

The Precise Barber College School of Barbering Catalog 2024

(January 1st, 2024- December 31st, 2024)



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Precise

BARBER COLLEGE

As a prospective student, prior to enrollment the institution shall provide 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. You can also find a copy of our School Performance Fact Sheet and Catalog on our website www.precisebarbercollege.com

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: www.bppe.ca.gov. Telephone and Fax #'s: (888)370-7589 or (916) 574-8900.or by fax (916)263-1897.

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

The Barbering Degree Program offered by Precise Barber College is not accredited by the United States Department of Education.

Precise Barber College is not an accredited institution therefore it does not participate or offer Federal and/or State student financial aid programs.

Precise Barber College does not have a pending petition in bankruptcy and is not operating as a debtor in possession; has not filed a petition within the preceding five years, or has not 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.

MISSION STATEMENT The mission of Precise Barber College is to offer the best barbering, health & safety, and small business operations training so that students can lead a full, sustainable life in the community of their choice.

EDUCATIONAL OBJECTIVES The objective of the Precise Barber College is to prepare its students to pass the California Board of Barbering and Cosmetology examination, which qualifies them to practice anywhere in the state as licensed barbers.

Further, it is an objective of Precise Barber College to ensure that its students are receiving the most up-to-date and best practices as they relate to barbering and small business practices; it is our sincere hope that our graduates feel empowered and informed when they graduate.

Our instructors will teach you, the student, in a step-by-step method that is based upon time in the classroom, reading the curriculum materials, and by engaging in one-on-one conversations with the instructors and your fellow students.

JOB CLASSIFICATION US Department of Labor Standard Occupational Classification Code: 39-5011.00 – Barbers, to obtain Gainful Employment.

APPROVAL DISCLOSURE STATEMENT The Precise Barber College is located at 5176 Santa Monica Boulevard, Suite 103 in Hollywood, CA; all classes will be held at this location. Precise Barber College is a private institution and is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE) ([www. bppe.ca.gov](http://www.bppe.ca.gov)), meaning that it is in compliance with the California Private Postsecondary Education Act of 2009 minimum requirements and Division 7.5 of title 5 of the California Code of Regulations.

The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

ENGLISH AS A SECOND LANGUAGE (ESL) Precise Barber College does NOT offer English as a Second Language programs. Precise Barber College curriculums are taught in English only. No translation services are provided.

ENGLISH PROFICIENCY The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam. Precise Barber College may require students who are not fluent in English to visit www.etf.org/toefl and take the TOEFL test in order to demonstrate proficiency in English. Precise Barber College is not responsible for fees or charges that this may incur.

ADMINISTRATION BUSINESS HOURS Monday-Friday 9:00am-5:00pm

ADMISSION POLICY The school is accepting applicants for admissions as regular students once all of the following criteria have been met:

- Applicant must be, at minimum, 18 years old and provide a copy of their diploma OR high school transcript OR proof of attainment OR college transcripts OR GED. If home schooled, please provide a valid document provided by the state in which home schooling occurred that confirms the equivalency of a high school diploma. No prior barber training is required for admission.
- An Ability-to-Benefit test (ATB) can be administered by a third party, by appointment, and passed by an applicant to allow registration without a high school diploma or equivalency. The Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2 passing scores are: Verbal (200), Quantitative (210).
- Acceptance of credits earned at other institutions is also at the complete discretion of Precise Barber College with Proof of Training (POT) required from the school that you are transferring from.

STATEMENT OF NON-DISCRIMINATION The Precise Barber College does not discriminate on the basis of race, color, religion, sex, disability, financial status, age, area of origin, or residence in its admissions, staffing, instruction and/or graduation policies.

FINANCIAL AID POLICY The Precise Barber College does not participate in federal or state financial aid programs in this, its inaugural year. However, Precise Barber College acknowledges the fact that prospective students may not have the funds necessary for tuition especially prospective students who live or have been living below the federal poverty level. Because of this, Covenant House California provides Scholarships for its residents who wish to attend barber college.

