

K&G 5 Star Barber College

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Dickinson, TX 77539
409-655-5718
www.kandgbarbercollege.com

Catalog

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About us

- **Vision**
- **Mission**
- **Owners**
- **Licensing**
- **Facilities/Equipment**
- **Faculty & Staff**
- **Non-Discrimination Statement**

ABOUT US.....

MISSION

K&G 5 Star Barber College seeks to embody distinct excellence by providing a comprehensive program in the barber industry. Our mission is to produce licensed graduates equipped to pursue careers in the barber industry. In order to meet our mission, we commit to:

- Provide a learning atmosphere;
- Provide quality instruction to barber students in both the theory and the practice of barbering;
- Instill in each student the means for developing good grooming habits and continuing pattern of self-improvement; and
- Assist graduates in securing employment in the barbering or instructor fields.

VISION

K&G 5 Star Barber College is committed to providing opportunities to all individuals. When we accept a student, we also accept the responsibility of assisting students turn dreams into realities. At K&G 5 Star Barber College, our goal is to provide you with a strong foundation so that you can enjoy a dynamic and lucrative career in one of the world's oldest professions.

OWNER

K & G 5 Star Barber College, LLC (Nikia T. Wilson – 100%)

LICENSING AGENCY/ ACCREDITING AGENCY

Texas Department of Licensing and Regulation
920 Colorado
Austin, Texas 78701
512-463-6599
Toll free 800-803-9202
Fax 512-475-2871

Accrediting Agency NACCAS

3015 Colvin St
Alexandria, VA 22302-1432 USA
Phone: 703-600-7600
Fax: 703-379-2200

FACILITIES AND EQUIPMENT

K&G 5 Star Barber College is located in a modern facility that is centrally heated and air conditioned. Adequate parking facilities are available in front and beside the college. K&G 5 Star Barber College has approximately 2500 square feet of floor space. This is divided into 4 offices, a dispensary, a storage, a classroom, , and a modern clinic laboratory in which the students practice "hands on" customer service. The clinic is fully equipped with stations and barber chairs, as well as a shampoo area.

President/Administrator: Nikia T. Wilson

Barber Instructors: Lisa Johnican

Financial Aid Director: Robert Anderson

Admissions Director: Whitney Grayson

NON-DISCRIMINATION STATEMENT

K&G 5 Star Barber College does not discriminate in its employment, admission, instruction, policies or graduation on the basis of sex, age, race, color, religion, ethnic origin, marital status, personal appearance, sexual preference, or veteran status. If student would like to request academic adjustment or auxiliary aids, please contact the School Director. Student may request academic adjustments or auxiliary aids at any time. Director is responsible for compliance with Section 504 of the Rehabilitation act of 1973 and the Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. K&G 5 Star Barber College will work with the applicant or student to determine whether reasonable accommodations can be effective and are/or available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify School Director in writing of the type of accommodation needed, date, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least three (3) weeks in advance of the date device is needed.

Student services

- Student File Access Policy
- Privacy Act/ Student Information Release Policy
- Sexual Harassment Policy
- Complaint/ Grievance Procedure
- Programs Offered
- Academic Calendar
- Student Services Offered
- Professional Referral Policy and Procedure
- Personal Counseling Services
- Occupations
- Employment Assistance/ Job Placement

STUDENT SERVICES.....

STUDENT FILE ACCESS POLICY

Students and parents of dependent minors are allowed to view their records by making an appointment with a written notice. Office administrator has up to 72 hours to adhere to student's request; this timeframe does not include school closures or holidays. The school keeps progress reports, report cards, transcripts and all other grades that the student acquires while attending the institution electronically for up to 5 years and a hard copy for up to 10 years. The school may charge a \$15.00 transcript fee for transcript requests. Any copies will be made during this time; all copies are \$2.00 per page requested.

PRIVACY ACT/ STUDENT INFORMATION RELEASE POLICY

Student records are only readily available to agencies covered under Family Education Rights and Policy Act (FERPA). Examples of these agencies are the Department of Education, TDLR and NACCAS, and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without the written consent of students or parents of dependent minors. K&G 5 Star Barber College does not publish a directory of or for its students. A signed release of information formed obtained from the school by the student is required in order for any information to be released to any other outside agency besides those that are stated above. If student is a dependent minor, both, the student and parent/ guardian, has to sign the release form.

SEXUAL HARASSMENT POLICY

It is the policy of the K&G 5 Star Barber College that acts of sexual harassment herein, toward guest or and visitors to the campus or any member of the College community including faculty, staff, students and candidates for positions at the College (regardless of the individual's gender) will not be tolerated. All members of the administration, faculty, staff and students will be subject to disciplinary/legal action for violation of this policy.

COMPLAINT/ GRIEVANCE PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the Department head or School President.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, the complainant has the right to refer it to an outside agency (as noted below), if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. Students also have a right to submit written complaints/grievances regarding actions taken by K&G 5 Star Barber College policies which they feel are in violation of state and/or federal laws to:

Texas Department of Licensing and Regulation
920 Colorado
Austin, Texas 78701
512-463-6599
Toll free 800-803-9202
Fax 512-475-2871

NACCAS
3015 Colvin St
Alexandria, VA 22302-1432
703-600-7600
Fax 703-379-2200

PROGRAMS OFFERED

K&G 5 Star Barber College is currently offering programs in *Class A Barber, *Barber Instructor, *Cosmetology Operator to Class A Barber.

ACADEMIC CALENDAR

K&G 5 Star Barber College operates on a continuous basis. New classes begin on every Tuesday of the month. K&G 5Star Barber College observes most Federal holidays (New Year's (January 1-2);(Spring Break(June 16-18); (Summer break (August 5-6); Thanksgiving (November 24-26), Christmas (December 24); New Year's Eve (December 30-31) . K&G 5 Star Barber College reserves the right to be closed additional days as deemed necessary. Students will not be penalized for such closings and their enrollment contract will be extended accordingly (e.g. closing for bad weather). Business hours are Tuesday thru Friday 11am until 5pm. Saturday hours are 8am until 2pm. School closed on Sundays and Mondays.

STUDENT SERVICES Offered

K&G 5 Star Barber College does provide housing, transportation & childcare resources/ information for students. K&G 5 Star Barber College provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. K&G 5 Star Barber College also provides students with counseling services. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits.

K&G 5 Star Barber College will arrange interviews and provide placement assistance, which will consist of identifying employment opportunities after graduation. The school will assist student with establishing employment until they are successful at finding a suitable location to begin their career.

A library containing books, periodicals, audio-visual aids, reference and instructional material on barbering, hair styling and related subject is available for use by students and staff during class hours.

Student complaint/grievance procedures are posted on the main bulletin board located in student lounge area.

Student Services offers support in areas related to transportation, day-care and other related areas to assist students in completion of their course. Student Services is available to meet with students to provide referrals for students at risk or in need of assistance. If deemed necessary, a student may be referred to appropriate professional.

K&G 5 Star Barber College makes every effort to maintain close communication with all students. Students have the opportunity to speak with faculty and administrative staff for both career and academic advising. Academic advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Each student may meet with an advisor and/or instructor for an evaluation of progress.

