



## STUDENT CATALOG

Beginning Date: 8/01/2023

Ending Date: 6/30/2024

Mailing Address & Barber Practical Floor

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

Cosmetology Practical Floor

1315 5<sup>th</sup> Avenue  
San Diego, California 92101

Theory Classroom

1311 5<sup>th</sup> Avenue  
San Diego, California 92101

Office

1301 5<sup>th</sup> Avenue  
San Diego, California 92101

Phone: (619) 234-7703

[info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu)

[www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu)

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## **WELCOME TO OUR PASSION!**

**As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an Enrollment Agreement. Prior to enrollment, Associated Barber College of San Diego (ABCSD) will provide a prospective student, either in writing or electronically, with a school catalog containing, all the minimum requirements set forth by the Bureau for Private Postsecondary Education.**  
**Our Instruction is taught in English only.**

### **TO OUR PROSPECTIVE STUDENTS**

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

### **PREPARING TO ATTEND**

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

### **MISSION STATEMENT**

Associated Barber College of San Diego's purpose is to educate men and women in the field of barbering and cosmetology. Our mission is to instruct students in the barbering and cosmetology fields with hands-on techniques and classroom theory so that our graduates will be prepared to pass the California Barber or Cosmetology exam for an entry level position of employment in the beauty industry.

### **EDUCATION OBJECTIVES**

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

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

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

### **NOTICES**

This catalog and its contents are valid thru June 30, 2024. Associated Barber College of San Diego reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules, and other policies and regulations as stated in the catalog as necessary, with the approval of the Bureau for Private Postsecondary Education. Suppose there are changes in educational programs, educational services, procedures, or policies required to be included in our school catalog by statute or regulation implemented before issuing the annually updated school catalog. In this case, ABCSD shall reflect those changes when made in supplements or inserts accompanying the school catalog.

### **OFFICE OF STUDENT ASSISTANCE RELIEF**

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, Fax: (916) 263-1897, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

### **ACCREDITATION**

Associated Barber College of San Diego and its non-degree programs are accredited by:  
National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703)600-7600

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

### **APPROVAL DISCLOSURE STATEMENT**

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

Barbering ~	1500 Clock Hours	(Exceeds the state requirements)
Barbering ~	1200 Clock Hours	(Exceeds the state requirements)
Barbering ~	1000 Clock Hours	
Barber Crossover ~	400 Clock Hours	(Exceeds the state requirements)
Cosmetology ~	1500 Clock Hours	(Exceeds the state requirements)
Cosmetology~	1000 Clock Hours	

### **APPROVALS**

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

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

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

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

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

### **APPROVAL TO OPERATE**

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

Bureau for Private Postsecondary Education  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
(P) (888) 370-7589 or by (F) (916) 263-1897

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

## **MEMBERSHIPS**

American Association of Cosmetology Schools (AACS)  
California Association of Student Financial Aid Administrators (CASFAA)

## **INSTRUCTIONAL LOCATION**

Associated Barber College of San Diego – 1333, 1315, 1311, 1301 5<sup>th</sup> Avenue San Diego, CA 92101.

## **INSTRUCTIONAL FACILITIES**

Our campus has 6549 square feet and is equipped to comply with all building safety and health regulations. Prospective enrollees are encouraged to visit the school's physical facilities and discuss personal, educational, and occupational plans with the school personnel before enrolling or signing the Enrollment Agreements. Our campus includes practical areas, classrooms, lunchroom, reception area, facial and massage rooms, and offices. Our school is a spacious, air-conditioned modern facility accessible by public transportation.

### **Practical learning:**

Our barber practical floor is located at 1333 5<sup>th</sup> Avenue and is 2902 square feet that can accommodate 70 students per shift. Our barber practical floor area consists of 28 Paidar barber chairs and 6 42" television monitors and linen receptacles for soiled linen. Behind each chair are a tool cabinet, work stand, and shared sink. Each station consists of a barber chair, a back bar with mirrors, a cabinet for tools and linen. There is also a laundry room, filtered drinking water, lunchroom, 45 student lockers, and one A.D.A. restroom for men and women. The instructor's office is also equipped with desks, cabinets, a computer system, and a copier.

Our cosmetology practical floor is located at 1315 5<sup>th</sup> Avenue and is 705 square feet that can accommodate 15 students per shift. Our cosmetology practical floor area consists of 10 styling chairs and two shampoo sinks. Behind each chair is a tool cabinet, a back bar with mirrors, a cabinet for tools and one A.D.A. restroom for men and women. Included is a dispensary with a sink and for chemicals.

### **Theory learning:**

Our theory classrooms are located at 1311 5<sup>th</sup> Avenue and is 1619 square feet that can accommodate 40 students per shift. The theory learning facility consists of student chairs and desks, a student computer, two television monitors, a dry erase board, 45 student lockers, and one A.D.A. restroom for men and women. A workstation table is available for doll head practice.

**Resource center:** Our resource center is in our theory area of the campus at 1311 5<sup>th</sup> Avenue, San Diego. It contains a 42" television with a DVD player, 15 VHS barber training videos, 50 books/textbooks for resourceful information. All students can access the resources library during regular school hours while the student is clocked in for class. We ask that NO materials or equipment leave the facility at any time.

## **COLLEGE NAVIGATOR LINK**

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

## **STUDENT BODY DIVERSITY 7/1/21 – 6/30/22 = 155 TOTAL**

Program:	Barbering
Attendance Status:	100% Full Time
Gender:	Male = 88%
	Female = 12%
Age:	Less than 23 years old = 21%
Race/Ethnicity:	African American = 30%
	Asian = 3%
	Caucasian = 14%
	American Indian = 0%
	Hispanic = 50%
	Unknown = 3%
Federal Pell Grant Recipients:	75% (117)
Average Pell Grant Received:	\$4,985.00

### **GAINFUL EMPLOYMENT DISCLOSURE**

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

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

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

### **HEALTH WARNING**

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

### **INDUSTRY EARNINGS**

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

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

Please see our School Performance Fact Sheet on our school website [www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu) related to the outcomes in the educational program you select and will contain wage and salary data for career occupations.

### **GENERAL EMPLOYER'S REQUIREMENTS**

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

## **CLASS CALENDAR**

Our school has ten classes a calendar year for Barbering and five classes a year for Cosmetology. Orientation and Class Start Dates are as follows:

<b>BARBERING</b>		<b>COSMETOLOGY</b>	
<b><u>Orientation Date</u></b>	<b><u>Class Start Date</u></b>	<b><u>Orientation Date</u></b>	<b><u>Class Start Date</u></b>
July 7, 2023	July 10, 2023	August 11, 2023	August 14, 2023
August 11, 2023	August 14, 2023	October 20, 2023	October 23, 2023
September 15, 2023	September 18, 2023	January 12, 2024	January 16, 2024 (Tue)
October 20, 2023	October 23, 2023	March 22, 2024	March 25, 2024
November 21, 2023	November 27, 2023	May 31, 2024	June 3, 2024
January 12, 2024	January 16, 2024 (Tuesday)		
February 16, 2024	February 20, 2024 (Tuesday)		
March 22, 2024	March 25, 2024		
April 26, 2024	April 29, 2024		
May 31, 2024	June 3, 2024		
July 8, 2024	July 9, 2024		

**FIRST DAY OF CLASS** - The first day of class is typically the immediate Monday after orientation unless Monday is a legal holiday and then the first day of class will be Tuesday.

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

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

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

## **PROGRAMS APPROVED**

	<b><u>Weekly Schedule</u></b>	<b><u>Clock Hour</u></b>	<b><u>Weeks</u></b>	<b><u>Award Upon Graduation</u></b>
Barbering ~ 1500 Clock Hours				
Cosmetology – 1500 Clock Hours	40	1500	40*	Diploma
Exceeds State Requirements	35	1500	45.7*	Diploma
* Includes 100 hours of absentee time	30	1500	53.33*	Diploma
	24	1500	66.6*	Diploma
Barbering ~ 1200 Clock Hours	40	1200	32**	Diploma
Exceeds State Requirements	35	1200	36.57**	Diploma
**Includes 80 hours of absentee time	30	1200	42.66**	Diploma
	24	1200	53.33**	Diploma
Barbering ~ 1000 Clock Hours				
Cosmetology ~ 1000 Clock Hours	40	1000	26.5***	Diploma
***Includes 60 hours of absentee time	35	1000	30.28***	Diploma
	30	1000	35.33***	Diploma
	24	1000	44.16***	Diploma
Barber Crossover ~ 400 Clock Hours	40	400	10.6****	Diploma
Exceeds State Requirements	35	400	12.11****	Diploma
****Includes 24 hours of absentee time	30	400	14.13****	Diploma
	24	400	16.66****	Diploma

Our school offers seven programs of Barber & Cosmetology Instruction for men and women that include basic and extended training needed to pass the Board of Barbering and Cosmetology examination. Our Barber/Cosmetology programs are for students with little or no education in barbering or cosmetology. Our Barber/Cosmetology programs will give the student the opportunity to take extended classes to increase their skills for optimal employment.

## **PROGRAMS**

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

(Hours exceed State Requirements)

For students enrolled in the Barbering 1500 Clock Hours program it consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering 1500 clock hours program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber. This course also offers 500 hours of extended classes to include practical exercises in the scope of barbering (haircutting, coloring, perming, shaving, customer service, etc.) for confidence in employment.

### **BARBERING ~ 1200 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)**

(Hours exceed State Requirements)

For students enrolled in the Barbering 1200 Clock Hours program it consists of twelve hundred (1,200) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering 1200 clock hours program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber. This course also offers 200 hours of extended classes to include practical exercises in the scope of barbering (haircutting, coloring, perming, shaving, customer service, etc.) for confidence in employment.

### **BARBERING ~ 1000 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)**

For students enrolled in the Barbering 1000 Clock Hours program it consists of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering 1000 clock hour program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber. This course offers the minimum requirements set by the state of California.

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

(Hours exceed State Requirements). California Cosmetology License or Proof of Training Required

For students enrolled in the Barber Crossover program it consists of four hundred (400) clock hours of technical instruction and practical operations to provide barber training not a part of the required training or practice of a cosmetologist. Educational Goals: The Barber Crossover program is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber.

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

(Hours exceed State Requirements)

For students enrolled in the Cosmetology 1500 Hour program it consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. This course also offers 500 hours of extended classes to include practical exercises in the scope of haircutting and chemical services for confidence in employment.

### **COSMETOLOGY ~ 1000 CLOCK HOURS (D.O.T.#330.371-010, CIP#12.0402)**

For students enrolled in the Cosmetology 1000 Hour program it consists of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license.



## **ENGLISH AS A SECOND LANGUAGE**

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

## **DISTANCE EDUCATION**

Our college does not offer permanent distance education currently.

## **ORIENTATION**

All students must attend Orientation before starting class. For students, Orientation classes (see dates in Class Calendar) are held every five weeks at 9:00 am in our theory classroom. All new students, transfers, and re-enrollment students must attend Orientation Class prior to starting class. Each student must have submitted the State and School Required Documents one week before Orientation and pay the non-refundable application fee to attend orientation.

At Orientation, you will be informed of school policies, and regulations, taken on a tour of the facility, and allowed to ask questions about the school and your program of study. Students will also learn about the time clock and have their palm scanned. The student will be issued a Student ID number. Orientation can last anywhere from 45 minutes to 2 hours, depending on how many students are attendance. Students enrolled in the either program will be allowed to purchase any necessary tools/books/uniform at orientation. Once Orientation is complete, the students will be asked to sign the Enrollment Agreement and then released to go home and return to school on their scheduled start date.

## **ADMISSIONS**

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

## **ADMISSIONS BUSINESS HOURS**

Admissions: Office Hours: Monday-Friday 8:30 am– 3:30 pm. (evening appointments available)

Admissions Staff: (619) 234-7703 or [info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu)

## **ADMISSION POLICY & REQUIREMENTS**

Associated Barber College of San Diego (ABCSD) admissions office is located at 1301 5th Avenue San Diego, CA 92101. New and returning students may apply in person. An Enrollment Application can be printed from our website [www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu).

Our school policy is that before enrollment (signing the Enrollment Agreement), the school will provide and encourage prospective students to review the school catalog, the School Performance Fact Sheet, and other disclosures posted on the school's website [www.associatedbarbercollege.edu](http://www.associatedbarbercollege.edu). These documents will assist the student in making an educated selection of the programs of study offered by this school. The school catalog and disclosures are updated annually by the dates on the cover page. For Title IV purposes, ABCSD only admits as a regular student who has a high school diploma, or GED, or its equivalent, or higher, and beyond the age of compulsory school attendance in California.

## **VERIFICATION OF HIGH SCHOOL DIPLOMA**

ABCSD will verify the authenticity of the diploma before enrollment. If the diploma cannot be verified, the student may be asked to provide an official high school transcript showing the dates of entrance and graduation. If the transcript is not available, the student will be required to take and pass the GED exam before enrollment at ABCSD. Prior to admissions and at the applicants cost, foreign documents of high school documents must be translated by an outside agency such as Association of International Credential Evaluators (AICE), American Association of Collegiate Registrar and Admission Officer (AACRAO), or National Association of Credential Evaluation Services (NACES) which is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma before submitting them to ABCSD. Students without a high school diploma or its equivalent will not be allowed to enroll nor be eligible for Title IV funds.

