [www.cdph.ca.gov](http://www.cdph.ca.gov) and the Center for Disease Control [www.cdec.gov](http://www.cdec.gov) regarding all vaccines.

## **ADMISSION POLICY & REQUIREMENTS (con't)**

### **RE-ENTRY / RE-ENROLLMENT POLICY**

Students who withdrew and desire to re-enroll must request permission from the Director to re-enter the program. It is 100% the Director's discretion for approval for re-entry. Upon approval, the Director will determine the number of hours that will be accepted to re-enter. Students desiring to re-enroll within 6 months of their last date of attendance will be readmitted at their original tuition rate. Students who re-enroll more than 6 months since the last day of attendance will be charged the current rate of tuition. All re-enrollments will require a new enrollment agreement.

A student re-enrolling re-enters at the same progress status as of their last day of attendance. A re-enrolling student failing to meet minimum satisfactory progress requirements at the time of withdrawal will have the same status when they return. Re-enrolling students on probation are not eligible to receive financial aid and will be admitted on a cash basis only. Financial Aid may be reinstated when the student achieves satisfactory progress at the next evaluation point.

Please refer to the *Credit for Previous Training Policy* for more information. The institution reserves the right to evaluate the previous enrollment and to verify the student was in a good standing with tuition account paid up to the last date of attendance before the student is accepted for re-enrollment. A non-refundable re-enrollment fee of \$250 will be charged.

### **TRANSFER-IN STUDENTS OR CREDIT FOR PREVIOUS TRAINING POLICY**

All students wishing to transfer hours into our school from another school must have the Director's approval prior to enrollment. It is 100% the Director's discretion to accept a transfer student.

When the Director approves the transfer, appropriate credit may be granted for prior training hours at the discretion of the Director. Our Admission team will conduct an evaluation of all previous educational training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the student's file. Students transferring from another school of Barbering in California must furnish a valid Proof of Training document from a licensed California Barbering school. The school may not elect to accept all or any of the previous hours of training and operations. The transfer hours accepted from another institution toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school attended.

### **ARTICULATION OR TRANSFER AGREEMENT**

ABCSD has not entered into an articulation or transfer agreement with any other college or university.

### **FOREIGN STUDENTS**

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

### **DISABLED STUDENTS**

ABCSD does not discriminate on the basis of disability in admission or access to its programs, services or activities of individuals who meet the essential eligibility requirements. The school will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in academy programs, services or activities. Please see our Student Services section of this catalog for more information.

## TUITION AND FEES

Associated Barber College of San Diego 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. Effective for Class Starts after June 30, 2020.

Program	Barbering 1500 Hours	Barber Crossover
	SOC Code 39-5011	SOC Code 39-5011
Non-Refundable Application Fee	\$100.00	\$100.00
Books/Tools/Uniform***	\$2,995.00	\$300.00
Tuition*	\$18,000.00	\$6,000.00
<b>Total**</b>	<b>\$21,095.00</b>	<b>\$6,400.00</b>
Overtime Rate	\$20.00	\$20.00
Clock Hours	1500	400
Allowable Absence Hours	100	24
Length of Program in Weeks	50 (30 Hours)	13.33 (30 Hours)

\*\* As of January 1, 2015, students who meet the California Student Tuition Recovery Fund criteria are required to pay \$0.00 for every \$1000 rounded to the nearest \$1000. Please see additional STRF information in this catalog. TOTAL includes \$0.00 STRF Fee.

\*\*\* Final Cost for Books/Tool/Uniform may change depending on whether the student opts to purchase the items from our school. See tool list for details.

Total tuition charges for the period of attendance and total charges for the entire educational program are the same and are an estimate of the charges due at the time of enrollment.

### APPLICATION FEES (Non-Refundable):

Application Fee -\$100.00 due at the time of enrollment.

Re-Enrollment Application Fee-\$250.00 due at your registration appointment if you have been approved by the Director to re-enroll.

### TUITION (Total tuition charges for entire educational program):

Tuition charges are listed above per course. \*Tuition is charged by payment period. A payment period is defined as half of the clock hours in a 900-clock hour academic year or half of the clock hours in the programs less than a full academic year of 900 clock hours.

### BOOKS/TOOLS/UNIFORM

Books/Tools/Uniform charges are listed above per course. Books/Tools/Uniform are charged on the first day of class and are required for both courses at ABCSD. Students have the option to purchase their tools from an outside source. However, it is mandatory that the Books/Tools/Uniform are purchased as they are listed on the list below in this catalog within 7 days from the first day of class.

Barbering~1500 Hour Course: Books/Tools/Uniform are issued in three phases and includes Milady's Standard Professional Barbering Textbook Bundle 6<sup>th</sup> Edition (ISBN# 9780538457644). Students will be issued the Phase 1 Tool Kit on the first day of class. After successful completion of Phase 1 class objectives (5 weeks), a minimum of 80% attendance maintained and first tuition payment made, the Phase 2 Tool Kit is issued. Phase 3 Tool Kit will be issued between 1000-1350 actual hours. The tool kit contains the equipment necessary for satisfactory completion of the course and to begin employment. Students are expected to maintain the kit by replacing lost and/or broken items.

Barber Crossover Course: Tool kit includes a uniform, tools, Milady's Standard Professional Barbering Exam Review 6<sup>th</sup> Edition (ISBN# 978-1305100671). Tools for this course will be issued on the first day of class. In Orientation class you will also be required to show our faculty that you have a tool kit from previous training to perform required services in the course outline. If you do not have the necessary tools, then you will be required to purchase what is needed to complete your course at Orientation class or within a week of signing your enrollment agreement and starting class.

<b>TOOL KIT - 1500 HOUR BARBERING COURSE</b>					
<b>ITEM</b>	<b>Vendor</b>	<b>Stock #</b>	<b>Retail</b>	<b>Tax</b>	<b>Total</b>
6th Edition Book Bundle	Cengage		\$353.51	\$27.40	\$380.90
Binder Phase 1			\$91.85	\$7.12	\$98.97
Binder Phase 3			\$25.05	\$1.94	\$26.99
Toolcase	Sallys	TOTE-11	\$76.32	\$5.91	\$82.23
Andis ML Masters	Sallys	O1557	\$130.28	\$10.10	\$140.37
Andis GTO Outliners	Sallys	O4710	\$73.81	\$5.72	\$79.53
Andis Slim Line Pro LI	Sallys	32400	\$75.05	\$5.82	\$80.87
Andis Tapered Head Shaver	Sallys	17150	\$70.09	\$5.43	\$75.52
Andis SupraZR Cordless	Sallys	79000	\$317.92	\$24.64	\$342.56
Andis Blades Ceramic Edge Blade 00000	Sallys	64730	\$28.89	\$2.24	\$31.13
Andis Blades Ceramic Edge Blade OA	Sallys	64470	\$32.00	\$2.48	\$34.48
Andis Blades Ceramic Edge Blade 1	Sallys	64465	\$32.00	\$2.48	\$34.48
Andis Blades Ceramic Edge Blade 1A	Sallys	63055	\$32.00	\$2.48	\$34.48
Andis Blades Ceramic Edge Blade 1 1/2	Sallys	63015	\$40.00	\$3.10	\$43.10
Andis Blades Ceramic Edge Blade 2	Sallys	63030	\$40.00	\$3.10	\$43.10
Andis Blades Ceramic Edge Blade 3 1/2	Sallys	63040	\$40.00	\$3.10	\$43.10
Andis Blade Carrying Case	Sallys	12370	\$18.35	\$1.42	\$19.78
Shark Fin Shear Set	SharkFin		\$396.54	\$30.73	\$427.27
Scalpmaster Nylon Barber Cloth	Sallys	3017	\$14.03	\$1.09	\$15.12
Bonafide Cape	Bonafide		\$11.69	\$0.91	\$12.60
Cloth Clip	Sallys	SC-CC6	\$0.77	\$0.06	\$0.83
Scalp Master Banana Brush	Sallys	SC4930	\$2.97	\$0.23	\$3.20
Scalp Master Paddle Brush	Sallys	SC480	\$3.81	\$0.30	\$4.10
Andis Grey Tapering Comb (2)	Sallys	12405	\$4.84	\$0.38	\$5.22
Andis Grey Cutting Comb (2)	Sallys	12410	\$4.84	\$0.38	\$5.22
Salon Chic 8" Clipper Carbon Comb (2)	Sallys	SC9257	\$4.34	\$0.34	\$4.68
Salon Chic 9 1/2" Rat Tail Comb (2)	Sallys	SC9182	\$4.34	\$0.34	\$4.68
2 pc. Pik Set	Sallys	80108	\$0.92	\$0.07	\$0.99
Andis Flat Top White	Sallys	12499	\$1.89	\$0.15	\$2.03
Andis Flat Top Black	Sallys	12109	\$1.89	\$0.15	\$2.03
Irving Barber Razor	Irving Co.		\$66.80	\$5.18	\$71.98
Scalpmaster Straight Edge Shaving	Sallys	SC-1200	\$7.20	\$0.56	\$7.76
Personna Blades	Sallys	BP 9020	\$3.34	\$0.26	\$3.60
Supernail Nick Safe	Sallys	SN32180	\$4.09	\$0.32	\$4.41
Andis Clipper Oil 4oz.	Sallys	12501	\$1.80	\$0.14	\$1.94
Scalpmaster Stand Up Neck Duster	Sallys	ND-13	\$6.18	\$0.48	\$6.66
Nano Silver Magnetic Attachments Small	Sallys	66320	\$26.74	\$2.07	\$28.81
Nano Silver Magnetic Attachments Large	Sallys	66345	\$26.74	\$2.07	\$28.81
Tint Bowl Set	Sallys	Bowl-CL	\$2.02	\$0.16	\$2.18
Rectangular Mirror	Sallys	SNS-43	\$10.74	\$0.83	\$11.57
Aluminum Spray Bottle	Sallys	B87	\$2.81	\$0.22	\$3.02
Barber Coat Embroidered (2)	Sallys	725 White	\$116.90	\$9.06	\$125.96
Barber Coat	Sallys	725 White	\$25.05	\$1.94	\$26.99
Scalpmaster Acrylic Santizing Jar 42oz.	Sallys	SC-550	\$15.55	\$1.20	\$16.75
Andis Cool Care Plus Spray (2)	Sallys	12750	\$19.54	\$1.51	\$21.05
Andis Blade Care Jar	Sallys	12570	\$11.21	\$0.87	\$12.07
Andis Blade Brush(2)	Sallys	12415	\$4.84	\$0.38	\$5.22
Gold N Hot 1875 Watt Dryer	Sallys	GH3210	\$52.66	\$4.08	\$56.74
Clubman Aftershave Lotion 12.5oz	Sallys	CM403200E	\$11.72	\$0.91	\$12.63
Clubman Talc	Sallys	CM276000E	\$5.41	\$0.42	\$5.83
Graham Sanek Dispenser	Sallys	49356	\$10.25	\$0.79	\$11.05
Soft n Style Terry Towels (24)	Sallys	TOW-2	\$39.98	\$3.10	\$43.08
Celebrity Jake Budget Manikin	Sallys	658	\$54.28	\$4.21	\$58.48
Celebrity Jake Budget Manikin	Sallys	658	\$54.28	\$4.21	\$58.48
Celebrity Debra Budget Manikin	Sallys	D804	\$49.68	\$3.85	\$53.53
Celebrity Debra Budget Manikin	Sallys	D804	\$49.68	\$3.85	\$53.53
Celebrity Budget Manikin Tripod	Sallys	H7000	\$83.50	\$6.47	\$89.97
Product Kit	UpperCut		\$33.40	\$2.59	\$35.99
Perm Rods (3doz)	Sallys	356WHLO	\$5.01	\$0.39	\$5.40
Butterfly Clips	Sallys	186B	\$1.52	\$0.12	\$1.64
Hot Tools Spring Grip Curling Iron 3/4"	Sallys	HTL1101	\$40.01	\$3.10	\$43.11
Lemon Crème	Sallys		\$6.70	\$0.52	\$7.22
<b>TOTAL BOOKS/TOOLS/UNIFORM</b>			\$2,779.58	\$215.42	\$2,995.00