Professional Referral Policy and Procedure:

Our institution refers students to the necessary professional assistance in the event of any life altering circumstances that a student may come in to contact with during their educational journey by posting some professional services numbers and by personal one on one referrals. It is the policy of the school to assist students where possible. The Student Services Coordinator is willing to offer assistance and guidance in the areas listed:

Personal Counseling Services

All students may contact the following off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention.

K&G 5 Star Barber College does not offer on-campus counseling services.

Prevention and Addiction Recovery Services Galveston,
TX 409-944-4337/281-488-2839

Men's Drug and Alcohol Rehab Center
2119 Oak St. La Marque, TX 77568 PH: 409-933-4366

Crisis Intervention 24Hrs
1-866-729-3848

The National Domestic Violence Hotline 1.800.799.SAFE (7233) or 1.800.787.3224
National Women's Health Info. Center
U.S. Dept. of Health and Human Services Offices on Women's Health,
1.800.994.9662 <http://womanshealth.gov/faz/sexualassault.htm>
National Sexual Assault Hotline
1.800.656. HOPE (4673)

OCCUPATIONS

K&G 5 Star Barber College provides training that upon graduation prepares students for such occupations as: Platform Artist
Barber Stylist Barber Instructor Small Business Owner
Barbershop Owner State Barber Board Member

EMPLOYMENT Assistance/Job Placement

Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is ***not guaranteed.***

Tuition & costs

- Financial Commitment
- Tuition
- Fees & Expenses
- Payment Options
- Refund Policy

TUITION & COSTS.....

Financial Commitment

Attending barber school is an extensive responsibility, both personally and financially. Students must fulfill their written payment commitment with us in order to attend school.

Tuitions

The current tuition for K&G 5 Star Barber College is as follows: (includes hourly rates)

1. Class A Barber \$18,000 (\$18.00 per clock hour at 1500 clock hours)
2. Barber Instructor 750 hours with no experience \$9500 (\$10.00 per clock hour)
3. Cosmetology Operator to Class A Barber 300 hours \$3000 (\$10.00 per clock hour) **Prerequisite** for cross-over course is a current Cosmetology License from the State of Texas

(Tuition does not include kits, books or fees, please reference fees and expenses below, these fees are subject to change, but changes will not affect any binding contracts already signed)

School will charge additional tuition for hours remaining after the contract ending date at the current hourly rate, or any part thereof, payable in advance before graduation.

Example of charges for students that go over on contract for Class A Barber: (100 hours over the contract x \$10.00 per clock hour = \$1000.00) this is based off of student getting at least 30 hours per week.

Fees and Expenses Kits:

Class A Barber Books/Kit* \$2825 (includes books & all lab fees)

Barber Instructor Books/Kit* \$2825 (includes books & all lab fees)

Cosmetology Operator to Class A Barber Books/Kit* \$2825 (includes books & all lab fees)

***Please be advised that the kit must be purchased from the school.**

Other Fees:

State Permit Fee \$25.00

Registration fee \$200 + \$100 Application fee, totaling \$300

(Due upon signing enrollment agreement and acceptance into institution)

*Plus any other **miscellaneous fees** charged by the Texas Department of Licensing and Regulations which must be paid upon execution of enrollment agreement and acceptance into the institution.

*These fees must be paid prior to the first day of class and are **non-refundable except** fees that are refundable as stated in the refund policy on the following page.

Payment OPTIONS

The following payment options are available

1. Payments may be made by cash, certified check, money order, credit card or through non-federal or federal programs.
2. A student may make a minimum payment of \$1500 per month due on or before the 5th day of each month while attending K&G 5 Star Barber College. Once a student has completed 93% (1428 hours) of the Class A Barber program, students must pay any remaining financial obligations owed to the school. Student's contract may be terminated for nonpayment if the remaining balance is not paid in full by this time.

***The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the current hourly rate, or any part thereof, payable in advance until graduation.**

Refund Policy (Section 1601.563 – TDLR)

- (a) A barber school permit holder shall maintain a refund policy to provide for the refund of the unused part of tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period established under Section 1601.562:
- (1) Fails to begin the course of training;
 - (2) Withdraws from the course of training; or
 - (3) Is terminated from the course of training before completion of the course.
- (b) A barber school's refund policy must provide that:
- (1) The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract or other document acceptable to the department;
 - (2) The effective date of the termination for refund purposes is the earliest of:
 - (a) The last date of attendance, if the student is terminated by the school;

- (b) The date the permit holder receives the student's written notice of withdrawal; or
 - (c) 10 school days after the last date of attendance; and
- (3) The school may retain not more than \$100 if:
- (a) Tuition is collected before the course of training begins; and
 - (b) The student does not begin the course of training before the date the cancellation period under Section 1601.562 expires.
 - (c) A barber school permit holder shall publish in the catalog and enrollment agreement of the school a description of the refund policy.

Section 1601.564 – Withdrawal of Termination of Student

- (a) If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:
- (1) may retain \$100 in tuition and fees paid by the student; and
 - (2) is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.
- (b) If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:
- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
 - (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter;
 - (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
 - (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
- (c) If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

Effect of Student Withdrawal

Section 1601.565

(a) A barber school shall record a grade of incomplete for a student who withdraws from a course of training but who is not entitled to a refund under **(Section 1601.564)** if:

- (1) the student requests the grade at the time of withdrawal; and
- (2) the withdrawal is for an appropriate reason unrelated to the student's academic status.

(b) A student who receives a grade of incomplete may reenroll in the course of training before the fourth anniversary of the date the student withdraws and may complete the subjects without paying additional tuition.

Section 1601.566 – Payment of Refund

- (a) A barber school shall pay a refund owed under this subchapter not later than the 30th day after the date the student becomes eligible for the refund.
- (b) A school that fails to pay the refund within the period required by this section shall pay interest on the amount of the refund for the period beginning on the 31st day after the date the student becomes eligible for the refund and ending on the day proceeding the date the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.
- (c) If a school refunds tuition to a lending institution, the interest is paid to the institution and applied against the student's loan.
- (d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the school's effort to locate the student.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

POST WITHDRAWAL POLICY

Our institution will apply to student accounts and contact students via phone and or email. These funds will then be mailed to the student. If we are unable to contact the student, we will mail via traceable means to the last known address on students files. Students will have the right to refuse the funds if the disbursement is a loan.

*******NOTE: The last day of attendance is determined by when the student last clocked in and out/ last date the student actually attended. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.**

EXAMPLES for students:

If a student enrolls in an offered program, and student decides to terminate the contract by withdrawing from the program, or ceases attending classes.

If a student completes enrollment process into the program, and never attends a class.

If the school happens to disburse more aid than the student has earned, money will be disbursed back to the program.

If school has disbursed less aid than the student has earned, a post withdrawal disbursement will be calculated.

