

Premier Barber School



2024 School Catalog and Student Handbook

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WELCOME

We want to take this opportunity to welcome you to Premier Barber School. We are here to help you reach your goal in the barbering industry. Your choice for this career path offers endless opportunities and the sky is the limit to those who have a passion for their art, self-motivated, and are willing to dedicate themselves to advancing their career. We are honored to be a part of your journey and we are committed to helping you become a successful barber. Premier Barber School maintains a commitment to excellence in its program. We are pleased to offer you a quality education. We challenge you to take advantage of all of the valuable programs available to you and we wish you success as you work towards your career to be all that you dream of.

Written in the English language

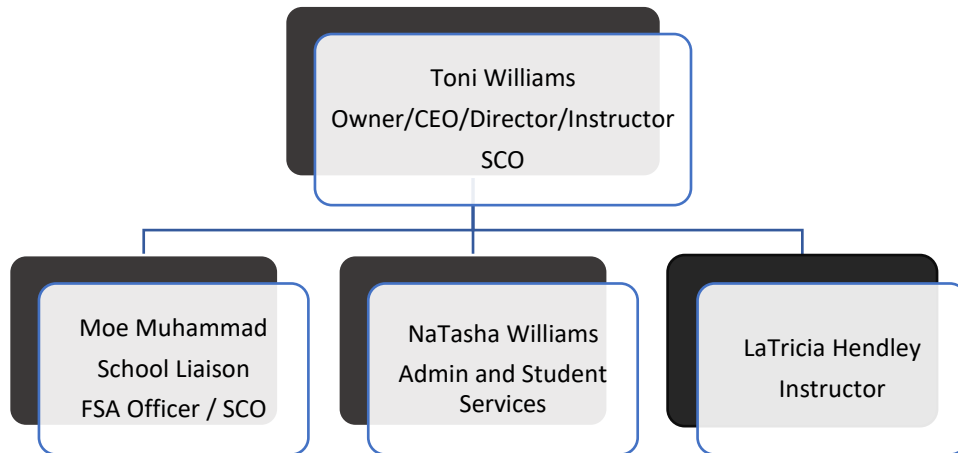
MISSION STATEMENT

To provide a solid education and innovative training for students to become professional barbers and entrepreneurs in the barber industry.

ABOUT US

Premier Barber School was founded by Toni Williams, a master barber and instructor who has a passion for the art of professional barbering.

FACULTY AND STAFF



FACILITIES AND EQUIPMENT

Premier Barber School has thirty-two hundred square feet of space which is fully equipped to meet the needs of the institution as a training facility. Our building includes a theory classroom, a large training room with thirty stations, a shampoo bowl and hood hair dryer, a waiting room, two bathrooms, a breakroom, and two administrative offices. All facilities meet the local regulations for an approved training facility.

ACADEMIC CALENDAR

Practical Prep	As needed
State Exam Scheduling	As needed
New Student Orientation	1 st and/or 3 rd Tuesday of Each Month
Staff Evaluation	January
Staff Meeting	May
Independence Day	July 4 th
Student Surveys	August
Constitution Day	Sep 17, or week of if it falls on a Sunday or Monday
Advisory Meeting	November
Thanksgiving Break	Thanksgiving Eve and Day
Christmas Break	December 24 th – 25 th
New Year's Break	January 1 st

CAREER REQUIREMENTS

Applicants interested in pursuing a career in barbering should consider all aspects of making that decision. Persons who want to become a professional in the barber industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep up with the latest fashion trends and barber techniques.
4. Commit to working long hours while building a personal clientele to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.
7. Stand for extended periods of time.
8. Learn how effectively and professionally manage yourself.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the barber/beauty industry can be physically demanding because of bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).
6. Felony convictions, habitual drunkenness, habitual addition to the use of morphine, cocaine, or other habit-forming drugs, immoral or unethical conduct may affect a student's ability to obtain a license in the barber industry.

PRE-ENROLLMENT INFORMATION

Before enrollment into one of the courses, certain career information is available to the prospective student during the admissions interview. This information assists the prospective student in making an informed decision regarding the educational programs offered by this institution, as well as the expectations one should have in a career in the field of Barbering as it pertains to the following programs offered: Class A Barber 1000 hours and Cosmetology Crossover 300 hours. This information includes but is not limited to completion rates,

employment rates, and licensure rates, licensing requirements, safety requirements, demands and safety precautions of the industry and compensation information.

NON-DISCRIMINATION POLICY

Premier Barber School does not discriminate and will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap, or ethnic origin. Premier Barber School is an equal opportunity employer/program.

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.

ADMISSION REQUIREMENTS

Premier Barber School must adhere to the U.S. Department of Education, Texas Department of Licensing and Regulation-Barbering (TDLR), and National Accrediting Commission of Career Arts and Science guidelines. Premier Barber School admits regular students based on the following requirements:

Class A Barber 1000 Program: Title IV Program

1. Personal Interview of each student
2. At least 16 years of age (Driver License/ID/Passport)
3. Submit an application to Premier Barber School
4. Submit the required non-refundable \$25 application fee to “TDLR” for student permit
5. Provide copy of social security number or card (if applicable)
6. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list:
 - a. Copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.;
or
 - b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
 - c. Have the ability to benefit from the training, according to the NACCAS *Ability-To-Benefit Policy*.
 - d. Have evidence that verification of a foreign student’s high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. (Should an enrolling student provide a foreign high school diploma, Premier Barber School will work with the student to obtain an English translation along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency and the prospective student is responsible for paying all fees associated with

translation and verification, as well as ensuring that the results are submitted to Premier Barber School.)

- e. If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
7. Provide two pictures (size-2x2 passport style) one of which is kept in the student permit book and one of which is attached to the student permit displayed at the workstation per TDLR.
8. Submit Transfer hours and official transcript (if transfer student)

Cosmetology Crossover 300 Program: Non-Title IV Program

1. Provide all documents (# 1-8) listed above in the Class A Barber 1000 Program.
2. Applicants must have a current Cosmetology License.

All admission requirements must be met prior to enrollment into any program.

If unable to provide proof of education, please ask about our Ability to Benefit information if enrolling in a non-accredited location should a secondary location exist.

EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas if the school or the Secretary of the U.S. Department of Education has reason to question the validity of an applicant's high school diploma. Premier Barber School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). A student self-certification is not considered sufficient

proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and/or questionable source. It is understood that this list may not be all inclusive. It is also understood that the list of schools in the FAFSA drop down box online may not be all inclusive or may contain non valid schools and diploma mills. The school will make every reasonable effort to verify the validity of questionable high school diplomas.

VETERANS EDUCATION BENEFITS

Premier Barber School (PBS) is proud to serve veterans of the U.S. armed forces. Under Title 38 of the United State Code PBS is approved to accept veterans benefits for the Class A Barber 1000 program. We encourage veterans and their dependents to apply for educational benefits to help pay for tuition and assist with living expenses while enrolled at our school. Our VA School Certifying Official (SCO) is available to assist you in applying for your educational benefits. The application for education benefits should be completed online at

<https://www.va.gov/education/how-to-apply/> and the Certificate of Eligibility must be submitted to the SCO upon receipt.

NOTE: A covered individual is any individual who is entitled to education assistance under chapter 31 Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill ® Benefits.

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

Any covered individual attending or participating in any course of education during the period beginning on the date on which the individual provides to the school a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

PBS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

It is understood and agreed that charges for services and articles, if applicable, for VA eligible persons are not in excess of charges made for non-VA students pursuing the same or similar programs. [CFR 21.4202(a)].

The school will not accept the enrollment or reenrollment of a student under Chapters 30, 33, 35, Title 38 U.S.C. and Chapter 1606, Title 10 U.S.C. when more than eighty-five (85%) percent of the students enrolled in the course(s) have all or any part of their tuition, fees, or other charges paid to or for them by the school or the Department of Veterans Affairs. The 85/15 ratio applies to each program individually. [CFR 21.4201 (a)]

The school will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any person or entities engaged in student recruiting or admission. (PL 112-249).