\*Contents subject to change without notice due to availability of items from each

<u>ITEM</u>	<u>RETAIL</u>	<u>TAX</u>	<u>PRICE</u>
Milady 6th Edition Barbering Exam Review Book	\$70.85	\$5.49	\$76.34
Binder Phase 3	\$32.02	\$2.48	\$34.50
Irving Barber Razor	\$66.80	\$5.18	\$71.98
Personna Blades	\$3.34	\$0.26	\$3.60
Andis Grey Tapering Comb (2)	\$4.84	\$0.38	\$5.22
Andis Grey Cutting Comb (2)	\$4.84	\$0.38	\$5.22
Salon Chic 8" Clipper Carbon Comb (2)	\$4.34	\$0.34	\$4.68
Andis Flat Top White	\$1.89	\$0.15	\$2.04
Andis Flat Top Black	\$1.89	\$0.15	\$2.04
Supernail Nick Safe	\$4.09	\$0.32	\$4.41
White Barber Coat	\$25.05	\$1.94	\$26.99
White Barber Coat Embroidered	\$58.45	\$4.53	\$62.98
	<b>\$278.40</b>	<b>\$21.60</b>	<b>\$300.00</b>

The contents of tools kits are subject to change without notice. If items become unavailable from the supplier, we will offer a replacement of equal or greater value at no additional cost. The school is not responsible for a student's equipment, lost or stolen. Students must learn to be responsible for the tools of their trade. It is suggested by the school that all students keep their tools locked in their assigned locker when the student is not using them.

Students are required to go through their tool kit upon receipt and acknowledge that all contents are in working order. After the student acknowledges receipt of the Books/Tools/Uniform, the student is 100% responsible for the items. Returns must be handled directly through the manufacturers.

#### REQUIRED TEXTS

Barbering 1500 Hour-

Milady's 6<sup>th</sup> Edition Standard Professional Barbering Textbook, Workbook and Exam Review.  
ISBN# 9780538457644

Barber Crossover-

Milady's Standard Professional Barbering Exam Review 6<sup>th</sup> Edition (ISBN# 978-1305100671)

#### EQUIPMENT AND MATERIALS

Equipment and materials used in our programs are industry standard or above and include, but not limited to, Milady Standard Barbering, Milady Pro, MindTap. Tools that are offered in our courses include, but not limited to shears, clippers, blow dryers, razors, brushes, doll heads, tripods, combs and other required tools for barbering.

#### OVERTIME CHARGES (*Financial Aid and VA will not pay for Over Contract Time Charges*)

Overtime occurs when a student has not completed their program by the contract graduation date stated on the Enrollment Agreement or Addendum. If completion of clock hours is not completed by the contract graduation date on the Enrollment Agreement, and the allowable absence hours have been exhausted, additional tuition charges will accrue at the hourly rate stated on the student's Enrollment Agreement. No overtime charges = 94%-100% attendance at the said contract graduation date.

A student with attendance percentage of 93% or below at the said contract graduation date will have over contract time charges added to the student ledger. When over contract charges are incurred, these charges are added to the student's ledger as tuition. A new enrollment agreement addendum will be created to determine the new contract graduation date to complete the clock hours in the course. This overtime charge process will continue until the student has completed the course.

### OVERTIME CHARGES EXAMPLE

Example: If a student needs 100 hours to complete enrolled course at the time of the agreed upon completion date on the enrollment agreement, the overtime charges will be \$20.00 x 100 hours (\$2,000) to complete the course. At that time a new completion date will be determined to complete the course and added to an Enrollment Agreement Addendum.

### TERMS OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from Associated Barber College of San Diego and/or, private lenders.

All school charges must be paid in full before a Proof of Training Document and/or Official Transcripts will be issued. All school charges must be paid in full before credits may be released. Unpaid clock hours will be retained by the school until payment in full is complete. At the school's discretion on a case-by-case basis, clock hours paid may be released to the student.

### FEE PAYMENT OPTIONS

Payments can be made using the following:

- Credit/Debit Card- This option can be made in our Admission office or on-line through our website under the Resources Tab. A 3% service fee will be added to the student's ledger for any credit card or debit card payment or purchase.
- Personal check – This option will not be accepted for final payment. All checks are to be made payable to Associated Barber College. Submit in person or by mail to: 1333 5<sup>th</sup> Avenue San Diego, CA 92101
- Money order or Cashier's Check - All checks/money orders are to be made payable to Associated Barber College. Submit in person or by mail to: 1333 5<sup>th</sup> Avenue San Diego, CA 92101
- Cash. Cash Payments may be made in the Admissions Office in person.

### RETURNED CHECKS

Any check returned unpaid (stop payment or insufficient funds) is subject to a \$35.00 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared. After one returned check from a student is received, no more checks will be accepted from the student. The student will be required to make all future payments via credit card, cash, money order or cashier's check.

### THIRD PARTY PAYMENTS

If your tuition is going to be paid by a Third Party (i.e. Dept. of Rehabilitation, etc.), please submit your paperwork to the Admissions Office within 48 hours once you have registered.

### UNPAID BALANCES

Unpaid balances will be forwarded to Collections and the student will be charged a \$25.00 collection fee in addition to the balance due.

### NON-PAYMENT DROP SCHEDULE

Students who do not have their accounts paid according to their individual contracts are subject to late fees after the tenth (10th) day that payment is due. For Two (2) months of the nonpayment, the student will be subject to suspension until the account is brought current. If the account is not brought current by the third month, the student can be dropped at the Director's discretion.

### SCHOLARSHIPS

Institutional scholarships are not offered at our school.

## BARBER PROGRAMS - CURRICULA

Curriculum content and equipment is subject to change at any time.

### BARBERING ~ 1500 CLOCK HOURS

C. I. P. 12.0402

SOC Code 39.5011

COURSE CODE #	101 (0-450 HRS)	102 (451-900 HRS)
	103 (901-1200 HRS)	104 (1201-1500 HRS)

The Barbering course shall consist of fifteen hundred (1,500) clock hours of theory instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, practical instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on a person or mannequin. Our school uses direct method of instruction. The instructional program for our school meets and exceeds these requirements.

<u>Subject</u>	<u>Minimum Theory Hours</u>	<u>Minimum Practical Operations</u>
<u>Hair Dressing</u> – 1100 Hours		
Hairstyling Included, but is not limited to: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
Permanent Waving and Chemical Straightening Included, but is not limited to: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Hair Coloring and Bleaching Included, but is not limited to: The use of semi- permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
Hair Cutting Includes, but is not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<u>Shaving</u> – 200 Hours		
Preparation and Performance Included, but is not limited to: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
<u>Health and Safety</u> – 200 Hours		
Laws and Regulations Included, but is not limited to: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
Health and Safety Considerations Included, but not limited to: 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.	45	

Disinfection and Sanitation 20

Included, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology 15

Include, but is not limited to: Human Anatomy, Human Physiology.

Incorporated throughout the program:

Communication skills, Professional Ethics, Salesmanship, Client Record-Keeping, Decorum, Basic Tax Information relating to Booth Renters, Independent Contractors, Employees and Employers.

### COURSE OUTLINE

We use three phases for our course instruction:

Phase 1: Week 1 - Week 5 and 150 hours (Classroom Theory and Practical Observation)

Phase 2: 6<sup>th</sup> Week thru 999 Hours (Practical Floor)

Phase 3: 1000 – 1500 Hours (Practical Floor and Classroom Theory)

### COURSE OBJECTIVE

The Barbering Course educates each student in the arts and sciences of barbering. Each student who successfully completes the Barbering Course and passes the State Board Exam will be licensed in barbering to do barber service for pay in any establishment licensed by the California 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.

### COURSE OF STUDY

All theory and practical services are taught by the following procedure:

- Identify service to be taught
- Read in textbook about the implements, sanitation and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing written test, a video is shown on the service.
- The service is performed and explained in a live demonstration by the instructor.
- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

Haircut/Hairstyles~ Students are showed a live demonstration and after completion of first five weeks in classroom theory, students are allowed to proceed to the practical floor to perform haircutting on client's hair under supervision of instructor. As the student progresses, they are taught different hairstyles. Short hairstyles, medium hairstyles, long Hairstyles are included in the training.

Shaving~ The student is taught the safety and proper sanitation of the razor. This includes the proper preparation of the beard and the proper protection for the client, which includes draping. The student first practices in a classroom setting on a mannequin to learn the 14 steps of the shave. Once the student is proficient on the shave after a minimum of 40 hours of classroom instruction and the instructor will allow the student to perform a shave service on a client under instructor supervision.

Thermal Curling, Coloring, Tinting, Relaxing, Permanent Waves and Shampooing~ The students are required to attend lectures, demonstrations and watch videos on the safe and sanitary performances of these services. These services are all completed in a classroom setting on a mannequin prior to practicing these services on clients.

Sanitation~ The student is taught proper sanitation to keep the public safe. This includes but not limited to cleaning and disinfecting student's station, tools, linens, supplies and work area.



**BARBER CROSSOVER ~ 400 CLOCK HOURS****(Hours Exceed State Requirement)**

C.I.P. #12.0403

SOC #39-5011.00

The Barber Crossover course shall consist of four hundred (400) clock hours (Hours Exceed State Requirements) of theory instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, theory instruction shall mean instruction by demonstration, lecture, classroom participation or examination; practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. Our institution uses direct method of instruction.

<u>Subject</u>	<u>Minimum Theory Hours</u>	<u>Minimum Practical Operations</u>
<u>Shaving – 200 Hours</u>		
Preparation and Performance	100	40
Included, but is not limited to: Preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client’s face, rolling cream massages.		
<u>Hair Cutting – 180 Hours</u>	20	80
Included, but is not limited to: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
<u>Disinfection and Sanitation – 20 Hours</u>	20	
Included, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		

**COURSE OBJECTIVE**

This course will allow the California licensed cosmetologist to use the Cosmetology training as a foundation in the course of study. To acquire the knowledge of the following: the laws and rules regulating California barber establishment practices, specifically regarding shaving preparation and performance, sanitation and sterilization as related to all phases of hair and shaving, general theory relative to barbering and shaving preparation and performance, the practical part of shaving and men’s haircutting and business management techniques which are common to the Barber profession.

**COURSE OUTLINE:**

We use two phases for our course instruction:

Phase 1: Week 1 - Week 2 and 60 hours (Classroom Theory and Practical Observation)

Phase 2: 61 – 400 Hours (Practical Floor)

**COURSE OF STUDY**

All theory and practical services are taught by the following procedure:

- Identify service to be taught
- Read in textbook about the implements, sanitation and application of the service.
- Students take a written test in Milady Textbook on practical service.
- After successfully passing written test, a video is shown on the service
- The service is performed and explained in a live demonstration by the instructor.
- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

Haircut/Hairstyles~ Students are showed a live demonstration classroom theory. Then Crossover students are allowed to proceed to the practical floor to perform haircutting on client’s hair under supervision of instructor. As the student progresses, they are taught different hairstyles.

Shaving~ The student is taught the safety and proper sanitation of the razor. This includes the proper preparation of the beard and the proper protection for the client, which includes draping. The student first practices in a classroom setting on a mannequin to learn the 14 steps of the shave. Once the student is proficient on the shave after a minimum of 60 hours of classroom instruction and the instructor will allow the student to perform a shave service on a client under instructor supervision.

