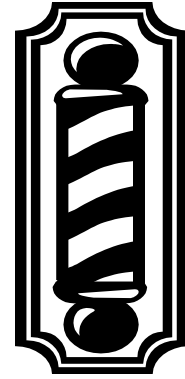


Associated Barber College Of San Diego, Inc.

In San Diego since 1944



STUDENT CATALOG

Beginning Date: 1/1/16
Ending Date: 12/31/16

Mailing Address & Practical Floor
1333 5th Avenue
San Diego, California 92101

Office
1311 5th Avenue
San Diego, California 92101

Theory Classroom
1315 5th Avenue
San Diego, California 92101

Phone: (619) 234-7703
Fax: (619) 234-8257

www.sandiegobarbercollege.com
info@sandiegobarbercollege.com

TABLE OF CONTENTS

| | | | |
|--------------------------------------|-------|---|-------|
| Welcome | 3 | Leave of Absence Policy | 20 |
| Business Hours | 3 | Clock Hour Policy | 21 |
| Disclosure Statement | 3 | Make-Up Policy | 21 |
| Statement of Non-Discrimination | 4 | School Closure Policy | 21 |
| Mission Statement | 4 | Bankruptcy | 21 |
| Educational Objectives | 4 | FERPA | 22 |
| Approvals / Accreditation | 4 | Student Complaint / Grievance Procedure | 23 |
| Admission Policy / Requirements | 5 | Grievance/Complaint Form | 24 |
| Credit for Previous Training | 5 | Student Services | 25-26 |
| Re-Enrollment Policy | 6 | Campus Security Policy | |
| Transferability of Credits | 6 | Scholarship Information | |
| Class Start Day | 6 | Disabled Students | |
| Calendar/Holidays | 7 | Career Counseling | |
| Foreign Students / ESL | 7 | Job Placement | |
| Books/Tools/Uniform | 7 | Housing | |
| Instructional Facilities | 7 | Lockers | |
| Library | 8 | Controlled Substance Policy | |
| Orientation Class | 8 | Domestic Violence Services | |
| Courses Offered | 8 | San Diego Crisis Hotline | |
| Class Schedule | 9 | Copyright Infringement Policy | 27 |
| Health and Physical Considerations | 9 | Conduct Policy | 27 |
| Industry Earnings and Requirements | 9 | School Rules and Regulations | 27-29 |
| Distance Training | 9 | Tuition and Fees | 30-31 |
| Curriculum ~ Barbering | 10-12 | Registration Fee (Non-Refundable) | |
| Course of Study | | Tuition Fees | |
| Description of Study | | Extra Instruction Time Charges | |
| Course Outline | | Books / Tools / Supplies | |
| Grading System | | Method of Payment | |
| Requirements, Licensing, Graduation | | Fee Options | |
| Curriculum ~ Barber Crossover | 13-15 | Returned Checks | |
| Course of Study | | Financial Assistance Policy | |
| Course Outline | | Unpaid Balances | |
| Grading System | | Veterans Approval | 31 |
| Requirements, Licensing, Graduation | | Student's Right to Cancel | 32 |
| Satisfactory Academic Progress | 16-18 | Federal Student Aid | 33-37 |
| Evaluation Periods | | Refund Policy | 38-39 |
| Grading Systems | | Right to Hold Transcripts | 39 |
| Warning | | STRF | 40 |
| Academic Probation | | Organizational Chart | 41 |
| Appeal Procedures | | Administration | 42 |
| Interruptions/ Course Incompleteness | | Administrative Officials | |
| Withdraws | | Faculty | |
| Transfer Hours | | Signature Page | 43 |
| Pre-Application Policy | 19 | | |
| Access to Student Files | 19 | | |
| Attendance Policy | 19-20 | | |
| Absences, Tardies, Interruption | | | |

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prior to enrollment, ABCSD will provide a prospective student, either in writing or electronically, with a school catalog containing, all the minimum requirements set forth by the Bureau for Private Postsecondary Education.

Our Instruction is taught in English only.

PREPARING TO ATTEND

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

TO OUR PROSPECTIVE STUDENTS:

Thank you for considering our school for your educational needs to become a licensed barber by the State of California. You are now entering into an industry that could provide you excellent opportunities for a successful career in the hair industry. Our school emphasizes on how to be successful in the barber industry and how to succeed in all your professional barbering goals. This means hard work, dedication and preparation on your part. Associated Barber College of San Diego welcomes everyone interested in a barber career. We are happy to have you visit our school at any time. We will be pleased to answer all of your questions.

ADMINISTRATION BUSINESS HOURS

Applicants for admission can get additional information at our school's office located at 1315 5th Avenue, San Diego, CA 92101. Our office is open Tuesday-Friday from 9:00am – 3:00pm. Admissions Staff: (619) 234-7703 or info@sandiegobarberschool.com.

TEACHING HOURS

Practical aspects of training will run continuous from 8:00am to 6:00pm Tuesday through Saturday. Theory aspects of training will run as per class calendar from 9:00am-4:00pm Tuesday through Friday.

NOTICE

This catalog and its contents are valid thru December 2016. Associated Barber College of San Diego reserves the right to modify and change its programs, tuition and fees, admission and graduation requirements, schedules and other policies and regulations as stated in the catalog as necessary, with the approval of the Bureau for Private Postsecondary Education. If changes in educational programs, educational services, procedures or policies required to be included in our school catalog by statute or regulation implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

APPROVAL DISCLOSURE STATEMENT

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

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

STATEMENT OF NON-DISCRIMINATION

Associated Barber College of San Diego does not discriminate on the basis of Race, Ethnic Origin, Color, Religion, Sex, Age, Handicap, Financial Status, Sexual Preference, or Residence in its Admissions, Instruction, or Graduation policies.

MISSION STATEMENT

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

EDUCATION OBJECTIVES

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

APPROVALS

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

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

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

Bureau for Private Postsecondary
Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(P) 888-370-7589 (F) 916-263-1897
www.bppe.ca.gov

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

National Accrediting Commission of
Career Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432
(P) 703-600-7600 (F) 703-379-2200
www.naccas.org

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

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

ACCREDITATION

ABCSD and its non-degree courses are currently accredited by NACCAS accrediting agency.

ADMISSION POLICY

ADMISSION REQUIREMENTS

Associated Barber College of San Diego (ABCSD) admissions office is located at 1311 5th Avenue San Diego, CA 92101. Regular admission office hours are Tuesday through Friday 9:00am-3:00pm. Appointments are recommended. New and returning students need to apply in person. Applications can be printed from our website www.sandiegobarbercollege.com. Faculty members can schedule interviews for applicants.

It is our institutional policy that prior to enrollment, (signing the enrollment agreement) the institution will provide and encourage prospective students to review the institutional catalog, the School Performance Fact Sheet and other disclosures which are also posted on the institution's website at www.sandiegobarbercollege.com. These documents will assist the student to make an educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually by the dates on the cover page.

State and School Required Documents: Enrollees that are admitted in the Barbering course (1500 Hours) must meet the following criteria:

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

B) Students must be at least 18 years old at the time of enrollment.

C) Students must show valid legal photo identification and a social security card.

State and School Required Documents: Enrollees that are admitted in the Barber Crossover course (400 Hours) (Hours exceed State requirements) must meet the following criteria:

A) Applicants must provide a copy of his/her high school diploma, GED or its equivalent. ABCSD reserves the right to verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation. If a transcript is not available, the student will be required to take the GED test prior to enrollment. Any foreign documents must be translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma prior to submitting them to ABCSD.

A) Applicants must provide a copy of his/her valid California Cosmetology license.