**Total amount unearned title IV aid earned due to student $\$56.02 - \$56.02 = 0$
Grant overpayment, funds to be returned $\$500.00 - \$0 = \$500.00$ Grant
protection disbursement calculation $\$2780.00 \times 50\% = \1390.00 Grant funds
for students to return $\$900.00 - \$1390.00 = < \$490.00$**

Curriculums & outlines for courses offered

- Class A Barber
- Barber Instructor 750 hours
- Cosmetology Operator to Class A Barber
- Salary Ranges

Class A Barber Course Outline

1500 Clock Hours

Description: This course is designed to teach students all aspects of Barber/Styling. Barber/Styling refers to the performance of those techniques and arts, such as haircutting, styling, shaving, massage, facial treatments, and the trimming of facial hair. Which make up the major services performed by a Barber/Stylist. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

Classroom theory is conducted daily to provide students with the fundamental knowledge they need to progress through the practical, hands on training received in the clinic. Instructional methods that maybe used include; transparencies, handouts, diagrams, videos and slides.

Textbook: Milady's Standard Textbook of Professional Barber-Styling, copyright 2010.

Objectives: Upon completion of this program the student will have all the skills and knowledge necessary to pass the exam required by Texas Department of Licensing & Regulations. With this knowledge, the student will be able to perform all of the clinical skills needed to function effectively in today's Barber Shop, salon, or as a platform artist.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

WRITTEN AND PRACTICAL

93–100 EXCELLENT

85–92 VERY GOOD

75–84 SATISFACTORY

74–0 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

Curriculum for the Class A Barber certificate 1,500 hours – 50 Weeks -13		
Months		
	(1) theory, consisting of	<u>180</u> hours
	(A) Anatomy, physiology, and histology, consisting of the study of	50 hours
	(i) Hair	
	(ii) Skin	
	(iii) Muscles	
	(iv) Nerves	
	(v) Cells	
	(vi) circulatory system	
	(vii) Digestion	
	(viii) Bones	
	(B) Texas barber law and rules	35
	(C) bacteriology, sterilization, and sanitation	30
	(D) disorders of the skin, scalp, and hair	10
	(E) Salesmanship	5
	(F) barbershop management	5
	(G) chemistry	5
	(H) Shaving	5

(I)	scalp, hair treatments and skin	5
(J)	Sanitary professional techniques	4
(K)	professional ethics	4
(L)	Scientific fundamentals of barbering	4
(M)	cosmetic preparations	3
(N)	shampooing and rinsing	2
(O)	cutting and processing curly and over-curly hair	2
(P)	haircutting, male and female	2
(Q)	theory of massage of scalp, face and neck	2
(R)	hygiene and good grooming	1
(S)	barber implements	1
(T)	honing and stropping	1
(U)	mustaches and beards	1
(V)	facial treatments	1
(W)	electricity and light therapy	1
(X)	history of barbering	1
(2)	instruction in practical work, consisting of the study of:	1320
		hours
(A)	dressings the hair, consisting of:	800
	(i) men's haircutting	
	(ii) children's haircutting	
	(iii) women's haircutting	
	(iv) Cutting and processing curly and over-curly hair	
	(v) razor cutting	
(B)	Shaving	80

(C)	Styling	55
(D)	shampooing and rinsing	40
(E)	bleaching and dyeing of the hair	30
(F)	waving hair	28
(G)	Straightening	25
(H)	Cleansing	25
(I)	professional ethics	22
(J)	barbershop management	22
(K)	hair weaving and hairpieces	17
(L)	Processing	15
(M)	Clipping	15
(N)	beards and mustaches	15
(O)	Shaping	15
(P)	Dressing	15
(Q)	Curling	15
(R)	first aid and safety precautions	11
(S)	scientific fundamentals of barbering	10
(T)	barber implements	10
(U)	<u>haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics</u>	<u>10</u>
(V)	Massage and facial treatments	10
(W)	Arranging	10
(X)	Beautifying	10
(Y)	Singeing	7
(Z)	Manicuring	8

Barber Instructor Course Outline

750 Hours

DESCRIPTION: The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry level employment as an instructor or a related position.

Learning OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

GRADING PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

WRITTEN AND PRACTICAL

93–100 EXCELLENT

85–92 VERY GOOD

75–84 SATISFACTORY

74–0 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation.

Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

REFERENCES/ Textbook: Milady's Master Educator Student Course Book Second Edition. A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

Expectations: Student is expected to learn how to become an instructor, and pass a written and practical exam. We expect all students to be professional when entering the school because they already possess a professional license (Class A barber). We also expect our students to be readily trainable because of their previous barber school experience

Barber Instructor-750 Hour Curriculum (Prerequisite: Class A Barber License)

(1) instruction in theory, consisting of 175 hours (A)

lesson planning, 15 hours

- Volume 1 Chapter 6 in textbook, students will learn the value of a lesson plan and how to effectively write a detailed one.(classroom delivery)

(B) personality and professional conduct, 15 hours

- Volume 1 Chapter 1 in textbook, student will demonstrate professional conduct and notate their own personality and what they can do to improve it in order to have a productive career and classroom experiences. (classroom delivery)

(C) development of a barber course, 15 hours

- Volume 1 Chapter 6 in textbook learns how to develop outlines in order to develop a course of study. They will learn how to effectively research and prove what is necessary to make a barber course in order for the course delivery can be effective. (classroom delivery)

(D) student learning principles, 10 hours

- Volume 1 Chapter 3 in textbook, students will learn the why learning styles are important and the different types. Students will be able to demonstrate different techniques used in the classroom to be able to interact with various learning styles, student will learn their role as the instructor.(classroom delivery)

- (E) principles of teaching, 35 hours
 - Volume 1 Chapter 5 in textbook , students will learn the different teaching principals as outlined in the textbook as well as experiences by instructors in the school.(classroom delivery, with presentations and lectures from both instructors)
- (F) basic teaching methods, 35 hours
 - Volume 1 Chapter 5 in textbook, students will learn the basic methods of teaching as outlined in the textbook (classroom delivery)
- (G) teaching aids, 10 hours
 - Volume 1 Chapter 7 in textbook, students will learn their role as the educator and how to use aids effectively and what aids will be effective learning tools in the classroom. (classroom delivery)
- (H) Testing, 10 hours
 - Volume 2 Chapter 4 in textbook, students will learn to develop reading and learning skills, learn the effectiveness of study groups and being fit. (classroom delivery) (I) Self-evaluation, 10 hours
 - Volume 2 Chapter 9 in textbook, students will learn how to effectively evaluate themselves as professionals. (classroom delivery)
- (J) teaching adults, 10 hours
 - Volume 2 Chapter 2, Chapter 7, volume 1 chapter 9, and chapter 10 in textbook, students will learn how to achieve results with different adult learners. (classroom delivery)
- (K) classroom problems, 5 hours
 - Volume 2 Chapter 2 pages 311-316 in text book, students will learn the different problems in the classroom, different instructor experiences, how to deal with the problem. (classroom delivery, textbook and presentation from instructors on their experiences and how they handled them)
- (L) classroom management, 5 hours
 - Volume 1 Chapter 4 in textbook, students will learn how effectively supervise and manage the classroom. (classroom delivery)
- (2) instruction in practical work, consisting of 575 hours (A)
 - assisting with students, 350 hours
 - Practical classroom delivery, student instructor will assist with student evaluations, assist students in practical work on clinical floor, assist students in other various activities in classroom and clinical floor.
 - (B) theory class (assisting teacher, observing, teaching), 150 hours

- 75 hours Student instructor will observe and assist instructor demonstrating the various ways to keep students attentive and to cater to each learning style. (theory class setting)
- 75 hours Student will write lesson plans and course outlines and demonstrate effective classroom presentations, as well as deliver effective teaching methods while catering to each learning styling and keeping student's attention while being able motivating them to learn as well as retain the subject at hand.