**CONSTITUTION DAY, Tuesday, September 17, 2019-** Our Constitution Day Lesson will be taught on Tuesday, September 17, 2019.

**STUDENT SCHEDULES OFFERED – INSTRUCTIONAL HOURS**

Practical and Theory aspects of training will run continuous from:

Monday 8:00am - 3:30pm  
 Tuesday - Friday 8:00am - 8:30pm  
 Saturday 8:00am - 5:30pm

**MORNING -**

<b>30 Hour Schedule (53 weeks) Includes 30 min lunch</b>	<b>35 Hour Schedule (46 weeks) Includes 30 min lunch</b>	<b>40 Hour Schedule (40 weeks) Includes 30 min lunch</b>	<b>24 Hour Schedule (66 Weeks) Includes 15 min break</b>
Tuesday – Saturday 7:30am - 2:00pm	Tuesday – Saturday 7:30am - 3:00pm	Tuesday – Saturday 7:30am - 4:00pm	Tuesday– Friday 8:30am – 12:30pm Saturday 9am-5:30pm
Monday – Friday 7:30am - 2:00pm	Monday – Friday 7:30am - 3:00pm	Monday – Friday 7:30am - 4:00pm	

**EARLY EVENING -**

<b>30 Hour Schedule (53 Weeks) Includes 30 min lunch</b>	<b>24 Hour Schedule (66 Weeks) Includes 15 min break</b>
Tuesday – Friday 2:00pm-8:30pm; Saturday 9am- 3:30pm	Tuesday– Friday 4:30pm-8:30pm; Saturday 9am-5:30pm

**CHANGE IN SCHEDULE**

Students may request a change in schedule. All schedule changes must be submitted in writing to the admissions office the week before the new schedule starts. All schedule changes must be approved by the Director or Associate Director. Once your schedule change is approved, the new schedule will start on the following Tuesday.

A schedule change that results in a different number of hours per week will be a \$25 fee. This fee is payable in cash only. Title IV funds or VA benefits will not apply to this fee.

**CLASS COUNTS-**

All of our classes start must have a minimum of three students at the time of enrollment to open a class. If a class is not available to open, the student will be notified of the next class.

**DISCLOSURES OF CHANGES TO SCHEDULES AND DATES**

Our school reserves the right to change class start dates, orientation dates or student schedules without notice. We will make every effort to accommodate our students and their schedules.

**WORKSTATION ASSIGNED**

Barber chairs and practical work areas will be assigned to each student by administration and faculty. Chair assignments are made as per availability per student schedule and could change daily. Most chair assignments will change every 5-10 weeks. It is expected that students will comply with chair assignments.

## **ATTENDANCE POLICY**

Your commitment to your agreed upon schedule is vital to your success in our barber school. This is a clock hour program. Attendance is vital to each student's success and important to the development for our future barbers. We take our attendance policy seriously by enforcing the policy daily. Each student is asked to commit to a schedule prior to signing the enrollment agreement. The schedule will create the student a completion date on the contract. Attendance at 94% or more will ensure graduation by the completion date. Attendance is monitored closely so that students maintain satisfactory progress.

All students are expected to be clocked in and prepared to begin class and remain on campus until their daily schedule is complete. (except when on break or lunch). Students not physically present in class at their class time are considered absent.

## **CLOCK HOUR POLICY**

Each student's palm scan will be registered in our school's software on Orientation Day. Students must clock themselves in/out daily using the palm scan. Students are required to be clocked in and out for school on or after the exact time of agreed upon schedule. (Not a minute earlier or later). While the student is clocked in, they are required to be engaged in a learning environment. Once a student clocks in the student must maintain presence on campus until the morning break. Students are not allowed to clock in and leave campus to park a car or get food/coffee. Please be prepared to stay on campus once the student is clocked in. All governing agencies will only recognize time if the student is engaged in a learning environment. A learning environment is defined as being on our school campus and engaged in barber related education while on campus. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension.

## **100% ATTENDANCE**

It is our goal to keep each student at 100% attendance. Less than 93% attendance at the end of your course will put students in overtime charges. Overtime charges are currently \$20 an hour.

More than 100% attendance will affect your Title IV Funds. See Financial Aid Administrator for explanation.

Failure to maintain the assigned class schedule may cause a student to be placed on probation, possible resulting ineligibility of financial aid, which could increase the student's personal financial obligation to the school.

**FIRST FOUR WEEKS:** Each student will be required to maintain an 80% attendance for the first four weeks of school. If 80% attendance is not met, then enrollment will be terminated per class. It is at the Director's discretion to allow make up hours for the first four weeks.

**SAP** - Our SAP policy states each student must maintain a cumulative average attendance level of 67% of the scheduled hours indicated on the enrollment agreement. However, if a student only maintains 67% of attendance, this will extend the length of their program, which result in overtime charges.

## **SICK/LATE/PERSONAL TIME OFF**

A student enrolled in Barbering 1500-hour course will be allowed 100 hours of absences within his/her 1500-hour course for sick/late/personal time off. A student enrolled in Barber Crossover 400-hour course will be allowed 24 hours of absences within his/her 400-hour course for sick/late/personal time off. The student's contract graduation date on the Enrollment Agreement includes sick/late/personal time off. Any sick/late/personal time off hours are calculated into the total allowable absence hours. Frequent time off may result in overtime charges.

## **REQUEST FOR TIME OFF**

If student knows in advance that they will need SICK/LATE/PERSONAL TIME OFF, a Request Time Off Form must be submitted to the office and approved by the school administration. The request for time off must be less than 14 calendar days. Any time off hours are calculated into the total allowable absence hours. Frequent time off may result in overtime charges.

### **ABSENCE POLICY**

Students must notify the school before their start time if they're going to be absent. Absences will result in accrued absent hours. Absences of three or more consecutive days without notification shall be considered cause for a 2-day suspension. Be prepared to provide a medical excuse signed by a doctor if absences persist. Excessive absences may result in termination of enrollment as per the Director's discretion.

### **TARDY POLICY**

All students must clock in within 2 hours after their scheduled start time. If not, the student will not be able to clock in for the day and will be absent. All tardy hours are calculated into the total allowable absence hours. Frequent tardiness may result in overtime charges.

### **LEAVING EARLY**

Student must notify the Attendance Administrator if a student needs to leave early. In order to be granted time off for leaving early, student must submit the Request Time off Form to the school administration and wait for its approval. A student must fulfill all sanitation duties prior to departure and notify the instructor prior to leaving. All early departure hours are calculated into the total allowable absence hours. Frequent loss of hours may result in overtime charges.

### **MISSING STUDENTS**

If student is clocked in, not signed out on break sheet and cannot be found during a period of time (15 minutes) they will not get credit for the hours after the last time attendance was taken. These hours are calculated into the total allowable absence hours. Frequent loss of hours may result in overtime charges.

### **SUSPENSIONS**

1. If a student is suspended, the hours missed for the suspension will be calculated into the total allowable absence hours. Frequent loss of hours may result in overtime charges.
2. Three suspensions during the course could result in termination.

### **TERMINATIONS/WITHDRAWALS FOR ABSENCES**

1. Any student absent 14 consecutive calendar days without notifying the Admissions Office will result in termination.

### **MAKE UP WORK**

Make up work will be assigned by way of oral, written or practical assignment, depending on the judgement of the instructor as to which type of assignment would best benefit the student. Students may have to complete more than one assignment to meet their requirements. Required assignments and/or exams that are not made up within 14 days from the original assignment, except in extenuating circumstances, may result in the student's being dropped from the program.

### **MAKE UP HOUR POLICY**

Make up hours are at the discretion of the Director only. The school must have the availability to offer make-up hours for capacity issues on campus. Make up hours cannot be used to accelerate the contract graduation date.

### **LUNCHES**

Each student MUST clock out when taking a lunch break. Students who fail clock in/ out for their 30-minute lunch or take less than a 30-minute lunch will be docked 1 hour per day. 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 a student misses their lunch break, then they will be required to clock out after 5 hours. If the student attends less than 5-hour class day and desires to take a lunch break (30 minutes), then the student must have permission from an instructor. If a student needs to take an extended lunch, it is required to inform the instructor immediately. Extended lunches are calculated into the total allowable absence hours. Frequent loss of hours may result in overtime charges.

## **BREAKS**

For every 6-9 hours of clocked in time, a student can take two 15-minute breaks. These breaks must be taken separately, and the student must sign out on the break sheet when taking each break. The breaks cannot be combined together or with lunch unless the student has a medical reason to do so. If the student takes longer than 15 minutes per break, the student will be clocked out from the start of his/her break until returned.

## **LEAVE OF ABSENCE**

Students must follow this LOA policy when requesting a leave of absence. 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 circumstance(s) to take a Leave of Absence (LOA) from the program.

To request a LOA, the student must submit a written request for a leave of absence in advance. If unforeseen circumstances prevent the student from doing so, the school may grant a LOA to a student who did not provide a request in advance. Followed by documenting the reason for the decision, collect the completed LOA request form upon return and signature.

A written request can be submitted in person to our Admissions Office, or via email [info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu) or by mail 1333 5<sup>th</sup> Avenue San Diego CA 92101. An email request must come from the email address the school has on file for the student.

The written request must include:

- the reason for the student's request,
- the start and end dates of the requested LOA,
- 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 as a result of the approved LOA. Students may be granted a Leave of Absence for a minimum of 14 calendar days to a maximum of 180 calendar days within any given 12-month period. These days can be accumulated from more than one Leave of Absence.

### Example:

	<u>LOA START DATE</u>	<u>LOA END DATE</u>	<u>TOTAL DAYS</u>
First LOA-	March 1,2018	July 3,2018	124 Days
Second LOA-	September 21,2018	November 16,2018	56 Days
TOTAL DAYS TAKEN			180 DAYS

The school cannot guarantee availability when the student returns from the LOA. The school has the right to extend the LOA until the school has a class or space to offer the student, not to exceed 180 days.

Students returning from a LOA will return to the academic progress standing they held prior to the start of the leave. Students on a LOA are not considered withdrawn and no refund calculation will be performed. 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 the student's last day of attendance.

With an approved LOA, the student's contract period will be extended by the same number of days taken in the LOA. An addendum to the contract graduation date will be modified, signed, and dated by the student and office staff. As required by federal statute and regulation the students last date of attendance prior to the LOA will be used to determine the amount of tuition earned.

## **CONDUCT POLICY**

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

Each student is given our written policies on Safety and Security, Sexual Misconduct and Drug and Alcohol Prevention. ABCSD defines sexual assault as “any attempt or actual unwanted sexual contact, physical or nonphysical, in the absence of clear and voluntary consent. Clear and voluntary consent that is given freely and actively in mutually agreed upon sexual activity. Consent is not clear or voluntary if it results from the use of physical force, threats, intimidation, or coercion. It is a violation of policy to have sex or sexual contact with someone who is known to be or should be known to be incapable of making a rational, reasonable decision.”

All of our school policies can be found on our website: [www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu)

## **NON-DISPARAGEMENT POLICY**

Students of ABCSD acknowledge and agree that disparagement refers to negative remarks about the school, its students, employees and associates which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, You Tube, Twitter, Snapchat, etc.) carries the responsibility to use these forms of communication with respect and integrity in all aspects of networking. Students must refrain from making any negative comments or representations towards our school, staff and office personnel. Violation of this policy will result in disciplinary action and/or termination from enrollment.