ADMISSIONS PROCEDURE

1. The student arranges for a personal interview with the Chief Academic Officer or a representative in his stead. During this interview, a tour of the facilities will be provided, and questions will be answered.
2. The student completes the application.
3. The student provides educational documentation.
4. The student provides required identification such as a valid identification and a Social Security card.
5. If necessary, the student will arrange to complete the Ability-to-Benefit Test (Wonderlic).
6. The student is assigned a date and time to begin his/her instruction and will then meet their instructor.
7. The student completes his/her enrollment agreement and tenders payment and/or makes payment arrangements.
8. Student begins courses.

OTHER ADMISSIONS-RELATED STATEMENTS

- International students must have a valid Permanent Residency Card or must have a valid visa in order to enroll at Precise Barber College (we do not offer visa services). Precise Barber College does not vouch for student status and any associated charges. International students do not qualify to take the state licensing exam

unless they possess a valid Social Security Number.

- The college does not grant credit for prior experiential learning.
- Precise Barber College will discuss personal, educational and occupational goals with prospective students prior to enrolling or signing enrollment agreements.

CLASS START DATES The barber college has a continuous enrollment policy with new classes starting on a weekly basis. This means that students can enroll anytime during the year, because instruction occurs in teaching modules. Enrollments are restricted to maintain a low student-to-instructor ratio.

CLASS SCHEDULES Classes at the Precise Barber College occur Tuesday through Saturday between the hours of 10:00 A.M. and 7:00 P.M. with a one hour break between 2:00 P.M. and 3:00 P.M.

The schedule for Mondays is:

10:00 A.M. - 12:00 P.M.: Barber Theory
12:00 P.M.: - 2:00 P.M.: Technical Instruction: Hairstyling
2:00 P.M. - 3:00 P.M.: Break
3:00 P.M. - 5:00 P.M.: Technical Instruction: Health and Safety
5:00 P.M. - 6:30 P.M.: Practical Operations

The schedule for Tuesdays is:

10:00 A.M. - 11:00 A.M.: Doing Business as a Barber: Marketing Your Skills Sustainably
11:00 A.M. - 12:00 P.M.: Barber Theory
12:00 P.M. - 2:00 P.M.: Technical Instruction: Haircutting
2:00 P.M. – 2:30 P.M.: Break
3:00 P.M. - 5:00 P.M.: Technical Instruction: Health and Safety
5:00 P.M. – 6:30 P.M.: Practical Operations

The schedule for Wednesdays is:

10:00 A.M. - 12:00 P.M.: Barber Theory
12:00 P.M. - 2:00 P.M.: Technical Instruction: Permanent Waving/Chemical Straightening
2:00 P.M. – 2:30 P.M.: Break
3:00 P.M. - 5:00 P.M.: Technical Instruction: Health and Safety
5:00 P.M. - 6:30 P.M.: Practical Operations

The schedule for Thursdays is:

10:00 A.M. - 11:00 A.M.: Doing Business as a Barber: Marketing Your Skills Sustainably
11:00 A.M. - 12:00 P.M.: Barber Theory
12:00 P.M.- 2:00 P.M.: Technical Instruction: Hair Coloring and Bleaching
2:00 P.M. – 2:30 P.M.: Break
3:00 P.M. - 5:00 P.M.: Technical Instruction: Health and Safety
5:00 P.M. - 6:30 P.M.: Practical Operations

The schedule for Fridays is:

10:00 A.M. - 12:00 P.M.: Barber Theory

12:00 P.M.- 2:00 P.M.: Technical Instruction: Shaving

2:00 P.M. – 2:30 P.M.: Break

3:00 P.M. - 5:00 P.M.: Technical Instruction: Health and Safety

5:00 P.M. – 6:30 P.M.: Practical Operations

CALENDAR/HOLIDAYS The barber college operates on a 12-months-per-year schedule, with an open enrollment and an open completion date. College holidays are:

- Martin Luther King, Jr. Day
- President's Day
- Spring Break (Varies every year)
- Good Friday
- Memorial Day
- Independence Day
- Summer Break (Varies every year)
- Labor Day
- Columbus Day
- Thanksgiving Day Weekend
- Winter Break (Varies every year)
- Any days deemed necessary by the College.