## **ADMISSION POLICY & REQUIREMENTS (CON'T)**

State and Federal School Requirements for Admission per Program:

BARBERING PROGRAMS 1500 HOURS, (Exceeds State Requirements)  
1200 HOURS (Exceeds State Requirements), 1000 HOURS:  
COSMETOLOGY PROGRAMS 1500 HOURS (Exceeds State Requirements), 1000 HOURS:

State/Federal and School Requirements:

- A) Students must be at least 17 years old at the time of enrollment
- B) Provide a valid government issued photo identification
- C) Provide a signed social security card
- D) Pay an application fee of \$100 and the STRF fee. (see Tuition and Fee Schedule)
- E) Approve source of funding or down payment
- F) Applicants must provide a copy of his/her high school diploma, official transcript that shows high school completion or General Educational Development (GED), its equivalent, or higher

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

State/Federal and School Requirements:

- A) Copy of his/her valid California Cosmetology OR Barber license OR Proof of Training Document from a California Cosmetology or Barber School
- B) Valid government issued photo identification
- C) Signed social security card
- D) Pay an application fee of \$100 and the STRF fee. (see Tuition and Fee Schedule)
- E) Approved source of funding or down payment
- F) Applicants must provide a copy of his/her high school diploma, official transcript or higher

## **VERIFICATION OF HIGH SCHOOL DIPLOMA**

ABCSD will verify the authenticity of the diploma before enrollment. If the diploma cannot be verified, the student may be asked to provide an official high school transcript showing the dates of entrance and graduation. If the transcript is not available, the student will be required to take and pass the GED exam before enrollment at ABCSD. Prior to admissions and at the applicants cost, foreign documents of high school documents must be translated by an outside agency such as Association of International Credential Evaluators (AICE), American Association of Collegiate Registrar and Admission Officer (AACRAO), or National Association of Credential Evaluation Services (NACES) which is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma before submitting them to ABCSD. Students without a high school diploma or its equivalent will not be allowed to enroll nor be eligible for Title IV funds.

## **GED CERTIFICATION**

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

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

## **ABILITY TO BENEFIT (ATB)**

ATB students are not eligible for Title IV funding at ABCSD. We do not admit ATB students.

## **VACCINATION POLICY**

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

## **ARTICULATION OR TRANSFER AGREEMENT**

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

### RE-ENTRY / RE-ENROLLMENT POLICY

Students who withdraw from school and desires to re-enroll must request permission from the school Director. The school Director has complete discretion for approval for re-entry to the program. Upon approval, the Director will determine the number of hours accepted to re-enter the program. Students desiring to re-enroll within six (6) months of their last date of attendance will be readmitted at their original tuition rate. Students who re-enroll more than six (6) months since the last day of attendance will be subject to the current tuition rate. All re-enrollments will require a new Enrollment Agreement.

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

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

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

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

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

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

### FOREIGN STUDENTS

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

### DISABLED STUDENTS

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

## TUITION AND FEES

Associated Barber College of San Diego reserves the right to change the tuition and fees and make subject changes without notice when necessary; any change will not affect current (active) students. Effective for Class Starts after August 1, 2023.

Program	Barbering 1500 Hours CIP Code: 12.0402	Barbering 1200 Hours CIP Code: 12.0402
	SOC Code 39-5011	SOC Code 39-5011
Application Fee (non-refundable)	\$100.00	\$100.00
Books/Tools/Uniform***	\$1,000.00	\$1,000.00
**STRF Fee (non-refundable)	\$50.00	\$42.50
Tuition*	\$22,245.00	\$19,095.00
<b>Total</b>	<b>\$23,395.00</b>	<b>\$20,237.50</b>
Overtime Rate	\$20.00	\$20.00
Clock Hours	1500	1200
Allowable Absence Hours	100	80
Length of Program in Weeks	50 (30 Hours)	40 (30 Hours)

Program	Barbering 1000 Hours CIP Code: 12.0402	Barber Crossover CIP Code: 12.0402
	SOC Code 39-5011	SOC Code 39-5011
Application Fee (non-refundable)	\$100.00	\$100.00
Books/Tools/Uniform***	\$1,000.00	No Charge
**STRF Fee (non-refundable)	\$35.00	\$15.00
Tuition*	\$16,245.00	\$6,300.00
<b>Total</b>	<b>\$17,380.00</b>	<b>\$6,415.00</b>
Overtime Rate	\$20.00	\$20.00
Clock Hours	1000	400
Allowable Absence Hours	60	24
Length of Program in Weeks	33.33 (30 Hours)	13.33 (30 Hours)

Program	Cosmetology 1500 Hours CIP Code: 12.0401	Cosmetology 1000 Hours CIP Code: 12.0401
	SOC Code 39-5012	SOC Code 39-5012
Application (non-Refundable)	\$100.00	\$100.00
Books/Tools/Uniform***	\$1,000.00	\$1,000.00
**STRF Fee (non-refundable)	\$60.00	\$45.00
Tuition*	\$22,750.00	\$16,750.00
<b>Total</b>	<b>\$23,910.00</b>	<b>\$17,895.00</b>
Overtime Rate	\$20.00	\$20.00
Clock Hours	1000	400
Allowable Absence Hours	60	24
Length of Program in Weeks	50 (30 Hours)	33.33 (30 Hours)

\*\* As of April 1, 2022, students who meet the California Student Tuition Recovery Fund criteria are required to pay \$2.50 for every \$1000 of institutional charges rounded to the nearest \$1000. Please see additional STRF information in this catalog. See the Tuition and Fee Schedule above for STRF fees per course.

\*\*\* Final Cost for Books/Tool/Uniform See tool list for details.

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

#### REGISTRATION FEES (Non-Refundable):

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

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

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

Tuition charges are listed above for each program. \*Tuition is charged by payment period. A payment period is defined as half of the clock hours in a 900-clock hour and 26 weeks of an academic year or half of the clock hours or weeks in the programs less than a full academic year of 900 clock hours and 26 weeks.

#### BOOKS/TOOLS/UNIFORM

Books/Tools/Uniform are itemized in Phase 1 and Phase 2. Each student signs off at the time of receiving each item. Additional tools are included in the tuition for each program that includes, but is not limited to, shears, blow dryers, combs, brushes, and other required tools for barbering and cosmetology programs.

Books/Tools/Uniform that are purchased in the tool kit are issued and charged on the first day of class and are required for all courses at ABCSD. It is mandatory that the Books/Tools/Uniform are purchased as they are listed. A tool list will be provided at the time of enrollment.

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

Students are required to go through their tool kit upon receipt and acknowledge that all contents are in working order. After the student acknowledges receipt of the Books/Tools/Uniform, the student is 100% responsible for the items. Returns must be handled directly through the manufacturers. All tools/books/supplies are issued in original packaging. Opened and/or used tools are not refundable.

Barbering~1500, 1200, 1000 Hour Programs: Books/Tools/Uniform are issued on the first day of class and includes Milady's 6<sup>th</sup> Edition Standard Professional Barbering CIMA Digital Platform + Print ISBN 9780357812785. Students will be issued the Phase 1 Tool Kit on the first day of class. After successful completion of Phase 1 class objectives (5 weeks), a minimum of 80% attendance maintained and first tuition payment made, the Phase 2 Tool Kit is issued. The tool kit contains the equipment necessary for satisfactory completion of the program and to begin employment. Students are expected to maintain the kit by replacing lost and/or broken items.

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

Cosmetology ~1500, 1000 Hour Programs: Books/Tools/Uniform are issued in two phases and includes Milady's Standard Cosmetology Textbook Bundle 14<sup>th</sup> Edition (ISBN# 978-0357378908). Students will be issued the Phase 1 Tool Kit on the first day of class. After successful completion of Phase 1 class objectives (10 weeks), a minimum of 80% attendance maintained and first tuition payment made, the Phase 2 Tool Kit is issued. The tool kit contains the equipment necessary for satisfactory completion of the program and to begin employment. Students are expected to maintain the kit by replacing lost and/or broken items.

## REQUIRED TEXTS

Barbering 1500 Hour, 1200 Hour, 1000 Hour-  
Milady's 6<sup>th</sup> Edition Standard Professional Barbering CIMA Digital Platform + Print  
ISBN 9780357812785  
Milady's 6<sup>th</sup> Edition Standard Professional Barbering Workbook  
ISBN 9781305100664

Barber Crossover-  
Milady's Standard Professional Barbering Exam Review 6<sup>th</sup> Edition  
ISBN 978-1305100671

Cosmetology 1500 Hour, 1000 Hour-  
Milady's Standard Cosmetology 14<sup>th</sup> Edition CIMA Digital Platform + Print  
ISBN 9780357921883  
Milady's Standard Cosmetology 14<sup>th</sup> Edition Workbook Package  
ISBN 9780357922170

## EQUIPMENT AND MATERIALS

Equipment and materials used in our programs are industry standard or above. Tools that are charged are listed at the time of enrollment. Tools that are included in the tuition for our courses include, but not limited to shears, clippers, blow dryers, razors, brushes, doll heads, tripods, combs, and other required tools for barbering and/or cosmetology. Due to the supply availability, we make every effort to keep our tool list current and all of our tools in stock to be issued. Occasionally an item might be backordered, and we will replace the item with equal or greater value as soon as possible.

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

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

A student with an attendance percentage of 93% or below will have over-contract time charges added to the student ledger at the said contract graduation date. When over-contract charges are incurred, these charges are added to the student's ledger as tuition. The school will create a new Enrollment Agreement addendum to determine the revised contract graduation date for the clock hours in the program. This overtime charge process will continue until the student has completed the program.

## OVERTIME CHARGES EXAMPLE

Example: If a student needs 100 hours to complete the program at the time of the agreed upon completion date on the Enrollment Agreement, the overtime charges will be \$20.00 per hour x 100 hours = \$2,000 to complete the program and a new completion date will be determined to complete the program. The new completion date is determined by the number of hours needed to complete the program divided by how many daily scheduled hours the student has agreed to attend. More overtime charges will accrue if the student has not completed the program by each completion date.

## OVERTIME PAYMENT REQUIREMENT

Once a student exhausts the allowable absence hours and the student accrues overtime, the student could be required to bring all overtime charges current at the end of the payment period. If the student does not bring the overtime payment charges current, then attendance could be suspended until the tuition is paid in full at the discretion of the Director or Associate Director. Each student will be required to have all tuition charges current before the next payment period starts.

### TERMS OF PAYMENT

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

All school charges must be paid in full before a Proof of Training Document and/or Official Transcripts will be issued. All school charges must be paid in full before credits may be released. As per the discretion of the Director, on a case-by-case basis, unpaid clock hours may be released to the student.

### FEE PAYMENT OPTIONS

Payments can be made using the following:

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

### RETURNED CHECKS

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

### THIRD PARTY PAYMENTS

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

### UNPAID BALANCES

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

### NON-PAYMENT DROP SCHEDULE

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

### SCHOLARSHIPS

Institutional scholarships are not offered at our school.

## **BARBERING PROGRAMS - CURRICULA**

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

**Barbering 1500 Clock Hours: (SOC 39-5011, CIP#12.0402) (Hours Exceed State Requirement)**  
1270 Hours Practical & 230 Hours Theory

### **COURSE OBJECTIVE**

The Barbering 1500 Clock Hour program consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, shaving and trimming of the beard, business classes, anatomy/physiology, and chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed barber. This course also offers 500 hours of extended classes to include practical exercises on real customers in the scope of haircutting and barbering services expected for immediate employment. The extended hours will give the graduate more confidence with skills so that the graduate's employment is profitable.

### **CURRICULUM PER SUBJECT WITH DESCRIPTION**

#### **Health and Safety:**

100 Hours Total (65 Hours Practical & 35 Hours Theory)

Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations

30 – Hours Health & Safety/Anatomy

20 – Hours Chemistry

25 – Hours Infection Control / Microbiology

5 – Hours Electricity

#### **Disinfection & Sanitation:**

100 Hours Total (80 Hours Practical & 20 Hours Theory & 960 Practical Services)

Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

#### **Chemical Hair Services:**

200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)

Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

##### Technical Instruction

15 Hours Permanent Waving /

Chemical Straightening

15 Hours Haircoloring / Bleaching

##### Practical Operations

25 Permanent Waving /

Chemical Straightening

60 Haircoloring / Hair lightening

#### **Hairstyling Services:**

750 Hours Total (700 Hours of Practical & 50 Hours Theory & 700 Practical Services)

Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, scalp massage, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers, and trimmers, thinning shears, for wet and dry cutting, hair loss/replacement, advanced haircutting, braiding. Extended classes for above-entry level employment.

##### Technical Instruction

25 Hours Wet Hairstyling / Thermal Styling

25 Hours Haircutting

##### Practical Operations

100 Wet Hairstyling / Thermal Styling

600 Haircutting



**Shave and Trimming of the Beard:**

250 Hours Total (210 Hours Practical & 40 Hours Theory & 175 Practical Services)

Included, but is not limited to: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques (face, neck, and head shave), applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages. Extended classes for above-entry level employment.