## **NOT-FRATERNIZATION POLICY**

Students must refrain from developing personal relationships with instructors, administration and other employees of ABCSD. Employee/student social relationship must maintain professional for the school setting. This includes all social media, phone or text messaging. Relationships formed pre-enrollment between ABCSD employees and students should be immediately disclosed to the Director so that a determination can be made as to whether the relationship violates this policy.

## **DRESS CODE**

Students are required to arrive to school each day in their clean issued uniform and groomed for school. This includes hair done and men shaved. Smocks are worn on the outside of personal garments, including jackets. Long pants are required. Sweat pants or gym pants are not allowed. A shirt is required under the uniform. No hats or head wear of any kind are to be worn including do-rags and nets. No shorts skirts or dresses are permitted. Shoes must be closed toe with a low heal. A work type shoe is recommended. Students must arrive to school appropriately groomed. The Dress Code Policy is enforced on or off campus and on breaks if the student is clocked in. Violation of Dress Code Policy will result in the student being sent home to correct his/her attire. If the student is sent home, the student will be required to clock out.

## **SCHOOL RULES AND REGULATIONS**

All students receive a copy of the Rules and Regulations in the school catalog prior to signing the school's Enrollment Agreement. All School Rules and Regulations are reviewed in Orientation. Failure to comply with school rules and regulations may result in student's suspension or termination. All students understand that they are enrolling as a student and students are not employees of the school.

1. Students must comply with all school policies and state rules and regulations as stated in this catalog. Please note that ABCSD will always refer to our school's catalog during the student's enrollment. It is each student's responsibility to be familiar with each section in the school catalog.
2. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated and can result in suspension or termination/expulsion. Student may be sent home if the student refuses a client.

3. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
4. Our school does not tolerate any unprofessional or unethical behavior whether unintentional or deliberate. Such behavior can include lack of courteous demeanor; stealing; willful destruction of school property; disrespect toward students, staff or customers; conduct such as falsifying student records, misrepresentation of any information given to admissions or financial aid administrators, cheating or dishonesty towards attendance.
5. Our school has a zero tolerance of activities on or off campus such as bullying, cyber bullying, verbal abuse, sexual harassment, threats of violence, possession or use of drugs or alcohol or weapons.
6. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission from the Associate Director.
7. Our facility is a Non-Smoking facility. Smoking is not permitted within the building or within 25 feet of the building. Any smoking must be done on student's breaks or lunch time. The school will not tolerate the use of alcohol or drugs on campus or while clocked in at any time. No student will be allowed to attend school that is under the influence of drugs or alcohol.
8. Visitors are NOT permitted in the classroom or on campus at any time without a visitor's pass.
9. School business phones may not be used for personal calls. You are not permitted to use your cell phone while clocked in, working on a patron or leave a patron to answer the phone. All cell phones are to be kept on vibrate while clocked in school. In case of emergency, you may give your family the school phone number. If you determine a phone call is an emergency, excuse yourself from the client or the classroom and take your emergency phone call outside or in the break room.
10. Rigid adherence to the rules of Health, Safety and Sanitation and personal hygiene are required at all times. Students must keep their work stations clean and in sanitary condition. A minimum of ½ hour of sanitation duties must be completed by each student daily. All tools and materials must be in a sanitized condition at the end of each practical service. Continued violation of sanitation rules will result limited practical floor services. Sanitation is a major part of our curriculum. A clean barber school is a part of our sanitation curriculum. All work stations and common area will be inspected weekly. If a student does not pass a sanitation inspection on the workstation, they will be in jeopardy of losing their privilege to work at a station. The State of California has sanitation rules that we must stay in compliance.
11. All students serving the public must exhibit courteous and pleasant customer service. If difficulty arises, please call an instructor. Students must take all services assigned to them. Students who fail to take a patron will be clocked out and sent home for the day. Student will be referred to the Director for disciplinary action.
12. No student may leave a patron while doing a service, except in an emergency and is excused by an instructor. Students must not socialize with another student who is busy with a patron. Good customer service is MANDATORY.
13. Students are ONLY allowed to render services to the patron as called out by service ticket. Students violating this rule will be disciplined accordingly. If a patron would like to add a service to the ticket, please call an instructor for permission to render the service.
14. Each student MUST have an instructor check each customer service by signing off the customer ticket.
15. Students are discouraged to borrow equipment/tools from each other. Each student is responsible for their own tools. Tools must be kept in good working condition. If a student does not have good working tools, or a complete tool kit, then the student will not be allowed to work on the practical floor until his/her tools are in good working condition. Only products furnished by the college may be used unless otherwise approved by the instructor.
16. Students are to eat in the lunch area only or classroom when class is NOT in session. Food is not allowed on the practical floor, in the school lobby, reception area or at work stations at anytime. Open liquid drink containers cannot be on the station and must be stored in the closed cabinet.
17. Students are to park their cars at their own risk and expense. Students are not allowed to clock in and go move their cars for parking purposes.
18. Personal listening devices (with or without headphones) are not allowed while working on a patron or while in theory class. Personal listening devices for music are allowed while on personal study time as long as the student can hear the instructor.

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

Associated Barber College of San Diego expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution, which complies with 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. This policy is discussed and given to the prospective student prior to enrollment. This SAP policy is consistently applied to all students enrolled in a specific program that is specifically tailored to the students scheduled category of attendance (e.g., part-time, full-time). SAP evaluation periods are based on actual clock hours of attendance.

SAP applies to all students regardless of whether they are receiving Title IV financial aid. Federal Regulations require that all schools participating in any Title IV Federal Financial Aid program must adhere to the SAP policy. As a Title IV Financial Aid recipient, you must maintain SAP to remain eligible to receive Title IV Federal Financial Aid.

### **Academic Year Definition**

The academic year at Associated Barber College of San Diego is 900 clock hours and 26 weeks.

### **Evaluation Procedures**

Students will receive a printed copy of their SAP at each evaluation point. A signed copy will be maintained in the student's file. This will ensure that each student is notified of their SAP progress and how it impacts the student's eligibility for Title IV Funds. Evaluation points are actual hours listed below:

- Barbering: When a student completes 450, 900 1200 and 1350 actual clocked hours
- Barber Crossover: When a student completes 150 and 350 actual clock hours

All evaluations are completed and documented within seven (7) School Business Days of the due date of the evaluation, thus based on and completed for the published evaluation point.

### **Standards for SAP:**

#### **Quantitative (time-based) and Qualitative (grade-based) Standards:**

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations), final practical assessment and other required course work.
2. Maintain a cumulative average attendance level of 67% of the contracted hours indicated on their enrollment contract. For example, a student scheduled to complete 35 hours per week would have to maintain an average weekly attendance of at least 23 hours per week ( $35 \times .67 = 23$ ). To determine your rate (pace) of attendance divide the cumulative number of hours completed by the scheduled hours to date.

#### **Completion of Course Within Designated Period of Time**

Full-time students attend 35-40 hours per week. Part-time students attend 30 hours per week. The State of California, Board of Barber and Cosmetology requires 1500 clock hours for Barbering program and 400 Clock Hours for Barber Crossover program.

3. Students are expected to complete their course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in the Barber program (1500 clock hours) must complete within 56 weeks and a student who enrolls in the Barber Crossover program (400 clock hours) must complete within 15 weeks. For determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements at each evaluation point of the program to be considered as making satisfactory academic progress until the next scheduled evaluation. SAP evaluation points are based on actual clock hours.



## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (con't)**

### **Maximum Time Frame**

Students must complete the educational program within the maximum time frame which is based on attending at least 67% of the scheduled hours.

<b><u>Program</u></b>	<b><u>Length</u></b>	<b><u>Maximum Time Frame</u></b>
Barbering- (40-hour schedule)	38 weeks	56 weeks
Barbering- (35-hour schedule)	43 weeks	65 weeks
Barbering- (30-hour schedule)	50 weeks	75 weeks
Barbering- (24-hour schedule)	62.5 weeks	93.75 weeks
Barber Crossover – (40-hour schedule)	10 weeks	15 weeks
Barber Crossover – (35-hour schedule)	12 weeks	17 weeks
Barber Crossover - (30-hour schedule)	13.33 weeks	20 weeks
Barber Crossover - (24-hour schedule)	16.66 weeks	24.99 weeks

### **Exceeding Maximum Time Frame**

Students who exceed the maximum time frame may be terminated at the Director's discretion.

### **GRADING**

Students are evaluated on a regular basis in theory and practical work. For theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). For Practical, all students will be evaluated daily when doing practical operations. The Practical tests are measured on a pass or fail basis issued by the Instructor. An instructor would notify you immediately if the service resulted in failing work. Students must maintain a minimum of 75% cumulative grade average to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### **ACADEMIC GRADING**

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

### **REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE COURSE**

The student shall have completed Theory and Operations required by Board of Barber & Cosmetology with a grade average of 75% or better.

### **DETERMINATION OF PROGRESS OF STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation.

### **WARNING**

If a student fails to meet satisfactory academic progress standards for either attendance or academics at any evaluation point, the student will automatically be placed on a SAP Warning Status and will remain in that status until the next evaluation point. At the warning period, a written academic plan will be agreed to by the student and Director. (If both parties cannot agree on the academic plan, enrollment may be terminated.) The student will be counseled regarding actions required. A student placed on a SAP Warning status may continue to receive FSA funds. The student will be counseled on the potential loss of eligibility of FSA funds, if applicable, and will be advised on steps necessary to correct the academic deficiency and be reinstated to good academic standing.

## PROBATION/APPEAL/REINSTATEMENT AND REESTABLISHING ELIGIBILITY PROCEDURES

A student who fails to meet satisfactory academic progress after the SAP Warning period will lose their FSA eligibility (if applicable). The student may appeal this determination and if he/she prevails, the student will be placed on SAP Probation. A SAP Probation determination explains the reason why the student did not make satisfactory progress and if they can document the circumstance(s) which caused them to have unsatisfactory progress. The basis for filing an appeal, such as, death of a relative, injury or illness of the student, or other special circumstances requires documentation. The written appeal must also include a statement of what has changed in the student's situation that will allow the student to meet the standards for SAP by the beginning of the next evaluation period.

## TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purposes of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

## APPEAL PROCESS

The student must submit a written appeal as to why he/she failed to make SAP to the school administration within five (5) business days of not making satisfactory progress or termination. If the student fails to appeal this decision, the decision will stand as FINAL. If a student is terminated for gross misconduct, which includes, but is not limited to, reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor and Director. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

If the student's appeal is approved, eligibility for FSA funds will be reinstated for one evaluation period and the student will continue SAP Probation until the beginning of the next evaluation point. The original academic plan will be revisited with the student and revised to ensure conformance with the expected minimum SAP standards.

Students who do not appeal a determination of unsatisfactory progress and termination of FSA funds, or whose appeal has been denied, may continue school on Probation status for one evaluation period as a cash paying student. At the end of the Probation period, all students on Probation status will be required to have satisfied all standards for SAP. Students who fail to meet the standards for SAP by the end of the Probation period may be terminated from school. Students who successfully meet the standards for SAP by the end of the SAP Probation period will be reinstated to good academic standing and will regain their FSA eligibility.

Results of the appeal and academic plan(s) are documented in the student's file.

## 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. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

## DETERMINATION OF WITHDRAWAL

ABCSD will determine a student's withdrawal as per the following:

- 1) a student who did not return from an approved Leave of Absence;
- 2) those who were terminated from enrollment by the school;
- 3) those who withdrew from the program and notified the school;
- 4) those who fail to attend classes for 14 calendar days.

### **RE-ENTRY POLICY**

Students who withdraw and desire to re-enroll must request permission from the Director to re-enter the program. Upon approval, the Director will determine the amount of hours that will be accepted to re-enter. All re-enrollments will require a new enrollment agreement. The new enrollment agreement will be based on the current cost of tuition and fees. Please refer to the *Credit for Previous Training Policy* for more information. The institution reserves the right to evaluate the previous enrollment and to verify the student was in a good standing with a tuition account paid up to the last date of attendance before the student is accepted for re-enrollment. A non-refundable re-enrollment fee of \$250 will be charged.