(C) learning office procedures and state laws, 50 hours

- 5 hours Student will learn state laws as stated in the Barber rules and laws booklet.
- 45 hours Student will learn how to give a new student orientation, as well as learn the other office procedures needed to run a school effectively.

(D) grading test papers (assisting teacher, observing, grading), 25 hours

- 5 hours student will observe instructor grading students exams
- 20 hours student will assist and grade test and exam papers using the methods demonstrated by instructor.

Cosmetology Operator to Class A Barber Course Outline

300 Hours Description:

This course is designed to teach cosmetologist the basics of barbering such as men hairstyling, facials, massage techniques, shaving and all other skills not related to the field of cosmetology but performed in barbering. This program is measured by clock hour where the student receives one clock hour for every hour in class.

Classroom theory is conducted four days out of a five day work week for 1 hour and 15 minutes per day, to provide students with the fundamental knowledge they need to progress through the practical hands-on training received on the clinical floor. Instructional methods that may be used include; transparencies, handouts, diagrams, videos and slides.

Textbook:

Milady's standard textbook of Professional Barber- Styling 5th edition, copyright 2010.
State of Texas Barber Rules and Laws Book updated 2012

Learning Objectives:

Upon completion of this course the student will have the skills and knowledge necessary to pass the exam required by Texas Department of Licensing and Regulations. With this knowledge, the student will be able to perform all of the clinical skills needed to function effectively as a licensed barber.

GRADING PROCEDURES:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

WRITTEN AND PRACTICAL

93–100 EXCELLENT

85–92 VERY GOOD

75–84 SATISFACTORY

74–0 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

Expectations: Student is expected to learn the basics of men's haircutting, and pass a written and practical exam. We expect all students to be professional when entering the school because they already possess a professional license

(Cosmetology). We also expect our students to be readily trainable because of their previous beauty school experience.

Cosmetology Operator to Class A Barber Curriculum

(1) Instruction in theory, consisting of 25 Hours

(A) History of Barbering, 1 hour

□ Chapter 2 in textbook (classroom delivery)

(B) Barber Laws and Rules Review, 1 hour

□ Barber rules and laws book (class room delivery)

(C) Implements, Honing, and Stropping, 5 hours

□ Chapter 6 in textbook (classroom delivery)

(D) Shaving, 5 hours

□ Chapter 14 in textbook (classroom delivery)

(E) Men's Haircutting and tapering, 5 hours

□ Chapter 15 in textbook (classroom delivery)

(F) Beard and Mustache Trimming and Design, 1 hour

□ Chapter 14 in textbook (classroom delivery)

(G) Hair color Review, 1 hour

□ Chapter 19 in textbook (classroom delivery) (H)

Permanent Waving and Relaxing Review, 1 hour

□ Chapter 18 in textbook (classroom delivery)

(I) Manicuring and Nail Care Review, 1 hour

□ Chapter 20 in textbook (classroom delivery)

(J) Facial Treatments and Skin Care Review, 1 hour

□ Chapter 13 in textbook (classroom delivery)

(K) Anatomy and Physiology Review, 1 hour

□ Chapter 7 in textbook (classroom delivery)

(L) Blow-dry Styling Review, 1 hour

□ Chapter 15 page 471 in textbook (classroom delivery)

(M) Shampooing and Conditioning Review, 1 hour

□ **Chapter 12 page 272 in textbook (classroom delivery)**

(2) Instruction in practical work, consisting of 275 Hours (A)

Men's Haircutting and tapering, 165 hours

- 2 hours watching haircutting DVD (classroom delivery)
- During the 2 hour DVD will pause and explain the cut
- 10 hours consisting of instructor demonstrations with explanation (clinical floor delivery)

- 153 hours of clinical floor practical consisting of men's hair cutting, & tapering on school patrons and mannequins with instructor supervision (clinical floor delivery)
- (B) Shaving, Mustache and Beard Trimming, 85 hours
- 5 hours of instructor demonstrations in shaving (clinical floor delivery)
 - 2 hours of instructor demonstrations in mustache and beard trimming on school patrons and mannequins (clinical floor delivery)
 - 78 hours of clinical floor practical consisting of shaving and mustache and beard trimming on school patrons and mannequins with instructor supervision (clinical floor delivery)
- (C) Hair coloring, 5 hours
- Hands on with instructor giving 1 hour demonstration on mannequin and students following up with 4 hours of practical mannequin coloring, using different methods and colors, and being able to explain the level and color wheel/chart in which they used to pick the color. (Classroom delivery)
- (D) Permanent Waving and Relaxing, 5 hours
- Hands on with instructor giving 1 hour mock demonstration on mannequin and students following with 2 hour practical on permanent waving on the mannequin and 2 hour practical of relaxing on mannequin.
- (E) Facial Treatments, 5 hours
- 4 hours based on students giving each other facials using the different facial massages, techniques and methods as explained in chapter 13 of the book.
 - 1 hour based on state board preparation practical as outlined in PSI bulletin for chemical and relaxing services (clinical floor and classroom delivery)
- (F) Shampooing and Conditioning and Blow-dry Styling, 5 hours
- 3 hours based on students shampooing, conditioning and blowing mannequins with instructor supervision. Must demonstrate scalp manipulations. Students must give consultation and create their own consultation card to determine which conditioner can be used. (clinical floor delivery)
 - 2 hour based on state board prep practical as outlined in PSI bulletin for shampooing and blow drying (both classroom and clinical floor delivery)
- (G) Manicuring, 5 hours
- Based on students servicing each other on the clinical floor, while demonstrating correct procedures as outlined in chapter 20 of the textbook.

** Please be advised that these outlines for the course chosen must be completed as well as passing the State's written and practical exams as prerequisites to obtaining a license and eventually becoming employed in your field of study.

Admissions

- Eligibility
- Transfer of Credit
- Process
- Re-Admission Policy
- Criminal Conviction Guideline

ADMISSIONS.....

ELIGIBILITY

K&G 5 Star Barber College does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation in admitting students.

K&G 5 Star Barber College regularly admits as new students those persons who are:

1. At least 16 years of age or above as mandated by the State of Texas and, who also have earned;
2. Proof of one of the following credentials:
 - a) their High School Diploma, an official transcript of secondary school completion, or state certification of home school completion,
 - b) their G.E.D.

INSTRUCTOR APPLICANTS MUST MEET ALL OF THE ABOVE REQUIREMENTS AND:

- HOLD A CURRENT LICENSE AS A PRACTITIONER IN THE FIELD THEY WISH TO TEACH

COSMETOLOGY OPERATOR TO CLASS A APPLICANTS MUST MEET ALL OF THE ABOVE REQUIREMENTS AND:

- HOLD A CURRENT LICENSE AS A COSMETOLOGY IN THE STATE OF TEXAS

K&G 5 Star Barber College does not recruit students already attending or admitted to another school offering a similar program of study.