The school will not accept the enrollment or reenrollment of a student under Chapters 30, 33, 35, Title 38 U.S.C. and Chapter 1606, Title 10 U.S.C. when more than eighty-five (85%) percent of the students enrolled in the course(s) have all or any part of their tuition, fees, or other charges paid to or for them by the school or the Department of Veterans Affairs. The 85/15 ratio applies to each program individually. [CFR 21.4201 (a)]

If a VA certified student wishes to apply for Title IV Funds, a separate processing fee will be applied to such requests. Students must be current on hours before a refund can be given.

Please note, any Title IV Funds received by the school on the students' behalf will be applied to any outstanding student balances that will not be covered by VA benefits before a refund can be given to the student. The Department of Education (DOE) is solely responsible for approval of Title IV Funds.

VETERANS ATTENDANCE AND SAP

Students are eligible for their Federal VA Education Benefits by successfully maintaining a minimum of 70% during each evaluation period.

The attendance policy will apply throughout the VA student's program. A student who is absent for 20% of the total program or for 5 consecutive days (excluding school holidays) could possibly lose their eligibility to be certified to receive VA funds. Evaluations conducted by the VA School Certifying Official (SCO) will determine if the student has met these minimum requirements. Students must have an overall attendance rate (measured from the student's start date up through the end of his/her most recently attended month) of at least 80.00%. Attendance percentage is evaluated according to hours (scheduled versus completed) at the end of each evaluation period. If a VA student's overall attendance percentage is less than 80.00%, he/she may lose eligibility to receive VA funds starting the day after the last evaluation date he/she was above 80.00%.

VA students' eligibility for benefits will be restarted on the first of the month after a successful evaluation, and they cannot recover lost benefits. All violations of the attendance policy will be reported to the VA within 30 days of the date the VA student exceeds the allowed number of absences.

The VA will only pay benefits to the student or to PBS for a maximum timeframe up to the student's expected graduation date (excluding an approved leave of absence), which was calculated using a 100% attendance rate of 30 hours per week. Thus, PBS strongly encourages students to attend at an average overall rate of 30 hours a week to fully utilize their VA benefits. If a V.A. student does not attend an average of 30 hours per week, and he/she is still enrolled after his/her expected graduation, the V.A. Student will not receive his/her basic housing allowance (BHA) benefit.

Students receiving Veterans Educational funding will not be eligible for funding if they are not meeting SAP and are on a warning, if applicable. Failure to meet SAP by next evaluation period will result in termination of VA funding.

If at anytime during the students enrollment VA Benefits are lost, the student agrees to pay the school directly for any unpaid tuition and fee balances.

VERIFICATION

If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Office there are any changes to the financial aid package the student will be notified in writing. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the financial aid office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all the required documentation within the 10-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The financial aid office reserves the right to make exceptions to the policy stated above on a case-by-case basis for extenuating circumstances.

CONFLICTING INFORMATION

Premier Barber School understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the administrative representative and complete a withdrawal form using the last date of attendance as the drop date.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event the school unofficially withdraws a student from school, the administrator and or administrative representative must withdraw the student from the program using the last date of attendance as the drop date.

ADMINISTRATIVE WITHDRAWAL FROM SCHOOL

An Administrative Withdrawal (AW) allows the school to drop students who have missed more than half of class attendance in the first week of their schedule. AW is reserved for unforeseen or extenuating circumstances beyond a student's control, such as death in the immediate family, extended hospitalization, work-related relocation, divorce,

homelessness, or incarceration. Students may request an administrative withdrawal from a course if they meet the forementioned reasons.

RE-ENTRY POLICY

Students who withdrawal or students who have been dismissed, must reapply if they wish to return to the program. A student wishing to withdrawal must notify the Director in writing to ensure proper tuition be paid to student. If the Director agrees on the re-entry, then the student may return to school providing all fees and charges per the school's refund policy have been paid for the current enrollment. If the student re-enters the school, the student will re-enter the school in the same progress status as when they left. The student will have until the next evaluation point to achieve satisfactory academic progress. It is the student's responsibility to retain copies of all previous hours and operations, as the school is only required to keep copies for five years. The school reserves the right to deny re-entry to students who have been withdrawn from the school or withdrew a maximum of three times.

For example:

- When a student withdraws from any program during a payment period, and then re-enters the same program within 180 days, the student is treated as if they did not cease attendance and when they return, the student remains in that same payment period and is eligible to receive any Title IV aid they were eligible to receive prior to withdrawal (including funds that were returned by the institution or student). The calculation must use the original institutional charges associated with the original period before the withdrawal, and the student's cost of attendance must also reflect the original educational costs associated with the payment period from which the student withdrew.

PROGRAM START DATES

Program start dates for new students begin on the first and/or third Tuesday of every month. Students must have all required documents turned in and enrollment forms completed prior to the start date.

TRANSFER OF CREDIT

Transfer of hours to all programs will be determined on a case-by-case basis by the director. We will only accept 500 transfer hours for the Class A Barber 1000 program regardless of how many hours a student earned at their previous school. All attempted instructional clock hours earned either at Premier Barber School or attempted hours from other institutions must be counted toward the 150% max-time frame regardless whether a student received Title IV funds or not in order to graduate within the maximum allowed 150 % quantitative time frame. The cost of tuition will be \$13.80/hr plus the cost of registration, a state permit, and any other applicable fees. Student hours must be reported by the Texas Department of Licensing and Regulations to be considered from transfer. If the previous school did not report hours, the student will not be credited for such time. Any student who wishes to transfer from another barber school must meet all admission requirements as outlined in this catalog. For out of state transfers, students of a private licensed or certified barbering school may submit a request to the Texas Department of Licensing and Regulation to transfer the completed hours of instruction to a Texas school. With

regards to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Students must provide a copy of their transcript from the previous school for consideration of transfer grades. The director has the right to accept or refuse any hours or grades on a case-by-case basis.

OVERTIME CHARGE (OT CHARGES)

School will charge additional tuition for hours remaining after the contract ending date at the rate of \$10.00 per hour, or any part thereof, payable in advance until graduation.

Please note, Title IV funds cannot cover overtime charges. OT charges will not be included in a student's cost of attendance, cannot be paid by Title IV aid, and therefore, is not counted as an institutional or noninstitutional charge for return of Title IV funds purposes. Should a student opt to carry a credit balance, refunds can be applied to OT balances.

MAXIMUM TIME FRAME (MTF)

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. Please note, MTF is calculated based on ALL hours attempted.

MAXIMUM TIME ALLOWED

COURSE OF STUDY	HOURS	FULL-TIME	PART-TIME	MIN-MAX WEEKS	MAXIMUM SCHEDULED HOURS
CLASS A BARBER 100 Title IV Eligible Program	1000	30-40 Hours	20-29 Hours	25-50	1500
COSMETOLOGY CROSSOVER 300 Not eligible for Title IV	300	30-40 Hours	20-29 Hours	8-15	450

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. A student who exceeds his/her maximum timeframe must meet with the director to determine if the program can be completed successfully within a specified time frame on a prepaid, out of pocket only basis.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Premier Barber School. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education (DOE). The SAP Policy includes both quantitative (attendance) and qualitative (academic) elements that are evaluated on a cumulative basis at the

designated evaluation periods throughout the course and program of study. SAP evaluation periods are based on actual completed hours at the institution.

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the Institution.

SAP STANDARDS:

This institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, to continue enrollment at the school and to continue to be eligible to participate in the government's Title IV financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

1. All students must maintain a cumulative academic average of "C" (70% or better for all Premier Barber School Programs on All required course work.
2. All students are held responsible for regular and punctual attendance. The contracted hours of instruction are to be taken at the times scheduled in the contract at a minimum of 67%.
3. All students must complete the program within one and one-half (1½ or 150%) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.

Regardless of the average level of attendance, students who have more than 10 days of consecutive unexcused absence will be terminated from the program (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 10 or more days are encouraged to request a LOA.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

TITLE IV QUANTITATIVE (150%) REQUIREMENT:

All students must complete their educational program in no longer than 150% of the published length of the program. A leave of absence will extend the student's contract period, and maximum time frame, by the same number of days as the leave of absence.

ACADEMIC PROGRESS EVALUATION

All students will be evaluated on both theory and practical grades, and on attendance. All students are given a grade in their theory and practical demonstrations. Practical assignments are evaluated as completed and counted toward course completion only when rated as passing. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Students must maintain a theory grade average of 70% or better.