Students who withdraw prior to completion of the course of study and have been approved by the Director 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. All student records are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. The school reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with ABCSD before the student is accepted for re-enrollment.

### **GRADING SYSTEM**

Students are evaluated on a regular basis in theory and practical work. For Theory, all students will be graded on every chapter in the Milady textbook. Each Chapter test must have a passing grade of 75% or better. For Practical, all students will be evaluated daily while doing practical operations. Each student must pass a Mock State Board Practical and Theory test to successfully pass the course. The Theory tests evaluations are measured on a standard percentile basis and the percentage is converted to Excellent, Above Average, Average or Failing – Unsatisfactory (see chart below). The Practical tests are measured on a pass or fail basis issued by the Instructor. Students must maintain a minimum of 75% cumulative grade average or practical pass evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

### **ACADEMIC GRADING**

Grading Scale	
90% - 100%	Excellent
89% - 80%	Above Average
79% - 75%	Average
Below 75%	Failing - Unsatisfactory

### **REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE COURSE**

The student shall have completed Theory and Operations required by the Bureau of Barbering & Cosmetology with a grade average of 75% or better.

### **REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE COURSE**

The student shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of 75% or better.

### **GRADUATION REQUIREMENTS**

Students are eligible for graduation, providing they have completed the required course clock hours, maintain a 75% grade in theory, have completed all required course practical services, passed a simulated Mock State Board test.

### **DIPLOMA CERTIFICATE**

Students will receive a Diploma Certificate when graduation requirements are met. There is a \$20 fee for each request for a duplicate diploma certificate.

### **OBTAINING PROOF OF TRAINING AND TRANSCRIPTS**

When a student has fulfilled all of his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document and an Official Transcript will be issued to the student. Students are required to have their Proof of Training document in order to take the state exam. There is a \$20 fee for each request for a duplicate copy Proof of Training and/or Transcript.

## **LICENSING REQUIREMENTS**

Applicable students are eligible for examination given by the state, provided they have completed the selected course at a licensed school of Barbering. Associated Barber College of San Diego's courses meets or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10<sup>th</sup> grade or equivalent and possess a Proof of Training document issued by a licensed California Barber school. A Proof of Training document will be release to the student as soon as all graduation and financial requirements have been met.

## **COST OF STATE EXAMINATION / LICENSE. (fee is subject to change without notice)**

The Barber Exam is \$125.00. It is recommended that a test kit is purchased from an independent vendor and travel accommodations are made for the exam. These costs are not included in the course. The exam sites are in Glendale and Fairfield.

## **EXAM PRE-APPLICATION POLICY – Barbering Program**

The California Board of Barbering and Cosmetology (BBC) has a pre-application process. This process allows a student to reserve his/her exam date within 2 months of graduation. The BBC has the sole discretion to grant the pre-exam date and grants the pre-application process to students whom have no prior criminal record and is in good standing with the BBC. ABCSD offers this process as a privilege to each student. It is totally the discretion of the school to pre-apply a student. The Pre-Application process is granted with (but not limited to) the following criteria: Student must have the School Director's consent

- Completion of 1125 hours
- 75% tuition paid (including overtime)
- 75% of required services completed
- Student in good standing with school (no disciplinary measures taken)
- Attendance on schedule for completion date
- Test scores "C" average or above.
- \$134 Check or Money Order made payable to the Board of Barbering  
(\$125 for Exam and \$9 for Pre-Application)

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

## **EXAM APPLICATION POLICY (NON-PRE-APPLY)– Barbering Program**

For a Student who did not pre-apply, the Application Process begins as soon as the Graduation Requirements are met, and Proof of Training Document and Official Transcripts are issued to the student for the course studied. The state exam fee is \$125 is required in check or money order made payable to the Board of Barbering and Cosmetology.

## **EXAM APPLICATION PROCESS FOR BARBER CROSSOVER COURSE**

Barber Crossover Students are allowed to receive their Proof of Training Document at the time that they complete 200 Clock Hours, successfully pass all written and practical exams at 75% or higher and have paid the tuition balance in full. At that time, we will assist the student in applying for their State Exam. The remaining 200 hours will be used to continue practical applications and prepare for the State Exam. A diploma will be issued after the graduation requirements are met.

## **CAREER COUNSELING AND PERSONAL ATTENTION**

Students are counseled individually, formally and informally, as often as necessary, but minimally at each SAP to review the student's progress and adjustment. Students are given personal attention and assistance at every stage of training from the first day of enrollment. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given for the preparation of the Board of Barbering Examination. Successful Barbers, Shop/Salon Owners and Stylists are scheduled to give demonstrations and to discuss career goals, etc., with the students. These activities supplement the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time.

## **JOB PLACEMENT**

Included in our passion, we strive to make each student highly employable. Our school works closely with barber shop owners and alumni so that all graduates of our school are given an opportunity to secure employment in our industry that is right for them. Throughout your course we have many alumni that come to our school to share their experience and give back to our students by way of knowledge and wisdom. Our school cannot guarantee employment nor does the school use placement data as an incentive to entice prospective students to enroll. Notices are posted on the student bulletin board of jobs available from neighboring Barber establishments. Instructors teach interviewing techniques and assist graduate in locating employment.

Graduates are encouraged to check back with the school at any time after the graduate has passed the State Board exams and received their license for assistance with employment. The graduate is also encouraged to keep in contact from time to time with the school to keep us abreast of his/her progress, employment status, and provide feedback on the scope of the training the student received at the school.

## **STUDENTS RECORD KEEPING**

Student hours are recorded daily from Genesis software system. Tests are recorded in the Milady Pro/MindTap software system and transferred to the Genesis software system. Physical attendance is taken multiple times a day in theory classroom and practical floor. Cumulative attendance hours are made available to students weekly. Informal progress reports are available on request.

Students are responsible for their own student records (tests, make-up tests, hours, etc.) Students must check their SAP reports to verify that the amount of services and test scores are correctly recorded. If there is a discrepancy in a student's record, please notify the office immediately. Notify the office immediately of any address or telephone change.

## **ACCESS STUDENT RECORDS**

It is the policy of Associated Barber College of San Diego to guarantee each student access to their student's record. A student can have access to his/her files during office business hours by appointment. The office business hours are Tuesday thru Friday from 9:00am – 6:00pm. To request an appointment, please call the business office at (619) 234-7703 or email ABCSD at [info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu). The school's policy requires written consent from the student and parents or guardians of dependent minors each time before releasing any student information in response to a third-party request, other than a request by NACCAS, unless otherwise required by law. The school provides access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

For current students enrolled, the files will be made available immediately. For graduated and withdrawn students, please specify the year of graduation and the files will be made available within 3 business days if all financial obligations have been met. Please note that the FERPA act will apply in all cases.

It is the policy of Associated Barber College of San Diego to retain all student records for 6 years and transcripts are kept permanently. The records are the property of Associated Barber College and will be kept at 1315 5th Avenue San Diego, CA 92101 (619) 234-7703 Fax (619) 234-8257.

## **COPYRIGHT INFRINGEMENT POLICY**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. ABCSD responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our President/CEO, Vice President/CFO and Financial Aid Director to investigate and respond.

## **CAMPUS SECURITY**

Any person witnessing some form of criminal action or other emergency should report it to an instructor or staff member. The Director will investigate the incident and report it to the local Police Department if appropriate. Our campus building is locked during non-business hours and all of our instructors and administration have a key to the building. All students on campus must be accompanied by a staff member. The instructor will unlock the classrooms each morning. A staff member will be present during all open hours. The school does not have a security guard. All incidents of criminal or emergency nature are reported to the local Police Department. During orientation, students are informed about the importance of a safe school. Students and staff are encouraged to stay together when walking to their cars or public transportation. Our school does not have a parking facility and parking is at your own risk. Staff is reminded that they can assist in crime prevention by ensuring that all doors are locked. Staff must report any suspicious situation to the Director or Associate Director. The school does not recognize any off-campus student organizations or gatherings. The sale or use of alcohol and illegal drugs are not permitted at the school. Anyone observed using illegal drugs and any underage alcoholic consumption should be reported to an Instructor and will be referred to local police authorities. The school has a drug and alcohol prevention program in place as required under Public Law 101-226. Please see our full Campus Security and Title IX Policy at: <https://sandiegobarbercollege.com/wp-content/uploads/2020/01/Campus-Security-Policy-18-1019.pdf>

## **NOTIFICATION OF RIGHT UNDER FERPA**

The Family Education Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of a student 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)
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - 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 (/about/contacts/gen/index.html#frs). 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

## **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

Associated Barber College of San Diego has an established procedure for addressing student complaints. A copy of the school's complaint form is attached, and additional copies are available at the school and/or may be obtained by contacting Joseph J. Roccoforte, the school's director.

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

To complete a complaint form, do as follows:

1. List all complaints and grievances.
2. 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: Mr. Joseph J. Roccoforte, 1333 5<sup>th</sup> Avenue San Diego, CA 92101.) All grievances/complaints regardless of the nature will be given to the owner and reviewed.
3. 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.
4. 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: 2535 Capitol Oaks Drive, Suite 400,  
Sacramento California 95833  
Mailing Address: PO Box 980818  
West Sacramento, CA 95798-0818  
Phone: (916) 431-6959 Fax: (916) 263-1897  
<http://www.bppe.ca.gov>

5. Any grievance/complaint that cannot be resolved with BPPE should be directed to:  
National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(P) 703-600-7600 (F) 703-379-2200

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](http://www.bppe.ca.gov)

**QUESTIONS:** Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)  
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833  
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798  
Tel (916) 431-6959 Toll Free (888) 370-7589, Fax (916) 263-1897  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)

**ASSOCIATED BARBER COLLEGE OF SAN DIEGO**  
**GREIVANCE/COMPLAINT FORM**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

Student ID # \_\_\_\_\_ TELEPHONE \_\_\_\_\_

1. Please provide a one or two sentence description of your complaint.

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2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

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3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

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4. Indicate what specific resolution you are seeking or recommending.

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I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date



## **DISABLED STUDENTS**

In compliance with the American's Disabilities Act (ADA), Public Law 101-336, ABCSD provides "Reasonable Accommodations" for students with disabilities that may affect their ability to learn the required curriculum set by the State of California Board of Barbering and Cosmetology. It is the student's responsibility to notify ABCSD if reasonable accommodation is needed. ABCSD is not required by the ADA to provide accommodations if the student does not inform ABCSD of their needs. Access for disabled students to the institution's facilities is available at our school.

### **DISABILITY, ACCOMODATION AND GREIVANCE POLICY**

#### 1. Statement of Non-Discrimination and Accommodation

- a. Associated Barber College of San Diego ("ABCSD") does not discriminate on the basis of disability.
- b. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of ABCSD, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.
- c. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA Compliance Coordinator:

Michelle Roccoforte  
Associate Director  
1333 5<sup>th</sup> Avenue  
San Diego, CA 92101  
(619) 234-7703  
Associatedirector@associatedbarbercollege.edu

#### 2. Requests for Accommodation

- d. Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.
- e. The ADA Compliance Coordinator will provide a student or applicant with a **Request for Accommodations form**. This form is also on our website.
- f. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

<b>Disability</b>	<b>Qualified Professional</b>
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist

Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. ABCSD may request additional documentation as needed.