PROCESS

K&G 5 Star Barber College reviews applications on a weekly basis and admits students on Tuesday of every month. The following process must be followed by students seeking admission:

Obtain a K&G 5 Star Barber College enrollment application packet.

Return a completed application packet to K&G 5 Star Barber College.

Application packets are accepted every day, unless school is scheduled to be closed. A completed application packet includes:

- Completed K&G 5 Star Barber College Enrollment Application
- Completed financial assistance forms (if applicable)
- Copy of the high school diploma, GED or its equivalent or certified transcript
- Copy of a valid photo I.D. (driver's license or state issued identification) and social security card.
- 4 2x2 passport size photos

K&G 5 Star Barber College will contact applicants to schedule an orientation.

Applicants must be appropriately dressed for the interview.

Interview with K&G 5 Star Barber College: During the orientation, applicants will sign their K&G 5 Star Barber College Enrollment contract.

Upon signing the contract, students must pay a 175 for application fee and & permit fee

TRANSFER OF HOUR

Anyone who completed over 200 hours at another school will not be accepted. Transfer ability will be determined on a case-by-case basis by the Director. Any student who wishes to transfer from another Barber College must provide the school with the following:

- Confirmation of hours earned from the Texas Department of Licensing and Regulations.
- A complete transcript from the previous school
- Must have been in good standing at other school at time of withdrawal.

Should a student want to transfer out of our school to another school, a student must be paid in full with our school and a transcript will then be provided or submitted per the written instructions of the student.

RE-ADMISSION POLICY

A student is allowed only one (1) re-admission and may not re-enter after another withdrawal or termination

To be eligible for re-admission after termination or voluntary withdrawal a student must wait a minimum of ninety (90) days before requesting re-admission. All regular admission procedures will apply.

Once accepted for re-entry, the student will be credited for hours previously earned and will be charged the current rate for tuition on any hours remaining to be completed. The student will also be eligible for financial aid if applicable.

Reenrolling students must purchase book(s), uniform(s) and equipment that are missing from the student kit or not in professional working order.

Criminal Conviction Guidelines

These guidelines are issued by the Texas Department of Licensing and Regulation pursuant to the Texas Occupations Code, § 53.025(a). These guidelines describe the process by which the Texas Department of Licensing and Regulation (TDLR) determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. The questionable offenses are: assaults, homicides, *sexual offenders, and kidnapping. *

K&G 5 Star Barber College reserves the right to refuse enrollment to sexual offenders.

Academic policies

- Graduation Requirements
- Completion Award
- Attendance Policy Make-up Policy

ACADEMIC POLICIES.....

GRADUATION REQUIREMENTS

K&G 5 Star Barber College:

Will grant a certificate of graduation once a student has successfully all hours, all tests with an average GPA of 75% and made satisfactory arrangements for payment of all debts owed to the school.

COMPLETION AWARD

Upon successfully completing of all graduation requirements of The Programs the student will receive a Certificate and may attend a scheduled graduation hosted by the school.

ATTENDANCE POLICY

Students are encouraged to strive for an attendance rate of at least 67% out of 100%. Attendance is monitored once a month. (Please see SAP in catalog)

A time clock is the official method of verification of time accumulated in The Barbering Program at K&G 5 Star Barber College. It is solely the student's responsibility to clock in/out correctly. Arrivals/clock-ins that is after the scheduled time will be classified as a tardy unless documented on the Student Work Verification Form.

Departures/clock-outs prior to the scheduled time will be classified as an absence unless documented on the Student Work Verification Form.

Three (3) instances of tardiness may equal one (1) absence during the course of a month. Tardy is considered after 7:05 a.m. If you are not here, you will not be allowed in without a valid excuse (absence with a doctor's note, funeral of immediate family, children doctor's notes, or jury duty). One (1) absence on a Saturday may equal three (3) absences during the course of a month. K&G 5 Star Barber College reserves the right to request documentation to support any tardy, absence or early dismissal from the student before permitting the student to return to school.

VA Student ATTENDANCE POLICY

Students using veterans' benefits to attend K&G 5 Star Barber College will have attendance monitored until the time the student drops, graduates, or complete the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or sources. Therefore the attendance policy (20%of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

MAKE-UP POLICY

Students will be required to make up all assignments, exams or other work missed as the result of any excused or unexcused absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the Instructor. All arrangements are subject to approval by the instructor.

Satisfactory Academic Progress Policy

- Evaluation Periods
- Attendance/Progress Evaluations
- Maximum Time Frame
- Academic Progress Evaluation
- Determination of Progress Status
- Warning, Probation, Appeal
- Re-establishment of SAP
- Interruption of Training and LOAI
- Non-Credit & Remedial Courses; Incompletes
- Transfer Hours

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

1. K&G 5 Star Barber College the Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school, regardless of attendance schedule. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

*NOTE: Students who meet minimum requirements are considered to be making satisfactory academic progress until next scheduled visit.

2. EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

Class A Barber 450, 900, 1200 clocked (actual) hours

Instructor (750 hours course) 300, 600 clocked (actual) hours

Cosmetology Operator to Class A Barber 150, 250 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have the first evaluation no later than the midpoint of the course or academic year, whichever occurs sooner. All students must sign off on each SAP report and a copy is given to the student and the original is placed in the students file. This includes notification of any evaluation that impacts the student's eligibility for financial aid, if applicable.

3. ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. A student who meets the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

MAXIMUM TIME FRAME

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

ACADEMIC PROGRESS EVALUATIONS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic

learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT 85 - 92 VERY GOOD 75 - 84 SATISFACTORY BELOW 74 - UNSATISFACTORY

4. DETERMINATION OF PROGRESS STATUS

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

5. WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period if it is determined that the student did not make satisfactory academic progress during the warning or previous evaluation period. may be placed on probation only after a successful appeal. During which time, the student is on suspension of title IV funds before approved appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. ***The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and placed on title IV suspension.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. The appeal and decision documents will be retained in the student file.

The reasons for which a student may appeal are death or serious illness of an immediate family member, an injury or illness of the student, serious personal circumstance or other allowable special circumstance. Appeals must be submitted in writing to K&G5 Star Barber College within three (3) business days of receiving the determination.

*****Note:** Our institution's academic plan for each course offered, if followed, will ensure that the student is able to meet the institution's Satisfactory Academic Progress requirements by a specific point within the maximum timeframe established for the individual student. **Most probationary periods are for a Title IV pay period (450 hours)**

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEAS program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

6. INTERRUPTIONS IN TRAINING/LEAVE OF ABSENCE

If enrollment is temporarily interrupted for a Leave of Absence (See LOA Policy), the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to reenroll will return in the same satisfactory academic progress status as at the time of withdrawal. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

7. COURSE REPETITIONS & NONCREDIT REMEDIAL COURSES

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

INCOMPLETE

Any student who fails to complete a course will receive an incomplete. Incomplete courses will be given a grade of zero.

8. TRANSFER HOURS

Transfer hours that are accepted toward the student's 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 contracted hours at the institution.