COLLEGE FACILITIES/EQUIPMENT Campus will include suite (103). Includes lower level classroom theory instruction center with one community learning table and 15 stools, 3 hands on learning stations, one smart TV for instructional/learning purposes, student break room with refrigerator and microwave, and one laboratory. 103 upper level will include 12 hands on learning stations two wash station sinks, towel warmer, and shave lather machine. Facilities and equipment is suitable for 30 enrolled students at a time.

Precise Barber College equipment includes:

- Salon Furniture/Salon Barber Chair (Annis Brand DTY)
- LCL Beauty Acrylic Fiber Shampoo Bowl and Hydraulic Reclining Chair
- J2 Hair Tool Premium Heater Thermal Styling Kit
- Semi Circle 5'x3' 1/2" Thick Barber Salon Anti Fatigue Floor Mat Beauty Supplier
- Earnes Style Armchair Black
- Cotton-Salon Towels
- Lather Time Professional Hot Lather Machine
- Professional Hair Dryer 1875W Negative Ions Hair Blow Dryer Fan Infrared Heat
- Hot Tools Professional 1101 Curling Iron with Multi-Heat Control

- 7 of Lian's 8" 100% Real Hair Human Hair Male Cosmetology Mannequin
- Cotton Salon-Towels Gym-Towel Hand-Towel
- AW 2in1 Towel Warmer Hot Cabinet 26L
- Towel Warmer Double Massage Parlor
- Salon Supply Store Child Booster Seat Black Barber
- Barber Shop Kitchen Towels Herringbone Blue Stripe
- Amano PFT80 Biometric

The Precise Barbershop Student barber kits will include the following items:

- Shoulder bag
- Andis Cool Care
- Male Mannequin w/ Beard
- Mannequin Clamp
- Hand Mirror
- Water Bottle
- Talc Powder
- Neck Duster
- Barber Cutting Cape
- Shampoo Cape
- Small Plastic Box
- Toolworx Barber Shear
- Thinning Shear
- Stainless Disposable Blade Razor
- 100pk Single Edge Blades
- (2) Styling Comb
- (2) Rat Tail Comb
- Speed-O-Guide Large Clipper Comb
- White Clipper Comb
- Black Clipper Comb
- Boar Styling Brush
- Denman Cushion Brush
- Vent Brush
- Club Brush
- Sanek Dispenser
- 60pk Sanek Strips

LIBRARY AND LEARNING RESOURCES Precise Barber College will not feature a library that is separate from its working facility. However, copies of the Milady textbook and other relevant barbering-centric resources will be made available in a common area of the facility. All learning that does not occur through on-site instruction including reading, writing, and other ‘homework’ can be achieved through the use of the textbook.

HEALTH AND PHYSICAL CONSIDERATIONS Generally, the professional in the Barbering field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron; with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill the training demands.

JOB PLACEMENT The Precise Barber College does not offer job placement at this time.

DROP OUT POLICY A student may drop at any time by notifying the college in person or in writing. See “Refund Policy” for any monies owed to the student. If the student owes back tuition or fees, these must be paid within 30 days or appropriate action may be taken to recover the loss.

PROBATION If a student fails to maintain an overall average “C” (70%), consultation with a school official will be scheduled. At that time, the student will be placed on a four (4) week probation. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be suspended or terminated from school.