Students will be graded according to the following scale:

Theory		Practical	
Excellent	90 – 100	Excellent	90 – 100
Good	80 – 89	Good	80 – 89
Passing	70 – 79	Passing	70 – 79
Failing	0 - 69	Failing	0 - 69

ACADEMIC YEAR DEFINITION

Premier Barber School academic year is defined as 900 clock hours and 26 weeks for Title IV purposes. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

EVALUATION PERIODS

Evaluation will determine if the student has met the minimum requirements for satisfactory academic and attendance progress. The frequency of evaluation ensures that students have ample opportunity to meet both attendance and academic progress requirements at least one evaluation by midpoint the course. All elements of satisfactory academic progress are calculated on a cumulative basis. The first evaluation must occur no later than the mid-point of the academic year or mid-point of the course and/or program, whichever occurs sooner. And it is based on actual hours. All evaluations must be completed within (7) business days.

Students are required to attend a minimum of 67% of their contracted scheduled hours to be considered maintaining satisfactory attendance progress. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Cumulative Number of Actual Hours Completed

Cumulative Number of Scheduled Hours

In the event of a Leave of Absence, the institution will extend the student's maximum time frame and the contract period by the same number of calendar days taken in the LOA.

Students are evaluated for SAP based on 900 clock hours and 26 weeks and must be evaluated for Title IV at the end of each payment period.

SAP/Title IV Evaluation	Class A Barber 1000	Cosmetology Crossover 300
Evaluation 1	450 Hours 13 Weeks	150 Hours 9 Weeks
Evaluation 2	900 Hours 26 Weeks	

Note: The student must have GPA, Attendance, Hours, and weeks in order to be eligible for the next Title IV payment period if the student is making SAP.

DETERMINATION OF PROGRESS STATUS

Students who meet minimum requirements for attendance and academic performance are making satisfactory progress until the next scheduled evaluation. If a student is NOT making satisfactory progress at the evaluation time, the student will be placed on warning status.

ACADEMIC WARNING

Students who fail to meet minimum requirements for academic GPA (70%) and attendance progress (67%) at the end of a payment period may be placed on academic warning. The student will be advised in writing on the actions required to attain SAP by the next evaluation. If the student is found to not be SAP compliant at the end of the academic warning period, the student will be placed on academic probation. If the student is found to be SAP compliant after the end of the academic warning period, their status will change to SAP compliant.

Financial Aid Warning: “Financial Aid Warning” means a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period. Students who fail to meet minimum requirements for attendance or academic progress first will be advised that they have been placed on financial aid warning for one payment period. Thus, a student who is put on financial aid warning can continue to receive Title IV funds for that one payment period. Financial aid warning statuses may be assigned without an appeal or other action by the student. The student will be advised in writing on the actions required to attain SAP by the next evaluation (end of the payment period). If at the end of the financial aid warning payment period, the student still has not met both the attendance and academic requirements for SAP, he/she will lose his/her financial aid eligibility.

TITLE IV PROBATION

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on financial aid probation development status and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

A student who does not meet minimum requirements for attendance and academic progress at the end of the financial aid warning payment period may appeal the negative satisfactory progress determination and must prevail on the appeal before being placed on academic probation. Additionally, only students who have the ability to meet satisfactory progress by the end of probationary period may be placed on academic Title IV probation. The student will be provided with a written academic plan outlining the actions required to attain satisfactory academic progress by the next evaluation. If, at the end of the Title IV probationary period, the student has still not met both the attendance and academic requirements, she/he will be determined as NOT making satisfactory academic progress and, if applicable, will not be eligible to receive Title IV and will be terminated from the school.

A student suspended from Title IV eligibility may appeal that loss due to documental/verifiable special or mitigating circumstances. Special or mitigating circumstances outside of the student's control may include, but are not limited to the following:

- Student illness or injury
- Family member illness, injury, or death

Premier Barber School does not allow multiple appeals. Students that appeal must complete the SAP Appeal Request Form within five 5 days of notification of suspension. In addition, a student must provide all applicable supporting documentation. The appeal must explain why the student failed SAP and what has changed to allow the student to make SAP at the end of the probationary period. Appeals are reviewed by the school and may review the failure of any SAP measurement. As part of the appeal process, the school may implement any of these three options:

- Approved and student can mathematically meet the general SAP standards by the end of the probationary period
- Approved and the school places the student on an academic plan
- Denial based on circumstances.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS

If a student is determined to not be making SAP at the end of a financial aid warning, the student may appeal the determination. The student must submit in writing an appeal to the school's Financial Aid Office. The student has five days to institute an appeal. The appeal must be submitted to the financial aid officer. The basis on which a student may file an appeal is: death of a relative, an injury; illness of the student; or any other special/unusual circumstance. NOTE: ALL appeals are evaluated on an individual basis and will never be determined based on information that is not pertinent to the student filing the appeal. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. Some examples of supporting documents would be, death certificate, medical statements from physician, police report, or other third-party professional documentation on official letterhead or notarized that covers the period of difficulty. The student must provide information as to why they did not make satisfactory academic progress and what has changed that will allow them to do so, by the next evaluation point. Once the financial aid officer receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. During this period, the financial aid officer will meet with the administrator for the purpose of rendering an appeal decision. Upon approval of the appeal the student must meet with the financial aid officer and their instructor to develop a plan to get the student back on course to meet the requirements of the satisfactory academic progress statues. The financial aid officer will notify the student in writing of the decision and that decision is final. The appeal and decision documents will be retained in the student file.

Students are evaluated for SAP based on 900 clock hours and 26 weeks and must be evaluated for Title IV at the end of each payment period.

SAP/Title IV Evaluation	Class A Barber 1000	Cosmetology Crossover 300
Evaluation 1	450 Hours 15 Weeks	100 Hours 4 Weeks
Evaluation 2	900 Hours 15 Weeks	200 Hours 7 weeks

*Transfer students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

TITLE IV FINNCAIL APPEAL GRANTED

Should the student prevail upon their appeal they will be placed on a Financial Probation for that payment period. The student will then be eligible for Title IV funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV eligibility. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV funds for one payment period.

TITLE IV FINANCIAL AID PPROBATION STATUS

A student placed on Financial Aid Probation may receive Title IV program funds for one payment period. Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated. If the student is not granted a Probation they will remain on academic/financial aid warning with a loss of Title IV funding for at least one payment period, at which time they must be making SAP in order to regain Title IV funding for the next payment period.

REINSTATEMENT of TITLE IV FUNDING

This process is limited to the period under evaluation. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid.

REQUIREMENTS FOR THE ACADEMIC IMPROVEMENT PLAN

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain a 70% grade point average for the enrolled program.

- Attend theory class regularly
- Complete all required test and projects assigned (test and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the School
- The school will notify the student each month on their academic improvement status during the progress report/advising session. Status of the students report will be written on the progress report form for the studentf to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

INTERRUPTION AND WITHDRAWALS

If enrollment is temporary interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to Leave of Absence. Hours granted for LOA will extend the students contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student cumulative attendance percentage calculation.

INCOMPLETES, REPETITION, NONCREDIT AND REMEDIAL

Incompletes, Repetition, Noncredit and Remedial Courses do not apply to this institution. These item does not influence the school's satisfactory progress standard.

TRANSFER

With regards to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned 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.

OUTCOME RATE /GRADUATION, LICENSING, AND PLACEMENT

TUITION & FEES

Premier Barber School 2022 - Annual Report Rates			
Required Compliance Rates	50%	60%	70%
	Grad	Placed	License
Class A Barber 1000	72%	82%	100%
Cosmetology Crossover 300	100%	100%	100%
Total Compliance	73.47%	83.33%	100.00%
In Compliance	Y	Y	Y

Class A Barber 1000 Hours – Title IV Program	Tuition & Fees
Tuition	\$12,560
Supply Kit (non-refundable) Reasonable opportunity	\$1,000*
Textbook (non-refundable) Reasonable opportunity	\$300*
Registration Fee	\$100
TDLR Barber Permit (non-refundable)	\$25
Total Cost	\$13,985

Cosmetology Crossover 300 Hours – Non-Title IV Program	Tuition & Fees
Tuition	\$2,500
Registration Fee	\$100
Supply Kit (non-refundable) Reasonable opportunity	\$1,000*
Textbook (non-refundable) Reasonable opportunity	\$300*
TDLR Barber Permit (non-refundable)	\$25
Total Cost	\$3,925

Any fees with an * include 8.25% TX and Hou Local tax.