- g. After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
- h. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.
- i. ABCSD will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

## 2. Grievance Process

- a. ABCSD has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
- b. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. ABCSD will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
- c. Procedure
  - i. Grievances must be submitted to the ADA Compliance Coordinator, Michelle Roccoforte, Associate Director 1333 5<sup>th</sup> Avenue San Diego, CA 92101 (619)234-7703 [mmbr@michelleoccoforte.com](mailto:mmbr@michelleoccoforte.com). Grievances must be submitted to the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
  - ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
  - iii. The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.
  - iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.
  - v. The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to Joseph Roccoforte, Director 1333 5<sup>th</sup> Avenue San Diego, CA 92101 619-234-7703 [info@sandiegobarbercollege.com](mailto:info@sandiegobarbercollege.com) within 15 days of receiving the ADA Compliance Coordinator's decision. The Director shall issue a written decision in response to the appeal no later than 30 days after its filing.

- vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.
- vii. ABCSD will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

### **HOUSING**

Associated Barber College of San Diego does not have dormitory facilities under its control. It is the student's responsibility to find their own housing, it is not the responsibility of the institution. The availability of housing depends on the housing market at the time of enrollment. For data information on housing in San Diego <https://www.sandiego.gov/sites/default/files/housing-inventory-annual-report.pdf>

Please refer to San Diego Housing Commission at [sdhc.org](http://sdhc.org) for information on housing opportunities near our school. This website will give you ample information on the availability of housing located reasonably near the school's facilities and an estimation of the approximate cost or range of housing.

### **LOCKERS / PERSONAL ITEMS**

Our school provides each student with a locker. Students are responsible for their own personal property. Our school is not responsible for loss or theft of personal items. All items should be labeled with student's name. We will assign each student a locker on request. Please provide a lock with two keys. One key will be retained by the school. All student lockers are subject to inspection at any time. On graduation day, please clear out the locker and retrieve your second key. Any personal items left in lockers after one month of graduation will be donated to charity.

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

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

An individual who is associated with Associated Barber College of San Diego who is Seeking information regarding drug abuse can call the following local agencies provide assistance to our employees, students and their families.

McDonald Center	Drug Rehab Centers of San Diego
Scripps Hospital	402 W. Broadway
9888 Genesee Avenue	San Diego, CA 92101
La Jolla, CA 92037	858-384-1294
(619) 458-4300	<a href="http://www.drugrehabcentersd.com">www.drugrehabcentersd.com</a>

The school will not tolerate the use of alcohol or drugs at any time. No student will be allowed to attend school that is under the influence of drugs and/or alcohol.

### **DOMESTIC VIOLENCE SERVICES**

All students and employees are notified of the following locations to assist with domestic violence victims:

Domestic Violence Recovery:	964 Fifth Avenue #328
Linda Griffin	San Diego, CA 92101
<a href="mailto:domesticviolencerecovery@juno.com">domesticviolencerecovery@juno.com</a>	619 685-0041 619 685-0042

### **SAN DIEGO CRISIS HOTLINE:**

All students and employees are informed of San Diego's Crisis Line: (619) 557-0500 for any personal crisis.

### **UNPLANNED PREGNANCY**

For assistance with unplanned or unwanted pregnancy, call (877) 558-0333 or [www.Pregnantandscared.me](http://www.Pregnantandscared.me)

## **VOTER REGISTRATION FORMS**

We encourage all of our students to register to vote. Voter registration cards available in the office.

## **REGISTERED LIST OF SEX OFFENDERS**

The registration list of sex offenders is available on line at: <http://www.meganslaw.ca.gov/>. If a student needs assistance in viewing this list, our office staff can be available to assist.

## **SCHOOL CLOSURE POLICY**

ABCSD shall be considered in default of the enrollment agreement when an educational program is discontinued or canceled, or the institution closes prior to completion of the educational program. If ABCSD is in default, student's institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If ABCSD does not make that provision, a total refund of all institutional charges shall be made to students.

Prior to closing, ABCSD shall provide the bureau with the following: (1) Pertinent student records, including transcripts, as determined by the bureau, pursuant to regulations adopted by the bureau. (2) If ABCSD is an accredited institution, a plan for the retention of records and transcripts, approved by the institution's accrediting agency, that provides information as to how a student may obtain a transcript or any other information about the student's coursework and degrees completed. (b) Subdivision (a) applies to all private postsecondary institutions, including institutions that are otherwise exempt from this chapter pursuant to Article 4 (commencing with Section 94874).

## **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.

## **VETERAN APPROVAL**

Our institution is approved by the California State Approving Agency to enroll veterans and other eligible persons. The Veteran's Administration accepts programs approved by California State Approving Agency for Veteran's Education. Our programs have been approved for:

- Chapters 33, 30, 35, 1606, 1607, Tuition Assistance, MyCAA

In order to enroll with Veteran Benefits, you will need to provide our school with the following:

- A copy of a submitted Form 1995
- A current and valid Certificate of Eligibility
- Additional required documents for admission (listed in Admission section).
- OR Tuition Assistance Approval

To obtain these documents, please visit your VA website; [www.gibill.va.gov](http://www.gibill.va.gov) or your ESO.

## **TITLE 38 – VA PENDING PAYMENT COMPLIANCE**

In accordance with the Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 911 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. The school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student to secure alternate or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

- Provide Chapter 33 Certificate of Eligibility (or it's equivalent) or for Chapter 31, VA VR&E contract with the school on VA form 28-1905 by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

The school reserves the right to confirm eligibility of VA Benefits for Chapter 33 through the VA Regional Office in Muskogee, OK prior to enrollment. For Chapter 31, the school requires that the VR&E counselor submit the Form 22-1905 prior to enrollment.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.”

#### VA – SATISFACTORY ACADEMIC POLICY (SAP)

Our school will evaluate each student using veteran benefits progress as follows:

Barbering: When a student completes 375, 450, 750, 900, 1125, 1200, 1350 actual hours

Barber Crossover: When a student completes 100, 200, 300 and 400 clocked actual hours

Students using veteran benefits are expected to maintain a grade of 75% or better at the end of each evaluation point in order to be deemed as progressing satisfactorily. If a student does not meet the minimum grade of 75% at the end of any evaluation point, he or she will be placed on academic probation until the next immediate evaluation point. If at the end of the student’s probation period, his or her grade still does not meet the minimum satisfactory grade, the student’s VA benefits will be interrupted, and the Department of Veterans Affairs will be notified immediately.

Students using veteran benefits are expected to maintain a minimum attendance of 80% on all SAPs or, he or she will be placed on probation in the next immediate evaluation point. If at the end of the student’s probation, he or she has not improved attendance to 80% or better, the student’s VA benefits will be interrupted, and the Department of Veterans Affairs will be notified immediately.

#### VA REFUND POLICY

If for some reason your enrollment is terminated or the student withdraws from the program, a refund will be calculated as per our school’s refund policy. (See our school’s Refund Policy in our school’s catalog.) The refund will be sent to the student within 30 days of the termination date. The VA will be notified, The student will be 100% responsible for the debt from the VA.

#### CREDIT EVALUATION POLICY – JOINT TRANSCRIPTS

Our school will evaluate all previous education and training. Credit will be granted when appropriate. Credits allowed will be recorded on the enrollment record and the length of the course shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process.

#### ELIGIBILITY FOR VETERAN BENEFITS

A veteran may be eligible for benefits for ten years after the date of separation from active duty provided discharge or release was other than dishonorable, and he/she served at least one hundred and eight-one (181) continuous days or was discharged or released because of a service connected disability. Veterans who entered active duty beginning July 1, 1985 may be eligible under Chapter 30, the Montgomery GI bill provided them: (a) served at least two (2) years with honorable discharge and (b) has \$100 per month deducted from their military pay for educational benefits during their first 12 months of active duty. Selected reserve participants may be eligible under Chapter 1606. In order to ensure continuity of benefits, satisfactory progress (70%) must be made toward stated program goals. Satisfactory attendance (80%) in enrolled programs is expected at all times. [WWW.GIBILL.VA.GOV](http://WWW.GIBILL.VA.GOV). To carry out the Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members, ABCSD commits to provide the Shopping Sheet to veterans and service members before they decide to attend the institution.

## ADMISSION REQUIREMENTS FOR VETERANS USING EDUCATIONAL BENEFITS

In addition to the school's Admission Policy in this catalog, the student using veteran benefits must provide a Certificate of Eligibility, a DD214 and a Form 1995.

## EVALUATION OF CREDIT FOR PREVIOUS TRAINING

ABCSD is governed by The California Board of Barbering and Cosmetology (BBC). BBC only grants credit for our courses if the previous training was taken in an approved California Barber or Cosmetology school. If this is the case, ABCSD will maintain a written record of the previous education and training of veterans and eligible persons. The student's record will clearly indicate that the credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly, per 21.4253 (d) (3). If there is no credit to be granted, ABCSD will have the student acknowledge no credit is granted prior to enrollment.

MYCAA: Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding eligibility please visit the website <https://mycaa.militaryonesource.mil/mycaa>

## FEDERAL STUDENT AID (FSA)

ABCSD is approved for and participates in the Department of Education (ED), Title IV; Federal PELL Grant Program (FPELL) and Federal Direct Loan Program (FDLP), (Subsidized Federal Direct Loan, Unsubsidized Direct Loan, PLUS) is intended to defray the costs of attending for those students eligible for financial aid considerations. Effective 07/01/2020  
The Department of Education approved the school to participate in the Federal Supplemental Educational Opportunity Grant Program (FSEOG)

ABCSD offers financial aid for students who qualify. Qualified students are able to apply for and receive Federal PELL Grant, Federal Direct Loan Program (FDLP) while attending 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 Subsidized and Unsubsidized loans 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, ABCSD will refund any unused tuition back to the lender; however, the student is responsible for any funds kept by ABCSD for tuition needs.

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 for both direct and indirect costs. 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.

## GRANTS

### Federal Pell Grant

This federal student grant program is designed to provide assistance to any eligible undergraduate pursuing a post-secondary school. The value of a 2020-2021 Pell Grant varies from \$639 to \$6,345 depending on the expected family contribution and cost of education. This program is the foundation for most financial aid awards. Effective 07/01/2020, (2020/2021 Award Year) the maximum amount is \$6,345 and the corresponding maximum Pell Grant eligible expected family contribution (EFC) is \$5,711.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

This Federal Grant program is a Campus-Based Fund awarded to schools. The minimum SEOG amount awarded is \$100 - \$4,000 per academic year. The amount is subject to proration for less than a full academic year. Fund eligibility is based on funds available and priority is granted to students with "exceptional need". Student's with "exceptional need" are defined as those with a 0 EFC. Available funds may be extended to students with a higher EFC based upon availability of funds.

## LOANS

Direct Subsidized Loan - This program is a low rate, long-term loan program for undergraduate students who have demonstrated financial need. The U.S. Department of Education generally pays interest while the student is in school and during certain other periods. The maximum a student may borrow at ABCSD is \$3500 for the first academic year and the \$4,500 for the second academic year, which is subject to proration for the Barbering Program.

Federal Direct Subsidized interest rates are capped at a 4.53 percent interest rate for July 1, 2019 and June 30, 2020. Repayment is required to begin six months after the student completes or terminated his/her education or becomes less than a half-time student. The interest rate changes effective October 1, 2020 and can be obtained on-line at [StudentAid.gov/interest](https://studentaid.gov/interest) or at the financial aid office.

Direct Unsubsidized Loan- This program is a federal loan program designed to allow students who do not qualify for federal interest subsidies under the Direct Stafford loan program to obtain an unsubsidized loan. The borrower is responsible for all interest. Financial need is not required. The maximum amount an independent student may currently borrow at ABCSD is \$6,000 in addition to the Direct Stafford loan for the first and second academic years. The maximum amount a dependent student may currently borrow is \$2000. The second academic year loan amount is subject to proration for the Barber Program.