**Technical Instruction**

10 Hours Skin Analysis  
10 Hours Men's Facial  
10 Hours Men's Shaving 10 Hours Beards

**Practical Operations**

140 Men's Shaving  
35 Men's Facial

**Business Class / Job Ready:**

85 Hours Total (45 Hours Practical & 40 Hours Theory)

Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities, How to Buy, How to Build.

**History of Barbering:**

7 Hours Total (7 Hours Theory)

Included, but is not limited to: Trace the rise of Barber Surgeons, Understand Barber Organizations and State Board, The State of Barbering today.

**Anatomy/Physiology:**

8 Hour Total (8 Hours Theory)

Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system.

**COURSE OUTLINE – Barbering 1500 Clock Hours**

We use three phases for our course instruction:

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

Phase 2: Week 6 thru 1200 Hours (Practical Floor)

Phase 3: 1201 – 1500 Hours (Practical Floor and Classroom Theory)

**PROGRAM OF STUDY**

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

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

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

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

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

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

### **GRADING**

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

### **ACADEMIC GRADING**

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

### **GRADUATION REQUIREMENTS**

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

### **DIPLOMA CERTIFICATE**

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

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

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

### **ELIGIBILITY FOR STATE EXAM**

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

### **LICENSING REQUIREMENTS**

An approved applicant will be required to pass a State written exam at a minimum of 75%.

**Barbering 1200 Clock Hours (SOC 39-5011, CIP#12.0402) (Hours Exceed State Requirement)**  
970 Hours Practical & 230 Hours Theory

**COURSE OBJECTIVE**

The Barbering 1200 Clock Hour program consists of twelve hundred (1,200) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. The course covers all phases of Barbering (health & safety, disinfection and sanitation, haircutting, hairstyling, shaving and trimming of the beard, business classes, anatomy/physiology, and chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed barber. This course also offers 200 hours of extended classes to include practical exercises on real customers in the scope of haircutting and barbering services expected for employment. The extended hours will give the graduate more confidence with skills so that the graduate's employment could be profitable.

**CURRICULUM PER SUBJECT WITH DESCRIPTION**

**Health and Safety:**

100 Hours Total (65 Hours Practical & 35 Hours Theory)

Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

**Disinfection & Sanitation:**

100 Hours Total (80 Hours Practical & 20 Hours Theory & 500 Practical Services)

Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

**Chemical Hair Services:**

200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)

Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

Technical Instruction

15 Hours Permanent Waving /

Chemical Straightening

15 Hours Haircoloring / Bleaching

Practical Operations

25 Permanent Waving /

Chemical Straightening

60 Haircoloring / Hair lightening

**Hairstyling Services:**

475 Hours Total (425 Hours of Practical & 50 Hours Theory & 425 Practical Services)

Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

Technical Instruction

25 Hours Wet Hairstyling / Thermal Styling

25 Hours Haircutting

Practical Operations

75 Wet Hairstyling / Thermal Styling

350 Haircutting

**Shave and Trimming of the Beard:**

225 Hours Total (185 Hours Practical & 40 Hours Theory & 150 Practical Services)

Included, but is not limited to: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

**Technical Instruction**

10 Hours Skin Analysis  
10 Hours Men's Facial  
10 Hours Men's Shaving  
10 Hours Beards

**Practical Operations**

125 Men's Shaving  
25 Men's Facial

**Business Class / Job Ready:**

85 Hours Total (45 Hours Practical & 40 Hours Theory)

Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

**History of Barbering:**

7 Hours Total (7 Hours Theory)

Included, but is not limited to: Trace the rise of Barber Surgeons, Understand Barber Organizations and State Board, The State of Barbering today.

**Anatomy/Physiology:**

8 Hour Total (8 Hours Theory)

Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system.

**COURSE OUTLINE – Barbering 1200 Clock Hours**

We use three phases for our course instruction:

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

Phase 2: Week 6 thru 900 Hours (Practical Floor)

Phase 3: 901 – 1200 Hours (Practical Floor and Classroom Theory)

**PROGRAM OF STUDY**

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

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

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

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

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

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

### **GRADING**

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

### **ACADEMIC GRADING**

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

### **GRADUATION REQUIREMENTS**

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

### **DIPLOMA CERTIFICATE**

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

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

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

### **ELIGIBILITY FOR STATE EXAM**

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

### **LICENSING REQUIREMENTS**

An approved applicant will be required to pass a State written exam at a minimum of 75%.

## **Barbering - 1000 Clock Hours (SOC 39-5011, CIP#12.0402)**

780 Hours Practical & 220 Hours Theory

### **COURSE OBJECTIVE**

The Barbering 1000 Clock Hour program consists of one thousand (1,000) clock hours of technical instruction and practical operations covering minimum practices and constituting the art of barbering. The course covers all phases of Barbering (health & safety, disinfection and sanitation, haircutting, hairstyling, shaving and trimming of the beard, business classes, anatomy/physiology, and chemical services). Included in the course is practice on real customers. Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for entry level employment as a California licensed barber.

### **CURRICULUM PER SUBJECT WITH DESCRIPTION**

#### **Health and Safety:**

100 Hours Total (65 Hours Practical & 35 Hours Theory)

Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

#### **Disinfection & Sanitation:**

100 Hours Total (80 Hours Practical & 20 Hours Theory & 500 Practical Services)

Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

#### **Chemical Hair Services:**

200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)

Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

#### **Technical Instruction**

15 Hours Permanent Waving /

Chemical Straightening

15 Hours Haircoloring / Bleaching

#### **Practical Operations**

25 Permanent Waving /

Chemical Straightening

60 Haircoloring / Hair lightening

#### **Hairstyling Services:**

300 Hours Total (250 Hours of Practical & 50 Hours Theory & 250 Practical Services)

Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

#### **Technical Instruction**

25 Hours Wet Hairstyling / Thermal Styling

25 Hours Haircutting

#### **Practical Operations**

50 Wet Hairstyling / Thermal Styling

200 Haircutting

**Shave and Trimming of the Beard:**

200 Hours Total (170 Hours Practical & 30 Hours Theory & 125 Practical Services)

Included, but is not limited to: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

**Technical Instruction**

10 Hours Skin Analysis  
10 Hours Men's Facial  
10 Hours Men's Shaving

**Practical Operations**

100 Men's Shaving  
25 Men's Facial

**Business Class / Job Ready:**

85 Hours Total (45 Hours Practical & 40 Hours Theory)

Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

**History of Barbering:**

7 Hours Total (7 Hours Theory)

Included, but is not limited to: Trace the rise of Barber Surgeons, Understand Barber Organizations and State Board, The State of Barbering today.

**Anatomy/Physiology:**

8 Hour Total (8 Hours Theory)

Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system.

**COURSE OUTLINE - Barbering- 1000 Clock Hours**

We use three phases for our course instruction:

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

Phase 2: Week 6 thru 700 Hours (Practical Floor)

Phase 3: 701 – 1000 Hours (Practical Floor and Classroom Theory)

**PROGRAM OF STUDY**

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

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

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

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

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

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

## **GRADING**

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

## **ACADEMIC GRADING**

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

## **GRADUATION REQUIREMENTS**

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

## **DIPLOMA CERTIFICATE**

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

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

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

## **ELIGIBILITY FOR STATE EXAM**

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

## **LICENSING REQUIREMENTS**

An approved applicant will be required to pass a state written exam at a minimum of 75%.



## **BARBER CROSSOVER ~ 400 CLOCK HOURS (SOC 39-5011, CIP#12.0402)**

### **(Hours Exceed State Requirement)**

353 Hours Practical & 47 Hours Theory

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

### **COURSE OBJECTIVE**

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

### **CURRICULUM PER SUBJECT WITH DESCRIPTION**

#### **History of Barbering:**

7 Hours Total (7 Hours Theory)

Included, but is not limited to: Trace the rise of Barber Surgeons, Understand Barber Organizations and State Board, The State of Barbering today.

#### **Shave and Trimming of the Beard:**

220 Hours Total (180 Hours Practical & 40 Hours Theory & 80 Practical Services)

Included, but is not limited to: Instruction on health & safety and sanitation with the razor and beard, preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques (face, neck and head shave), applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages. Extended classes for above-entry level employment.

##### Technical Instruction

10 Hours Skin Analysis  
10 Hours Men's Facial  
10 Hours Men's Shaving  
10 Hours Beards

##### Practical Operations

60 Men's Shaving  
20 Men's Facial

#### **Hairstyling Services:**

173 Hours Total (173 Hours of Practical & 100 Practical Services)

Includes, but is not limited to: hair cutting, including the use of shears, razors, electrical clippers, and trimmers, thinning shears, for wet and dry cutting, hair loss/replacement, advanced haircutting. Extended classes for above-entry level employment.

##### Practical Operations

100 Haircutting

### **COURSE OUTLINE:**

We use two phases for our course instruction:

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

Phase 2: 61 – 400 Hours (Classroom Theory & Practical Floor)

### **PROGRAM OF STUDY**

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

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

- Student is then allowed to perform the service on a client and/or mannequin under the supervision of the instructor.

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

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

## **GRADING**

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

### **ACADEMIC GRADING**

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

## **GRADUATION REQUIREMENTS**

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

## **DIPLOMA CERTIFICATE**

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

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

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

## **ELIGIBILITY FOR STATE EXAM**

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

## **LICENSING REQUIREMENTS**

An approved applicant will be required to pass a State written exam at a minimum of 75%.

## **COSMETOLOGY PROGRAMS - CURRICULA**

### **Cosmetology 1500 Clock Hours - (Hours Exceed State Requirement)**

1210 Hours Practical & 290 Hours Theory

#### **Course Objective:**

The Cosmetology 1500 Clock Hour program consists of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed cosmetologist. This course also offers 500 hours of extended classes to include practical exercises on real customers in the scope of haircutting and chemical services. The extended hours will give the graduate more confidence with skills so that the graduate's employment is profitable.

#### **Curriculum Per Subject with Description:**

##### **Health and Safety:**

100 Hours Total (65 Hours Practical & 35 Hours Theory)

Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

##### **Disinfection & Sanitation:**

100 Hours Total (80 Hours Practical & 20 Hours Theory & 1000 Practical Services)

Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

##### **Chemical Hair Services:**

200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)

Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

##### **30 Hours Theory**

15 Hours Permanent Waving /

Chemical Straightening

15 Hours Haircoloring / Bleaching

##### **170 Hours Practical & 85 Services**

25 Permanent Waving /

Chemical Straightening

60 Haircoloring / Hair lightening

##### **Hairstyling Services:**

700 Hours Total (650 Hours of Practical & 50 Hours Theory & 650 Practical Services)

Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

##### **50 Hours Theory**

25 Hours Wet Hairstyling / Thermal Styling

25 Hours Haircutting

##### **650 Hours Practical & 650 Services**

125 Wet Hairstyling / Thermal Styling

525 Haircutting

**Skin Care**

150 Hours Total (90 Hours Practical & 60 Hours Theory & 60 Practical Services)

Included, but is not limited to: Instruction on preparing the client's face for facial services, chemical and manual facials and massaging, stimulating, exfoliating, cleansing, beautifying the face, scalp, neck, or body by use of the hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**60 Hours Theory**

20 Hours Facial Anatomy  
10 Hours Makeup Applications  
20 Hours of Facial services  
10 Hours of Esthetic Devices, Facial Products

**90 Hours Practical & 60 Services**

15 Facials - Manual  
15 Facials – Chemical  
15 Facials - Electrical  
15 Makeup Applications

**Hair Removal and Lash and Brow Beautification:**

50 Hours Total (30 Hours Practical & 20 Hours Theory & 30 Practical Services)

Included, but not limited to: Instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**20 Hours Theory**

10 Hours Hair Removal  
10 Hours Brow and Lash Procedures

**30 Hours Practical & 30 Services**

15 Hair Removal  
15 Lash and Brow Procedures

**Manicure and Pedicure**

100 Hours Total (80 Hours Practical & 20 Hours Theory & 140 Practical Services)

Included, but no limited to: Instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to, acrylic, liquid, and powder bursh-ons, dip tips, wraps and repairs.

**20 Hours Theory**

5 Hours Hand & Foot Anatomy  
5 Hours Manicure, Pedicure, Massage  
5 Hours Nail Products  
5 Hours Nail Analysis

**80 Hours Practical & 140 Services**

20 Manicure Services  
20 Pedicure Services  
100 Artificial Nail Applications  
40 Massage Procedures

**Business Class / Job Ready:**

85 Hours Total (45 Hours Practical & 40 Hours Theory)

Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

**History of Cosmetology:**

7 Hours Total (7 Hours Theory)

Included, but is not limited to: History of the Beautician, Understand Beauty Organizations and State Board, The State of Cosmetology today.