BARBER TRAINING PROGRAM CURRICULUM & DESCRIPTION

BARBER TRAINING COURSE CURRICULUM & TEACHING DESCRIPTION Total hours: 1000

Course and Teaching Description is as follows:

1. 100 hours in Health and Safety as follows: Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.
2. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.
3. 100 hours in Disinfection and Sanitation as follows: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

4. 200 hours in Chemical Hair Services as follows: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

5. 200 hours in Hairstyling Services as follows: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non-chemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

6. 200 hours in Shaving and Trimming of the Beard as follows: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

7. 200 hours in Instructor Discretion as follows: Once the minimum required hours have been met, the school will determine what subject(s) they will allocate additional hours to meet the

1000-hour requirement for the course. In the interest of providing an educational experience that is sustainable and relevant to graduates, technical instruction shall also occur around the following subjects: professional ethics, salesmanship, client record-keeping, tax information for booth renters, independent contractors, and employers, employment, modeling, reception and care.

The title of the educational programs and other components of instruction offered is 'The Precise Barber College' barbering degree track.

The method of instruction is demonstration by instructors, individual student implementation of lessons on mannequins, and individual student implementation of lessons on customers.

GRADING FACTORS Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading factors are as follows: Grade Scale Alphabetical
Grade 90-100 A 89-80 B 79-70 C 69-60 D 59 or below F

THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT Students of the Precise Barber College are measured by class time, practice time, and exam results. Students record their attendance through the use of a manual timeclock. Students receive credit for task/operation/project completed after each action is verified by an instructor.

GRADUATION REQUIREMENTS In compliance with California statute, a student, upon successful completion of hours of a course of study and passing of the final exam is awarded a diploma that verifies completion of the program. To be clear, this is **NOT** a license to barber; students must pass the State Board Barber Exam to receive their license.

A student graduates this barber program when they have completed 1500 hours of training and pass- es their final exam with a satisfactory grade (70% or higher).

CALIFORNIA STATE LICENSURE REQUIREMENTS To qualify for admittance for the California State Barber exam, an applicant must have provided to the State Exam Board the proper forms, paid the required fee, be not less than 17 years of age, have completed the 10th grade in the public schools of this state or its equivalent, is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act, and has completed 1500 hours in the course of Barbering from a school approved by the board.

METHOD OF PAYMENT Students are expected to make all 10 monthly payments in cash, money order or check, there will be a \$35.00 fee for any returned checks and a \$35.00 late fee when tuition is not paid by the 3rd business day. All school charges must be paid in full before graduation. If student obtains a loan to pay for the program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. Loan repayment is subject to the terms and conditions established between the student and the lender. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

TUITION AND FEES

- 1,000 Barbering Instruction Hours: \$10,000.00
 - Supplies: \$367
 - Textbook and Workbook (Milady 6th Edition): \$230
 - Registration Fee: \$100.00 (Non-Refundable)
 - Student Tuition Recovery Fund Fee: \$0 (Non-Refundable)
- *STRF Fee of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges

TOTAL CHARGES:

\$10,697.00

OTHER FEES The cost of the California State Examination for Barbering is \$125.00, subject to change per the State of California.

TOTAL CHARGES FOR PERIOD OF ATTENDANCE:

“Period of Attendance” of 1,000 Instruction clock hours

1,000 Barbering Instruction Hours: \$10,000.00

- 200 CLOCK HOURS- \$2,000.00
- 500 CLOCK HOURS- \$5,000.00
- 1000 CLOCK HOURS- \$10,000.00

ESTIMATED CHARGES FOR ENTIRE EDUCATIONAL PROGRAM:

1,000 Barbering Instruction Hours: \$10,000.00

PAYMENT SCHEDULE: Estimated schedule of total charges for the entire educational program is as follows:

- January 1st
- February 1st
- March 1st
- April 1st
- May 1st
- June 1st
- July 1st
- August 1st
- September 1st
- October 1st
- November 1st
- December 1st