COST OF ATTENDANCE (COA) – ACADEMIC YEAR (AY) 1

Note: Premier Barber School can process Professional Judgements (JP) and COS on a case-by-case basis for independent student who have dependents.

Program Name: Class A Barber 1000 AY1 \$12,716.50 Eff. 02/2024

Total Hours: 1000

Academic Year Length: 900

Total: 34

Weeks in Academic Year: 30

Period: Weeks

Survey Items Per Month

	Indirect Costs				Total
	Personal	Transport	Dependent Care	Food Housing	
Dependent	279.00	414.00		952.00	1,645.00
Independent	501.00	622.00		2,454.00	3,577.00
Independent with Childcare	501.00	622.00	969.00	2,454.00	4,546.00

Independent with Childcare

	Pell COA: <input type="text" value="44,506.50"/>	Indirect Costs											Total	
		Tuition	Fees	Book Supplies	Other Costs	Loan Fees	Food Housing	Persnl	Tran	Depend Care	Books Supplies	Food Housing		Other Costs
Full Time (30 Hours) - 7 Months		11,304.00	112.50	1,300.00		98.00		3,507.00	4,354.00	6,783.00		17,178.00		44,636.50
1/2 Time (20 Hours) - 10 Months		11,304.00	112.50	1,300.00		98.00		5,010.00	6,220.00	9,690.00		24,540.00		58,274.50

Dependent

	Pell COA: <input type="text" value="24,157.50"/>	Indirect Costs											Total	
		Tuition	Fees	Book Supplies	Other Costs	Loan Fees	Food Housing	Persnl	Tran	Depend Care	Books Supplies	Food Housing		Other Costs
Full Time (30 Hours) - 7 Months		11,304.00	112.50	1,300.00		56.00		1,953.00	2,898.00			6,664.00		24,287.50
1/2 Time (20 Hours) - 10 Months		11,304.00	112.50	1,300.00		56.00		2,790.00	4,140.00			9,520.00		29,222.50

Independent

	Pell COA: <input type="text" value="37,723.50"/>	Indirect Costs											Total	
		Tuition	Fees	Book Supplies	Other Costs	Loan Fees	Food Housing	Persnl	Tran	Depend Care	Books Supplies	Food Housing		Other Costs
Full Time (30 Hours) - 7 Months		11,304.00	112.50	1,300.00		98.00		3,507.00	4,354.00			17,178.00		37,853.50
1/2 Time (20 Hours) - 10 Months		11,304.00	112.50	1,300.00		98.00		5,010.00	6,220.00			24,540.00		48,584.50

COST OF ATTENDANCE (COA) – ACADEMIC YEAR (AY) 2

Note: Premier Barber School can process Professional Judgements (JP) and COS on a case-by-case basis for independent student who have dependents.

Program Name: Class A Barber 1000 AY2 \$1,268.50 Eff. 02/2024
Total Hours: 1000 **Academic Year Length:** 900
Total: 34 **Weeks in Academic Year:** 30
Period: Weeks

Survey Items Per Month

	Indirect Costs				Total
	Personal	Transport	Dependent Care	Food Housing	
Dependent	279.00	414.00		952.00	1,645.00
Independent	501.00	622.00		2,454.00	3,577.00
Independent with Childcare	501.00	622.00	969.00	2,454.00	4,546.00

Independent with Childcare

	Tuition	Fees	Book Supplies	Other Costs	Loan Fees	Food Housing	Indirect Costs				Total	
							Persnl	Tran	Depend Care	Books Supplies		Food Housing
Full Time (30 Hours) - 1 Months	1,256.00	12.50			10.00		501.00	622.00	969.00		2,454.00	5,824.50
1/2 Time (20 Hours) - 2 Months	1,256.00	12.50			10.00		1,002.00	1,244.00	1,938.00		4,908.00	10,370.50

Dependent

	Tuition	Fees	Book Supplies	Other Costs	Loan Fees	Food Housing	Indirect Costs				Total	
							Persnl	Tran	Depend Care	Books Supplies		Food Housing
Full Time (30 Hours) - 1 Months	1,256.00	12.50	.00		6.00		279.00	414.00			952.00	2,919.50
1/2 Time (20 Hours) - 2 Months	1,256.00	12.50	.00		6.00		558.00	828.00			1,904.00	4,564.50

Independent

	Tuition	Fees	Book Supplies	Other Costs	Loan Fees	Food Housing	Indirect Costs				Total	
							Persnl	Tran	Depend Care	Books Supplies		Food Housing
Full Time (30 Hours) - 1 Months	1,256.00	12.50	.00		10.00		501.00	622.00			2,454.00	4,855.50
1/2 Time (20 Hours) - 2 Months	1,256.00	12.50	.00		10.00		1,002.00	1,244.00			4,908.00	8,432.50

EXTRA-INSTRUCTIONAL CHARGES AND TERMS OF PAYMENT METHODS:

1. A student may pay for the full tuition amount at the time of registration via cashier check, money order, electronic transfer, or credit card (fees will apply).
2. The school will charge a \$10.00 transcript fee for transcript requests.
3. Non-title IV and non-VA students must pay a minimum deposit of total tuition at the time of enrollment.
 - a. Class A Barber 1000 – 10%
 - b. Cosmetology Crossover 300 - \$500

****All tuitions must be paid in full to Premier Barber School before the final 100 hours unless other arrangement has been made with the institution.***

4. Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated in their enrollment agreement. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied.
5. School will charge the student overtime tuition at the rate of \$10.00 per hour, payable in advance until graduation, for any scheduled hours over 1000. Please note, Title IV funds cannot cover overtime charges. OT charges will not be included in a student's cost of attendance, cannot be paid by Title IV aid, and therefore, is not counted as an institutional or noninstitutional charge for return of Title IV funds purposes. Should a student opt to carry a credit balance, refunds can be applied to OT balances.
6. Student also agrees to pay all costs of collection, including attorney's fees, if student fails to pay contract in full. The institution does not provide financing and non-payment of the specified fees shall be grounds for suspension or dismissal.
7. Student understands they are responsible for the state licensing exam fee and other examination or licensing related expenses unless mandatory in contract per third-party agency.
8. Class A Barber 1000 students have 11 additional school days to complete their course of study at no additional charge. A Crossover student will have 4 additional days included in their contract end date to complete their course of study at no additional charge. If a student does not graduate within the contract period, additional training will be billed at the rate of \$10 per hour, payable in advance, until graduation.
9. Once the student has successfully completed 900 clock hours, they are required to schedule their written exam. The fee for the written exam is \$50.00 and \$72.00 for the practical exam. Neither are included in the cost of tuition.

ACCESS TO SAP RESULTS

Students Satisfactory Academic Progress Determination will be maintained in the student file at the time of each of the evaluations and student may request a copy from the school director at any time. Students will be notified in written format of evaluation and the result affecting Title IV eligibility if applicable.

INSTITUTIONAL REFUND POLICY – NON-TITLE IV FUNDS

Premier Barber School complies with the Texas Department of Licensing and Regulation (TDLR) Refund Policy guidelines. The refund policy is applied consistently to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours. Withdrawal date is considered the last physical date of attendance recorded in the school's records. Refunds are in effect and determined if a student is no longer enrolled on the earliest of:

1. The date the student notifies the school administrator/director of his/her intent to withdraw from school in writing.
2. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
3. The date the school terminates the student's enrollment due to continued non-satisfactory progress or for violation of its rules and policies stated in the catalog.
4. The date that is the 10th consecutive calendar day absence by the student without notice or an approved Leave of Absence and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded.
5. The date that is the next school day after a student fails to return from an approved Leave of Absence.
6. An applicant not accepted for training by the institution shall be entitled to a refund of all monies paid.
7. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within (3) business days of the signing of the enrollment agreement or contract, excluding Saturdays, Sundays, and legal holidays, all monies collected by the school shall be refunded less a registration fee of \$100. The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator/director in person. If a student receives any portion of a supply kit or textbooks, that student is responsible 100% of the charges for those items received after (3) business days of the signing of the contract. These policies apply regardless of whether or not the student has actually started trainingadmission
8. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due to the applicant or student shall be refunded within 30 days upon termination whether officially or unofficially by the student or the institution or in the case of a leave of absence, the earliest documented date of return. A student on leave of absence may call and tell the administrator/director that they are not planning to return. The phone call will be the documented date of withdrawal.
9. A termination fee of \$150 will be charged to a student who discontinues or is dismissed prior to graduation.