**Anatomy/Physiology:**

8 Hour Total (8 Hours Theory)

Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system

## **COURSE OUTLINE – Cosmetology 1500 Clock Hours**

We use three phases for our course instruction:

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

Phase 2: Week 6 thru 1200 Hours (Practical Floor)

Phase 3: 1201 – 1500 Hours (Practical Floor and Classroom Theory)

## **PROGRAM OF STUDY**

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

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

## **GRADING METHODS**

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

### **ACADEMIC GRADING**

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

## **GRADUATION REQUIREMENTS**

Students are eligible for graduation, providing they have completed required clock hours, completed all theory assignments, all chapter tests passed with a 75% grade, have completed all minimum required course practical services, passed a simulated Mock State Board practical and written test.

### **DIPLOMA CERTIFICATE**

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

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

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

### **ELIGIBILITY FOR STATE EXAM**

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

### **LICENSING REQUIREMENTS**

An approved applicant will be required to pass a State written exam at a minimum of 75%.

## Cosmetology 1000 Clock Hours

710 Hours Practical & 290 Hours Theory

### **COURSE OBJECTIVE:**

The Cosmetology 1000 Clock Hour program consists of fifteen hundred (1,000) clock hours of technical instruction and practical operations covering all practices and constituting the art of cosmetology. The course covers all phases of Cosmetology (health & safety, disinfection and sanitation, haircutting, hairstyling, manicure, pedicure, skin care, hair removal, lash and brow beautification, chemical services). Included in our course is practice on real customers. Successful completion of this course will allow the student to take the state exam to obtain a California license. With the California license, the graduate will be prepared for employment as a California licensed cosmetologist.

### **CURRICULUM PER SUBJECT WITH DESCRIPTION**

#### **Health and Safety:**

100 Hours Total (65 Hours Practical & 35 Hours Theory)

Included, but is not limited to: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable disease. Properties & Disorders of Hair and Scalp. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

#### **Disinfection & Sanitation:**

100 Hours Total (80 Hours Practical & 20 Hours Theory & 815 Practical Services)

Included, but is not limited to: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in the establishments.

#### **Chemical Hair Services:**

200 Hours Total (170 Hours Practical & 30 Hours Theory & 85 Practical Services)

Includes, but is not limited to: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

30 Hours Theory

15 Hours Permanent Waving /

Chemical Straightening

15 Hours Haircoloring / Bleaching

170 Practical Hours & 85 Services

25 Permanent Waving /

Chemical Straightening

60 Haircoloring / Hair lightening

#### **Hairstyling Services:**

200 Hours Total (150 Hours of Practical & 50 Hours Theory & 250 Practical Services)

Includes, but is not limited to: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, hair cutting, including the use of shears, razors, electrical clippers and trimmers, thinning shears, for wet and dry cutting.

50 Hours Theory

25 Hours Wet Hairstyling / Thermal Styling

25 Hours Haircutting

150 Hours Practical & 250 Services

25 Wet Hairstyling / Thermal Styling

125 Haircutting

**Skin Care**

150 Hours Total (90 Hours Practical & 60 Hours Theory & 60 Practical Services)

Included, but is not limited to: Instruction on preparing the client's face for facial services, chemical and manual facials and massaging, stimulating, exfoliating, cleansing, beautifying the face, scalp, neck, or body by use of the hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

60 Hours Theory

20 Hours Facial Anatomy

10 Hours Makeup Applications

20 Hours of Facial services

10 Hours of Esthetic Devices, Facial Products

90 Hours Practical & 60 Services

15 Facials - Manual

15 Facials – Chemical

15 Facials - Electrical

15 Makeup Applications

**Hair Removal and Lash and Brow Beautification:**

50 Hours Total (30 Hours Practical & 20 Hours Theory & 30 Practical Services)

Included, but not limited to: Instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

20 Hours Theory

10 Hours Hair Removal

10 Hours Brow and Lash Procedures

30 Hours Practical & 30 Services

15 Hair Removal

15 Lash and Brow Procedures

**Manicure and Pedicure**

100 Hours Total (80 Hours Practical & 20 Hours Theory & 180 Practical Services)

Included, but no limited to: Instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to, acrylic, liquid, and powder bursh-ons, dip tips, wraps and repairs.

20 Hours Theory

5 Hours Hand & Foot Anatomy

5 Hours Manicure, Pedicure, Massage

5 Hours Nail Products

5 Hours Nail Analysis

80 Hours Practical & 180 Services

20 Manicure Services

20 Pedicure Services

100 Artificial Nail Applications

40 Massage Procedures

**Business Class / Job Ready:**

85 Hours Total (45 Hours Practical & 40 Hours Theory)

Included, but is not limited to: Building Clientele, Pay Structure, Tax Liability, Retail Sales, Customer Service, Job Interview, Employment Opportunities.

**History of Cosmetology:**

7 Hours Total (7 Hours Theory)

Included, but is not limited to: History of the Beautician, Understand Beauty Organizations and State Board, The State of Cosmetology today.

**Anatomy/Physiology:**

8 Hour Total (8 Hours Theory)

Included, but is not limited to: Structure and function of cells, types of tissues, body systems and organs, skeletal system, muscles of face and neck, nervous system, circulatory system, immune system

**COURSE OUTLINE – Cosmetology 1000 Clock Hours**

We use three phases for our course instruction:

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

Phase 2: Week 6 thru 700 Hours (Practical Floor)

Phase 3: 701 – 1000 Hours (Practical Floor and Classroom Theory)

### **PROGRAM OF STUDY**

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

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

### **GRADING METHODS:**

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

### **ACADEMIC GRADING**

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

### **GRADUATION REQUIREMENTS**

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

### **DIPLOMA CERTIFICATE**

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

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

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

### **ELIGIBILITY FOR STATE EXAM**

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

### **LICENSING REQUIREMENTS**

An approved applicant will be required to pass a State written exam at a minimum of 75%.



**CONSTITUTION DAY, Sunday, September 17, 2023-**

Our Constitution Day Lesson will be taught on Friday, September 15, 2023.

**STUDENT SCHEDULES OFFERED – INSTRUCTIONAL HOURS –**

(Schedules are subject to change depending on availability.)

**Barbering**

Practical and Theory aspects of training will run continuous from:

Monday 8:30 am - 7:00 pm

Tuesday - Friday 7:30 am - 8:30 pm

Saturday 9:00 am - 3:30 pm

**Cosmetology**

Practical and Theory aspects of training will run continuous from:

Monday - Wednesday 8:00 am - 4:00 pm

Thursday - Friday 7:30 am – 1:00 pm

We have many schedules to choose from ... below are a few:

**MORNING SCHEDULE -**

<b>30 Hour Schedule (53 weeks) Includes 30 min lunch</b>	<b>35 Hour Schedule (46 weeks) Includes 30 min lunch</b>	<b>40 Hour Schedule (40 weeks) Includes 60 min lunch</b>
Tuesday – Friday 7:30am - 2:00pm Saturday 9:00am – 3:30pm	Tuesday – Friday 7:30am - 3:15pm Saturday 9:00am – 3:30pm	Tuesday – Friday 7:30am – 5:00pm Saturday 9:00am – 3:30pm
Monday 8:30am – 3:00pm Tuesday – Friday 7:30am - 2:00pm	Monday 8:30am – 4:00pm Tuesday – Friday 7:30am - 3:00pm	Monday 8:30am – 5:30pm Tuesday – Friday 7:30am – 4:30pm

**EARLY EVENING SCHEDULE -**

<b>30 Hour Schedule (53 Weeks) Includes 30 min lunch</b>	<b>30 Hour Schedule (53 Weeks) Includes 30 min lunch</b>	<b>24 Hour Schedule (66 Weeks) Includes 15 min break</b>
Tuesday – Friday 12:00pm – 6:30pm Saturday 9:00 – 3:30pm	Tuesday – Friday 2:00pm - 8:30pm; Saturday 9am- 3:30pm	Monday 4:30pm – 7:00pm Tuesday– Friday 4:30pm-8:30pm; Saturday 9am-3:00pm

**CHANGE IN SCHEDULE**

Students may request a schedule change in writing to the admissions office the week before the new schedule starts. The Director or Associate Director must approve all schedule changes. Once your schedule change is approved, the new schedule will begin on the following Monday. The first two schedule changes are at no charge. The third schedule change will result in a \$25 fee due at the time of the change. A schedule change that results in different hours per week will be a \$25 fee. This fee is payable in cash only. Title IV funds or VA benefits will not pay for costs related to schedule changes.

**CLASS COUNTS**

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

### **DISCLOSURES OF CHANGES TO SCHEDULES AND DATES**

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

### **WORKSTATION ASSIGNED**

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

### **ATTENDANCE POLICY**

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

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

### **CLOCK HOUR POLICY**

Each student will register with a palm scan in our school's software, GENESIS, on Orientation Day. Students must clock themselves in/out daily using a palm scan. Students must be clocked in/out of school on the agreed-upon schedule at the exact time. It is the student's responsibility to maintain an honest practice of using the student time software. Students have the responsibility to clock in and out daily for class and lunch breaks. Failure to do so will result in loss of hours attended. Students are directed to see administrative office for any questions or concerns with attendance tracking or procedures.

While the student is clocked in, they are required to be engaged and on campus in a learning environment. Once a student clocks in, the student must maintain a presence on campus until the morning break. Students are not allowed to clock in and leave campus to park a car or get food/coffee. Please be prepared to stay on campus once the student is clocked in. All governing agencies will only recognize time if the student is engaged in a learning environment. A learning environment is defined as being on our school campus and engaging in barber/cosmetology-related education. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension.

### **STUDENTS ATTENDANCE AND GRADE RECORDS**

Student hours are recorded daily in the Genesis software system. Tests that are taken in the CIMA software are graded and transferred into the Genesis software system. Physical attendance is taken multiple times a day in the theory classroom and practical floor. Cumulative attendance hours are made available to students weekly. Informal progress reports are available upon request.

Students are responsible for their student records (tests, make-up tests, hours, etc.) Students must check their SAP reports to verify that the number of services and test scores taken are correct. If there is a discrepancy in a student's record, please notify the administrative office immediately.

### **100% ATTENDANCE**

It is our goal to keep each student at 100% attendance. Students who have less than 94% attendance at the end of your program will have overtime charges. Overtime charges are currently \$20.00 an hour.

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

Failure to maintain the assigned class schedule may cause a student unsatisfactory academic progress, possibly resulting in ineligibility of financial aid, increasing the student's out-of-pocket financial obligation to the school.

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

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

#### SICK/LATE/PERSONAL TIME OFF

Please see the chart on Page 11 for allowable absence hours per program. The student's contract graduation date on the Enrollment Agreement includes allowable absences hours for sick/late/personal time off. Any sick/late/personal time off hours are calculated into the total allowable absence hours. Frequent time off may result in overtime charges. Absences are absences. There are no excused or unexcused.

#### REQUEST FOR TIME OFF

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

#### ABSENCE POLICY

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

#### TARDY POLICY

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

#### LEAVING EARLY

Students must notify their instructor if he/she leaves early. A student must fulfill all sanitation duties before departure. Early departures are calculated into the total allowable absence hours. Frequent loss of hours may result in overtime charges.

#### MISSING STUDENTS

If a student is clocked in and cannot be found for 15 minutes or more, they will not get credit for the hours after the school took the last time attendance. These hours are calculated into the total allowable absence hours. Frequent loss of hours may result suspension and in overtime charges.

#### SUSPENSIONS

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

#### TERMINATIONS/WITHDRAWALS FOR ABSENCES

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

### MAKE UP WORK

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

### MAKE UP HOUR POLICY

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

### LUNCHES

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

### BREAKS

For every 6-9 hours of clocked in time, a student can take two 15-minute breaks. These breaks must be taken separately. The breaks cannot be combined together or with lunch unless the student has instructor's written permission to do so. If the student takes longer than 15 minutes per break, the student will be clocked out from the start of his/her break until returned.

### LEAVE OF ABSENCE

Students must follow this LOA policy when requesting a leave of absence. Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend class. The school may allow a student under such circumstance(s) to take a Leave of Absence (LOA) from the program.

To request an LOA, the student must submit a written request for a leave of absence in advance. If unforeseen circumstances prevent the student from doing so, the school may grant an LOA to a student who did not provide a request in advance, and the school will use the start date of the approved LOA as the first date the student was unable to attend. After documenting the reason for the decision, collect the completed LOA request form upon return and signature.

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

The written request must include:

- the reason for the student's request,
- the start and end dates of the requested LOA,
- the student's signature

Each leave of absence request will be considered on an individual basis and may be granted to a student at the discretion of the school. The student will not be charged any additional school charges as a result of the approved LOA. Students may be granted a Leave of Absence for a minimum of 14 calendar days to a maximum of 180 calendar days within any given 12-month period. These days can be accumulated from more than one Leave of Absence.

Example:

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

### **LEAVE OF ABSENCE (CON'T)**

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

Students returning from an LOA will return to the academic progress standing they held before leaving. Students on an LOA are not considered withdrawn, and the school will not perform a refund calculation. Students who fail to return from an LOA on the approved date of return will be considered dismissed as of the last class day of attendance before the start of the leave. The withdrawal date to calculate a refund is based on the student's last day of attendance.

