



## STUDENT CATALOG

Beginning Date: 6/1/18  
Ending Date: 5/31/19

### Mailing Address & Practical Floor

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

### Office

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

### Theory Classroom

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

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[www.sandiegobarbercollege.com](http://www.sandiegobarbercollege.com)

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## **WELCOME TO OUR PASSION FOR THE BARBER INDUSTRY!**

**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.**

### **TO OUR PROSPECTIVE STUDENTS:**

Thank you for considering our school for your educational needs to become a licensed barber by the State of California. WE ARE EXCITED TO SHARE OUR PASSION WITH YOU!!! The Barber industry 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. We are happy to have you visit our school at any time to tour our campus. We will be pleased to answer all of your questions.

### **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 government issued photo identification.

### **MISSION STATEMENT**

Associated Barber College of San Diego's purpose is to educate men and women in the field of barbering. 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 employable barbers in the State of California by being able to provide quality barbering services to the consumer.

### **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.

### **NOTICE**

This catalog and its contents are valid thru May 31, 2019. 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.

### **ACCREDITATION**

Associated Barber College of San Diego and its non-degree programs are accredited by:  
National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
703.600.7600

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

### **APPROVAL DISCLOSURE STATEMENT**

The Associated Barber College of San Diego is a private school and is approved to operate by the Bureau for Private Postsecondary Education 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:

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

### **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 (VA)  
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)  
3015 Colvin Street  
Alexandria, VA 22314  
(P) 703-600-7600 (F) 703-379-2200  
www.naccas.org

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

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](http://www.bppe.ca.gov)  
(888) 370-7589 or by fax (916) 263-1897

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

### **ADMINISTRATION BUSINESS HOURS**

Applicants for admission can get additional information at our school's office located at 1311 5<sup>th</sup> Avenue, San Diego, CA 92101. Our office is open Tuesday-Friday from 8:30 – 3:00pm. Admissions Staff: (619) 234-7703 or [info@associatedbarbercollege.edu](mailto:info@associatedbarbercollege.edu)



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

Prospective students should be aware of the physical demands required of a barber industry professional. Occupations in the barber 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 barber occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures.

### **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 barber industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, maintain a positive attitude and perform excellent barber skills of the trade. The ABCSD curriculum is designed to teach students these skills to help them obtain an entry level position upon graduation and licensing, but 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.

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

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

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

It is best if each barber 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.

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

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

BBC's Form C-01. [http://www.barbercosmo.ca.gov/forms\\_pubs/forms/disc\\_crimpleas.pdf](http://www.barbercosmo.ca.gov/forms_pubs/forms/disc_crimpleas.pdf)

## COURSES OFFERED

<u>Course Name</u>	<u>Weekly Schedule</u>	<u>Clock Hour</u>	<u>Weeks</u>	<u>Award Upon Graduation</u>
Barbering ~ 1500 Clock Hours	40	1500	40*	Diploma
	35	1500	45.7*	Diploma
	30	1500	53.33*	Diploma
Barber Crossover ~ 400 Clock Hours	40	400	10.6**	Diploma
Exceeds State Requirements	25	400	16.96**	Diploma

\* Includes 100 hours of absentee time      \*\*Includes 24 hours of absentee time

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 students with little or no education in barbering and the other course is for those who have completed a California Licensed Cosmetology school and/or are licensed as a Cosmetologist 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)

(Hours exceed State Requirements)

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. 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.

### 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.

### DISTANCE TRAINING

Our College does not offer distance training.

## **CLASS CALENDAR**

Our school has approximately 10 classes per year. We start a class about every 5 weeks depending on the year's holiday calendar. Our Orientation and Class Start Dates are as follows:

<u>Orientation Date</u>	<u>Class Start Date</u>
June 29, 2018	July 2, 2018
August 3, 2018	August 6, 2018
September 7, 2018	September 10, 2018
October 12, 2018	October 15, 2018
November 16, 2018	November 26, 2018
February 8, 2019	February 11, 2019
March 15, 2019	March 18, 2019
April 19, 2019	April 22, 2019
May 24, 2019	May 28, 2019
June 29, 2019	July 1, 2019
August 2, 2019	August 5, 2019

### **FIRST DAY OF CLASS**

The first day of class is typically the immediate Monday after orientation for nights and Tuesday after orientation for days.