B) Students must show valid legal photo identification and a social security card.

ABCSD has not entered into an articulation or transfer agreement with any other college or university. ABCSD does not accept secondary students or students who do not possess a high school diploma or its equivalent. ABCSD does not accept Ability to Benefit Students.

CREDIT FOR PREVIOUS TRAINING

Appropriate credit may be granted for prior training hours at the discretion of the college and upon verification by college officials of its validity of any transcripts submitted under the Cosmetology & Barber Act and Board of Barbering and Cosmetology Rules and Regulations. Students transferring from another school of Barbering in California must furnish a valid Proof of Training document from a licensed California Barbering school. The college may not elect to accept all or any of the previous hours of training and operations. All out of state applicants must furnish the FORM C of credit hours from the California Board of Barbering/Cosmetology and it must be notarized from the previous school attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

RE-ENTRY / RE-ENROLLMENT POLICY

All students who withdrew may re-enter into the program without the loss of credit program hours provided it is within six (6) years from the date of their withdrawal. All student records are kept only for six (6) years and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify the student was in a good standing with tuition account paid up to the last date of attendance before the student is accepted for re-enrollment. A re-enrollment fee will be charged.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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.

CLASS START DAY

All students must attend Orientation prior to starting class. The following dates are applicable:

| <u>Orientation Date</u> | <u>Class Start Date</u> |
|-------------------------|-------------------------|
| December 22, 2015 | January 5, 2016 |
| February 5, 2016 | February 9, 2016 |
| March 11, 2016 | March 15, 2016 |
| April 15, 2016 | April 19, 2016 |
| May 20, 2016 | May 24, 2016 |
| June 24, 2016 | June 28, 2016 |
| July 29, 2016 | August 2, 2016 |
| September 2, 2016 | September 6, 2016 |
| October 7, 2016 | October 11, 2016 |
| November 11, 2016 | November 15, 2016 |
| December 16, 2016 | December 20, 2016 |
| January 20, 2017 | January 24, 2017 |

All students must attend Orientation before starting class. Students may submit by mail or in person an application for enrollment on any day of the school calendar. However, each applicant must apply in person to make reservation for Orientation. Applications are available on our website at www.sandiegobarbercollege.com. If your application is mailed, you will be contacted by email or telephone within 14 days to confirm receipt of your application. At that time, the applicant will receive an appointment time to meet our Office Manager to answer questions and submit a deposit for enrollment. After the deposit is made, accepted applicants will receive an Orientation Date. If space is available, all applications are due the Wednesday before Orientation.

Orientation dates are scheduled for every five weeks (see dates above). Starting dates are scheduled for the Tuesday after the Orientation Class. Practical aspects of training will run continuous from 8:00am to 6:00pm Tuesday through Saturday. Theory aspects of training will run as per class calendar from 9:00-4:00 Tuesday through Friday. You will receive a theory class schedule at Orientation.

CALENDAR/HOLIDAYS

ABCSD is closed on Sundays and Mondays and the following holidays:

New Year's Day-January 1st July 4th Thanksgiving Day Christmas Day

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

FOREIGN STUDENTS

All students must have a United States Social Security Number. 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. Instruction does not occur in any other language than English. The Board of Barbering and Cosmetology will allow an interpreter to accompany the student to the exam for the test. Please contact the Board of Barbering and Cosmetology or see the school office manager for information on taking an interpreter to the exam.

ENGLISH AS A SECOND LANGUAGE

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

BOOKS/TOOLS/UNIFORM

For Barbering~1500 hour students, it is mandatory that you purchase the tool kit as it is listed in this catalog. You will be issued your books, your beginner tools and uniform the first day of class. You will be issued the majority of your tool kit with carrying case after you have completed 150 hours, made your first tuition payment and have successfully completed Phase 1 of the class objectives. You will receive remaining items in your tool kit at 700 hours, pending instructors approval.

The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost and/or broken articles. The college is not responsible for a student's equipment, lost or stolen. Students must learn to be responsible for the tools of their trade.

For Barber Crossover~400 hour students, you will be issued a barber jacket and a binder with study material included. You will be encouraged to purchase or rent a text book from our school (when available). In Orientation class you will also be required to show our faculty that you have a similar tool kit from your previous training. If you do not have the required tools/books/uniform, then you will be required to purchase what is needed to complete your course at Orientation class or prior to signing your enrollment agreement and starting class.

INSTRUCTIONAL FACILITIES

The practical learning facility is located at 1333 5th Avenue San Diego, Ca 92101. Our school is a spacious, air-conditioned modern facility accessible by public transportation. Our practical floor accommodates 50 students and is 2902 square feet. Our practical facility and consists of 23 Paidar barber chairs and 3 styling chairs. Behind each two chairs is a tool and towel cabinet, washbasin and work stand. Each station consists of a barber chair, back bar with mirrors, cabinets for tools, linen and soiled material receptacles. There is also a laundry room, filtered drinking water, lunchroom, 36 student lockers and one A.D.A. rest room for men and women. There is also the instructor's office that is equipped with desks, cabinets, computer system, copier.

The theory learning facility is location at 1315 5th Avenue San Diego, Ca 92101. The theory facility accommodates 24 students and is approximately 705 square feet. The theory learning facility consists of student chairs and desks, a student computer, television monitor, a dry erase board, 27 student lockers and one A.D.A. rest room for men and women. There are three Mac Books for studying. A workstation table is available for body waves and chemical process.

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

LIBRARY

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

ORIENTATION CLASS

Orientation classes (see dates on Page 6) for students are held every 5 weeks at 9:00am in our theory classroom. All new students, transfers and re-enrollment students are required to attend Orientation Class prior to beginning coursework. At orientation, you will be informed of school policies, regulations, taken on a tour of the facility and be given the opportunity to ask questions about the college and your program of study. Students are issued a binder filled with information, class schedule and supplemental material. At this time the student must be prepared to complete/sign all required enrollment documents. The students will also learn about the time clock and have their palm scanned. The student will be issued a student number. Orientation can last anywhere from 45 minutes to 2 hours, depending on how many students are attending. Students will receive their barber jackets and binder at orientation. Students enrolled in the Barber Crossover Course will be allowed to purchase any necessary tools/books or uniform at orientation. Once orientation is completed the students will be asked to sign the enrollment agreement then released to go home and return to school the following Tuesday for the first class day.

FIRST DAY OF CLASS

The first day of class is typically the immediate Tuesday after orientation (excluding holidays) Students will receive their barber jackets and books on the first day of class. Students enrolled in the Barber Crossover Course will be allowed to purchase any necessary tools, supplies or books on the first day.

COURSES OFFERED

| <u>Course Name</u> | <u>Program CIP</u> | <u>Clock Hours</u> | <u>Weeks</u> | <u>Award-Upon Graduation</u> |
|------------------------------------|--------------------|--------------------|--------------|------------------------------|
| Barbering ~ 1500 Clock Hours (VA) | 12.0402 | 1500 | 40* | Diploma |
| Barbering ~ 1500 Clock Hours (FSA) | 12.0402 | 1500 | 53.33** | Diploma |
| Barber Crossover ~ 400 Clock Hours | 12.0403 | 400 | 10*** | Diploma |

* Includes 100 hours of absentee time and is calculated at a hypothetical schedule of 40 hours per week

** Includes 100 hours of absentee time and is calculated at a hypothetical schedule of 30 hours per week

***Calculated at a hypothetical schedule of 40 hours per week.

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

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

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

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

The course of study for students enrolled in the Barber Crossover course shall consist 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. (Hours exceed State Requirements) Educational Goals: The Barber Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a California licensed barber.