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

An LOA will impact Title IV loans. During an LOA, scheduled Title IV loans will not be disbursed. All scheduled disbursements will be on hold until the student returns from the LOA. Federal loans already disbursed will enter the six-month grace period. During the six-month grace period, students are not required to make payments on their federal student loans. If the student does not return on the scheduled LOA return date, the student will be dismissed, and the Department of Education will be notified. The loan servicers will notify the student of the repayment date. If the student is unable to make payment, they are to contact the loan servicer to determine if they qualify for a deferment (unemployment, economic hardship deferments) or forbearance.

### **CONDUCT POLICY**

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

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

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

### **DRESS CODE**

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

### **NOT-FRATERNIZATION POLICY**

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

## **SCHOOL RULES AND REGULATIONS**

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

1. Students must comply with all school policies and state rules and regulations as stated in this catalog. Please note that ABCSD will always refer to our school's catalog during the student's enrollment. It is each student's responsibility to be familiar with each section in the school catalog.

2. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated and can result in suspension or termination/expulsion. Student may be sent home if the student refuses a client.

3. Professional conduct is the only level of conduct we expect from our students. The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.

4. Our school does not tolerate any unprofessional or unethical behavior whether unintentional or deliberate. Such behavior can include lack of courteous demeanor; stealing; willful destruction of school property; disrespect toward students, staff or customers; conduct such as falsifying student records, misrepresentation of any information given to admissions or financial aid administrators, cheating or dishonesty towards attendance.

5. Our school has a zero tolerance of activities on or off campus such as bullying, cyber bullying, verbal abuse, sexual harassment, threats of violence, possession or use of drugs or alcohol or weapons.

6. No unauthorized use of recording devices is permitted. No audio or video recordings may be made without the expressed permission from the Associate Director.

7. Our facility is a Non-Smoking facility. Smoking is not permitted within the building or within 25 feet of the building. Any smoking must be done on student's breaks or lunch time. The school will not tolerate the use of alcohol or drugs on campus or while clocked in at any time. No student will be allowed to attend school that is under the influence of drugs or alcohol.

8. Visitors are NOT permitted in the classroom or on campus at any time without a visitor's pass.

9. School business phones may not be used for personal calls. You are not permitted to use your cell phone while in class or working on a patron. You are not allowed to leave a patron to answer the phone. All cell phones are to be kept on vibrate while clocked in school. In case of emergency, you may give your family the school phone number. If you determine a phone call is an emergency, excuse yourself from the client or the classroom and take your emergency phone call outside or in the break room.

10. Rigid adherence to the rules of Health, Safety and Sanitation and personal hygiene are required at all times. Students must keep their workstations clean and in sanitary condition. A minimum of ½ hour of sanitation duties must be completed by each student daily. All tools and materials must be in a sanitized condition at the end of each practical service. Continued violation of sanitation rules will result limited practical floor services. Sanitation is a major part of our curriculum. A clean school is a part of our sanitation curriculum. All workstations and common area will be inspected weekly. If a student does not pass a sanitation inspection on the workstation, they will be in jeopardy of losing their privilege to work at a station. The State of California has sanitation rules that we must stay in compliance.

11. All students serving the public must exhibit courteous and pleasant customer service. If difficulty arises, please call an instructor. Students must take all services assigned to them. Students who fail to take a patron will be clocked out and sent home for the day. Student will be referred to the Director for disciplinary action.

12. No student may leave a patron while doing a service, except in an emergency and is excused by an instructor. Students must not socialize with another student who is busy with a patron. Good customer service is MANDATORY.

13. Students are ONLY allowed to render services to the patron as called out by service ticket. Students violating this rule will be disciplined accordingly. If a patron would like to add a service to the ticket, please call an instructor for permission to render the service.

14. Each student MUST have an instructor check each customer service by signing off the customer ticket.

## **SCHOOL RULES AND REGULATIONS (CON'T)**

15. Students are discouraged to borrow equipment/tools from each other. Each student is responsible for their own tools. Tools must be kept in good working condition. If a student does not have good working tools, or a complete tool kit, then the student will not be allowed to work on the practical floor until his/her tools are in good working condition. Only products furnished by the college may be used unless otherwise approved by the instructor.

16. Students are to eat in the lunch area only or classroom when class is NOT in session. Food is not allowed on the practical floor, in the school lobby, reception area or at workstations at any time. Open liquid drink containers cannot be on the station and must be stored in the closed cabinet.

17. Students are to park their cars at their own risk and expense. Students are not allowed to clock in and go move their cars for parking purposes.

18. Personal listening devices (with or without headphones) are not allowed while working on a patron or while in theory class. Personal listening devices for music are allowed while on personal study time as long as the student can hear the instructor.

19. The institutions music will be operated by the instructor in charge. No personal music may be played during business hours without the instructor's permission.

## **NON-DISPARAGEMENT POLICY**

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

## **CAMPUS SECURITY**

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

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

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

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

### **Academic Year Definition**

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

### **Evaluation Procedures**

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

<b>Program/Clock hours</b>		<b>Evaluation Period #1</b>		<b>Evaluation Period #2</b>		<b>Evaluation Period #3</b>	
Total Clock hours in program		Actual Clock Hours	At Week	Actual Clock Hours	At Week	Actual Clock Hours	At Week
Barbering, Cosmetology	1500	450	13	900	26	1200	38
Barbering	1200	450	13	900	26	1050	30
Barbering, Cosmetology	1000	450	13	900	26	950	28
Barber Crossover	400	200	6	N/A	N/A	N/A	N/A

Partial academic year evaluation periods are the period in which the student successfully completes both (1) half of the clock hours and (2) half of the academic weeks while second evaluation period is the period in which the student completes the course or program.

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

### **Standards for SAP:**

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

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

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

Full-time students attend 35-40 hours per week. Part-time students attend 30 hours per week.

Students are expected to complete their program within one and one-half times (150%) the length of the program as defined in the catalog. For example, a student who enrolls in the Barber program (1500 clock hours) must complete within 56 weeks and a student who enrolls in the Barber Crossover program (400 clock hours) must complete within 15 weeks. For determining the maximum time frame, transfer hours



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

from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.

Students must meet minimum academic and attendance requirements at each evaluation point of the program to be considered as making satisfactory academic progress until the next scheduled evaluation. SAP evaluation points are based on actual clock hours.

#### **Maximum Time Frame**

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

<u>Program Name</u>	<u>Weekly Schedule</u>	<u>Clock Hour</u>	<u>Length (Weeks)</u>	<u>Maximum Time (Weeks)</u>
Barbering ~ 1500 Clock Hours	40	1500	38	57
Cosmetology ~ 1500 Clock Hours	35	1500	43	65
Exceeds State Requirements	30	1500	50	75
	24	1500	63	94
Barbering ~ 1200 Clock Hours	40	1200	30	45
Exceeds State Requirements	35	1200	34.5	51.5
	30	1200	40	60
	24	1200	50	75
Barbering ~ 1000 Clock Hours	40	1000	25	38
Cosmetology ~ 1000 Clock Hours	35	1000	29	43
	30	1000	34	51
	24	1000	42	62.5
Barber Crossover ~ 400 Clock Hours	40	400	10	15
Exceeds State Requirements	35	400	11.5	17
	30	400	13.5	20
	24	400	17	25

#### **Exceeding Maximum Time Frame**

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

### **GRADING**

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

#### **ACADEMIC GRADING**

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

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

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

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

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

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

### **SAP ACADEMIC WARNING**

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

### **SAP PROBATION/APPEAL/REINSTATEMENT AND REESTABLISHING ELIGIBILITY PROCEDURES**

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

### **TRANSFER HOURS**

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

### **APPEAL PROCESS**

A student who fails to meet satisfactory academic progress after the SAP Warning period will lose their FSA eligibility (if applicable). The student may appeal this determination, and if he/she prevails, the student will be placed on SAP Probation. An SAP Probation determination explains why the student did not make satisfactory progress and document the circumstance(s) which caused them to have unsatisfactory progress. The basis for filing an appeal, such as the death of a relative, injury or illness of the student, or other extenuating circumstances, requires documentation. Documentation must include the following mitigating circumstances:

- The rate of progress slowed because of a physical disability or medical condition; or
- For other extenuating circumstances, such as,
  - COVID 19
  - Illness or injury afflicting the student during the enrollment period.
  - An unavoidable change in the student conditions of employment.
  - An unavoidable geographical transfer resulting from the student's employment.
  - An unanticipated difficulty of childcare arrangement during the enrollment period.
  - Immediate family or financial obligations beyond the control of the student.
  - Unanticipated active military service, including active duty or training.
  - Discontinuance of the program by the College.
  - Illness or death in the student's immediate family.

The written appeal request must also include a statement of what has changed in the student's situation that will allow the student to meet the standards for SAP by the beginning of the next evaluation period.

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

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

An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor, and School Director. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. If the student's appeal is approved, eligibility for FSA funds will be reinstated for one evaluation period, and the student will continue SAP Probation until the beginning of the following evaluation point. The original academic plan will be revisited with the student and revised to ensure conformance with the expected minimum SAP standards.

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

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

### **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

The Leave of Absence will extend the student's contract period by the same number of calendar days taken in the leave and will result in no additional charges to the student. A Leave of Absence does not count as attempted or the rate of progression in determining SAP. A course interruption does not count as attempted or rate of progression in determining SAP. Course incompletes are counted as attempted clock hours but not earned and will be included in the calculation or the rate of the progression in determining SAP. Withdrawals are counted as attempted but not earned and will be included in the calculation or rate of progression in determining SAP. Repetition of a course is counted as attempted clock hours earned and will be included in the calculation or rate of progression in determining SAP.

### **NON-CREDIT, REMEDIAL**

Non-credit and remedial do not apply to this College. Therefore, these items have no effect upon the school's SAP standards.

### **DETERMINATION OF WITHDRAWAL**

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

- The student notifies the school of the student's withdrawal in writing.
- The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

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

### **RE-ENTRY POLICY**

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

Students who withdraw before completion of the program and have been approved by the School Director to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. All student records are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. The school reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with ABCSD before the student is accepted for re-enrollment.

### **GRADUATION REQUIREMENTS**

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

### **DIPLOMA CERTIFICATE**

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

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

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

### **ELIGIBILITY FOR STATE EXAM**

Applicable students are eligible for examination given by a state agency outside of California, provided they have completed the selected program at a licensed school. Associated Barber College of San Diego's programs meets or exceeds the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must be seventeen years of age, have a current government issued photo I.D., a Social Security number or TIN, completed the 10<sup>th</sup> grade or equivalent and possess a Proof of Training document issued by a licensed California approved school. A Proof of Training document will be released to the student as soon as all graduation and financial requirements have been fully met. The Board of Barbering and Cosmetology will approve all applicants. Once an examination application is approved by the Board, a PSI handbook will be sent to the candidate. The candidate will schedule the written exam at a time and PSI location of their choice.

### **LICENSING REQUIREMENTS**

An approved applicant will be required to pass a State written exam at a minimum of 75%. The California examinations are administered at the PSI examination centers in California.

### **EXAM APPLICATION POLICY - Barbering & Cosmetology Program**

The Application Process begins as soon as all graduation requirements are met, Proof of Training Document, and Official Transcripts are issued to the student for the program. BreEZe is DCA's licensing and enforcement system, and a one-stop shop for consumers, licensees and applicants. Licensees and applicants can submit license applications, renew a license and change their address among other services. BreEZe only accepts credit card payments for American Express, Discover, MasterCard, and Visa.

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

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

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

The Board of Barbering and Cosmetology Barber Exam is \$125.00. This cost is not included in the ABCSD program.

### **CAREER ADVISING AND PERSONAL ATTENTION**

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

### **JOB PLACEMENT**

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

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

### **STUDENTS PERSONAL INFORMATION**

Notify the office immediately of any changes in personal information.

### **ACCESS STUDENT RECORDS**

It is the policy of Associated Barber College of San Diego to guarantee each student access to their student's record. A student can have access to his/her files during office business hours by appointment. The office business hours are Monday thru Friday from 8:30am – 3:30pm. To request an appointment, please call the business office at (619) 234-7703 or email ABCSD at [info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu). The school's policy requires written consent from the student and parents or guardians of dependent minors each time before releasing any student information in response to a third-party request, other than a request by the National Accrediting Commission of Career Arts and Sciences (NACCAS), unless otherwise required by law. The school provides access to student and other school records as required for any accreditation process initiated by the school or by NACCAS, or in response to a directive of the Commission.

For current students enrolled, the files will be made available immediately. For graduated and withdrawn students, please specify the year of graduation and the files will be made available within 7 business days if all financial obligations have been met. Please note that the FERPA act will apply in all cases. It is the policy of Associated Barber College of San Diego to retain all student records for 6 years and transcripts are kept permanently. The records are the property of Associated Barber College and will be kept at 1315 5th Avenue San Diego, CA 92101 (619) 234-7703 Fax (619) 234-8257.

### **COPYRIGHT INFRINGEMENT POLICY**

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

### **SCHOOL CLOSURE POLICY**

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

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

### **BANKRUPTCY**

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

### **NOTIFICATION OF RIGHT UNDER FERPA**

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31)
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone, number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service). Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520.