RULES AND CONDUCT POLICY The rules and regulation of the Barber College are designed to help the student learn professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The students shall dress in a professional manner. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the college and its equipment. Institutions rules and regulations are as follows:

1. Must follow dress code: ALL black every day. Students will be sent home if they do not have the proper tools and will be counted as an unexcused absence.
2. Attend class on time; no one is admitted after 10:10am.
3. Student is 100% responsible for his/her timecard, there is zero tolerance for clocking in for another student.
4. Must have a doctor's note to be excused from absence.
5. Must return on time from breaks and lunches as part of your attendance. Late entrance will not be permitted if not communicated with instructor.
6. Must bring book, workbook and barber supplies daily. Students will be sent home if they do not have the proper tools and will be counted as an unexcused absence.
7. Cell phones must be on vibrate.
8. Zero tolerance for disrespectful behavior or insubordination of instructor or students, this behavior will result in immediate expulsion.

HOUSING Precise Barber College does not provide housing for its students, nor is it responsible for doing so. Further, Precise Barber College does not have dormitories under its control. The college is located in a large urban area, and housing is located in every direction near the facility. The average rent paid for a one-bedroom apartment in the Hollywood area is \$1,500/month. Precise Barber College will assist and advise students whenever possible. Precise Barber College has no responsibility to find or assist a student in locating and securing housing.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits that you earn at Precise Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or certificate that you earn from Precise Barber College- Barbering Course is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate 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 Precise Barber College Barbering Course to determine if your credits or certificate will transfer.

ABSENCE POLICY Absences are defined as time not being spent in or outside of the classroom in training. Precise Barber College allows for a maximum of 72 hours of excused absence and they, along with unexcused absences, are recorded.

If and when a student must take a leave of absence for an extended period of time, Precise Barber College will allow for up to a one-month absence. This leave of absence must be presented to the Chief Academic Officer in writing and must be signed and dated. If, by the time the leave expires, the student has not returned, their enrollment in the College will be terminated.

ATTENDANCE POLICY Attendance must be maintained at an average of 67% of the scheduled attendance if the student is expected to complete the course of study within the period of time stated in the enrollment agreement. Students are required to make up for the lessons and exams missed due to absence. If the student is absent during 10 consecutive days, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

FACULTY Chief Academic Officer, Barbering Instructor, curriculum developer: Gabriel Torres: Graduate of John Wesley International Barber and Beauty College , 2003; Barber License Number 878844; owner of Precise Barbershop, Establishment License Number A279458; Barber Instructor at Victory Career College (CAMTC #67, BPPE SC #44298610, NACCAS #014401, BBC SC #14006).

Chief Executive Officer and Adjunct Professor of ‘Doing Business as a Barber: Marketing Your Skills Sustainably’: Bill Bedrossian: Graduate of Loyola University (MSW) and Taylor University (BA, Business Administration); Adjunct Professor at University of Southern California - ‘Public Policy for Managers,’ ‘Leadership for Managers,’ and ‘Management and Finance’ courses for graduate students; current CEO of Covenant House California.

Chief Operations Officer and Chief Financial Officer: David Weaver, CPA
School/Admissions Manager: Stacey Christenson

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA) Adult students,

parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Student's files are kept in the schools administrative office, located at 1325 N. Western Avenue, Hollywood, CA 90027, 323.461.3131. Enrollment, academic, attendance, and financial records are kept together in one file and are stored in a fire proof locked file cabinet that is maintained locked at all times. Precise Barber College will keep these records and transcripts permanently. Written consent from the student is required before educational records may be disclosed to any party with exception of accrediting commission or governmental agencies authorized by law.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

“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, 1747 N Market Blvd. Suite 225 Sacramento, CA 95834, (916) 574-8900 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 noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

WITHDRAWAL FROM THE PROGRAM You may withdraw from the school and receive refund of 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The deduction of supplies and books can only be considered non-refundable after the cancellation period.