If a student does not qualify for a Direct Stafford Loan or some portion of the loan, he/she may borrow the remaining amount under Direct Unsubsidized program. The interest rate is capped at 4.53 percent interest rate first disbursed between July 1, 2019 and June 30, 2020. The interest rate changes effective October 1, 2020 and can be obtained on-line at [StudentAid.gov/interest](https://studentaid.gov/interest) or at the financial aid office.

Direct PLUS Loans- This is a competitive interest rate loan that provides additional funds to help **parents** pay for the educational expenses of a dependent student. The interest rate is 7.08% percent interest rate for loans first disbursed between July 1, 2019 and June 30, 2020. The interest rate changes effective October 1, 2020 and can be obtained on-line at [StudentAid.gov/interest](https://studentaid.gov/interest) or at the financial aid office. Repayment begins approximately 60 days after the first disbursement of the loan. The maximum amount to borrow is based on the cost of attendance minus any estimated financial assistance awarded during the academic year.

The borrower is responsible for all interest and the student must be enrolled at least half-time. Financial need is not required, and the borrower may not have adverse credit. An adverse credit situation will allow the student to borrow additional unsubsidized loan funds.

U.S. Department of Education Ombudsman- The U.S. Department of Education has a FSA Ombudsman Group that is a neutral, informal, confidential. Its office is available to help resolve disputes about your federal student loans. You can contact them by mail, P.O. Box 1843, Monticello, KY 42633. Phone: 1(877)557-2575 Fax: (606)386-4821

## GENERAL FINANCIAL AID INFORMATION

If you wish to apply for FSA or you have questions or need section of the Catalog and school website clarified, contact the Financial Aid Office (FAO) at the school. Martha Sanchez is the Financial Aid Administrator and can be reached at (619) 234-7703 x106. The Financial Aid Office is open Tuesday – Friday 9:00am – 4:00pm. Additional information regarding 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. ([www.FAFSA.gov](http://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 [www.studentaid.ed.gov](http://www.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 student identity, 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. 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 money's not paid from federal student financial aid program funds.

#### APPLYING FOR FINANCIAL AID

Students interested in financial aid at ABCSD must follow this procedure:

1. Complete the enrollment paperwork (application, high school diploma (or its equivalent), valid government issued photo ID, copy of Social Security Card) must be complete and submitted to ABCSD. The enrollment application and FAFSA can be completed on the ABCSD's website or in person.
2. Meet the Financial Aid Administrator to outline the qualification for grant and loan eligibility.
3. The Financial Aid Administrator utilizes a need analysis system through a third-party servicer (FAS) to determine eligibility for financial aid programs.
4. The Free Application for Federal Student Aid (FAFSA) and other documents are reviewed by the financial aid office at the time of the student's financial aid interview and eligibility is determined.
5. The registration fee is not covered by financial aid.

#### 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 school policy) in the course of study;
- Be registered for selective service (If male aged 18-25);
- Have a high school diploma (or foreign equivalent); have a GED;
- Must be 17 years old at the time of enrollment.

#### APPLICATION FOR FINANCIAL AID, PROCEDURES AND FORMS

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

**DEADLINE:** FAFSA application must be submitted to FAFSA.ed.gov on or before October 1 in the prior year on which the application is intended. 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.

**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 on per payment period via electronic funds transfer (EFT). The funds will be applied as a direct credit to the student's tuition account. Excess proceeds are issued by check to the student and/or parent.

**PROFESSIONAL JUDGMENT (PJ):** ABCSD may exercise professional judgement to accommodate student with special situations. PJ allows the Financial Aid Office to exercise its judgement based on students who apply for federal student aid and have extenuating circumstances that do not conform with



standardized policy or procedures. The financial aid decision is made on a student case-by-case basis. Additional documents to support your request will be required for consideration and is not guaranteed acceptance. ABCSD will not accept professional judgement decisions made by other schools or universities. The decision of ABCSD regarding professional judgment is final and cannot be appealed to the U.S. Department of Education. If there are unusual circumstances that has occurred, please discuss it confidentially with the Financial Aid Office.

**For additional consumer information on Federal Financial Aid programs, request “Funding Education Beyond High School” published by U. S. Department of Education.**

### DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by US Congress that calculates your Expected Family Contribution. ABCSD 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 on an Electronic Student Aid Report (SAR) with the calculation of the Expected Family Contribution (EFC).

Financial Aid need equals the difference between the stated costs of attending the college minus the resources available to the student. Stated cost includes, tuition, fees, books, supplies, room, board, transportation, personal and related expenses of a student based on their status with parent or away from parent.

The estimated family contribution is based on the federal government the amount of funds the financial aid applicant and/or parents can contribute toward meeting educational costs.

### COST OF ATTENDANCE

The total amount it will cost a student to go to school. This school uses the 2020-2021 annual budgets published by the California Student Aid Commission.

#### **With Parent**

##### *First Academic Year*

Tuition and Fee - \$10,800 plus \$100

Books and Supplies - \$2,995

The Cost of Attendance for 2020-2021 indirect costs for the first academic year is:

Room and Board - \$6,832.00 (\$967 mo. Multiplied by 7)

Transportation - \$728.00 (\$104 mo. Multiplied by 7)

Personal - \$2,506.00 (\$358 mo. Multiplied by 7)    Approx. Loan Fee - \$56

#### **Away from Parent**

##### *First Academic Year*

Tuition - \$10,800

Books and Supplies - \$2,995.00

The Cost of Attendance for 2020-2021 indirect costs for the first academic year is:

Room and Board - \$12,894.00 (\$1,842.00 mo. Multiplied by 7)

Transportation - \$665.00 (\$95 mo. Multiplied by 7)

Personal - \$2,940.00 (\$420 mo. Multiplied by 7)    Approx. Loan Fee - \$98

#### **With Parent**

##### *Second Academic Year*

Tuition and Fee - \$7,200.00

The Cost of Attendance for 2020-2021 indirect costs for the second academic year is:

Room and Board - \$4,880.00 (\$976 mo. Multiplied by 5)

Transportation - \$520.00 (\$104 mo. Multiplied by 5)

Personal - \$1,790.00 (\$358 mo. Multiplied by 5)    Approx. Loan Fee - \$44

## **Away from Parent**

*Second Academic Year*

Tuition and Fee - \$7,200.00

The Cost of Attendance for 2020-2021 indirect costs for the second academic year is:

Room and Board - \$9,210.00 (\$1,842.00 mo. Multiplied by 5)

Transportation - \$475.00 (\$95 mo. Multiplied by 5)

Personal - \$2,100.00 (\$420 mo. Multiplied by 5)    Approx. Loan Fee - \$72

## VERIFICATION SELECTION, COMMENT CODE SELECTION OF INFORMATION

ABCSD has policies and procedures to verify certain applications that are selected by Central Processing System (CPS). In rare instances, ABCSD's financial aid office may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the Free Application for Federal Student Aid (FAFSA) or other documents provided in the student's file. Verification requirements (V1, V4, and V5) are applicable only to FSA recipients. ABCSD has chosen to verify 100% of its **selected** applicants. ABCSD will request students'/parents' tax transcripts of the applicant who is selected for verification by the U.S. Department of Education ("ED"). The selected applicant may be requested to provide other pertinent document to complete the verification requirement within thirty days (1 month). CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS) and other agencies to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student. When the CPS 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, the financial aid office will request documentation from the student to determine eligibility. ABCSD's financial aid office is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements. ABCSD will not disburse FSA funds until the student has completed required verification and resolve conflicting data. No interim disbursement will be made. The student will be advised upon completion of the verification process.

## DURATION OF AWARD

Financial Aid awards are made in two payment periods. These funds are posted to the student's account each payment when successfully completed. To continue eligible for receiving an award, a student must:

- Be in good standing with the school;
- Continue to demonstrate financial need;
- Maintain satisfactory academic progress;
- Complete all required financial aid applications each academic year.

Continued awards are contingent upon submitting a FAFSA timely and successfully completing the actual hours to receiving the subsequent payment period.

## GRADE LEVEL DEFINITION

Grade Level 1 - A student's eligibility in the Barbering program is considered first level until the student has completed 900 clock hours and 26 weeks.

Grade Level 2- A student's eligibility in the Barbering program may progress to the second year funding, provided 900 clock hours and 26 weeks have been completed.

## TUITION AND FEES REPAYMENT

Repayment – When a student received Title IV aid funds for living expenses and then withdraws, Financial Aid Administrator will determine if the amount owed by the student received in excess of calculated living expenses for the enrollment period.

### TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM PROGRAM

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 60 (sixty) percent of the payment period in program, 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 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.

### RETURN OF TITLE IV FUNDS

Special note to students receiving federal student aid 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 clock hours in any given payment period up to the last day of attendance, a calculation using the percentage of clock hours completed will be applied to the funds received or that could have been received that will determine the amount of the aid the student earned. Unearned funds would be returned to the federal student aid program in the order stated below by the school and/or the student. Funds owed by the student to the Federal Grant programs are limited to 50% of the award per grant program received. Sample Calculation completion of 25% of the payment period earns only 25% of the federal student aid disbursed or that could have been disbursed for the payment period. 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 ABCSD during the payment period. 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.

### INSTITUTIONAL REFUND POLICY

You may withdraw from ABCSD at any time after the cancellation period (described above in Student's Right to Cancel Par. #1) and receive a pro-rata refund within 30 days of withdrawal if you have completed 60% or less of the payment period of attendance, which is based on scheduled clock hours up through the last day of attendance. Your refund will not include your registration fee (not to exceed \$100) or any opened/used books/tools/supplies. Any unopened/unused books/tools/supplies must be returned within 7 days of withdrawal for a full refund.

For the purposes of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following circumstances:

- A student's application is denied by ABCSD, the applicant will be entitled to a full refund.
- The student notifies ABCSD of the student's intent to withdraw in writing.
- ABCSD terminates the student's enrollment for failure to maintain Satisfactory Progress; failure to abide the Conduct Policy or Student Rules of ABCSD, failure to abide the ABCSD's Attendance Policy and/or failure to meet financial obligations to ABCSD.
- The student has failed to attend class for 14 calendar days, as determined by palm scan not recorded in the student's clock hour attendance record.
- Failure to return from a Leave of Absence (LOA). The date of the student's withdrawal shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies ABCSD that the student will not be returning.

All refunds are calculated based on the student's last date of attendance and are based on scheduled hours in the payment period, not actual hours attended in the payment period.

If the student's tuition was paid from proceeds of a loan or third party, the refund shall be sent to the lender, third party or to the state or federal agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If the student defaults on a federal or state loan, both the following may occur:

a. 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.

b. The student may not be eligible for any other federal student financial aid at another school or other government financial assistance at another school until the loan is repaid.

### **RETURN TO TITLE IV REFUND POLICY AND DISBTRIBUTION ORDER**

ABCSD adheres to the refund policy as published in the school catalog. The refund distribution order is applied as follows:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Loan Subsidized Stafford Loans
3. Federal Direct Loan PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Student

If all required Title IV funds are returned based on the Return to Title IV calculation and a credit balance exist, the credit balance must be refunded directly to the student. A student who graduate and a credit balance exist must provide written authorization to return funds to their Title IV loans. Without authorization excess proceeds will be sent directly to the student.

### **CALIFORNIA DREAM ACT**

Associated Barber College of San Diego is a private for profit institution and is not eligible for funding under the California Dream Act (AB 540) which provides in-state tuition benefits for undocumented students and certain other students who attend public universities in California. Undocumented AB540 student are not eligible for federal student aid, including Pell and other grants, government loans, and federal work study. Federal financial aid is not available for student who are applying as nonimmigrant alien international students under an M-1 Vista status.