## **STUDENT COMPLAINT / GRIEVANCE PROCEDURE**

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

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

To complete a complaint form, do as follows:

1. List all complaints and grievances.
2. Deliver the form to the instructor in charge. (If you are unable to deliver the form to an instructor, you may mail the form to: Mr. Joseph J. Roccoforte, School Director, 1333 5<sup>th</sup> Avenue San Diego, CA 92101). All grievances/complaints regardless of the nature will be given to the School Director/Owner for review.
3. The School Director will evaluate the grievance/complaint and set an appointment with the person within 5 business days from the receipt of the complaint form. If the grievance/complaint is an emergency, it will be addressed within 24 hours.
4. Any grievance/complaint that cannot be resolved with the personnel of the school should be directed to:

Bureau for Private Postsecondary Education (BPPE)

Toll Free (888) 370-7589, press 3 when prompted.

Physical Address: 1747 N. Market Blvd., Ste 225

Sacramento, California 95834

Mailing Address: P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (888)370-7589 toll-free or by Fax: (916) 263-1897

A complaint form can be obtained on the bureau's internet web site:

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

5. Any grievance/complaint that cannot be resolved with BPPE should be directed to:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

(P) 703-600-7600 (F) 703-379-2200

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

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

1747 N. Market Blvd., Ste 225

Sacramento, California 95834

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818

Tel (916) 431-6959 Toll Free (888) 370-7589, Fax (916) 263-1897

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)



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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

## **DISABLED STUDENTS**

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

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

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

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

ADA Compliance Coordinator:

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

#### **2. Requests for Accommodation**

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

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

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

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

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

## 2. Grievance Process

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

## **HOUSING**

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

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

## **LOCKERS / PERSONAL ITEMS**

The school will assign lockers to its students upon request. Students are responsible for their personal property and the loss or theft of their items. We recommend that personal items be labeled with their name. Please provide a lock with two keys. The school will retain one key if it is lost. All student lockers are subject to inspection at any time. On graduation day, please clear out the locker and retrieve your second key. The school will donate to charity any personal items left in lockers after 30 days of graduation.

## **DISCLOSURE STATEMENT REGARDING CRIMINAL PLEA/CONVICTION**

Individuals who have been convicted of a crime can still apply to take the examination. Complete the Disclosure Statement Regarding Criminal Pleas/Convictions form ([http://www.barbercosmo.ca.gov/forms\\_pubs/forms/disc\\_crimpleas.pdf](http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf)) and send it with your application or attach it to your online application. Include as much detail as possible. The board may request additional documents related to your conviction if not enough information is provided, which will delay the processing of your application. These are reviewed and evaluated on a case-by-case basis. Some of the factors that are considered consist of the following:

- The length of time since the conviction
- The nature of the conviction
- Evidence of rehabilitation since the conviction
- Whether the crime (or act) is substantially related to the qualification, functions, or duties of the licensee.

If you have any further questions, call the Enforcement Unit at (916) 574-7574.

On the Board of Barbering and Cosmetology application for the state exam, each student will be asked the following question: Have you ever been convicted of or pled no contest to, a violation of any law of the United States, in any state, local jurisdiction, or any foreign country? If the answer is yes, the student will be required to complete and submit BBC's Form C-01. The BBC will accept applications from applicants who wish to have their criminal history/convictions reviewed before beginning school. Please see the Board of Barbering and Cosmetology website [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for information regarding this disclosure. BBC's Form C-01. [http://www.barbercosmo.ca.gov/forms\\_pubs/forms/disc\\_crimpleas.pdf](http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf)

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

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

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

McDonald Center  
Sharps  
8003 Linda Vista Road  
San Diego, CA 92111  
(619) 458-4300

Shoreline Recovery Center  
Alcohol & Drug Rehab  
3911 5<sup>th</sup> Avenue #202  
San Diego, CA 92101  
866-696-3902  
[www.shorelinerecoverycenter.com](http://www.shorelinerecoverycenter.com)

## **CONTROLLED SUBSTANCE POLICY ALCOHOL AND DRUG ABUSE AND NOTICE TO ALL EMPLOYEES AND STUDENTS (CON'T)**

The school will not tolerate the use of alcohol or drugs at any time. No student will be allowed to attend school that is under the influence of drugs and/or alcohol. Please refer to our full Drug and Alcohol policy on our website: [https://sandiegobarbercollege.com/wp-content/uploads/2021/09/Associated-Barber-College-Drug-and-Alcohol-Abuse-Prevention-Programs-09\\_2021.pdf](https://sandiegobarbercollege.com/wp-content/uploads/2021/09/Associated-Barber-College-Drug-and-Alcohol-Abuse-Prevention-Programs-09_2021.pdf)

## **DOMESTIC VIOLENCE SERVICES**

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

YWCA San Diego County

Domestic Violence 24 Hour Crisis Hotline

<https://www.ywcasandiego.org/help/survivor-solutions/>

619-234-3164

National Domestic Violence Hotline

Hours: 24/7. Languages: English, Spanish and 200+ through interpretation service

800-799-7233

## **SAN DIEGO CRISIS HOTLINE:**

All students and employees are informed of San Diego's Crisis Line:

(888) 724-7240. Mobile Crisis Response Teams (MCRT) provide in-person support to anyone, anywhere, experiencing a mental health, drug, or alcohol-related crisis.

## **UNPLANNED PREGNANCY**

For assistance with unplanned call:

CAPS Pregnancy Clinics 619-337-8080

Downtown Area Park West

## **VOTER REGISTRATION FORMS**

We encourage all of our students to register to vote. <https://registertovote.ca.gov/>

## **REGISTERED LIST OF SEX OFFENDERS**

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

## **VETERAN APPROVAL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Barbering 1500 Hour ;

Cosmetology 1500 Hour:

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

Barbering 1200 Hour:

When a student completes 375, 450, 750, 900, 1125 actual hours

Barber 1000 Hour ;

Csometology 1000 Hour:

When a student completes 375, 450, 750, 900 actual hours

Barber Crossover:

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

## VA – SATISFACTORY ACADEMIC POLICY (SAP) (Con't)

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

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

## VA REFUND POLICY

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

## CREDIT EVALUATION POLICY – JOINT TRANSCRIPTS

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

## ELIGIBILITY FOR VETERAN BENEFITS

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

## ADMISSION REQUIREMENTS FOR VETERANS USING EDUCATIONAL BENEFITS

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

## EVALUATION OF CREDIT FOR PREVIOUS TRAINING

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

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

## **FEDERAL STUDENT AID (FSA)**

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

Financial aid is a mechanism that reduces out-of-pocket costs that the student and parents must pay to obtain a specific postsecondary education. Financial aid is money made available to help students meet their cost of attendance for both direct and indirect expenses. Financial aid includes grants and student loans. Grants do not have to be repaid. Financial aid is awarded to students who have "need." The need is the difference between the amount of money the family will be expected to contribute to meet student costs and the cost of education at this school.

ABCSD offers financial aid for students who qualify. While attending college, qualified students can apply for and receive Federal Pell Grant, Federal Direct Loan Program (FDLP). FPELL is gift-aid from Federal Government for students who qualify. Students do NOT need to pay back the FPELL. Payments are due for the Subsidized and Unsubsidized loans six (6) months after the student leaves school. This departure date refers to graduation, as well as an early withdrawal. If the student does not finish the program, ABCSD will refund any unused Title IV to the lender; however, the student is responsible for any funds ABCSD keeps for tuition needs.

The Studentaid.gov website is the U.S. Department of Education's homepage for student aid. It provides information on types of aid available, as well as how to apply for and manage financial aid. It receives data from schools, agencies that guaranty loans, the Direct Loan program, and other U.S. Department of Education programs. Studentaid.gov provides a centralized integrated view of Title IV loans and grants that are tracked through their entire cycle from aid approval through closure. Students can use the website to view financial aid history. The site displays information, located on the individual's dashboard on loan and/or grant amounts, outstanding balances, loan statuses, disbursements. The Glossary of Terms contains information on terms relating to loans and grants and the different types of financial aid available and how to apply for them.

For assistance in obtaining institutional or financial aid Information contact the on-site Financial Aid Administrator, Martha Sanchez at [financialaid@associatedbarbercollege.edu](mailto:financialaid@associatedbarbercollege.edu), or by calling (619) 234-7703 ext. 106.

## **GRANT PROGRAMS**

### **Federal Pell Grant**

This federal student grant program is designed to help any eligible undergraduate student pursuing a post-secondary school education. The value of a 2023-2024 Federal Pell Grant varies from \$767 to \$7,395 depending on the expected family contribution (EFC) and cost of education (COA). This program is the foundation for most financial aid awards. Effective July 1, 2023, (2023/2024 Award Year) the maximum amount is \$7,395 and the corresponding maximum Pell Grant eligible expected family contribution (EFC) is \$6,656. Pell Grant formula 4 is used for all programs to award Pell Grant funds.

### **Federal Supplemental Education Opportunity Grant (FSEOG)**

Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant made available to undergraduate students that demonstrate through the FAFSA® process of having exceptional need. ABCSD identifies student's with "exceptional need" as those with a zero EFC. The FSEOG does not need to be repaid.

Effective July 1, 2021, the Department of Education approved Associated Barber College of San Diego to participate in the FSEOG. This campus-base fund is allocated annually by the U.S. Department of Education and is managed by the school. The school is responsible for awarding available funds to its eligible students. Students who have earned a bachelor's or first professional degree is NOT eligible to receive FSEOG. The FSEOG amount award ranges from \$300 to \$4,000 per academic year based on



### **Federal Supplemental Education Opportunity Grant (FSEOG) (Con't)**

the availability of funds. The amount is subject to proration for less than a full academic year. Awards are based on available funds, and priority is granted to students with "exceptional need first. Available funds may be extended to students with a higher EFC based upon availability of funds for the award year.

### **Cal Grant Program**

Effective August 2020, Associated Barber College of San Diego was approved to participate in the Cal Grant program specific to California residents—the California Student Aid Commission awards Cal Grants to eligible students. The Cal Grant is a California-specific financial aid allocation that is not paid back. A Cal Grant applicant must apply for the FAFSA® or CADAA by the deadline and meet all eligibility, financial, and minimum GPA requirements of their program. There are three kinds of Cal Grants – A, B, and C, which is based on the FAFSA® or CADAA responses, verified by a Cal Grant GPA, determine student eligibility. For more specific information, visit <https://www.csac.ca.gov/cal-grants> or meet with the school's Financial Aid Administrator.

### **California Dream Act**

Associated Barber College of San Diego is a private for-profit school and is eligible for funding under the California Dream Act (AB 540) which provides in-state tuition benefits for undocumented students and certain other students who attend public universities in California. Undocumented AB540 student are not eligible for federal student aid, including Pell and other grants, government loans, and federal work study, however, may be eligible for Cal Grant through the California Dream Act program. For more information visit the Student Aid Commission at [www.csac.ca.gov](http://www.csac.ca.gov). Federal financial aid is not available for students who are applying as nonimmigrant alien international students under an M-1 Visa status.

## **FEDERAL DIRECT LOANS**

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

Federal Direct Subsidized interest rates are capped at a 5.50 percent interest rate for July 1, 2023, and before June 30, 2024. Repayment begin six months after the student completes or terminates their education or becomes less than a half-time student. The Federal Direct Subsidized interest rate changes effective July 1, 2023, and online at [StudentAid.gov/interest](http://StudentAid.gov/interest) or the Financial Aid Office. A Federal Direct Loan borrower must complete a Master Promissory Note (MPN) by accessing the [studentaid.gov](http://studentaid.gov) website.

### **Federal Direct Unsubsidized Loan:**

This program is a federal loan program designed to allow students who do not qualify for national interest subsidies under the Direct Subsidized loan program to obtain a Direct Unsubsidized loan. The borrower is responsible for all interest. Financial need is not required. The maximum amount an independent student may currently borrow at ABCSD is up to \$6,000 in addition to the Direct Stafford loan for the first and second academic years. The maximum amount a dependent student may currently borrow is up to \$2,000. The second academic year loan amount is subject to proration for the Barbering/Cosmetology Programs.

If a student does not qualify for a Direct Stafford Loan or some portion of the loan, they may borrow the remaining amount under the Unsubsidized Direct program. The interest rate is capped at 5.50 percent interest rate first disbursed between July 1, 2023, and June 30, 2024. Repayment begin six months after the student completes or terminates their education or becomes less than a half-time student. The Federal Direct Unsubsidized interest rate changes effective July 1, 2023, and online at [StudentAid.gov/interest](http://StudentAid.gov/interest) or the Financial Aid Office.

**Entrance Counseling Requirement:** ABCSD requires entrance counseling with Federal Direct Subsidized or Direct Unsubsidized Loan student borrowers before making the first disbursement of the proceeds of a loan to a student borrower, unless the student borrower has received a prior Direct Student Loan, Direct Unsubsidized Loan, Subsidized or Unsubsidized Federal Stafford Loan, or Federal SLS Loan (34CFR 685.304(a)). The entrance counseling ensures that the terms and conditions of the loan and rights

**Entrance Counseling Requirement (con't)**

and responsibilities are understood. Students will learn about student loans, how interest works, options for repayment, and how to avoid delinquency and default. The entrance counseling is via an interactive session for undergraduate students is completed online at [www.studentaid.gov](http://www.studentaid.gov). The Financial Aid Office also provides in-person counseling to re-iterate the terms and conditions of borrowing loans and to answer questions. The School will receive confirmation electronically from the U.S. Department of Education when the student completes entrance counseling.