10. If the school is permanently closed and no longer has offers instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition. The school reserves the right to reschedule, postpone, or cancel classes.
11. If a course is cancelled subsequent to a student's enrollment, the institution shall at its option: -
 - a) Provide a full refund of all monies paid or provide completion of the course.
 - b) In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the institution will make settlement, which is reasonable and fair to both parties.
 - c) If a student who begins a course of training that is scheduled to run no more than 12 months withdraws from the course or is terminated from the course by the institution, the institution will retain 100% in tuition and fees paid by the student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50% of the course.
12. When justifying circumstances are in evidence for students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds.
13. Refunds are paid out after students reach 450hrs, 900hrs, and at the end of the program as long as you are current on hours and don't have any outstanding balances (processing fees, schedule changes, overtime, etc.) Students must be current on hours before a credit refund can be given.

School shall retain the following percentages of any outstanding tuition below:

The refund calculation is based on scheduled hours.	School Keeps	School Returns
During the first week but less than 10 % of scheduled hours	10%	90%
After the first week but less than 10% of scheduled hours	20%	80%
After the first three weeks but less than 25% of scheduled hours	25%	75%
After 25% but less than 50% of scheduled hours	50%	50%
After 50% of scheduled hours	100%	0%

As stated on TDLR website under Sec. 1601.564. WITHDRAWAL OR TERMINATION OF STUDENT than can be found at: <https://statutes.capitol.texas.gov/Docs/OC/htm/OC.1603.htm>

Sec. 1603.3603. WITHDRAWAL OR TERMINATION OF STUDENT. (a) If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

(b) If a student at a private postsecondary school begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first 10 percent 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 10 percent of the course, whichever period is shorter, but within the first three weeks of the course;
- (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) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Added by Acts 2021, 87th Leg., R.S., Ch. 663 (H.B. [1560](#)), Sec. 3.29, eff. September 1, 2021.

INSTITUTIONAL RETURN TO TITLE IVE (R2T4)

STUDENT RETURN OF TITLE IV FUNDS

Only the Title IV programs are to be included in this calculation. They are Subsidized, Unsubsidized, PLUS (Direct) Federal loans, and Pell Grants. By applying for a Direct Loan, a borrower authorizes Premier Barber School to pay directly to the Secretary any refund or return of Title IV funds from the School that is allocable to the loan.

The Return of Title IV Funds is NOT a Refund Policy. When a Title IV grant or loan recipient withdraws during a payment period in which he/she began attendance, The School will determine the amount of grant and/or loan assistance that the student earned as of his/her withdrawal date. This determination will be made.

using the appropriate calculation as required by Federal regulations. In addition to those Title IV recipients who officially withdraw, the calculation also will be used for Title IV recipients who drop out or stop attending classes without officially withdrawing, and for students whose enrollment is terminated by The School within a payment period in which the recipient began attendance. The calculation of earned Title IV funds includes the funds from the applicable sources that were disbursed or could have been disbursed to a student for the period for which

the calculation is performed. Any student receiving Title IV funds will be subject to these regulations.

DETERMINATION DATE

In the event of an official withdrawal, the determination date shall be the date Premier Barber School received notification of the withdrawal. If the School terminates a student's enrollment, the determination date shall be the date the School terminates the student's enrollment. If a student drops out or stops attending classes without officially withdrawing, the determination date shall be no later than 14 days after the student's last date of attendance.

RETURN OF FUND

The institution has 45 days from the date it determines that the student withdrew to return all unearned funds for which it is responsible. The School is required to notify the student if they owe a repayment via written notice. The School must advise the student or parent that they have 14 calendar days from the date that The School sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, The School will return any earned funds that The School is holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.

CALCULATION OF RETURN

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you cease attendance before completing your program, a portion of the funds you received may have to be returned. The School will calculate the amount of Federal aid the student has earned according to the policies listed below.

Title IV funds are offered to a student under the assumption that the student will attend School for the entire period for which the aid is offered. When a student ceases attendance, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Therefore, the amount of Federal grant or loan 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. The amount of Title IV aid earned is based on the amount of time the student spent in academic attendance, and the total aid received. It has no relationship to the student's incurred institutional charges. These requirements deal only with Title IV funds and the order of return of unearned funds do not include funds from sources other than the Title IV programs.

WITHDRAW BEFORE 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

WITHDRAW AFTER 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. Premier Barber School measures progress in Clock Hours and uses the payment period for the period of calculation. Determine the amount of Title IV aid that was disbursed plus Title IV aid that could have been disbursed. Calculate the percentage of Title IV aid earned:

1. Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\% \text{ EARNED} = \frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}}$$

2. If the above % is greater than 60%, the student earned 100% of Title IV funds.
3. If above % percent is less than or equal to 60%, proceeds with calculation.

Student aid earned:	%Earned x Aid disbursed
Student aid to be returned:	Aid disbursed - Aid earned
Unearned percent:	100 - %Earned
School aid R2T4:	Unearned% x School charges for payment period

4. If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.
5. If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
6. Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed.
7. Premier Barber School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:
 - a. Repay the overpayment in full to School
 - b. sign a repayment agreement with the U.S. Department of Education.

8. If this percentage is 60% or less, then the percentage earned is equal to the calculated value.
9. If a student earned less aid than disbursed, Premier Barber School returns a portion of the funds, and the student may be required to return a portion of the funds. The School will return any unearned funds for which it is responsible no later than 45 days after it has determined, or should have determined, that the student ceased attendance.
10. When Title IV funds are returned, the student may owe a balance to Premier Barber School.
11. If a student has unearned grant money, the institution sends a grant overpayment notice to the student within 30 days from the date of the school's determination that the student ceased attendance, giving the student 45 days to either:
 - a. Repay the overpayment in full to the school
 - b. Make repayment arrangements satisfactory to the school
 - c. Sign a repayment agreement with the Department of Education.
12. If the student has not repaid the grant overpayment within the 45-days, the Financial Aid Representative will report the overpayment electronically to NSLDS. The student will not be eligible for further Title IV funds until the grant overpayment is paid in full.

ORDER OF RETURNS

Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct (PLUS) Loans
4. Federal Pell Grants
5. Iraq & Afghanistan Service Grants/Fallon Heroes' Grants
6. Federal Supplemental Opportunity Grant
7. Other Title IV assistance
8. State Tuition Assistance Grants (if applicable)
9. Private and institutional aid
10. The student

No program will receive a return if the student did not receive aid from that program within the applicable payment period.

RE-ENTRY WITHIN 180 DAYS

A student who re-enters within 180 days will be treated as if he/she did not cease attendance. Upon the student's return, Premier Barber School will restore the types and amount of aid that the student was eligible for before the student ceased attendance and schedule the appropriate disbursements.

POST-WITHDRAWAL DISBURSEMENTS

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount that was disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date of determination, the difference between these amounts must be treated as a post-withdrawal disbursement. A post-withdrawal disbursement will be made from available grant funds before available loan funds. If outstanding charges exist on the student's account, Premier Barber School will credit the student's account up to the amount of outstanding charges with all or a portion of any:

1. Grant funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges.
2. Loan funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges only after obtaining confirmation from the student (or parent in the case of a parent PLUS loan) that he/she still wishes to have the loan funds disbursed.