Leave of absences (L.O.A)

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. All requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

In the event a student finds it necessary to be absent from K&G 5 Star Barber College for an extended period of time, the student may request an official leave of absence (L.O.A.) from K&G 5Star Barber College.

1. A leave (or leaves) of absence or may be granted provided that the total number of days of the leave or combined number of days for leaves do not exceed 180 days in a 12-month period.
2. A L.O.A. will extend a student's contract period and maximum time frame by the same number of days in the leave of absence.
3. A student's request for a L.O.A. must be submitted in writing, and must be approved by school official.
4. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.
5. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, **the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.**
6. There must be a reasonable expectation that the student will return from the LOA;
7. The institution may not assess the student any additional institutional charges as a result of the LOA;
8. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;
9. The institution must extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties;
10. If the student fails to return from a leave of absence on the specified day, that student will be considered withdrawn. For purposes of calculating a refund is always student's last day of attendance.

General Policies

- Conduct
- Dress Code
- Drug free workplace
- Right to know

GENERAL POLICIES.....

***The consequences for misconduct may lead to termination of student's enrollment.**

CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of K&G 5 Star Barber College's student conduct policy include, but are not limited to, the following:

Destroying or damaging K&G 5 Star Barber College property.

Use any illegal drugs or alcohol while on K&G 5 Star Barber College property or attending K&G 5 Star Barber College while under the influence of illegal drugs or alcohol.

Cheating on a school examination.

Engaging in any unlawful or improper action as described in the Student Handbook.

Exhibiting violence, insubordination or inappropriate language toward any school staff or another student

Exhibit a pattern of missing Saturdays.

Cell phone usage on the school premises.

Sitting or lounging in the barber chairs.

Leaning on Barber work stations

Grounds for Termination: 1) profanity; 2) fighting; 3) turning away services unless authorized by floor instructor; 4) sexual harassment of clients, staff or fellow students; 5) weapons; 6) drugs or alcohol, this includes using or selling; 7) insubordination; 8) stealing or destroying of school property or fellow students' property.

In addition, may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

DRESSCODE

A clean uniform must be worn at all times. A student and will not be permitted on the premises without a uniform. Students will be sent home who do not have on proper uniform, proper attire and/or proper shoes. All uniforms are the expense of the students. K&G 5 Star Barber College reserves the right to modify the rules and regulations.

All students are required to wear: (all black)

Black Smock

Black Jeans, Slacks or Pants

Closed toe shoe, sneakers or boots

Students may not wear the following: shorts above the knee. Skirts above the knee. Blouses that reveal the upper body. Pants that inappropriately reveal the lower body. Skirts that inappropriately reveal the lower body. Hats.
Scarves. Visors. Do rags.
High-heeled shoes.
Mule-style shoes.

DRUG POLICY

K&G 5 Star Barber College IS A DRUG FREE WORK PLACE. OUR DRUG ABUSE PREVENTION PROGRAM PROVIDES INFORMATION CONCERNING THE RISK INVOLVED WITH DRUG ABUSE, THE SCHOOL'S POLICY ON DRUG ABUSE, AND THE LOCATIONS WHERE STUDENTS CAN GET COUNSELING AND TREATMENT FOR DRUG ABUSE. A COPY OF OUR DRUG ABUSE PREVENTION PROGRAM IS DISTRIBUTES TO EVERY STUDENT AND EMPLOYEE.

IN KEEPING WITH ALL LOCAL AND STATE LAWS, OUR SCHOOL PROHIBITS THE POSSESSION, USE OR DISTRIBUTION OF DRUGS AND ALCOHOL BY STUDENTS OR EMPLOYEES WHILE ON SCHOOL PROPERTY OR WHEN INVOLVED IN ANY SCHOOL SPONSORED ACTIVITY. ANY STUDENT OR EMPLOYEE WHO IS OR HAS BEEN CONSUMING ALCOHOL OR DRUGS ON SCHOOL PROPERTY WILL BE CONSIDERED THE SAME AS THOUGH THEY CAME TO THE SCHOOL PROPERTY UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.

WARNING

IF YOU ARE CAUGHT WITH ALCOHOL OR DRUGS IN YOUR POSSESSION, OR IF YOU ARE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS YOU MAY BE TERMINATED FROM SCHOOL.

ACCESSIBILITY OF FACILITIES BY HANDICAPPED STUDENTS

K&G 5 Star Barber College widened doorways, which makes the school and classroom accessible to people in wheelchairs. Those students with handicaps wishing to pursue training in the field of barbering will be evaluated on an individual basis to determine if:

1. They can benefit from the training offered by the school.
2. The instructional and physical facilities are accessible to that potential student.

CODE OF ETHICS

THIS SCHOOL has as its principal objective, the training of qualified Barbers to render the best possible service to patrons.

THIS SCHOOL observes all rules and regulations issued by the State Boards of Barbers and Health Departments.

THIS SCHOOL encourages its instructors to keep abreast of the latest teaching methods in barbering in the way of reading educational books and attending teacher's refresher of advance courses, workshops, and trade shows.

THIS SCHOOL takes part in education conferences and regional meeting in order to advance the Barber industry.

THIS SCHOOL makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids) in order to provide the best possible training for its students.

THIS SCHOOL maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.

THIS SCHOOL purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.

THIS SCHOOL advertises truthfully, and makes honest representations to its students. THIS SCHOOL refrains from any criticism which reflects unfavorably on other schools and the barber profession.

Upon the successful completion of course, student may register for any employment assistance and school will use its best efforts to successfully place student. However, student is advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter said school.

Through our scientific approach at *K&G 5 Star Barber College*; the newest tools and techniques of personalized teaching is utilized by our staff. Trained, qualified, and certified instructors are combined with audio-visual aids to give our students the best education available.

It is reputation that brings students from all over to enter our school. We are proud to say that an education from *K&G 5 Star Barber College* offers one the most exciting and complete education in the field of barbering and hair design. Worldwide information on cuts, styles, perms and fashions are always kept current at *K&G 5 Star Barber College*.

We offer a short-term education for a lifetime career.

We at *K&G 5 Star Barber College* are honored and very proud of these qualifications. We shall always strive to give our students the very best.

Consumer Information

Notice of Availability of Institutional and Financial Aid Information

This page has been created to fulfill K&G 5 Star Barber College's compliance with the disclosure requirements under Title IV. [Title IV](#) requires institutions participating in financial aid programs to disclose specified information to all prospective students, applicants, employees and current students.

General Institutional Information

Facilities and Services for Students with Disabilities

Students with Disabilities

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of person with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to K&G 5 Star Barber College at the time of the request. Information pertaining to an

Applicant's disability is voluntary and confidential. If this information is supplied, a reasonable effort at no additional cost to K&G 5 Star Barber College will be made to overcome the effects of conditions that limit the participation of qualified disabled students. If Applicants or Students feel that they have been the subject of unlawful discrimination, they may notify K&G 5 Star Barber College by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

Copyright Infringement Policy

Copyright Infringement Policies and Sanctions

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, will not be tolerated, and may subject a student to school sanctions and discipline, up to and including dismissal. Students may request copies of copyrighted materials from the person or office in charge of those materials.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may also subject the student to civil and criminal liabilities. Specifically, Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). 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. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. More information can be found at: www.copyright.gov.