CLASS SCHEDULE:

Our school is open for instruction Tuesday through Friday from 8:00am – 6:00pm and Saturday from 8:00am – 5:00pm. Depending upon your financing options, determines the amount of hours that a student can attend our school. If a student applies and is approved for any Title IV funding, then the student is only allowed to attend school on a 30 hour per week schedule. Non-Title IV funded students can attend up to 40 hours per week.

HEALTH AND PHYSICAL CONSIDERATIONS FOR BARBERING:

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the School and complying with all safety policies and procedures.

HEALTH WARNING:

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

INDUSTRY EARNINGS

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

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

GENERAL EMPLOYER'S REQUIREMENTS

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

DISTANCE TRAINING

Our College does not offer distance training.

CURRICULUM

BARBERING ~ 1500 CLOCK HOURS

C. I. P. #12.0402

COURSE OF STUDY

The course of study for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) clock hours of theory instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, 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.

The course of study for the Barbering course is 910 hours of practical training in hairdressing, 390 hours of theoretical instruction and practical training in shaving and 200 hours of technical instruction in Health and Safety.

COURSE OBJECTIVE

The Barbering Course educates each student in the arts and sciences of barbering. Each student who successfully completes the Barbering Course and passes the State Board Exam will be licensed in barbering to do barber service for pay in any establishment licensed by the California Board of Barbering and Cosmetology. Career opportunities may include: employment in a Barber shop, independent Barber renting a station, Barber Shop owner, eligible for cosmetology cross training.

DESCRIPTION OF STUDY PROVIDED

Theory 480 Hours~ The Theory portion of the Barbering Course is taught in mostly in the classroom and some on the practical floor.

75 Hours of Hairstyling: Hair analysis; Shampooing; Finger waving; Comb outs; Straightening; Waving; Curling with hot combs, curling irons and blower styling.

40 Hours of Permanent Waving and Chemical Straightening: Hair analysis; Acid and alkaline permanent waving; Chemical straightening including the use of Sodium Hydroxide and other base solutions.

60 Hours of Hair Coloring and Bleaching: Including the use of semi-permanent and temporary colors. Hair analysis, predisposition and strand tests. Safety precautions; Formula mixing; Tinting; Bleaching; High and low lights, and the use of dye removers.

65 Hours of Hair Cutting: Use of scissors, razor (sharper); electrical clippers/trimmers; and thinning (tapering) sheers for wet and dry cutting.

120 Hours of Preparation and Performance: Preparing the client's hair for shaving; Assessing the condition of the Client's skin; Performing shaving techniques; Applying after-shave antiseptic Following facial services; Massaging the client's face; Rolling cream massage.

20 Hours of Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

45 Hours of Health and Safety Considerations: Training in chemicals and health in establishments; Material Safety Data Sheets; Protection from hazardous chemicals and preventing chemical injuries; Health and safety laws and agencies; Bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

CURRICULUM~ BARBERING ~ 1500 Clock Hours C. I. P. #12.0402 (con't)

20 Hours of Disinfection and Sanitation: Proper procedures to protect the health and safety of the consumer as well as the technician; Proper disinfection procedure for equipment used in establishments.

15 Hours of Anatomy and Physiology: Human anatomy; Human Physiology.

20 Hours of Business Skills: Professional Ethics; Communication; Salesmanship; Client record-keeping; Decorum; Basic tax information relating to booth renters, independent contractors, employees, and Employers.

Practical 1020 Hours~ The Practical portion of the California Examination primarily focuses on safe and sanitary services. Students are taught the safety, usage and sterilization process for each implement and service in theory and practical services. Each student must demonstrate that they are capable of performing the service in a safe and sanitary method.

| | <u>Practical Services</u> | <u>Practical Hours</u> |
|---|---------------------------|------------------------|
| Haircuts | 80 | 200 |
| Hairstyles | 240 | 420 |
| Shaves | 40 | 60 |
| Scientific Rest Facials | 20 | 20 |
| Hair Curling and Waving | 20 | 30 |
| Hair Coloring and Bleaching | 50 | 100 |
| Permanent Waving/Chemical Straightening | 105 | 110 |
| Health & Safety | | 80 |

All 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 Text Book 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 200 hours 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.

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

CURRICULUM~ BARBERING ~ 1500 Clock Hours C. I. P. #12.0402 (con't)

GRADING SYSTEM

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a minimum of 75% cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

POINT GRADES FOR THEORY AND PRACTICAL WORK

| | |
|----------|----------------|
| 100%-90% | Excellent |
| 89%-80% | Above Average |
| 79%-75% | Average |
| 74%-60% | Unsatisfactory |
| 59%-00 % | Fail |

REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE COURSE

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

REQUIRED TEXTS

Milady's Standard Professional Barbering Textbook, Workbook and Exam Review
ISBN# 9780538457644

GRADUATION REQUIREMENTS

When a student has completed 1500 clock hours, the required theory hours and practical operations with a GPA of 75% or better, a simulated (mock) program and has fulfilled all of his/her financial obligations in full, than student will be rewarded a diploma certifying his/her graduation and a Proof of Training Document. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older, present a valid photo ID, a social security number and have a high school diploma or its equivalent. A barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the written and practical exam from Board of Barbering and Cosmetology Licensing Exam with an overall score of 75% or higher.

CURRICULUM

BARBER CROSSOVER ~ 400 CLOCK HOURS CIP 12.0403 (Hours Exceed State Requirement)

COURSE OF STUDY

The course of study for students enrolled in the Barber Crossover course shall consist of four hundred (400) (Exceeds State Requirements) clock hours of theory instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. (Hours exceed State Requirement) 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.

The course of study for the Barber Crossover course is 150 hours of practical training, 250 hours of theoretical instruction.

COURSE OBJECTIVE

This course will allow the California licensed cosmetologist to:

1. Use the Cosmetology training as a foundation in the course of study.
2. To acquire the knowledge of the laws and rules regulating California barber establishment practices.
3. To acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
4. 4. To acquire knowledge of the general theory relative to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
5. To acquire business management techniques which are common to the Barber profession.

COURSE OUTLINE: The week schedule is set for a full time student. Part time students will have their curriculum schedule revised per clock hours per week.

Theory 250 Hours~ The Theory portion of the Barbering Course is taught in mostly in the classroom and some on the practical floor.

20 Hours of Hair Cutting: Use of scissors, razor (sharper); electrical clippers/trimmers; and thinning (tapering) sheers for wet and dry cutting.

115 Hours Shaving & Facial: Preparing the client's hair for shaving; Assessing the condition of the Client's skin; Performing shaving techniques; Applying after-shave antiseptic Following facial services; Massaging the client's face; Rolling cream massage.

20 Hours of Laws and Regulations: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

60 Hours of Health and Safety Considerations: Training in chemicals and health in establishments; Material Safety Data Sheets; Protection from hazardous chemicals and preventing chemical injuries; Health and safety laws and agencies; Bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

20 Hours of Disinfection and Sanitation: Proper procedures to protect the health and safety of the consumer as well as the technician; Proper disinfection procedure for equipment used in establishments.

15 Hours of Anatomy and Physiology: Human anatomy; Human Physiology.

CURRICULUM ~BARBER CROSSOVER ~ 400 CLOCK HOURS (cont') (Hours Exceed State Requirements)

Practical 150 Hours~ The Practical portion of the California Board of Barbering Examination primarily focuses on safe and sanitary services. Students are taught the safety, usage and sterilization process for each implement and service in theory and practical services. Each student must demonstrate that they are capable of performing the service in a safe and sanitary method.

| Course Objectives: | <u>Practical Services</u> | <u>Practical Hours</u> |
|----------------------------|---------------------------|------------------------|
| Haircutting | 80 | 20 |
| Shaving | 40 | 100 |
| Rest Facials | 25 | 10 |
| Laws & Regs | | 10 |
| Modules 1-16 Health Safety | | 5 |
| Disinfection & Sanitation | | 5 |

All 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 Text Book 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. Short hairstyles, medium hairstyles and 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.