## **HYPOTHETICAL REFUND**

This is a calculation mandated by the school itself. Registration and STRF fees are non-refundable.

### **HYPOTHETICAL REFUND EXAMPLE**

Assume you, upon enrollment in a 1500-hour course, paid \$5,000 for tuition & tools, \$100 for registration, \$0 for STRF fee, you did not return your books/tools of 1,482.15, and withdraw at 350 scheduled clock hours in the payment period... You were charged \$3,115.00 for the first period of enrollment:

<u>Total Paid to School:</u>	= \$5,000.00
350 scheduled hours divided by 450 payment period = 0.777 = 100% Retained/Received	
<u>Tuition Earned by School:</u> 100% of \$3115.00	= \$ 3,115.00
<u>Tool Cost (issued tools/unreturned):</u>	= \$ 1,482.15
<u>Registration Fee:</u>	= \$ 100.00
<u>STRF Fee:</u>	= \$ 0
<u>Total Earned by School</u>	<u>= \$4,697.00</u>
 Refund Due to Student:	 = \$ 303.00

## **DROP OUT POLICY**

The student's enrollment may be terminated at the discretion of the Director, if the student's academic progress, behavior, absences, lateness, non-compliance of school rules, etc. If enrollment is terminated the student's tuition obligation will be in accordance with the school's Refund Policy.

## **RIGHT TO WITHHOLD DOCUMENTS FOR FOR NON-PAYMENT OF TUITION**

A school may withhold a student's graduation certificate and Proof of Training if the student is in default on student tuition contract. If the course of study consists of only one course, the school may withhold graduation certificate and Proof of Training until the tuition obligation is paid in full.

## **STUDENT'S RIGHT TO CANCEL:**

1. **The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.**
2. After the end of the cancellation period, you also have the right to stop at any time, and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of scheduled clock hours in the payment period. Your refund rights are described in the enrollment agreement and on Page 46 of this catalog. If you have lost your enrollment agreement, ask the school for a description of the refund policy.
3. Cancellation occurs when the student gives written notice of cancellation to Associated Barber College of San Diego (ABCSD), 1333 5<sup>th</sup> Avenue San Diego, CA 92101 info@associatedbarbercollege.edu. You can do this by mail, in person, by fax or email.
4. The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.
5. This written notice need not take any particular form, it needs only to state you wish to cancel your enrollment agreement. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.
6. If the Enrollment Agreement is cancelled before the seven-day cancellation period, ABCSD will refund the student any money he/she paid, less registration fee of \$100 and less any cost for books/tools/supplies that the student has received (signed for).

**REMEMBER:** You must cancel in writing. You do not have the right to cancel by telephone or by not coming to class.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (TRANSFER-OUT STUDENTS)**

The transferability of credits you earn at ABCSD is at the complete discretion of an institution to which student may seek to transfer. Acceptance of the diploma/credit, or proof of training certificate you earn in the educational program at ABCSD is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/credit or proof of training certificate that you earn at this institution is 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 ABCSD to determine if your credit will transfer. The college has not entered into an articulation or transfer agreement with any other college or university.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR SCHOOL**

The transferability of credits you earn at Associated Barber College of San Diego is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barbering is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 Associated Barber College of San Diego to determine if your certificate will transfer.

### **STUDENT TUITION RECOVERY FUND (Effective 1/1/15, STRF fee is no longer charged)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code. \* "Residency Program" means an educational program as defined in section 94837 of the Code at an approved qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c). [94837. Educational Program "Educational program" means a planned sequence composed of a single course or module, or set of related courses or modules, that provides education, training, skills, or experience, or a combination of these.] [Section 71715(c) - Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution.]

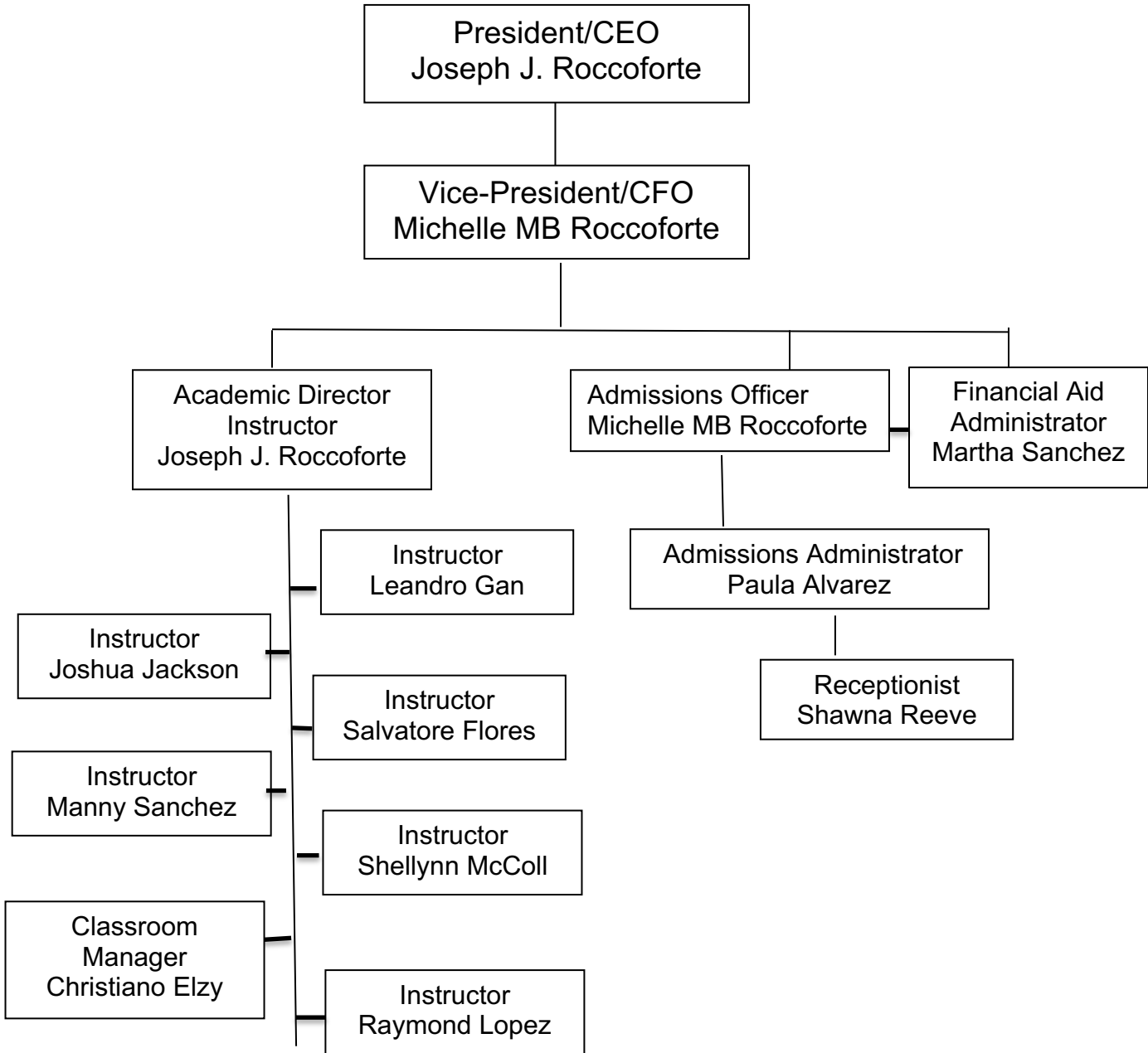
**CIP CODES:** US Department of Education regulations as of July 1, 2011, require the school to identify programs by Classification of Instructional Programs (CIP) Codes, with links to the US Department of Labor/Employment and Training Administration's Occupational Information Network (O\*Net). CIP codes were developed by the US Department of Education's National center for Education Statistics (NCES) to provide a method for tracking and reporting program activity that is common to all institutions. For more information regarding CIP Codes, visit [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode).

**SOC CODES:** NACCAS policies as of July 1, 2011, require the school to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal Statistical agencies to classify workers into occupational categories. Detailed occupations with similar job duties, and in some cases skills, education, and/or training, are grouped together. For more information regarding SOC Codes, visit [www.bls.gov/SOC/](http://www.bls.gov/SOC/)

**O\*NET:** The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Code, O\*Net provides easy to read career reports that include the most critical on the job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O\*NET visit [www.onetcenter.org/overview.html](http://www.onetcenter.org/overview.html)

**ASSOCIATED BARBER COLLEGE OF SAN DIEGO**

**ORGANIZATIONAL CHART**





## **ADMINISTRATION**

The School is owned by Associated Barber College of San Diego, Inc. which is a Nevada corporation whose board of Directors is:

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

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

## **ADMINISTRATIVE OFFICIALS**

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

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

Mrs. Martha Sanchez – Financial Aid Administrator

Mr. Christiano Elzy – Cosmetologist/Barber Classroom Manager

Mrs. Paula Alvarez – Admissions/Attendance Administrator

Mrs. Shawna Reeves – Receptionist

Mr. Jeremiah Gonzalez – Front Desk Coordinator

## **FACULTY**

Instructors are recruited based on their theoretical knowledge, practical skills and experience in the barbering profession. Each instructor must have three years of experience in the working barber/cosmetology/health field to be qualified to teach. They are fully trained and experienced in all aspects of Barber Science and the Arts of Barbering, both theoretical and practical. Regular employed Faculty accommodate absences as Substitute Instructors. The instructional staff includes:

**Mr. Joseph J. Roccoforte** – Mr. Roccoforte was licensed in the State of California as a barber in 1962. He is an alumnus of Associated Barber College. He completed his barbering instructor course in 1973. Mr. Roccoforte is a second-generation barber in San Diego. He has owned a barber school since 1975. He specializes in theory classes.

**Mr. Leandro Gan** – Mr. Gan has been a licensed barber by the State of California since 1983. He owns his own barber shop and a janitorial business. Mr. Gan has been an instructor since 1988 and specializes in haircutting and shaving. Mr. Gan speaks fluent Spanish and assists our students with Spanish speaking clientele.

**Mr. Joshua Jackson** - Mr. Jackson has been a California licensed barber since 2014. He is an alumnus of our school. Besides haircutting, his specialty lies in helping fellow barbers to better themselves while working with clientele and barber skills. He can cut all types of hair but prides himself in the trendiest styles. Mr. Jackson is an amazing educator that shares our passion for barbering.

**Ms. Shellynn McColl**– Ms. McColl is dually licensed in the state of California as a cosmetologist and a barber. Ms. McColl also has her cosmetology license in Nevada. She is alumni at our school and specializes in theory and chemical services. Ms. McColl enjoys sharing her knowledge in chemistry, anatomy, electricity and pH as well. She has worked in our industry since 2007. Her continuing education includes Milady, Pivot Point, Pravana, Wella, Schwarzkopf and Goldwell, Redken, Brazillian Blowout, Keratin Complex.

**Mr. Manny Sanchez** – Mr. Sanchez graduated from our school in 2012. His specialty is training eager young student barbers how to be employable in our growing industry. Mr. Sanchez is bi-lingual and is very successful in his career and he enjoys sharing his knowledge on how to build a clientele by educating work ethics, self-discipline with a professional demeanor. Mr. Sanchez is an award-winning barber.

**Mr. Salvatore Flores** – Mr. Flores graduated from our school in 2009. He has five year's experience as an instructor. He specializes in all barber practical operations and customer services. Mr. Flores is our State Board Educator who ensures that each student is prepared for the state exam. Mr. Flores has worked in barber shops as a manager and excels in student management. Mr. Flores provides our student with exposure to a diverse range of styles and techniques to ensure a well-rounded learning environment.