Misrepresentation

K&G 5 Star Barber College routinely reviews and updates information that it makes available to students, the public, and employees to ensure its accuracy and truthfulness.

Any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates is subject to fines, limitations, suspensions, or the termination of its participation in Federal Student Aid programs.

Examples of misrepresentation of the educational program would include, among other things, false or misleading statements about the school's accreditation or the school's size, location, facilities, or equipment. Misrepresentation of financial charges includes, among other things, false or misleading statements about scholarships provided for the purpose of paying school charges or as to whether a particular charge is a customary charge for that course at the school. Also, misrepresentation would include making any false or misleading statements about the employability of the school's graduates.

Assistance Available from Federal, State and Institutional Programs

FINANCIAL AID RESOURCES

Federal student aid is available in the form of Pell Grants and Direct Student Loans for those who qualify. You may visit <http://www.fafsa.ed.gov/> for more information or apply for aid.

OTHER FINANCIAL AID RESOURCES

GOVERNMENT SPONSORED PROGRAMS: K&G 5 Star Barber College accepts qualified students eligible to participate in various state administered programs. Contact the school financial aid director for details.

COMPANY TUITION REIMBURSEMENT: K&G 5 Star Barber College may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

MISCELLANEOUS RESOURCES: There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

In financing your education, your summer or other part-time positions are important and should not be forgotten. Future employers look favorably upon students who have contributed toward their cost of education, and you receive the benefits of a second "on-the-job" education at the same time.

Drug and Alcohol Abuse Prevention Policy

Drug and Alcohol Abuse Prevention Program

Drug Policy

To ensure a DRUG-FREE school, all students/employees are given notice that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the school. If a student/employee is found to be in non-compliance with this notice, said student/employee will be given a minimum of thirty (30) days suspension. Said

Student/employee will also be asked to attend a drug abuse program which must be approved by the school administrator. A second violation can mean the immediate termination of said student/employee without recourse. This school is also a smoke free facility.

Note: *If you have a drug or alcohol related problem, the school staff is always available to you. We also have a list of organizations available to you should you need any help.*

ANTI-DRUG ABUSE ACT CERTIFICATION

MARCH 18, 1989

The students understand that as a condition of eligibility to attend this school, and as a condition of eligibility to receive Financial Aid, he/she must remain drug free. The student also understands that if he/ she does engage in the unlawful manufacturing, distribution, dispensation, or possession of a controlled substance during their enrollment, he/she will be dismissed from school and not be allowed to return until they can show proof of being drug free, and until he/she has met the School's requirements by the following:

- A. Attended an approved drug rehabilitation center.
- B. Show proof of being drug free and/or alcohol free for thirty 30 days

The student has been informed of the penalties for the use of drugs. The students have received written information on the Federal penalties and sanction for illegal possession of a controlled substance. The students have received information on the use and effects of a controlled substance.

The student understands that if he/she needs help while attending school for the abuse of a controlled substance, they may go to the owner or director for help without recourse. The school will assist the student in getting the counseling they need.

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Effective July 1, 2000, students are ineligible for Title IV federal financial aid funds if convicted of an offense involving the possession of an illegal substance that occurred during a period of enrollment for which the students were receiving federal student aid (grants, loans and/or work-study). The ineligibility period is:

- First Offense = 1 year
- Second Offense = 2 years
- Third Offense = Indefinite

For convictions involving sale of an illegal substance, the ineligibility period is:

- First Offense = 2 years
- Second Offense = Indefinite The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or

work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800433-3243)

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Civil Commitment for Sexual Offenses - A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or nonforcible sexual offense is ineligible to receive a Federal Pell grant.

Vaccination Policy

Vaccinations Policy

K&G 5 Star Barber College complies with the State of Texas requirements for vaccinations. At this time Texas does not require any vaccinations prior to or during enrollment in its programs.

Security, Emergency and Evacuation Information

Security Report

REPORTED OFFENSES	On Campus	Off Campus	On Campus	Off Campus	On Campus	Off Campus	On Campus	Off Campus
YEAR	2011	2011	2012	2012	2013	2013	2014	2014
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses-Incest	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses-Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
ARRESTS								
DRUG LAW VIOLATION	0	2	0	0	0	0	0	0
LIQUOR LAW VIOATION	0	1	0	0	0	0	0	0

WEAPONS POSSESSIONS	0	0	0	0	0	0	0	0
REFERRALS								
DRUG LAW VIOLATION	0	0	0	0	0	0	0	0
LIQUOR LAW VIO;ATION	0	0	0	0	0	0	0	0
WEAPONS POSSESSIONS	0	0	0	0	0	0	0	0

Violence Against Women Act			
		2013	2014
Rape & Forcible Foundling		0	0
Domestic violence		0	0
Dating violence		0	0
Stalking (including cyber-stalking)		0	0

The following provides information required under Public Law, 34 CFR668. Student Assistance General Provision, Campus Safety:

This report is to inform you of the procedures to follow in reporting emergencies and crime on campus.

The Chief Executive Officer, all Instructors and Staff will serve as Campus Security Personnel.

Any and all suspicious activities, crimes, or other security problems should be reported immediately to an available Staff Member.

Written reports will be made when appropriate and kept in the school files. When it is deemed necessary by school personnel, outside help, law enforcement etc., will be called. School officials will cooperate in every way possible with any investigation conducted by these entities.

Information for Crime Victims and Disciplinary Proceedings

K&G 5 Star Barber College strives to foster a positive and enjoyable environment for professional learning. Should a student become a victim of a crime while at school or on school premises, the student should notify school staff immediately for assistance. The

matter will be dealt with promptly and professionally. When it is deemed necessary by school personnel, outside assistance, such as law enforcement will be called.

In the case of a student's violation of rules and regulations the following will take place: K&G 5 Star Barber College reserves the right to take disciplinary action against students for violations of K&G 5 Star Barber College rules and regulations. These rules and regulations are contained in the catalog, enrollment agreement, posted on bulletin boards, and/or distributed to students. K&G 5 Star Barber College also reserves the right to take disciplinary Action in those instances where it believes the students' continued presence in the school facility is disruptive to the teaching and learning environment of the institution. Disciplinary action may take the form of verbal or written warning, suspension from school for a period of time, or the termination of the student's enrollment. Students may be notified of disciplinary action either verbally or in writing. Students must comply with disciplinary directives immediately and in a professional manner.

Emergency Response Procedures

Emergency Procedures

The Chief Executive Officer, all Instructors and Staff will serve as Campus Security Personnel.

Any and all suspicious activities, crimes, or other security problems should be reported immediately to an available Staff Member.

Written reports will be made when appropriate and kept in the school files. When it is deemed necessary by school personnel, outside help, including law enforcement will be called. School officials will cooperate in every way possible with any investigation conducted by these entities.

Evacuation Procedures

Exit doors are in the front and back of the K&G 5 Star Barber College for the event of an evacuation. Students and employers are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by K&G 5 Start Barber College personnel. Evacuation maps are posted the school. Fire extinguishers are located at the school.