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

REQUIREMENTS FOR A SATISFACTORY COMPLETION OF THE COURSE

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

REQUIRED TEXTS

Milady's Standard Professional Barbering Textbook ISBN# 9780538457644

GRADUATION REQUIREMENTS

When a student has completed 400 clock hours, (hours exceed State Requirement) the required theory hours and practical operations with a GPA of "C" (75%) or better, a simulated (mock) program and has fulfilled all of his/her financial obligations in full, than student will be rewarded a diploma certifying his/her graduation and a Proof of Training Document. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam.

CURRICULUM ~BARBER CROSSOVER ~ 400 CLOCK HOURS (cont') **(Hours Exceed State Requirements)**

LICENSING REQUIREMENTS

Applicant must present a valid California Cosmetologist License, a valid photo ID, a social security number and have a high school diploma or its equivalent. A barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barber Crossover course as described above and passed the written and practical Board of Barbering and Cosmetology Licensing Exam with a score of 75% or higher.

GRADING SYSTEM

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a minimum of "C" (75%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING

GRADES FOR THEORY AND PRACTICAL WORK

| | |
|----------|----------------|
| 100%-90% | Excellent |
| 89%-80% | Above Average |
| 79%-75% | Average |
| 74%-60% | Unsatisfactory |
| 59%-00 % | Fail |

APPLICATION PROCESS

Barber Crossover Students are allowed to receive their Proof of Training Document a the time that they complete 200 Clock Hours, successfully pass all written and practical exams at 75% or higher and have paid the tuition balance in full. At that time, we will assist the student in applying for their State Exam.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Associated Barber College of San Diego expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). SAP evaluation periods are based on actual hours of scheduled 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 an approved SAP policy. As a Title IV Financial Aid recipient, you must maintain SAP to remain eligible to receive Title IV Federal Financial Aid.

Evaluation Procedures

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

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

Standards for SAP:

Quantitative and Qualitative Factors:

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 ($35 \times .67 = 23$). In order to determine your rate of attendance divide the cumulative number of hours completed by the scheduled hours to date.

Completion of Course Within Designated Period of Time

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

3. Students are expected to complete their course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in the Barber program (1500 clock hours) must complete within 56 weeks and a student who enrolls in the Barber Crossover program (400 clock hours) must complete within 15 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation. SAP evaluation periods are based on actual 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>Course</u> | <u>Length</u> | <u>Maximum Time Frame</u> |
|---|---------------|---------------------------|
| Barbering- (40 hours) (VA or Non Title IV Students) | 38 weeks | 56 weeks |
| Barbering- (30 Hours) (Title IV Students) | 50 weeks | 75 weeks |
| Barber Crossover – (40 Hours) | 10 weeks | 15 weeks |

Exceeding Maximum Time Frame

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

SATISFACTORY ACADEMIC PROGRESS (SAP) (con't)

Evaluation Procedures

Students' compliance with the Satisfactory Academic Progress is divided into evaluation periods listed below. SAP evaluation periods are based on actual completed hours. Each student will receive a printed copy of their SAP at each evaluation point. A copy will also be kept in the student's file.

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

Grading System

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of 75% cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

90% - 100%

89% - 80%

79% - 75%

Below 75%= Failing.

Theory work is tested on all chapters of the textbook. Practical work is graded as each service is completed. An instructor will notify you immediately if the service resulted in failing work.

Determination of Progress Status

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

WARNING

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

APPEAL / REINSTATEMENT AND REESTABLISHING ELIGIBILITY PROCEDURES

A student may appeal the determination of unsatisfactory SAP if they have a reason as to why they did not make satisfactory progress and if they can document that the circumstance(s) which caused them to have an unsatisfactory progress. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must be documented. The written appeal must also include a statement of what has changed in the student's situation that will allow the student to meet the standards for SAP by the beginning of the next evaluation period.

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. If a student is terminated for gross misconduct, which includes, but is not limited to, reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

SATISFACTORY ACADEMIC PROGRESS (SAP) (con't)

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

If the student's appeal is approved, eligibility for Title IV Funds will be reinstated for one evaluation period and the student will continue in Probation status until the beginning of the next evaluation point.

Students who do not appeal a determination of unsatisfactory progress and termination of Title IV Funds, or whose appeal has been denied, may continue school on Probation status for one assessment period as a cash pay student. But the end of the Probation period, all students on Probation status will be required to have satisfied all standards for SAP.

Students who fail to meet the standards for SAP by the end of the Probation period maybe terminated from school. Students who successfully meet the standards for SAP by the end of the Probation period will be reinstated to good academic standing and will regain their previous eligibility for Title IV Funds.

Results of the appeal will be documented in the student's file.

DETERMINATION OF WITHDRAW

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

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

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

The Leave of Absence will extend the student's contract period by the same number of days taken in the leave and will result in no additional charges to the student. Students who withdraw prior to completion of the course of study and wish 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 withdraw. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of clock hours and at the same status as they left provided it is within six (6) years from the date of their 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 the college before the student is accepted for re-enrollment. If accepted by the college, the student will re-enter the same progress status as he/she left. All Re-entry students will be charged a Re-Registration Fee.

TRANSFER HOURS

With regard to 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.

PRE-APPLICATION POLICY – Barbering Course

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

- Student must have the School Director's consent
 - Completion of 1125 hours
 - 75% tuition paid
 - 75% of required services completed
- Student in good standing with school (no disciplinary measures taken)
- Attendance on schedule for completion date
- Test scores "C" average or above.

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

ACCESS TO STUDENTS FILES

It is the policy of Associated Barber College of San Diego to guarantee each student access to that student's record. A student can have access to his/her files during office business hours by appointment. The office business hours are Tuesday thru Friday from 9:00am – 3:00pm. To request an appointment, please call the business office at (619) 234-7703 or email ABCSD at info@sandiegobarbercollege.com. The school's policy requires written consent from the student and parents or guardians of dependent minors each time before releasing any student information in response to a third party request, other than a request by NACCAS, unless otherwise required by law. The school provides access to student and other school records as required for any accreditation process initiated by the school or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

For current students enrolled, the files will be made available immediately. For graduated and withdrawn students, please specify the year of graduation and the files will be made available within 3 business days. Please note that the FERPA act will apply to both 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.

ATTENDANCE POLICY

ATTENDANCE STATUS for Title IV Students

Students who receive any kind of Title IV funds while in Barber School can only attend 30 hours per week.

ATTENDANCE STATUS for non-Title IV Students

Students who DO NOT receive any kind of Title IV funds while in Barber School can attend 30 – 40 hours per week as per an agreed upon schedule in Enrollment Agreement.

Your schedule for your first 150 hours for all students will be 8:30am – 3:00pm Your attendance in class is vital to your successful completion of your study. Each student is asked to commit to a schedule prior to signing the enrollment agreement. This schedule will create the student a completion date on the contract. Good attendance will ensure graduation by the completion date. Our SAP policy states each student must maintain a cumulative average attendance level of 67% of the schedule hours indicated on the enrollment contract. However, if a student only maintains 67% of attendance, this will extend the length of their program.

ATTENDANCE POLICY (cont')

ATTENDANCE

A. Absence

(1.) Absence of three days or more without notification shall be considered cause for suspension. Any student absent more 14 calendar days without notifying the director will be withdrawn from enrollment.