NOTIFICATION OF POST-WITHDRAWAL DISBURSEMENTS

Premier Barber School will provide within 30 days of the date of the school's determination that the student withdrew, a written notification to the student (or parent in the case of parent PLUS loan) that includes the following:

1. A request for confirmation of any post-withdrawal disbursement of loan funds that The School wishes to credit to the student's account.
2. This request will identify the type and amount of those loan funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all funds.
3. A request for confirmation of any post-withdrawal disbursement of loan funds that the student (or parent in the case of a parent PLUS loan) can receive as a direct disbursement.
4. This request will identify the type and amount of these Title IV funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all funds.
5. An explanation that a student (or parent in the case of a parent PLUS loan), who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless The School concurs.
6. An explanation of the obligations of the student (or parent in the case of a parent PLUS loan) to repay any loan funds he/she chooses to have disbursed.
7. Advice to the student (or parent in the case of a parent PLUS loan) that no post-withdrawal disbursement of loan funds will be made, unless The School chooses to make a post-withdrawal disbursement based on a late response, if the student (or parent in the case of a parent PLUS loan) does not respond within 14 days of the date that The School sent the notification.

TIMELY RESPONSES

If the student (or parent in the case of a parent PLUS loan) submits a timely response that confirms that he/she wishes to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, Premier Barber School will disburse the funds in the manner specified by the student (or parent in the case of a parent PLUS loan) as soon as possible, but no later than 180 days after the date of the school's determination that the student withdrew. Premier Barber School reserves the right to decline post-withdrawal disbursement confirmations that are not submitted in the time prescribed above. In such case, The School will inform the student (or parent in the case of a parent PLUS loan) in writing of the outcome of the disbursement request.

- No portion of the post-withdrawal disbursement will be disbursed if the student (or parent in the case of a parent PLUS loan) does not respond to The School notice.

CREDITS AND DIRECT PAYMENT FOR POST-WITHDRAWAL DISBURSMENTS

Premier Barber School will disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. The School must make the disbursement as soon as possible, but no later than 45 days after the date it determines the student withdrew. The School will offer to disburse directly to a student (or parent in the case of a parent PLUS loan) any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account. The School will make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's (or parent's in the case of a parent PLUS loan) written confirmation that the student (or parent) still wishes to have the loan funds disbursed.

LICENSING REQUIREMENTS

- a) Complete the hours in the program that student is enrolled in
- b) Meet all graduation & program requirements
- c) Apply for licensure with the state board (state fees apply)
- d) Pass both State written & practical exam (state fees apply)
- e) Students will not be schedule for exam until student has completed all hours as required by the programs

****Criminal convictions may affect your ability to become license***

CLASS A BARBER 1000 COURSE OUTLINE – 1000 HOURS

COURSE DESCRIPTION: The 1000 clock hour Class A Barber 1000 Program consists of two types of training, 250 hours of theory class that includes orientation and 750 hours of practical services training. Students attend theory class four days a week, for 1 hour and 15 minutes, each week students will be given a quiz/test on the material covered. There is no theory class on Saturday. Theory is taught on a modular basis to accommodate weekly start dates should the school choose so. The course academic year is 900 clock hours.

COURSE GOALS: To provide the student with the skills, education and training through theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the State of Texas, and to educate the student in developing a professional mindset and tools necessary for employment and career advancement.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Each student will receive instruction that relates to the performance of creative and productive career-oriented activities. The course is presented through lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. All students must complete 10% of the course required 1000 hours before servicing clients on practical floor. 10% includes basic barber haircutting skills; safety, disinfecting, and sanitation procedures; and barber state laws, rules, and regulations.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study.

COURSE EVALUATION: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Theory and Practical Work: (test grades, homework, etc.) Excellent (90-100),

Good (80-89), Passing (70-79), Failing (0-69)

CLASS A BARBER 1000 - COURSE TEXTBOOK

Milady's Standard Professional Barbering 6th Edition

CLASS A BARBER 1000 CURRICULUM - 1000 HOURS

<p>Basics: anatomy and physiology; disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory; and history of barbering</p>	<p>150</p>
<p>Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring;</p>	<p>750</p>

chemistry (haircoloring, chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.	
Business: Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices, and theory; and hygiene and good grooming.	100
TOTAL	1,000

COSMETOLOGY CROSSOVER COURSE OUTLINE

COURSE DESCRIPTION: The primary purpose of the Cosmetology Crossover course is to train individuals who hold a cosmetology operator license in the State of Texas to provide the services of a Barber. The course consists of theory and practical training. The subjects covered include History of Barbering, Shaving, Men’s Haircutting and Tapering, Beard and Mustache Trimming and Design, and Hair Color Review.

COURSE GOALS: To provide the student with the skills, information and training through theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Texas, and to educate the student in developing professional mindset and tools necessary for employment and career advancement.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation. Each student will receive instruction that relates to the performance of creative and productive career-oriented activities. The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

COURSE EVALUATION: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course

completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Theory and Practical Work: (test grades, homework, etc.)

Excellent (90-100)

Good (80-89)

Passing (70-79)

Failing (0-69)

COSMETOLOGY CROSSOVER 300 - COURSE TEXTBOOK

Milady's Standard Professional Barbering 6th Edition

COSMETOLOGY CROSSOVER 300 - CURRICULUM

THEORY (25 HRS)	HRS
History of Barbering	1
Barber Laws & Rules Review	1
Implements, Honing, & Stropping	5
Shaving	5
Men's Haircutting & Tapering	5
Beard & Mustache Trimming & Design	1
Hair Color Review	1
Permanent Waving & Waxing Review	1
Manicuring & Nail Care Review	1
Facial Treatments & Skincare Review	1
Anatomy & Physiology	1
Blow dry & Styling	1
PRACTICAL (275 HRS)	HRS
Men's Haircutting & Tapering	165
Shaving, Mustache & Beard Trimming	86
Hair Coloring	5
Permanent Waving & Relaxing	5
Facial Treatments	5
Shampooing & Conditioning & Blow Dry Styling	5
Manicuring	5
TOTAL	300

GRADUATION REQUIREMENTS

A candidate for graduation must satisfy the following requirements:

1. Have a cumulative average of at least 70% or higher on all written and practical test.
2. Successfully complete Texas Department of Licensing and Regulation mandated clocked hours for selected program.
3. Satisfy all financial obligations to the institution; tuition and fees must be paid in full, or a satisfactory arrangement made.
4. Completion or submission of any outstanding documents required by the institution.
5. Complete exit review.

Once a student has successfully completed the program, and has met all above requirements, he/she must pass a State Board examination to receive a License. Upon graduation the graduate is awarded a diploma verifying the successful completion of the course. Graduates must inform the school of new employment or has the option for employment assistance.

TERMINATION

The student agrees that irregularity of attendance, non-payment of fees or other required charges, violation or infringement of the institution policies, rules, and regulations, will subject the student to dismissal at the option of Premier Barber School.

STUDENT SERVICES

Premier Barber School provides academic advising to all students to aid with satisfactory progress throughout the program. Attention is given to those students that need additional assistance. Academic advising is available to each student to help improve or maintain satisfactory progress. A student may schedule an advising session with the appropriate school official during regular business hour or as the staff's schedule permits. Premier Barber School does not have housing, and therefore cannot assist in this area.

Faculty members may not advise students in the following areas. However, Premier Barber School maintains a list of county and state agency assistance; and may be requested from the school administration:

-Crisis Hotline 713/970-7000

Psychiatric Clinic 713/873-4900

- ❖ **Sexual Assault**
- ❖ **Housing Shelter**
- ❖ **Alcohol & Drug Addition or Abuse**
- ❖ **Depression or other medical needs**
- ❖ **Domestic Violence**

PROGRAM OFFERING AND OCCUPATIONS

Premier Barber School provides training in Barbering and Cosmetology Crossover fields that will allow students upon graduation to become, but not limited to the following:

- ❖ State Barber Inspector
- ❖ Barber/Shop Owner
- ❖ Barber
- ❖ Platform Artist

EMPLOYMENT ASSISTANCE

Premier Barber School will provide placement assistance, which will consist of identifying employment opportunities after graduation. However, Premier Barber School does not make any guarantees of employment or salary. The final decision regarding jobs, accepting or rejecting, is between the student and the employer.

Qualifications that employers hire for:

- ✓ Saturday Attendance
- ✓ Positive Attitude
- ✓ Professional Grooming
- ✓ Professionalism
- ✓ Punctuality
- ✓ Grade Average
- ✓ Technical Skills

SCHOOL CLOSURE

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school must make arrangements for student to implement any applicable teach-out plan in compliance with the following requirements:

1. The arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) that offer similar educational programs.
2. The arrangements or teach-out is to be performed by an institution in the same geographic area as the original school that provided the program of course.
3. The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.
4. The original school shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting student from the original school.