**Exit Counseling Requirements:** ABCSD requires exit counseling with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower shortly before the student borrower ceases at least half-time study at the school. The exit counseling session is typically in-person and via interactive electronic means. The exit counseling interactive session is completed online at [www.studentaid.gov](http://www.studentaid.gov) within 30 days after the student borrower completes the program (34CFR685.304(b)). If the borrower withdraws without Notice or before completing the exit counseling as required, the exit counseling materials are mailed to the borrower's last known address within 30 days of the school's date of determination.

**Federal Direct PLUS Loans:**

This is a competitive interest rate loan that provides additional funds to help parents pay for the educational expenses of a dependent student. The interest rate is 8.05 percent interest rate for loans first disbursed between July 1, 2023, and June 30, 2024. Effective July 1, 2023, the interest rate changes can be obtained online at [StudentAid.gov/interest](http://StudentAid.gov/interest) or the financial aid office. Repayment begins approximately 60 days after the first disbursement of the loan. The maximum amount to borrow is based on the cost of attendance minus any estimated financial assistance or other resources awarded during the academic year.

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

**Office of the Ombudsman FSA:** The U.S. Department of Education has an Ombudsman Office that is neutral, informal, confidential. It is the final resource after looking for help through other customer service avenues at the school. Any concerns related to the financial aid office can be addressed with the Associate Director. If the student is not satisfied, contact the Ombudsman to file an on-line assistance request through <https://studentaid.gov/feedback-ombudsman/disputes/prepare> or by mail at U.S. Department of Education, FSA Ombudsman Group, 830 First Street, N.E., Mail Stop 5144, Washington, D.C. 20202-5144. Phone: 202-377-3800 or (1-877-557-2575), Fax: 202-275-0549 Email: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov), website: <http://StudentAid.gov/ombudsman>

**GENERAL FINANCIAL AID INFORMATION**

If you wish to apply for FSA or have questions or need the Catalog and school website section clarified, contact the Financial Aid Office at the school. Martha Sanchez is the Financial Aid Administrator and can be reached at (619) 234-7703 x106. The Financial Aid Office is open Tuesday – Friday, 8:00 am – 3:30 pm. Additional Federal Student Aid program information may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the US Department of Education. (<https://studentaid.gov/sites/default/files/funding-your-education.pdf>). Additional information may be obtained by calling the Federal Student Aid Information Center at 1-800-433-3243, TTY 1-800-730-8913, or [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires students to be notified that disclosing their social security number is mandatory. The social security number is used to verify student identity, process the awarding of funds, collect funds, and trace individuals who have borrowed funds from federal, state, or private programs. Suppose a student obtains a loan to pay for an educational program. In that case, the student will be responsible for repaying the total loan amount plus interest, less any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## APPLYING FOR FINANCIAL AID

Students interested in financial aid at ABCSD must follow these procedures:

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

## STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by school policy) in the program ;
- Have a high school diploma (or foreign equivalent); have a GED;
- Must be 17 years old at the time of enrollment.

## APPLICATION FOR FINANCIAL AID, PROCEDURES AND FORMS:

The financial aid application is the Free Application for Federal Student Aid (FAFSA®). The student fills out the FAFSA® form online at [www.studentaid.gov](http://www.studentaid.gov). The applicant must add the Associated Barber College school code (041927) to the FAFSA® application for the school to receive the SAR/ISIR information. The Financial Aid Office may require additional documentation to substantiate the data entered on the form. Forms and assistance in completing them are available at ABCSD during administrative office hours. In addition to the FAFSA®, ABCSD may require a series of documents to apply to the individual student aid program and the student's family circumstances. Students are given a Financial Aid Estimate upon receiving a valid ISIR. An Award Offer Letter is issued once all documents are received and confirmed as accurate.

**DEADLINE:** A FAFSA® application must be submitted through [studentaid.gov](http://studentaid.gov) on or before June 30, of the prior year on which the application is intended. SAR or ISIR must be submitted to the Financial Aid Office by June 30, 2023, of the award year from which aid is requested or your last day of enrollment in the previous award year, whichever comes first. For Cal Grant or Dream Act applicants, the FAFSA® or CADAA must be submitted by the March 2 deadline.

**RENEWAL PROCESS:** An SAR or ISIR is valid for one award year (July 1 to June 30 of the following year) and is NOT automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the NEW SAR or ISIR to the financial aid office.

**DISBURSEMENTS:** ABCSD issues financial aid disbursements each payment period via electronic funds transfer (EFT). A Disbursement Notice is issued to the student in person by the Financial Aid Office. The funds will be applied as a direct credit to the student's tuition account. Excess proceeds check(s) are released to the student or parent within 14 days. The student's credit balance check can be picked up by the student in the Administration Office. Identification and signature are required.

**PROFESSIONAL JUDGMENT (PJ):** ABCSD may exercise professional judgment to accommodate a student with unique situations. PJ allows the Financial Aid Office to exercise its decision based on students who apply for federal student aid and have extenuating circumstances that do not conform with standardized policy or procedures. The financial aid decision is made on a student case-by-case basis. Additional documents to support your request will be required for consideration and are not guaranteed acceptance. ABCSD will not accept professional judgment decisions made by other schools or universities. The decision of ABCSD regarding professional judgment is final and cannot be appealed to the U.S. Department of Education. If there are unusual circumstances that have occurred, please discuss them confidentially with the Financial Aid Office.

**DEPENDENCY OVERRIDES:** ABCSD can override an applicant's dependency from dependent to independent. The Financial Aid Administrator has the authority to make the decision on a case-by-case basis involving documented unusual circumstances. Students will be requested by the Financial Aid Office to provide supporting documentation on an annual basis since the override cannot be automatically renewed each year.

The following Dependency Override include, but not limited to:

- Abandonment by parents
- An abusive family environment that threatens the student's health or safety
- The student being unable to locate their parents

**NOTE:** A parent's refusal or unwillingness to contribute to the student's education will not be acceptable for a Dependency Override.

**For additional consumer information on Federal Financial Aid programs, request "Funding Education Beyond High School" (<https://studentaid.gov/sites/default/files/funding-your-education.pdf>) published by U. S. Department of Education.**

#### DETERMINING FINANCIAL AID NEED

The information you report on the FAFSA® form when you apply for aid, is used in a formula established by US Congress that calculates your Expected Family Contribution. ABCSD utilizes the Free Application for Federal Student Aid (FAFSA®) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form on a Student Aid Report (SAR) with the calculation of the Expected Family Contribution (EFC).

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

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

## COST OF ATTENDANCE

The total amount it will cost a student to go to school. This school uses the 2023-2024 annual budget published by the California Student Aid Commission. The example of the figures below is based on the 1500 clock hour Barber program. Figures are adjusted based on the length of the program.

### **With Parent**

*First Academic Year (900 clock hours/ min of 26 weeks)*

Tuition and Fee - \$13,347.00

Books and Supplies - \$600.00

The Cost of Attendance for 2023-2024 indirect costs for the first academic year is:

Room and Board - \$7,875 (\$1,125 mo. Multiplied by 7)

Transportation - \$1,253 (\$179 mo. Multiplied by 7)

Personal - \$2,807 (\$401 mo. Multiplied by 7)    Approx. Loan Fee - \$56

### **Away from Parent**

*First Academic Year (900 clock hours/min of 26 weeks)*

Tuition - \$13,347.00

Books and Supplies - \$600.00

The Cost of Attendance for 2023-2024 indirect costs for the first academic year is:

Room and Board - \$15,113 (\$2,159 mo. Multiplied by 7)

Transportation - \$1,372 (\$196 mo. Multiplied by 7)

Personal - \$3,444 (\$492 mo. Multiplied by 7)    Approx. Loan Fee - \$98

### **With Parent**

*Second Academic Year (900 clock hours/min of 26 weeks)*

Tuition and Fee - \$8,898.00

Books and Supplies- \$400.00

The Cost of Attendance for 2023-2024 indirect costs for the second academic year is:

Room and Board - \$5,625 (\$1,125 mo. Multiplied by 5)

Transportation - \$895 (\$179 mo. Multiplied by 5)

Personal - \$2,005 (\$401 mo. Multiplied by 5)    Approx. Loan Fee - \$44

### **Away from Parent**

*Second Academic Year (900 clock hours/min of 26 weeks)*

Tuition and Fee - \$8,898.00

Books and Supplies- \$400.00

The Cost of Attendance for 2023-2024 indirect costs for the second academic year is:

Room and Board - \$10,795 (\$2,159 mo. Multiplied by 5)

Transportation - \$980 (\$196 mo. Multiplied by 5)

Personal - \$2,460 (\$492 mo. Multiplied by 5)    Approx. Loan Fee - \$72

## VERIFICATION SELECTION, COMMENT CODE SELECTION OF INFORMATION

ABCSD has policies and procedures to verify specific applications selected by the U.S. Department of Education's Central Processing System (CPS). In rare instances, ABCSD's financial aid office may elect to verify the application data to resolve conflicting data that has been reported on the Free Application for Federal Student Aid (FAFSA®) or other documents provided in the student's file. ABCSD has chosen to verify 100% of CPS selected applicants. Verification requirements (Flagged V1, V4, and V5) are for FSA recipients only. Beginning July 13, 2021, Verification Tracking Flag V1 is waived for 2021 – 2022, 2022 – 2023. As of July 1, 2023, Verification Flag V1 is no longer waived. ABCSD will request students'/parents' tax transcripts of the applicant selected for verification by the U.S. Department of Education ("ED"). The selected applicant may be asked to provide other pertinent documents to complete the verification requirement within thirty days (e.g., 1 month). CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS) and other agencies to flag certain items.

Items which are questioned, must be resolved before disbursing Title IV funds to the student. When the CPS processes an application, it uses the applicant's social security number, name, and date

of birth to perform several edits with federal databases. Specific data match edits can result in comment code, or "C" code, indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared before federal aid is processed for funding. If a "C" code is present on the ISIR, the financial aid office will request documentation from the student to determine eligibility. ABCSD's Office of Financial Aid requires resolution of any conflicting information for a Title IV applicant. Conflicting information is not exempt from verification requirements. ABCSD will not disburse FSA funds until the student has completed the required verification items and resolve conflicting data. No interim disbursement will be made. The school advises the student when the verification process is complete.

#### DURATION OF AWARD

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

- Be in good academic standing with the school.
  - Continue to demonstrate financial need.
  - Maintain satisfactory academic progress.
  - Complete all required financial aid applications each award year.
- Continued awards are contingent upon submitting a FAFSA® timely and completing the actual clock hours to receive the subsequent payment period.

#### GRADE LEVEL DEFINITION

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

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

#### TUITION AND FEES REPAYMENT

Repayment: When a student receives Title IV funds for living expenses and then withdraws from the school, the Financial Aid Administrator will determine the credit balance amount before the return calculation. The credit balance will not be issued to the student within the 14-day deadline until the Financial Aid Office calculates the Return to Title IV (R2T4). Both the R2T4 and Institutional Refund calculations are processed first, then the final amount of the credit balance is determined by the Financial Aid and Business Offices. After those calculations are determined, the school has 14 days from the date Return to Title IV calculated to issue any credit balance due to the student, if applicable.

#### TREATMENT OF A CREDIT BALANCE

A credit balance is when the tuition and fees for the payment period are less than any Title IV payment credited to the student's account. In most cases, credit balances are released to the student or parent within 14 calendar days, unless the student request funds to be held until the end of the academic year. No more than \$200 of a credit balance will be held to cover subsequent academic year tuition and fees.

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

Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the program. Simply stated, if the student withdraws before sixty (60) percent of the payment period of the program, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid received or eligible to have received. To determine the percentage completed, the scheduled clock hours of class will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance with the guidelines described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

## RETURN OF TITLE IV FUNDS

Special note to students receiving federal student aid Unsubsidized/Subsidized/PLUS/Pell Grants or other aid: If you withdraw from school before the completion of the sixty (60) percent of the clock hours in any given payment period up to the last day of attendance, a calculation using the percentage of clock hours completed will be applied to the funds received or that could have been received that will determine the amount of the aid the student earned. Unearned funds would be returned to the federal student aid program in the order stated below by the school and/or the student. Funds owed by the student to the Federal Grant programs are limited to 50% of the award per grant program received. Sample Calculation completion of 25% of the payment period earns only 25% of the federal student aid disbursed or that could have been disbursed for the payment period. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV financial aid programs. A second calculation would take place to determine the amount earned by ABCSD during the payment period. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### Timelines for Return of Funds

ABCSD completes a student's R2T4 calculation within 45 days of the College's date of determination. The College returns the amount of federal financial aid funds for which it is responsible as soon as possible, but no later than 45 days after the date the College determines the student has withdrawn.