(2.) A student enrolled in Barbering 1500 Hours will be allowed 100 hours of excused absences within his/her 1500 hour course and are expected to complete their training within the time specified and agreed upon in the Enrollment Agreement. A 400 Hour Student will be allowed 25 hours of excused absences within his/her 400 hour course and are expected to complete their training within the time specified and agreed upon in the Enrollment Agreement.

(3.) Excused absence is at the discretion of the school's administrative officials and includes illness, death or birth in the immediate family and any other valid reasons substantiated in writing. All other absences are unexcused unless you contact school personnel the day (or before) of your absence AND bring written documentation from your doctor, court worker or attorney. All unexcused absences are recorded and the following consequences can take place:

3 unexcused absences = 5-day suspension

3 suspensions = termination/drop

Students who have more than two (2) consecutive weeks of absences (14 calendar days) will be dismissed from the college.

(4.) An unexcused Saturday absence will result in a 2-day suspension, solely at the instructor's discretion.

B. Tardiness

If student is more than thirty minutes late, a valid excuse will be required. 3 unexcused tardies = 1 unexcused absence. Unauthorized tardiness results in class interruptions and lost time. Repeated, unexcused tardies are cause for probation.

C. Interruption for Unsatisfactory Attendance

Three (3) unexcused absences will result in a 5-day suspension. The school will suspend students for unsatisfactory attendance. Three (3) suspensions will result in termination/drop.

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 circumstances to take a Leave of Absence (LOA) from the program. The student must submit a written request for leave of absence in advance unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the student's request, the dates of the requested LOA and 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 one leave in a twelve month period, for a minimum of two (2) weeks. The total time for Leave of Absence may not exceed 180 calendar days. Do not request a LOA unless you absolutely need one.

Students returning from an LOA will be returned to the academic progress standing they held prior to the start of the leave. 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 prior to the start of the leave. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. With an approved LOA, the student's contact period will be extended by the same number of days taken in the LOA. An addendum to this change will be signed and dated by all parties.

CLOCK HOUR POLICY

Students must clock themselves in/out daily using the palm scan. It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension.

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance, which as a result the school can only give clock hour credit to students who record their attendance by using the palm scan to sign in and out at the start and end of their class day and lunch period. Each student MUST clock out when taking a lunch break. 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 the student attends less than 5 hour class day and desires to take a lunch break (30 minutes), then the student must have permission from an instructor. Once theory classes have been started, no one will be allowed to enter the theory classroom. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building, reading material or activities not related to your training. If this occurs, you will be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature could result in your termination. Attendance records are retained in their entirety for 6 years by the school.

ATTENDANCE, TARDY AND MAKE-UP POLICIES

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the maximum time frame of 150% of the program length. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism with homework studies. If the student is absent during two (2) consecutive calendar weeks, the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

SCHOOL CLOSURE POLICY

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

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

BANKRUPTCY

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

NOTIFICATION OF RIGHT UNDER FERPA

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

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone, number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service (</about/contacts/gen/index.html#frs>).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

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

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

To complete a complaint form, do as follows:

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

Bureau for Private Postsecondary Education
Toll Free (888) 370-7589

Physical Address: 2535 Capitol Oaks Drive, Suite 400,
Sacramento California 95833

Mailing Address: PO Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 431-6959 Fax: (916) 263-1897

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

5. Any grievance/complaint that cannot be resolved with BPPE should be directed to:
National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432
(P) 703-600-7600 (F) 703-379-2200

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

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

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Mailing Address:

P.O. Box 980818

West Sacramento, CA 95798

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

Web site: www.bppe.ca.gov E-mail: 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.

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.

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

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

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

Signature of Complainant

Date

STUDENT SERVICES

CAMPUS SECURITY POLICY

ABCSD does not have security personnel. ABCSD encourages students to report criminal activity immediately to the police and then to school officials at ABCSD.

Each student is issued our Campus Safety and Security Policy which states our policy on reporting a crime and the crime statistics on campus and near campus. Visit our Report on our website at: <https://sandiegobarbercollege.com/docs/Campus-Safety-and-Security-2015.pdf>

ABCSD does not offer any security or crime awareness programs. Students may go to <http://www.sandiego.gov/police/services/prevention/index.shtml> to make themselves aware of a number of crime prevention techniques covering such topics as Crime Prevention Tips, Victim Resources, Programs and Activities.

SCHOLARSHIPS

ABCSD does not award any institutional scholarships at this time.

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.

CAREER COUNSELING AND PERSONAL ATTENTION

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

JOB PLACEMENT

Job placement assistance is provided to graduate students at no additional charge, but the school gives no guarantee of employment for does the school use placement data as an incentive to entice prospective students to enroll. Notices are posted on the student bulletin board of jobs available from neighboring Barber establishments.

Just prior to graduation each student is given an exit interview. During this interview the student is provided the opportunity to review a current listing of employers who have positions available. Students are advised that the school maintains a current listing of job opening opportunities and the graduate is 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.

The school does not guarantee job placement and makes no claims as to wages or level of income. However, instructors teach interviewing techniques and assist graduate in locating employment.

HOUSING

Associated Barber College of San Diego does not have dormitory facilities under its control. It is the student's responsibility to find their own housing, it is not the responsibility of the institution. The availability of housing depends on the housing market at the time of enrollment. Please refer to www.sandiego.gov/housing for information on housing near our College. This website will give you ample information on the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of housing. San Diego's overall cost of living is 36% above the national average, with housing costs, including apartment rentals, taking up a large chunk of residents' finances. The median price of apartments is \$760, with the average price of all two-bedroom apartments for rent running at \$1,200. The vacancy rate tends to be very low—less than 1% in recent studies—which means it can be difficult to find good apartments in your price range.

LOCKERS

Our school provides each student with a locker. We will assign each student a locker on request. Please provide a lock with two keys. One key will be retained by the school. On graduation day, please clear out the locker and retrieve your second key.

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
Scripps Hospital
9888 Genesee Avenue
La Jolla, CA 92037
(619) 458-4300

Drug Rehab Centers of San Diego
402 W. Broadway
San Diego, CA 92101
858-384-1294
www.drugrehabcentersd.com

DOMESTIC VIOLENCE SERVICES

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

| | |
|--|---------------------------|
| Domestic Violence Recovery: | 964 Fifth Avenue #328 |
| Linda Griffin | San Diego, CA 92101 |
| domesticviolencerecovery@juno.com | 619 685-0041 619 685-0042 |

SAN DIEGO CRISIS HOTLINE:

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

UNPLANNED PREGNANCY

For assistance with unplanned or unwanted pregnancy, call (877) 558-0333 or www.Pregnantandscared.me

COPYRIGHT INFRINGEMENT POLICY

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

CONDUCT POLICY

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

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

SCHOOL RULES AND REGULATIONS

All students receive a copy of the Rules and Regulations in the school catalog when they prior to signing the school’s Enrollment Agreement. Students must read and sign the Rules and Regulations before entering class. Failure to comply with school rules and regulations will result in students may be suspended or terminated if academic progress, behavior, absences, lateness, dress, etc. does not conform to the institution’s rules, regulations and requirements.