5. The school that is closing or has closed must submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.
6. The original school shall dispose of school records in accordance with state laws.
7. If the closing school does not have a teach-out plan, students shall receive a pro rata refund of tuition.

FINANCIAL AID PROBATION/PROBATION

If probation is granted, the students failing to meet minimum requirements will be placed on probation until the next evaluation period. Theory/Practical grades and attendance percentages are used to evaluate the student's attendance and academic progress. If the student is meeting the minimum requirement in both academics and attendance areas, he or she will be deemed to be performing at the satisfactory progress level and permitted to continue in the enrolled program. If the student fails to meet minimum requirements, he or she will be evaluated for termination from the school. For those students enrolled with Title IV Aid, who are placed in probation status, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must make satisfactory academic progress at the end of the period to retain Title IV funding for the next payment period. Student who regains satisfactory academic progress at the next reporting period will have regained full eligibility for Title IV funding and token off probation status; those who are not will continue to be ineligible to receive Title IV funds without the option to appeal.

LEAVE OF ABSENCE (LOA) POLICY

All request for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA by contacting the school, unless unforeseen circumstances prevent the student from doing so. An emergency Leave of Absence without prior written request may be granted provided the student completes the Leave of Absence form and returns it to the school later, via mail, email, or in person within reasonable resolution of the emergency. In regard to an emergency LOA the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend class because of the emergency. We will extend the student's maximum time frame and the contract period by the same number of calendar days taken in the LOA. Upon the student return to school, changes to the initial enrollment agreement will be executed and initiated by all parties or an addendum to the enrollment agreement must be signed by all parties. The withdrawal date is always the student's last day of attendance. The student will not be assessed for any additional charges as a result of the LOA. If a student does not return to the institution at the expiration of an approved LOA or student takes an unapproved LOA, the withdrawal date for the purpose of calculating a refund is always the students last day of attendance. Monthly tuition payments must still be satisfied during a Leave of Absence. The LOA together with any additional LOA cannot exceed calendar 180 days in any 12-month period. A student granted a LOA that meets these criteria is not considered withdrawn, and no refund calculation is required at that time. This policy applies to all students enrolled in the school. Leave of Absence may be granted for the following reasons:

1. Death of a first-degree relative (the individual & parents, full siblings, or children)
2. An injury or illness of the student (medical)
3. Incarceration
4. Any other allowable special or mitigating circumstance determined by the director

All students are required to follow Premier Barber School policy in requesting a LOA. Premier Barber School will document the reason for our decision.

GRIEVANCE POLICY

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 in new student orientation thereby assuring that all students know the steps to follow should they desire to file a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and pattern of the complaint for the institution. The following procedures outline the specific steps of the complaint process.

1. The student should submit the complaint in writing on the required form provided by the institution 60 day of the date the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school director.
3. The complaint form will be reviewed by the director and a response will be sent in writing to the student within 30 days of receiving complaint. The initial response may not provide the final resolution for the problem but will notify the student of continuing investigation and action being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the director, it will be referred to proper agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with staff and other students may be necessary to reach a final resolution of the complaint.
6. In case of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the director will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may 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 owner the hearing will take place within 90 days of the hearing committee appointment the hearing will be informal with the student presenting his/her case followed by the school 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. The school director shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution internal complaint process before submitting the complaint to the school accrediting agency, if applicable.

STUDENTS STANDARDS OF PROFESSIONAL CONDUCT

Premier Barber School believes that education is a lifelong and that through training at our school students will be prepared for success as a professional. Each student is expected to know and comply with these standards.

STANDARD I – STUDENT APPEARANCE

DRESS CODE

- Students are required to wear black smock/apron and it must be on before you clocked.
- All shoes must have a back. No Crocs®, flip flops, or house shoes may be worn.
- Ripped jeans must not show the students' undergarments or excessive skin.
- No sagging.
- No spaghetti straps, halter tops, and excessive skin.
- Shorts, skirts, and skorts should be at least as long as the tips of the student's fingers when the student hangs their arm to the side.
- Curse words, drug related, or inappropriate language or graphics are not permitted on any attire worn by students or staff.

Dress Code will be Strictly Enforced

**If a student is not in compliance they will be asked to clock out and leave for the day. The school reserves the right to amend the rules and regulations at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices.*

STANDARD II – STUDENT CONDUCT

1. Students should not walk out of theory or practical when class is in session without permission.
2. Theory classes are uninterrupted unless the student had made arrangements with the instructor or administration. Students that arrive late for class must obtain authorization from their instructor to remain in class that day.
3. Students who are clocked in are to be available for theory, clinic, or practical. No exceptions. Students are expected to notify the Instructor/School Administrator prior to leaving the school building.
**** If student is asked to perform a service on a client and states that they are leaving for the day, the student must be clocked out and leave within 15 minutes of the request.***
4. Students are required to be in compliance with the dress code policy. Students not in compliance with the dress code may not be allowed to clock in.
5. All implements, equipment, towels and stations should be appropriately sanitized before use on any client as required by the state regulatory agency. Students should wash and cleanse hands before serving a client.
6. Each student is responsible for daily sanitation, cleanliness and care of equipment, workstation and work area. Students may not refuse to perform daily sanitation/clean up assignments.

7. Students are expected to treat staff, clients and fellow students courteously and with professionalism at all times; Clients should not be left waiting. Students are expected to adjust lunch periods, breaks, and end of the day leaving time accordingly to meet the needs of the clients.
8. Only topics of ethical, moral and professional subject matter should be discussed on the school premises. Unprofessional language, profanity, inappropriate slang, spreading rumors or gossiping should be avoided. Cursing will not be tolerated. Such behavior will result in appropriate disciplinary action including, but not limited to probation.
9. Conflicts of any nature with another student, staff member or client are not permitted on school premises. Actions or threats that could cause bodily harm or threaten the life of any client, student or staff member of the school are not permitted and will result in immediate termination.
10. Insubordination (defiance of authority) is not permitted and will result in appropriate disciplinary actions including, but not limited to termination.
11. Criticism of the school, staff, clients, or other students is not permitted on school premises. Any student having a suggestion, complaint or concern should register it with the School Administrator (see Grievance Policy in school catalog) rather than with other students or clients. Slander or defamation of character statements concerning the school or school personnel will not be tolerated at any time. Violation of this conduct standard may result in termination of enrollment.
12. Cheating, dishonesty, falsification of records or theft is not permitted.
13. Cigarette smoking is not permitted except in the designated area and never inside the school.
14. Never enter or attempt to enter Premier Barber School, or participate in any school sponsored event, while under the influence of or in possession of drugs or alcohol. Use, possession, or sale of nonprescription drugs (including alcohol) is not allowed on school premises. Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance will be asked to leave the premises.
15. Willful destruction of school property is not permitted. Any student vandalizing school property or equipment may be financially responsible for replacement of the article(s) and will be subject to disciplinary action.
16. Students are expected to refrain from having personal visitors during school hours. Friends and family (including children) are not permitted in classrooms or clinic floor unless receiving services. If friends or family come to meet you at school for lunch or at the end of the day, please ask them to wait in the reception area.
17. Students are expected to keep their personal cell phones on silent/vibrate during school hours and to refrain from using cell phones on the clinic floor or in classrooms. Cell phones or other recording devices are not permitted to be used to record class, meetings, or disciplinary/counseling sessions unless permission is obtained from School Administration.
18. Students may not receive/make personal phone calls on business phones without permission from a staff member.

19. The school cannot accept responsibility for a student's personal equipment, property, or clothing, students or advised to take a personal equipment when leaving for the day.
20. The school prohibits the presence of firearms, weapons, or other hazardous devices or substances on school grounds, to include the school facility, break areas, or parking areas. Anyone in possession of such items on school premises may be subject to appropriate disciplinary action up to and including termination.
21. Students must not park in front of the school or other businesses. This area is reserved for customers. Students are expected to park only in the designated parking area. **Students are advised to park across the street on Saturdays.**
22. Students who are nearing the completion of 1000 hours are not allowed to schedule exams until they have completed all school requirements and passed the final written and practical exam.
23. Student must complete exit interview by email or phone if not able to be present.
24. Students must use their own personal supplies at all times, unless approved by the owner/student. Students caught using other student equipment and supplies without permission is subject to disciplinary actions.