### **CALENDAR/HOLIDAYS**

ABCSD is closed on Sundays and the following holidays:

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

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

### **APPLYING FOR ADMISSION**

Students may submit an application for enrollment in person or by mail. However, each applicant must apply in person to make reservation for Orientation. Applications are available on our website at [www.sandiegobarbercollege.com](http://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**

All students must attend Orientation before starting class. Orientation classes (see dates in Class Calendar) 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 within three months of starting class. In order to attend orientation, each student must have submitted the State and School Required Documents one week prior to orientation and pay the non-refundable registration fee. 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 school and your program of study. Students are issued a binder filled with information, class schedule and supplemental material. 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 enrolled in the Barber Crossover Course will be allowed to purchase any necessary tools/books/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 on their scheduled start date.



## **ADMISSION POLICY & REQUIREMENTS**

Associated Barber College of San Diego (ABCSD) admissions office is located at 1311 5<sup>th</sup> 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](http://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](http://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.

### **BARBERING COURSE – 1500 HOURS:**

State/Federal and School Requirements:

- A) Students must be at least 17 years old at the time of enrollment.
- B) Applicants must provide a copy of his/her high school diploma, transcript or 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.*)
- C) Valid government issued photo identification
- D) Signed social security card
- E) Approved source of funding or down payment

### **BARBER CROSSOVER COURSE – 400 HOURS (Exceeds State Requirements):**

State/Federal and School Requirements:

- A) Applicants must provide a copy of his/her high school diploma, transcript or 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.*)
- B) Copy of his/her valid California Cosmetology license OR Proof of Training Document
- C) Valid government issued photo identification
- D) Signed social security card
- E) Down payment

### **VACCINATION POLICY**

Our school does not have an immunization requirement for admissions to this school.

### **RE-ENTRY / RE-ENROLLMENT POLICY**

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

## **ADMISSION POLICY & REQUIREMENTS (con't)**

### **GED**

Please see the Admissions Administrator for information online GED prep courses. There is no online GED test. The GED Test must be taken in person at a location approved by the state. Please refer to an Adult school in your area for more information.

### **ARTICUALTION OR TRANSFER AGREEMENT**

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.

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

All students wishing to transfer ours into our school from another school must have the Director's approval prior to enrollment. It is 100% the Director's discretion to accept a transfer student.

If the Director approves the transfer, 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.

### **FOREIGN STUDENTS**

All students must have a United States Social Security Number or a Tax ID Number issued by the US Government. Our school does not provide English Language Services. Our college does not provide Visa Services. The level of English language proficiency is that of the equivalent of passing high school in the United States. Instruction 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.

### **DISABLED STUDENTS**

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

## **TUITION AND FEES**

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

	<b><u>BARBERING 1500 HOUR</u></b>	<b><u>BARBER CROSSOVER</u></b>
REGISTRATION	\$ 100.00	\$ 100.00
TUITION*	\$17,010.00	\$3,560.00
TOOLS (Right / Left handed)	\$ 2,872.74 / \$ 2,936.10	\$ 264.25
<b>TOTAL (Right / Left handed)</b>	<b>\$19,982.74 / \$20,046.10</b>	<b>\$3,924.25</b>

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

Registration Fee - \$100.00

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

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

Tuition charges are listed above per course. 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. \*Tuition is charged by payment period. A payment period is defined as half of the clock hours in a 900-clock hour academic year or half of the clock hours in the programs less than a full academic year of 900 clock hours.

### **BOOKS/TOOLS/UNIFORM**

Tools are purchased as right handed or left handed. The tool kit charges are above. Books/Tools/Uniform are required for both courses at ABCSD. Students have the option to purchase their tools from an outside source. However, it is mandatory that the tool kit is purchased as it is listed on the supplement in this catalog within 7 days from the first day of class.

Barbering~1500 Hour Course: Tool kit includes a uniform, tool kit (see insert for list), Milady's Standard Professional Barbering Textbook Bundle 6<sup>th</sup> Edition (ISBN# 9780538457644). Students will be issued the curriculum calendar and binders on Orientation Day. Text book bundle, Start Tool Kit and uniform are issued on the first day of class. After successful completion of Phase 1 class objectives (5 weeks), a minimum of 80% attendance maintained and first tuition payment made, the 150 Hour Tool Kit is issued. 1000 Hour Tool Kit will be issued after 1000 hours is complete. The tool kit contains the equipment necessary for satisfactory completion of the course and to begin employment. Students are expected to maintain the kit by replacing lost and/or broken items.