1. Students must comply with school policies and state rules and regulations. Each student is given a School Catalog at or before attending Orientation. 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. 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.
2. School hours are as follows: Tuesday thru Saturday 8:00am-6:00pm. A school schedule will be agreed upon with each student during the enrollment process. Each student is expected to adhere to their school schedule as agreed upon on the signed enrollment agreement.
3. A student must attend school on either a Friday or Saturday (Days before and after holidays are considered Saturdays.). ABCSD reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
4. Students are responsible for their own student records (tests, make-up tests, hours, etc.) If there is a discrepancy in a student’s record, please notify the office immediately. Notify the office immediately of any address or telephone change.
5. Each student’s hand scan will be registered in our school’s software on Orientation Day. Students are required to be clocked in for school promptly at the start of the scheduled day. A student must clock “IN” when entering and “OUT” when leaving. Each student MUST clock out for a 30-minute lunch for each 5-hour day. If more time is needed for lunch, it must be approved by the instructor that day. Students who fail clock in or out for their 30-minute lunch will be docked 1 hour per day. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building, reading material or activities not related to your training.

SCHOOL RULES AND REGULATIONS (con't)

6. Lunch times are to be taken between 11:30 and 1:30 and will be assigned per Phase group. Phase I will take lunch from 12:30-1:00 each day. Phase 2 & Phase 3 will take lunch as per instructor's approval. Lunch time is each student's responsibility. Students are allowed two 15 minute breaks per 8 hour day scheduled. Students are allowed to leave the school premises during their 15 minute break and for the 30 minute lunch break. Students are NOT allowed to leave the school while clocked in unless it's during their 15 minute break.
7. In case of illness or emergency on any school day, the student must call the school staff and report his/her absence before 8:30am that morning.
8. Students are required to arrive to school each day in clean, white barber smock. Male & female students must wear a college issued smock; long pants cleaned and pressed with no holes, stains or frays, a light colored shirt under the smock and nametag. No hats of any kind are to be worn inside the school. No shorts are permitted. Shoes must be closed toe and low heel. A work type shoe is recommended due to the long periods of standing required in the occupation. Students must arrive to school appropriately groomed. Grooming needs are to be done on the student's own time.
9. All students are required to wear the school uniform. The issued white Barber Smock is required to be worn at all times while clocked in school. The following consequences will apply when a student attends school out of uniform: First offense- Written Warning; Second offense- Probation for 2 weeks; Third offense-Suspension for 2 days; Fourth offense-Termination.
10. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues maybe suspended or be placed on probation until tardiness ceases.
11. Students will be allocated in Phase Groups:
 - Phase 1 = 0-150 hours
 - Phase 2 = 151-1000 hours
 - Phase 3 = 1001-1500 hours.Stay in your Phase Group assigned.
13. Students must keep a record of services each day as required in curriculum. All work must be checked by an instructor or credit will not be given. Records for services must be neat and clear and recorded weekly on the Service Record form and initialed by an instructor. Each student must turn in their Service Form on Week 11, 22 and 33.
14. Our facility is a Non-Smoking facility. Smoking is not permitted within the building or within 25 feet of the building. Any student smoking must be done on student's breaks or lunch time.
15. No visitors are permitted in the classroom or on campus at any time.
16. School business phones may not be used for personal calls. You are not permitted to use your phone while working on a patron or leave a patron to answer the phone.
17. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required at all times. Students must keep their work stations clean and in sanitary condition at all times. A minimum of ½ hour of sanitation duties must be completed by each student daily. Please refer to the White Board for duties. All kits must be in a sanitized condition at the end of each day.
18. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all services assigned to them. Failure to take a patron is grounds for suspension.
19. 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.
20. 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.

SCHOOL RULES AND REGULATIONS (con't)

21. Students are NOT allowed 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.
22. Students have the privilege at all times to consult with an instructor or administration regarding personal problems.
23. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or conversations, causes discord or discriminates. ABCSD does not tolerate any actions that may offend or discriminate against another student or faculty member.
24. 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.
25. Students are to eat in the lunch area only or classroom when class is NOT in session. Food is not allowed on the practical floor, in the school lobby, reception area or at work stations at anytime. Open liquid drink containers can not be on the station and must be stored in the closed cabinet.
26. All students will be expected to maintain an average of 75% in theory and in all practical subjects. Probationary status will result in each case of failure to do so.
27. Students are to park their cars at their own risk and expense.
28. Our Attendance Policy and Leave of Absence Policy is in our school catalog on page 16 & 20. It is the student's responsibility to be familiar and adhere with both policies.
29. This is a NO cell phone use campus. All cell phones are to be on vibrate at all times while clocked in. 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 clinic area or the classroom and take your emergency phone call outside or in the break room. No cell phone use is allowed while working on a client.
30. I-Pods, MP3 players and all other personal listening devices are not allowed to be used by students during school hours. This included any headphones.
31. As a part of the Non-Fraternization Policy, students must refrain from developing a social relationship with instructors, administration and other employees of ABCSD. Employee/student social relationship includes inclusion on Facebook pages (or any other social networking circle); phone or text messaging as any one of these can or may interfere with professional and fair conduct in the school setting. Relationships formed pre-enrollment between ABCSD employees and students should be immediately disclosed to the Director so that a determination can be made as to whether the relationship violates this policy.
32. Students are not to take pictures of clients or other students or their work without expressed written permission by the person AND the director of ABCSD. This includes postings on the internet, magazines and/or books, etc.
33. Sanitation is a major part of our curriculum. A clean barber school is a part of our sanitation curriculum. Clean work stations are part of sanitation. All work stations and common area will be inspected weekly. If a student does not pass a sanitation inspection on the workstation, they will be in jeopardy of losing their privilege to work at a station. The State of California has sanitation rules that we must stay in compliance.

TUITION AND FEES

Associated Barber College of San Diego reserves the right to change the tuition and fees and make subject changes without prior notice when necessary; any change will not affect current (attending) students.

MANDATORY FEES (Non-Refundable):

Registration Fee - \$100.00

Re-Enrollment Registration Fee-\$225.00 due at your registration appointment if you are a returning student.

TUITION (Total tuition charges for entire educational program):

Barbering- \$13,350.00

Barber Crossover- \$3,560.00

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

EXTRA INSTRUCTION TIME CHARGES (Financial Aid and VA are not allowed to cover Extra Instructional Time Charges)

Students are expected to complete their training within the maximum time allowed as specified in his/her Enrollment Agreement. If a student exceeds the time frame outlined in the Agreement, an extra time charge is required for the balance of hours required and/or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour and a new completion date will be determined. The current rate is \$12.00 per hour. This extra instruction time process will continue until the student has completed the course.

Example: If a student needs 100 hours to complete enrolled course at the time of the agreed upon completion date on the enrollment agreement, then you will be charged \$12.00 x 100 hours (\$1200) to complete the course. At that time a new completion date to complete will be granted and recorded on the enrollment agreement.

Make-up work does not apply to our courses because our courses require a set amount of hours to be completed before graduation

BOOKS / TOOLS / UNIFORM

Books are required for both courses at ABCSD. Barbering course includes a textbook, workbook and exam review book. For the Barber Crossover Course we require that you obtain a textbook, Milady's Standard Professional Barbering Textbook (ISBN# 9780538457644). We offer the Barber Crossover students an option to rent a book for a \$100 charge of which \$50 will be returned to the student at the time the book is returned to ABCSD. Additional books can be required and/or recommended.

Tools and Uniform are required for both courses. A list of the Tool Kit is included as an insert.

Barbering- \$2,244.46

Barber Crossover - (as needed) This student will be required to bring all tool items on ABCSD's tool list that the student is currently using for the valid cosmetology license. If the student does not have an item on the tool list or an item is not in proper working condition, then the student will be required to purchase the item at Orientation.

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans area available from (ABCSD) and/or, private lenders. It is the policy of this school to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means.

All school charges must be paid in full before graduation. All school charges must be paid in ull before credits may be released. Unpaid clock hours will be retained by the school until

TUITION AND FEES (cont')

payment in full is complete. At the school's option in a case-by-case basis, clock hours paid may be released to the student. Full payment of all school charges is a graduation requirement.