LEVELS OF CORRECTIVE ACTIONS

1. **Verbal warnings** are given when a student violates school policies, rules, or procedures. The verbal warning acknowledges the potential consequences for failure to correct the behavior.
2. **Written warnings** are given when a student violates school policies, rules, or procedures after a verbal warning has been issued. Warning acknowledges failure to correct the behavior, and possible termination for future occurrence.
3. **Suspensions** will occur after a student is given both a verbal and a written warning. Both warnings must fall under the same school policies, rules, or procedures. Premier Barber School's out of school suspension may last for a period of not less than 1day but no longer than 9 days.
4. **Termination** be considered once a student violates the same school policies, rules, or procedures after returning from suspension.

DRUG ABUSE PREVENTION PROGRAM

The staff or student bodies of Premier Barber School are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the property of the school or participation in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action or termination from the school or employment.

RULES AND REGULATIONS

1. Follow all sanitation rules and regulations as outlined by TDLR. Any intentional violation of state law is grounds for suspension or termination.
 - **Immediately after each client, floor is to be swept in service area**
 - **Sanitize hands after each client**
 - **Keep workstation, mirrors, washbowls and shampoo bowls clean at all times**

- **Sanitize and disinfect tools and implements according to TDLR requirements**
2. Accept work on any patron assigned by the school. Refusal of service will result in disciplinary action.
 3. No food is allowed on the clinic floor. Bottled drinks only. Eat and drink only in the school's break room.
 4. Cell phones are to be on silent mode while in classrooms or clinic area and are only to be answered in the break room or outside the building during breaks or lunch. **Cell phones are not to be answered while assisting clients.**
 5. Student Personal Service Days are Tuesday and Wednesday only. If a student wants service other than these days, student will pay required fee.
 6. Students are not to service other students without permission from staff member.
 7. Students are expected to perform only the service that the client has paid. Any additional services requested by the client must be paid before the service is performed. Students who are caught performing additional services will be subject to disciplinary actions.
 8. Smoking is not allowed inside of the school at any time. Smoking will only be allowed in designated areas outside the building.
 9. If a patron is left at a student's station unattended for more than five minutes, that student will be subject to disciplinary action.
 10. Only school staff is in charge of patron assignments. Students are not allowed to choose their own patron.
 11. Students are not allowed behind front and classroom desk or supply rooms without permission at any times.
 12. Students may not leave school except during lunch if not approved by an instructor or administrator.
 13. Upon arrival, after clocking in, all students must be prepared and bring all supplies for providing patron services.

STANDARD III – STUDENT ATTENDANCE

CLOCKING HOURS

- The institution is a clock hour school and gives appropriate attendance credit for all hours attended.
- All students must clock in upon entering the school and clock out when leaving the school.
- All students on the clock for 4 consecutive hours must take a 15-minute break.
- All students who clock at least 6 hours in a single day must take a 30-minute break.
- Students leaving the building for any reason must clock out, including smoke breaks.
- Students may not clock in/out on behalf of other students. Any student found in violation will receive a write up.
- Students are expected to adhere to their respected contract schedules.
- Should a student's availability change, they are required to request a schedule change.
- **SATURDAYS ARE MANDATORY: Students are required to complete 7 clock hours and a 30minute break.**

NON-COMPLIANCE MAY RESULT IN TERMINATION OF THE PROGRAM

All students are responsible for clocking in upon entering school and clocking out at the end of the day. Students are to clock out each time they leave school during the day. The clocking procedure verifies the student's hours. The only documentation accepted for student hours is the time clock system, unless the school advises otherwise.

If students fail to take a break as outlined above, the school will manually add a break and it will be considered a missed punch. Multiple missed punches can result in missed hours. PBS will adjust missed punches no more than two times per month. On the third offense, the student will only receive 1 hour for that day unless there are multiple punches for that day; in which case the school will only approve hours that fall between a punch in and out. Students who have excessive miss punches may be terminated from the program due to policy violations.

TARDY

Students arriving more than 10 minutes after the class has begun may not enter the theory class. If there are other supervised educational activities occurring in the building the student may clock in and participate.

EXCUSED AND UNEXCUSED ABSCENCES

The program is a clock hour program; student must accrue hours equaling the total program length prescribed by the licensing agency. An absence may be excused. However, any time missed must be made up.

ATTENDANCE AND SCHEDULE CHANGES

The contracted hours of instruction are to be taken at the times scheduled in the contract at a minimal of 67%. The school is under no obligation to grant a schedule change. There will be a charge of **\$25.00** for the first schedule change, and **\$100.00** for an additional schedule change. The school reserves the right to make any changes in the schedule that it deems necessary. The student must complete the course prior to the contract end date.

MAKE-UP WORK POLICY

The makeup work policy affords student the opportunity to make up work and tests that they have missed. Students who miss or fail a test must make up the test prior to graduation in order to receive credit for the test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and Satisfactory Academic Progress (SAP).

STUDENTS RECORDS AND RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- 1) The right to inspect and review the student's education records within days after the day Premier Barber School receives a request for access. A student should submit to the Student Records Administrator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision.

- 3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to the students and parents or guardians of dependent minors, and school officials. The only exceptions for access would be to NACCAS or otherwise required by law.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Premier Barber School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right

to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, with Premier Barber School whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representative of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information"
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to the alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Information pertaining to a student's record will be released only by written instruction and/or permission of the student, or guardian in the case of a dependent minor. Written consent must be given for each request for release in the form of a FERPA form.

Students, guardians and/or parents of dependent minor students have the right to gain access to their records either by written request or by appointment and under the supervision of an administrative staff member or an Educator.

Student files and information may be released to legal and accrediting bodies without the student's permission.

SAFEGUARDING CUSTOMER INFORMATION

Premier Barber School is committed to implementing a comprehensive information security program, consistent with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy or electronic).

Premier Barber School uses external and internal security measures to safely secure students' files and records.

Premier Barber School shall be responsible to coordinate the school's information security program. The coordinator shall, at least every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operation including:

- **Employee training and management**
- **Network and software design, information processing, storage, transmission and disposal**
- **Ways to detect, prevent, and respond to attacks, intrusions or other system failures**
- **The administration conduct risk assessments that covers every relevant area of the school operations**

The coordinator shall design and implement in accordance with the Family Educational Rights and Privacy Act, other federal and state law, and accreditation requirements. If the student has any complaint against the school, he/she may contact the Texas Department of Licensing and Regulation 920 Colorado, Austin TX 78701 or at P.O. Box 12088 Austin, TX 78711-2157 (800) 803-9202. Or at www.license.state.tx.us

Texas Department of Licensing and Regulation requires (TDLR) requires 1000 clock hours for Class A Barber 1000 hours program. TDLR requires a Class A Barber license and 300 clock hours for Cosmetology Crossover 300 hours program. Once the student has successfully completed their required hours, the fee for the written exam is \$50.00 and \$72.00 for practical exam.

Occupational Employment and Wages, May 2023

<https://www.bls.gov/oes/current/oes395011.htm>

Provide barbering services, such as cutting, trimming, shampooing, and styling hair; trimming beards; or giving shaves.

Employment estimate and mean wage estimates for this occupation:

National estimates for Barbers:

Employment estimate and mean wage estimates for Barbers:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
15,990	17.7 %	\$ 19.99	\$ 41,570	2.4 %

Percentile wage estimates for Barbers:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 12.87	\$ 14.49	\$ 17.38	\$ 23.66	\$ 29.37
Annual Wage (2)	\$ 26,770	\$ 30,130	\$ 36,150	\$ 49,220	\$ 61,090

LICENSING AND ACCREDITING AGENCIES

Texas Department of Licensing and Regulations

P.O. Box 12157

Austin, TX 78711

P: 512-463-6599

Premier Barber School has applied for Initial Accreditation with

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin St

Alexandria, VA 22314 P: 703-600-7600/F: 703-379-2200