Voter Registration

Voter Registration Forms

K&G 5 Star Barber College encourages all students and employees to exercise their right to participate in their government by voting. To that end, voter registration forms can be

obtained at its business office. Registration forms and additional information on voter registration can also be obtained online at www.votexas.org.

Treatment of Title IV Funds When a Student Withdraws From a Clock Hour School

The K&G 5 Star Barber College Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. If a student fails to return from a Leave of Absence the Date of Withdrawal is the last day the student attended class before the Leave began.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student

(or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan

Subsidized Federal Stafford Loan

Federal Parent (PLUS) Loan

Federal Pell Grant

Federal Supplemental Opportunity Grant

Other Title IV assistance

State Tuition Assistance Grants (if applicable)

Private and institutional aid

The student

POST WITHDRAWAL POLICY

According to the Federal Student Aid Handbook, “Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.”

All students R2T4 will be calculated in pay periods (450 hour for example). A copy of all notices along with the tracking document (if notices had to be mailed) must be placed in the students file. If student comes into the office, make sure that all documents are signed for refunds or returns before student leaves the school. NO VERBAL NOTICES ARE

ALLOWED! Note “traceable means, means certified mail, UPS, FED, etc. but must be traceable) School may choose at its discretion what mailing/shipping method to use.

- Within 30 days of date of determination, school must notify student/parent of any loan PWD in writing via traceable means:

- Explain student/parent may decline all or a portion of the disbursement (this information must be on documentation)
- Request confirmation of any amount to be credited to the student's account, or disbursed directly to borrower
- Explain obligation to repay loan funds (make sure it is explained thoroughly through an the default exit booklet, and student needs to sign document and place it in the students file)
- Specify deadline of at least 14 days for response. (This specification is found inside the documents sent.
- Must receive confirmation prior to disbursement
- If timely response, disbursement must be made within 180 days of date of determination
- If response is late, school may or may not disburse
- If school chooses not to disburse, must notify borrower in writing of outcome via traceable means of mail.
- If no response from borrower, no disbursement can be made
- No student confirmation required to pay current outstanding charges
- If disbursed directly to student, must be disbursed within 45 days of date of determination
- Must be disbursed to student account within 180 days after date of determination
 - Must obtain authorization to pay for other allowable charges on account

If a student is due a refund, our institution will apply to student accounts and contact students via phone and or email. These funds will then be mailed to the student. If we are unable to contact the student, we will mail via traceable means to the last known address on students files. Students will have the right to refuse the funds if the disbursement is a loan. In some cases students may be required to return money and the student will be notified in this instance as well, via traceable means of mail.

If a student enrolls in an offered program, and student decides to terminate the contract by withdrawing from the program, or ceases attending classes.

If a student completes enrollment process into the program, and never attends a class.

If the school happens to disburse more aid than the student has earned, money will be disbursed back to the program.

If school has disbursed less aid than the student has earned, a post withdrawal disbursement will be calculated.

Within 30 days, our institution will:

- **Perform R2T4 calculation**
- **Notify student of grant overpayment, in writing, by traceable means of mail. All documentation of this notification will be kept in students file.**
- **Notify student of eligibility for a post-withdrawal disbursement (PWD), in writing, by traceable means of mail. All documentation of this notification will be kept in students file.**
- **Our institution will return Title IV funds within 45 days**
- **Our institution will make PWD to student or parent within 180 days**

*******NOTE: The last day of attendance is determined by when the student last clocked in and out/ last date the student actually attended. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.**

EXAMPLES of how refund is explained to students:

Note: reference the entire withdrawal policy then follow the calculation steps below: This is just an example.

How to calculate:

- **Numerator is clock hours scheduled to be completed as of student's LDA (last day of attendance) (Scheduled hours per day times number of days of scheduled class from first day of period to LDA)**

- Denominator is clock hours scheduled to be completed in payment period/period of enrollment

The following is how you will come up with your percentage due for refund. Calculate out to four decimal places

- 45 days/101 days = .4455
- 199 hours/450 hours = .4422

Round to third decimal place (multiply by amount paid for pay period)

- .4455 = .445 = 44.6%
 - .4422 = .442 = 44.2%
 - Round to the nearest penny
- \$2,346.00 X 44.6% = 1,046.316 - \$1,046.32
-\$2,346 X 44.4% = 1,041.624 or \$1,041.62

- Disbursement or refund may be rounded to nearest dollar •
- \$1,046.32 = \$1,046
- \$1,041.62 = \$1,042

Example 1:

- 900 clock hour program over 26 weeks
 - Payment periods are each 450 clock hours
 - Students attend 35 clock hours per week or 7 hours per day 5 day week
 - R2T4 calculations done by payment period
 - Payment period began 1/15/13 (Monday thru Friday schedule example)
 - Student last date of attendance was 2/18/13 (so student was scheduled to complete 175 hours)
 - As of the date of withdrawal, the student received the following disbursements: • \$1825.00 Federal Pell Grant (title IV Program)
 - \$990 Unsubsidized Direct Loan
 - \$1,733 Subsidized Direct Loan
- \$4548 is total disbursed funds
- Institutional charges \$7500

175hours/450hours=38.9 % (based upon above calculation explanation) (Multiply percentage of Aid earned by the total Title IV aid disbursed for the period.) 38.9%/ \$4500= \$1750.50 is the total amount of aid earned. Since the amount earned is greater than the amount disbursed then don't subtract from Federal Pell.

To get the POST WITHDRAWAL DISBURSEMENT, you subtract the total amount of aid earned from the total amount of Title IV funds paid if the Title IV funds paid are greater than the amount earned and in this scenario Title IV programs paid $\$1825 - 1750.50 = 74.50$ is amount of aid to be returned to title IV.

Now we got to the Other calculations:

(unearned funds due from the school)

Total institutional charges \$7500 (this includes room & board, and any other charges charged by institution)

To get the percentage of unearned Title IV funds:

$100\% \times 38.9\%$ (percentage from student earned aid) = 61.1%

$\$7500$ (total charges) $\times 61.1\% = 4582.50$.

$\$2917.50$ was earned so 1630.50 should be returned total. Follow the order payback as stated in the policy.

Amount due from student is based on amount due from school (Step 5) subtracted from Title

IV aid to be returned (Step 4)

- If this amount includes any loan funds, the funds are repaid in accordance with the terms of the promissory note.
- Any grant repayment due from a student is considered an overpayment
- 50% of grant funds due from student protected • Student is not required
- Our institution will notify student of overpayment within 30 days of date of determination of withdrawal
- Student retains Title IV eligibility for 45 days following notification by school
- During 45 day period, student must:
 - Repay in full to school
- Make satisfactory arrangements to repay with school (school option)
- Make satisfactory arrangements to repay with ED
 - **School must report and refer overpayment to ED (NSLDS) if not paid in full or no repayment arrangements made within 45 days**
 - Hold all Title IV Credit Balances until R2T4
 - Credit Balance is “Aid Disbursed”
 - Determine if Credit Balance changes are because of a Refund Policy or R2T4
 - Use Credit Balance to repay Grant on behalf of student
 - Release Credit Balance within 14 days