FEE PAYMENT OPTIONS

Payments can be made using your credit/debit card, check, money order and cash. Check/Money Order payable to Associated Barber College of San Diego. Write your name and student ID number on the check/money order. Submit in person or by mail to:

Associated Barber College of San Diego
1333 5th Avenue
San Diego, California 92101

RETURNED CHECKS

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

CASH PAYMENTS

Cash payments may be paid in the Admissions office in person only.

THIRD PARTY PAYMENTS

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

UNPAID BALANCES

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

NON-PAYMENT DROP SCHEDULE

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

RE-FRESHER COURSE = \$300

This course is designed for students who have completed the Barbering Course or Barber Crossover Course, have a signed Proof of Training AND who have not passed the State Exam within three months of graduation. This course includes 5 hours of instruction and a complete application process.

VETERAN APPROVAL

Our institution is approved by the California State Approving Agency to enroll veterans and other eligible persons. Our programs are approved by the California Department of Veterans Affairs (CalVet) and California State Approving Agency for Veterans Education (CSAAVE) based on this catalog. In order to enroll with Veteran Benefits, you will need to provide our school with a valid Certificate of Eligibility and your Joint Transcripts and other required documents for admission (listed in Admission section). To obtain these documents visit your prior services educational website. Further questions, WWW.GIBILL.VA.GOV

ELIGIBILITY FOR VETERAN BENEFITS

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

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 contract and on Page 38 of this catalog. If you have lost your contract, 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 5th Avenue San Diego, CA 92101 info@sandiegobarbercollege.com. You can do this by mail, in person, by fax or email.
4. The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.
5. This written notice need not take any particular form, it needs only to state you wish to cancel your enrollment agreement. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.
6. If the Enrollment Agreement is cancelled before the seven day cancellation period, ABCSD will refund the student any money he/she paid, less registration fee of \$100 and less any cost for books/tools/supplies that the student has received (signed for).

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

FEDERAL STUDENT AID (FSA)

ABCSD is approved for, and does participate in the USDE Title IV; Federal PELL Grant Program (FPELL) and Federal Direct Loan Program (FDLP) intended to defray the costs of attending for those students eligible for financial aid considerations.

ABCSD offers Financial Aid for students who qualify. Qualified students are able to apply for and receive Federal PELL Grant, Federal Direct Loan Program (FDLP) while attending college. FPELL is a gift from Federal Government for the students who qualify. Students do NOT need to pay back the FPELL. There are no payments due for the FDLP until six (6) months after the student leaves school. This departure date refers to graduation, as well as early withdrawal. If the student does not finish the program, ABCSD will refund any unused tuition back to the lender; however, the student is responsible for any funds kept by ABCSD for tuition needs.

Financial Aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

GRANTS

Federal Pell Grant

The federal student grant program is designed to provide assistance to any eligible undergraduate pursuing a post-secondary school. The value of a 2015-2016 Pell Grant varies from \$0 to \$5,775, depending on the expected family contribution and cost of education. This program is the foundation for most financial aid awards.

LOANS

Direct Subsidized Loan

This program is a low rate, long-term loan program for undergraduate students who have demonstrated financial need. The maximum a student may borrow is \$3550 for the first academic year and the \$4,500 for the second academic year, which is subject to proration for the Barbering Program.

Stafford loans are capped at a 4.29 percent interest rate from July 1, 2015 and June 30, 2016, with a 1.068 percent origination fee for loans first disbursed between October 1, 2015 and September 30, 2016. Repayment is required to begin six months after the student completes or terminated his/her education or becomes less than a half-time student.

Direct Unsubsidized Loan

This program is a federal loan program designed to allow students who do not qualify for federal interest subsidies under the Direct Stafford loan program to obtain an unsubsidized loan. The maximum amount an independent student may currently borrow is \$6,000 in addition to the Direct Stafford loan for the first and second academic years. The second academic year loan amount is subject to proration for the Barber's Program.

If a student does not qualify for a Direct Stafford Loan or some portion of the loan, he/she may borrow the remaining amount under this program. The interest rate is capped at 4.29 percent interest rate first disbursed between July 1, 2015 and June 30, 2016, with a 1.068 percent origination fee for loans first disbursed between October 1, 2015 and September 30, 2016.

FEDERAL STUDENT AID (FSA) (con't)

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 capped at 6.84 percent interest rate for loans first disbursed between July 1, 2015 and June 30, 2016. Repayment begins approximately 60 days after the first disbursement of the loan. The maximum amount to borrow is based on the cost of attendance minus any estimated financial assistance awarded during the academic year.

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for FSA or you have questions, or need section of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Martha Sanchez is the Financial Aid Assistant and can be reached at (619) 234-7703 x106. Additional information regarding Federal Student Aid programs may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. (www.FAFSA.gov) 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.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

APPLYING FOR FINANCIAL AID

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

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

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by school policy) in the course of study;
- Be registered for selective service (If male aged 18-25);
- Have a high school diploma (or foreign equivalent); have a GED.
- Must be 18 years old at the time of enrollment.

FEDERAL STUDENT AID (FSA) (con't)

APPLICATION FOR FINANCIAL AID, PROCEDURES AND FORMS

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

DEADLINE: FAFSA application must be submitted to FAFSA.ed.gov on or before June 30 in the year on which the application is intended. SAR or ISIR must be submitted to the financial aid office by August 29 of the award year from which aid is requested from, or your last day of enrollment in the previous award year, whichever comes first.

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

DISBURSEMENTS: They are made on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

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

DETERMINING NEED

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

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

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

COST OF ATTENDANCE

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

With Parent

First Academic Year

Tuition and Fee - \$8,010

Books and Supplies - \$2,244.46

The Cost of Attendance for 2015-2016 indirect costs for the first academic year is:

Room and Board - \$3,710 (\$530mo. Multiplied by 7)

Transportation - \$875 (\$125mo. Multiplied by 7)

Personal - \$2,457 (\$351mo. Multiplied by 7) Loan Fee - \$56

FEDERAL STUDENT AID (FSA) (con't)

Away from Parent

First Academic Year

Tuition and Fee - \$8,010

Books and Supplies - \$2,244.46

The Cost of Attendance for 2015-2016 indirect costs for the first academic year is:

Room and Board - \$9,310 (\$1330mo. Multiplied by 7)

Transportation - \$987 (\$141mo. Multiplied by 7)

Personal - \$2,254 (\$322mo. Multiplied by 7) Loan Fee - \$46

With Parent

Second Academic Year

Tuition and Fee - \$5,340

The Cost of Attendance for 2015-2016 indirect costs for the second academic year is:

Room and Board - \$2,650 (\$530mo. Multiplied by 5)

Transportation - \$625 (\$125mo. Multiplied by 5)

Personal - \$1,755 (\$351mo. Multiplied by 5) Loan Fee - \$46

Away from Parent

Second Academic Year

Tuition and Fee - \$5,340

The Cost of Attendance for 2015-2016 indirect costs for the second academic year is:

Room and Board - \$6,650 (\$1330mo. Multiplied by 5)

Transportation - \$705 (\$141mo. Multiplied by 5)

Personal - \$1,610 (\$322mo. Multiplied by 5) Loan Fee - \$74

VERIFICATION OF INFORMATION

ABCSD is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, ABCSD's financial aid office may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student's file. Verification requirements are applicable only to FSA recipients. ABCSD has chosen to verify 100% of its **selected** applications. ABCSD will request the students'/parents' federal income tax return of the applicant who is selected for verification by USDE. The applicant must submit a copy of the signed tax returns if filed and other requested documents in order to complete the verification requirement within two weeks. The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student. When the USDE processes an application, it uses the applicant's social security number, name and date of birth to perform several edits with federal databases. Certain data match edit can result in comment code, or "C" code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior to federal aid processing. If a "C" code is present on the ISIR, the financial aid office will request documentation from the student to determine eligibility. ABCSD's financial aid office is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements. ABCSD will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised upon completion of the verification process.