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. The refund will be less an administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of

withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 10 consecutive days.
- Failure to return from a leave of absence. For the purpose of determining the amount of the re- fund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refund- able fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days. For programs beyond the current "payment period," if you with- draw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

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 the benefits received, and any remaining amount shall be paid to the student.

STUDENT'S RIGHT TO CANCEL You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Cancellation may occur when the student provides a written notice of cancellation at the following address: Precise Barber College Administration, 1325 N. Western Ave., Hollywood, CA 90027. This can be done by mail or by hand delivery.

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

TRANSFER OF HOURS Students who have previously attended a different barber college that has been recognized by the State of California and have sufficient proof may receive credit hours for all or a portion of the barber training. Proof of the barber training must be submitted to the admissions office at the time of enrollment for evaluation. The chief academic officer of Precise Barber College will evaluate the student by requesting a demonstration of the skills that have been documented as ‘attained’ and will determine the amount of transfer hours accepted. The college will use the transferred clock hours accepted in the program towards the quantitative and maximum time frame calculation when determining satisfactory academic progress. No fee is assessed for the transfer of credits, and students will pay a pro-rated tuition that is in-line with their milestones from the previous institution. ***Important Note: Precise Barber College has not entered into an articulation or transfer agreement with any other college or university.***

GRIEVANCE PROCEDURE POLICY If and when a student has a grievance that cannot be resolved to his/her satisfaction with the student’s immediate instructor, he/she is encouraged to make the grievance known to the Precise Barber College’s Chief Academic Officer. It is strongly recommended that all grievances be presented in writing. If meeting with the Chief Academic Officer does not resolve the grievance, the student can present the grievance to the Chief Executive Officer. If the issue still is unresolved, the student can contact:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov Telephone 888.370.7589 or 916.574-8900
Fax: 916.263.1897

OR

The California Board of Barbering and Cosmetology
2420 Del Paso Rd., Suite 100, Sacramento, CA 95834
800.952.5210 www.barbercosmo.ca.gov

REFUND POLICY For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by any party, including student decision, course or program cancellation, or school closure.

All monies due the applicant or students shall be refunded within 45 days of official written cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the non-refundable registration fee of \$100.
2. A student gives a written Notice of Cancellation (see specifications above) through attendance at the first class session, or the seventh day after enrollment, whichever is later. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes less the non-

refundable registration fee of \$100.

3. A student cancels their enrollment after seven business days of signing the contract but prior to starting classes. In these cases they will be entitled to a refund of all monies paid to the school less the non-refundable registration fee of \$100.

4. A student on an approved leave of absence notifies the school that he or she will not return. The date of the withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies Precise Barber College that they will not return. Any refund is calculated from the last date of attendance.

5. A student is expelled from the school.

6. In cases 2,3,4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the Chief Academic Officer or Chief Executive Officer.

For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the school will apply:

A student who has completed 60% or less of the program will received a prorated refund. There will be no refund if a student has completed more than 60% of the program.

EMPLOYMENT AND LIABILITY DISCLAIMER You are hereby informed that it is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled in a Barber College to charge a fee or receive a commission for performing a barber service. You are further informed that a student's enrollment and relationship with the school is limited to a student relationship status, and you, as a student, shall not receive any types of wages, salary, commissions, emoluments, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

STUDENT SERVICES While you're with us, we will help you if and when you need it. We can help with:

- Referrals to social service agencies
- Referral to drug or alcohol abuse programs
- Referrals to health service agencies
- Referral to obtaining a GED

GENERAL TERMS

1. Diplomas will be issued after the completion of the entire program. The Student must achieve a passing grade average to receive a diploma. Student will be permitted a re-test for any grade below passing. Make up

time for extenuating circumstances may be granted by the chief academic officer.

2. All course schedules are subject to change in starting and completing dates. Student will be duly notified.

3. Precise Barber College reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.