## POSTWITHDRAWAL

Post withdrawal disbursements are required when the student amount disbursed is less than the amount earned, and the student is eligible for the funds. After determining the fund sources and amount of the post withdrawal disbursements, the student is notified by the College of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student or other educational related expenses. If loan funds are amount it wishes to utilize to cover education charges, the financial aid program where the funds are coming from, and the student will be reminded of their responsibility involved in receiving loan funds. The student or parent in the case of Parent PLUS will be given 14 days to respond and accept or reject part or all the loan funds available. The College will honor late acceptance only at its discretion. Once the calculation is finalized, the College will perform a second and different calculation using the next funds retained.

Title IV funds that the student has earned but have not yet been disbursed to the student shall be disbursed as follows:

- ☐ Grants must be disbursed within 45 days.
- ☐ Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond)
- ☐ All post-withdrawal disbursements are applied to student account first, before any resulting credit balance is handled.

## RETURN TO TITLE IV REFUND POLICY AND DISTRIBUTION ORDER

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

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Loan Subsidized Stafford Loans
3. Federal Direct Loan PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Federal Iraq and Afghanistan Service Grant
7. Other

If all required Title IV funds are returned based on the Return to Title IV calculation, and a credit balance exists, the credit balance must be refunded directly to the student. A student who graduates and

a credit balance exists on their account must provide written authorization to return excess funds to their Title IV loans. Without permission, the school excess proceeds will be sent directly to the student.

### **INSTITUTIONAL REFUND POLICY**

You may withdraw from ABCSD at any time after the cancellation period (described above in Student's Right to Cancel Par. #1) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60% or less of the payment period of attendance, which is based on scheduled clock hours up through the last day of attendance. Your refund will not include your application fee (not to exceed \$100) or any opened/used books/tools/supplies. Any unopened/unused books/tools/supplies must be returned within 7 days of withdrawal for a full refund.

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

- The student notifies the school of the student's withdrawal in writing.
- The school terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

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

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

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

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another school or other government financial assistance at another school until the loan is repaid.

**HYPOTHETICAL REFUND** This is a calculation mandated by the school itself. Application and STRF fees are non-refundable.

#### **HYPOTHETICAL REFUND EXAMPLE**

Assume you, upon enrollment in a 1500-hour course, paid \$5,000 for tuition and tools, \$100 for application, \$10.50 STRF fee, you did not return your books/tools of 1,482.00, and withdraw at 350 scheduled clock hours in the payment period... You were charged \$3,115.00 for the first period of enrollment:

<u>Total Paid to School:</u>	= \$5,000.00
350 scheduled hours divided by 450 payment period = 0.777 = 100% Retained/Received	
<u>Tuition Earned by School:</u> 100% of \$3115.00	= \$ 3,115.00
<u>Tool Cost (issued tools/unreturned):</u>	= \$ 1,482.00
<u>Application Fee:</u>	= \$ 100.00
<u>STRF Fee:</u>	= \$ 10.50
<u>Total Earned by School</u>	<u>= \$4,707.50</u>
<u>Refund Due to Student:</u>	= \$ 292.50



### **DROP OUT POLICY**

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

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

A school may withhold a student's Proof of Training document and official transcripts if the student is in default on student tuition contract. When a student has fulfilled all of his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document and an Official Transcript will be issued to the student. Students are required to have their Proof of Training document in order to take the state exam.

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

1. **The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.**
2. After the end of the cancellation period, you also have the right to stop at any time, and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of scheduled clock hours in the payment period. Your refund rights are described in the Enrollment Agreement and on Page 47 of this catalog. If you have lost your enrollment agreement, ask the school for a description of the refund policy.
3. Cancellation occurs when the student gives written notice of cancellation to Associated Barber College of San Diego (ABCSD), 1333 5<sup>th</sup> Avenue San Diego, CA 92101 info@associatedbarbercollege.edu. You can do this by mail, in person, by fax or email.
4. The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.
5. This written notice need not take any particular form, it needs only to state you wish to cancel your Enrollment Agreement. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.
6. If the Enrollment Agreement is cancelled before the seventh day cancellation period, ABCSD will refund the student any money he/she paid, less registration fee of \$100, less the STRF fee and less any cost for books/tools/supplies that the student has received (signed for).

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

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

The transferability of credits you earn at ABCSD is at the complete discretion of an institution to which student may seek to transfer. Acceptance of the diploma/credit, or proof of training certificate you earn in the educational program at ABCSD is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/credit or proof of training certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ABCSD to determine if your credit will transfer. The college has not entered into an articulation or transfer agreement with any other college or university.

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

The transferability of credits you earn at Associated Barber College of San Diego is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barbering is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Associated Barber College of San Diego to determine if your certificate will transfer.

## **STUDENT TUITION RECOVERY FUND**

**(Effective 4/1/22, STRF fee is \$2.50 cents per \$1000 of institutional charges).**

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

It is important that you keep copies of your Enrollment Agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

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

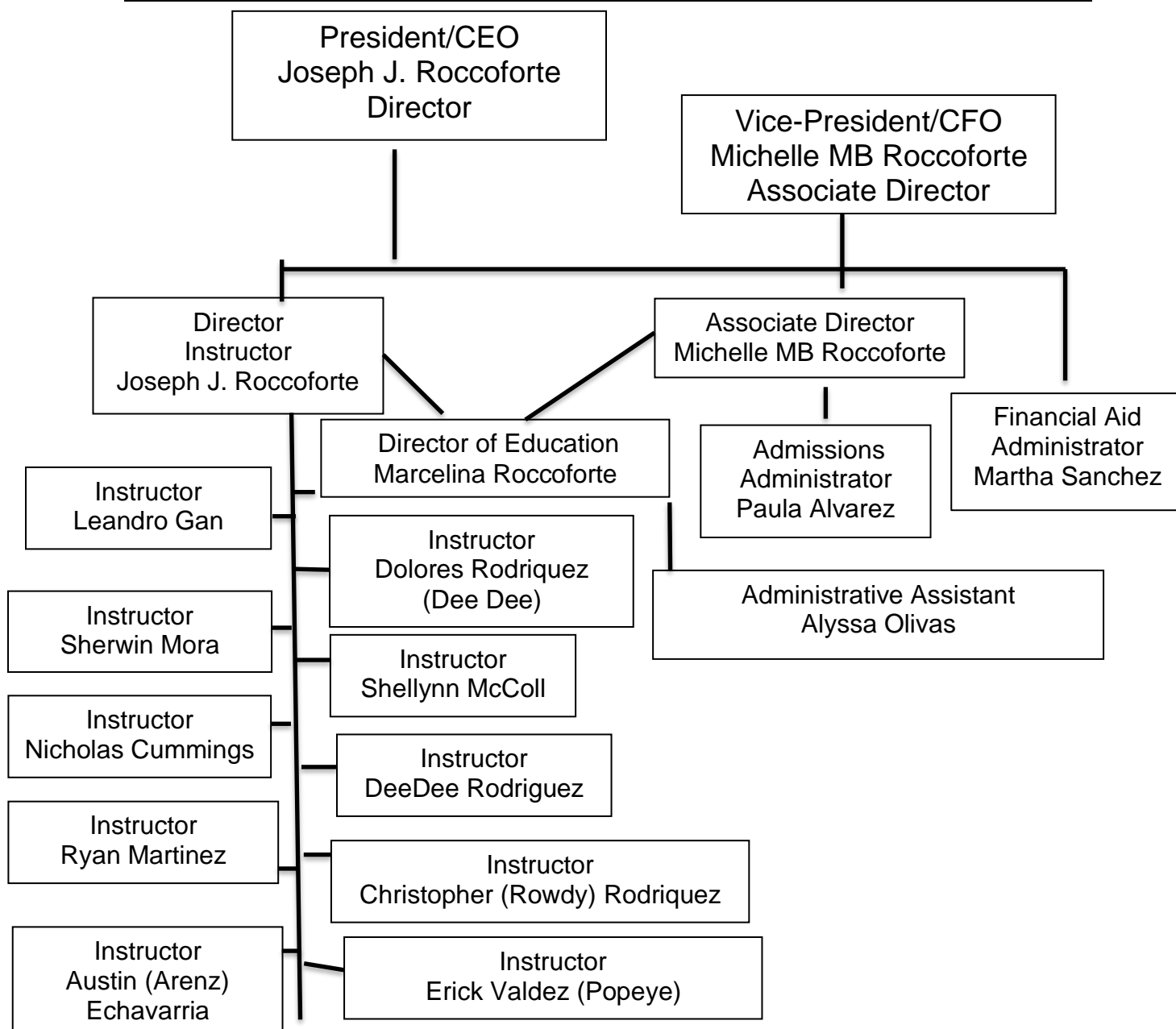
**CIP CODES:** US Department of Education regulations as of July 1, 2011, require the school to identify programs by Classification of Instructional Programs (CIP) Codes, with links to the US Department of Labor/Employment and Training Administration's Occupational Information Network (O\*Net). CIP codes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

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

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

**STUDENTS DO NOT RECEIVE COMPENSATION:** Students who enroll in our programs will be learning in a practical teaching environment and will not be paid for any tasks they perform, including services performed on the school's practical floor, cleaning, and selling products. Included in our curriculum are sanitation, health and safety aspects of the California Board of Barbering and Cosmetology Laws, Acts and Regulations. Our educators will instruct students to perform routine cleaning tasks in the student's work area, including general cleaning and laundry. ALL of these sanitation, health and safety tasks prepare the student for employment and imitate the same tasks required in a licensed establishment compliant to any state inspection. All of our sanitation and cleaning lessons have a valid educational purpose by teaching the correct way to do these tasks and evaluating student performance. Our school has a professional janitorial service for daily cleaning.

## ASSOCIATED BARBER COLLEGE OF SAN DIEGO - ORGANIZATIONAL CHART



### **ADMINISTRATION**

The school is owned by Associated Barber College of San Diego, Inc. which is a Nevada corporation whose board of Directors is: Mr. Joseph J. Roccoforte – Director/CEO/CAO/Educator/Barber  
Mrs. Michelle M. B. Roccoforte – Associate Director/CFO/COO

### **ADMINISTRATIVE OFFICIALS**

Mr. Joseph J. Roccoforte – Director/CEO/Educator/Barber.  
Mrs. Michelle M. B. Roccoforte – Associate Director/CFO/COO  
Mrs. Martha Sanchez – Financial Aid Administrator  
Mrs. Paula Alvarez – Admissions Administrator  
Ms. Marcelina Roccoforte – Director of Education  
Mrs. Alyssa Olivas – Administrative Assistant

## **FACULTY**

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

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

**Mr. Leandro Gan** – Mr. Gan has been a licensed barber by the State of California since 1983. He has owned his own barber shop. Mr. Gan has been an instructor since 1988 and specializes in haircutting and shaving. His specialty is to make our students employable in our industry after graduation. Mr. Gan speaks fluent Spanish and assists our students with Spanish speaking clientele.

**Mr. Sherwin Mora** – Mr. Mora is a State Licensed Barber and an alumnus of our school. Mr. Mora completed his cosmetology training at Bay Vista Beauty school in 2002. Mr. Mora worked as a Cosmetologist for three years and then joined the United States Navy where he served our country as a Corpsman for eight years. Mr. Mora's specialty is the theory education of our trade.

**Mr. Nicholas Cummings** – Mr. Cummings is a licensed Barber and is an alumnus of our school. His strengths in barbering include the passion to share his talent to each student. Mr. Cummings is also an MMA fighter who is dedicated to his sport and passion of barbering. His strength is his discipline, and he loves to teach his passion.

**Ms. Dolores (Dee Dee) Rodriguez** – Ms. Rodriguez is a licensed Barber and Cosmetologist in the State of California and is an alumnus of our school. She has been in our industry since 2011. Her strengths on our education team include the chemical services that are included in the scope of barbering and her ability to teach shear work. Ms. Rodriguez is the lead Educator for the Cosmetology program, and she loves making learning fun.

**Ms. Austin (Arenz) Echavarria** – Ms. Echavarria is a licensed California Cosmetologist and Barber. She has been licensed since 2017 and has accomplished many feats in our industry. Her main passion is education; however, she has traveled to many stages to share her talent in the entertainment industry. Ms. Austin has a deep love for color and chemical work. Her focus is to provide quality education.

**Mr. Christopher Rodriguez** – Mr. Rodriguez is an alumnus of our school. He graduated in 2018 and has worked in shops as a licensed barber. He is a veteran and served our country as a Marine. His specialty is giving each student a bit of his barber passion in an educational environment so each student can excel and create an individualized talent. He understands the transition from military life to barber life.

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

**Mr. Ryan Martinez** – Mr. Martinez is alumnus from our school. He graduated in 2019. Mr. Martinez is a Veteran of the Marine Corp. He is licensed in California and Texas. His specialty is all facets of barbering but especially building a clientele in a tough economy.

**Mr. Erick (Popeye) Valdez** – Mr. Valdez is alumus from our school. He graduated in 2020. Mr. Valdez excels in every aspect of barbering. His passion to teach others our trade comes from heritage in barbering. Popeye is amazing with his soft and gentle style of teaching.