FEDERAL STUDENT AID (FSA) (con't)

DURATION OF AWARD

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

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

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

GRADE LEVEL DEFINITION

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

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

TUITION AND FEES REPAYMENT

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

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM PROGRAM

As of 10/7/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in program, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid received or eligible to have received. To determine the percentage completed, the scheduled hours of class will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidelines described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

RETURN OF TITLE IV FUNDS

Special note to students receiving federal student aid Unsubsidized/Subsidized/PLUS/Pell Grants or other aid: If you withdraw from school prior to the completion of the equivalent to 60 percent of the clock hours in any given payment period up to the last day of attendance, a calculation using the percentage of clock hours completed will be applied to the funds received or that could have been received that will determine the amount of the aid the student earned. Unearned funds would be returned to the federal student aid program in the order stated below by the school and/or the student. Funds owed by the student to the Federal Grant programs are limited to 50% of the award per grant program received. Sample Calculation completion of 25% of the payment period earns only 25% of the federal student aid disbursed or that could have been disbursed for the payment period. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by ABCSD during the payment period. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the

FEDERAL STUDENT AID (FSA) (con't)

loan. (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

INSTITUTIONAL REFUND POLICY

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

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

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

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

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

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

a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

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

RETURN TO TITLE IV REFUND POLICY AND DISBTRIBUTION ORDER

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

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

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

INSTITUTIONAL REFUND POLICY (con't)

HYPOTHETICAL REFUND

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

HYPOTHETICAL REFUND EXAMPLE

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

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

RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION

A school may withhold a student's transcript or grades if the student is in default on student tuition contract. If the course of study consists of only one course, the school may withhold the grades or the transcript until the tuition obligation is paid in full.

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

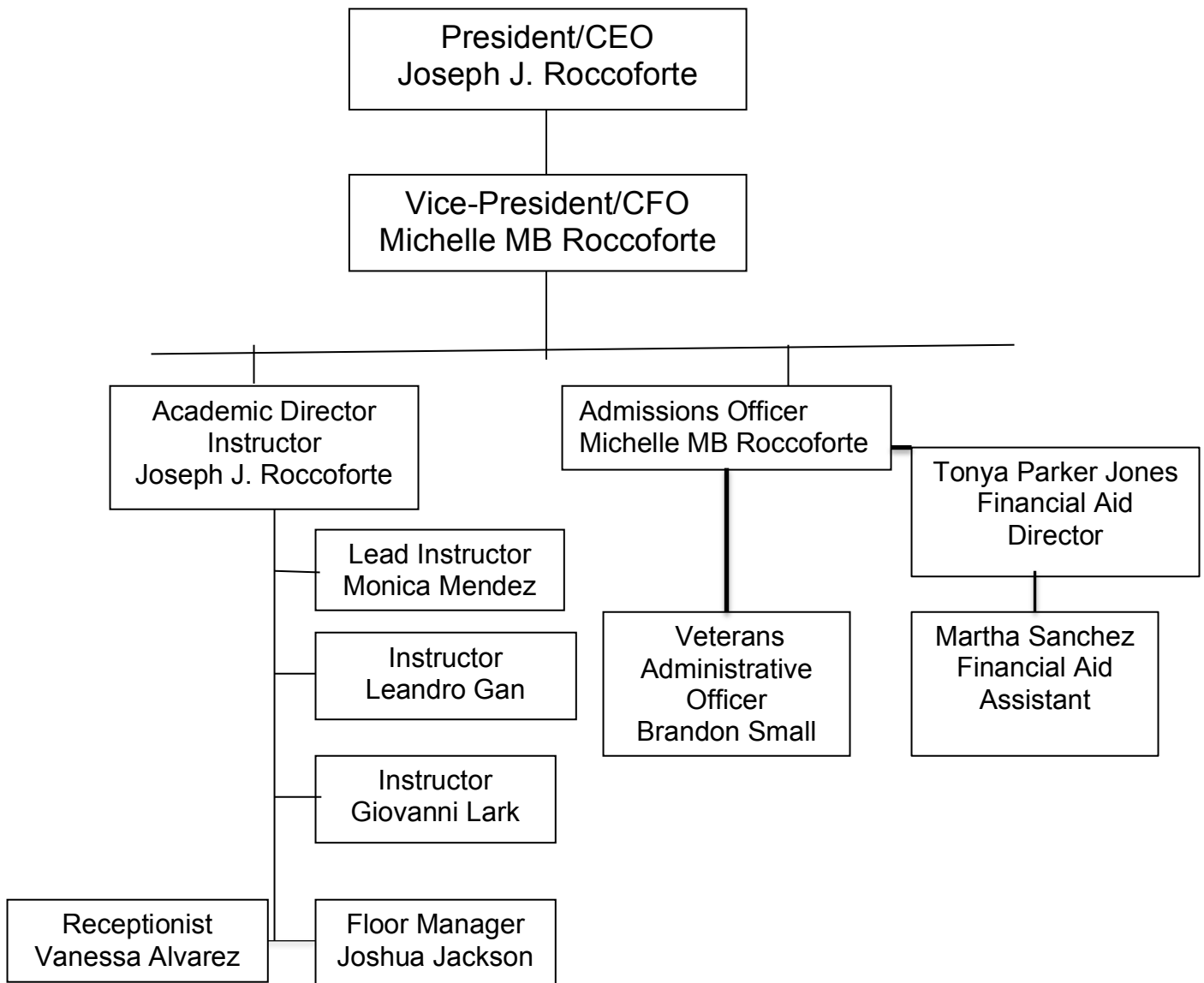
Bureau for Private Postsecondary Education Toll Free (888) 370-7589

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento California 95833

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Phone: (916) 431-6959 Fax: (916) 263-1897 www.bppe.ca.gov

ORGANIZATIONAL CHART



ADMINISTRATION

School Administration and Faculty:

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

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

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

ADMINISTRATIVE OFFICIALS

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

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

Ms. Tonya Parker Jones – Financial Aid Director

Mrs. Martha Sanchez – Financial Aid Assistant

Mr. Joshua Jackson – Floor Manager

FACULTY

Instructors are recruited based on their theoretical knowledge, practical skills and experience in the barbering profession. Each instructor must have three years of experience in the working barber/cosmetology/health field to be qualified to teach. They are fully trained and experienced in all aspects of Barber Science and the Arts of Barbering, both theoretical and practical. 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 alumni of Associated Barber College. He completed his barbering instructor course in 1973. Mr. Roccoforte is a second generation barber in San Diego. He has owned a barber school since 1975. He specializes in theory classes.

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

Ms. Monica Mendez – Ms. Mendez has been a California licensed cosmetologist since 2000. She became a certified Perm and Color Specialist with Matrix in 2004. Ms. Mendez became a licensed barber in California in 2005. She has worked in a salon to build her clientele. Ms. Mendez has managed hair salons for a small chain of salons. She currently works as an instructor. Ms. Mendez has been a barber instructor since 2009. Her specialty is teaching theory and chemical instruction.

Mr. Giovanni Lark – Mr. Lark has been a California licensed barber since 2013. He is also an Intern of Fire Science. His specialty in barbering is teaching and grooming African American hair. His invaluable contributions to our faculty is reflective of the diversity required for competitive barbering skills.