Barber Crossover Course: This course includes a uniform and a binder with study material, exam review book, razor and blades. In Orientation class you will also be required to show our faculty that you have a tool kit from previous training to perform required services in the course outline. If you do not have the necessary tools, then you will be required to purchase what is needed to complete your course at Orientation class or within a week of signing your enrollment agreement and starting class.

The school is not responsible for a student's equipment, lost or stolen. Students must learn to be responsible for the tools of their trade. It is suggested by the school that all students keep their tools locked in their assigned locker when the student is not using them.

### **STATE BOARD PREP CLASS = \$300**

This course is designed for students who have completed the required hours for the Barbering Course or Barber Crossover Course AND who have not passed the State Exam within three months of completion. This course includes 5 hours of instruction for State Board procedures and a complete application process. This course is a cash only.

## **TUITION AND FEES (con't)**

### **OVER CONTRACT TIME CHARGES**

(Financial Aid and VA will not pay for Over Contract Time Charges)

Students are expected to complete their training within the maximum time allowed as specified in his/her Enrollment Agreement. This time calculates between 94% and 100%. When a student has 93% attendance then the student exceeded the time frame outlined in the Enrollment Agreement. In this case, 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 \$15.00 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, the over contract hour charges will be \$15.00 x 100 hours (\$1500) to complete the course. At that time a new completion date to complete will be granted and recorded on the enrollment agreement.

### **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 full before credits may be released. Unpaid clock hours will be retained by the school until 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. *We do not accept checks for final payment for any charges.* 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 5<sup>th</sup> 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, 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.

## **ATTENDANCE POLICY**

Your commitment to your agreed upon schedule is vital to your success in our barber school. We take our attendance policy seriously by enforcing the policy daily. Each student is asked to commit to a schedule prior to signing the enrollment agreement. The 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 scheduled hours indicated on the enrollment agreement. However, if a student only maintains 67% of attendance, this will extend the length of their program, which result in over contract hour charges. Each student must complete the course of study within the maximum time frame of 150% of the program length

## **SCHEDULES OFFERED**

Each Student must choose a schedule from the schedules offered. Saturdays are mandatory for Barbering 1500 Hour students. The schedules we offer are as follows:

DAYTIME - Barbering 1500 Hour Course (all schedules include a 30 Minute Lunch Break)

<b>30 Hour Schedule (50 weeks)</b>	<b>35 Hour Schedule (42.85 weeks)</b>	<b>40 Hour Schedule (37.5 weeks)</b>
Tuesday – Saturday	Tuesday – Saturday	Tuesday – Saturday
8:00am-2:30pm	8:00am- 3:30pm	8:00am-4:30pm
8:30am-3:00pm	8:30am-4:00pm	8:30am-5:00pm
9:00am-3:30pm	9:00am-4:30pm	9:00am-5:30pm
10:00am-4:30pm	10:00-5:30pm	

NIGHT - Barbering 1500 Hour Course (all schedules include a 30 Minute Lunch Break)

<b>30 Hour Schedule (50 Weeks)</b>	<b>35 Hour Schedule (42.85 Weeks)</b>	<b>40 Hour Schedule (37.5 Weeks)</b>
Tuesday – Friday; Saturday	Tuesday – Friday; Saturday	Monday – Friday; Saturday
3:30pm-10pm; 9am- 3:30pm	2:30pm -10pm; 9pm-4:30pm	1:30pm-10pm; 9am-5:30pm
Monday – Friday; Saturday		
5pm-10pm; 9am-5:30pm		

## **Barber Crossover Course**

Any of the Barber 1500 schedules are also offered for this course. We also offer a 25 hour a week schedule at the student's discretion. It is not mandatory for Barber Crossover students to attend school on Saturdays.

## **FIRST FOUR WEEKS**

Each student will be required to maintain an 80% attendance for the first four weeks of school. If 80% attendance is not met, then enrollment will be terminated.

## **SAP**

Each student must maintain a minimum of 67% to meet SAP requirements.

## **ABSENCE POLICY**

Saturdays are mandatory attendance for the Barbering 1500 Hour Course. An unapproved Saturday absence will result in suspension unless approved by school administration 3 days in advance. Students must notify the front desk (619) 234-7703 before their start time if they're going to be absent. Absence of three or more consecutive days without notification shall be considered cause for a 3-day suspension. Be prepared to provide a medical excuse signed by a doctor if absences persist. Excessive absences may result in termination of enrollment as per the Director's discretion.

## ATTENDANCE POLICY (con't)

### TARDY POLICY

Students must call the front desk before their scheduled start time to report a tardy.

4 UNEXCUSED TARDIES IN ONE MONTH = 1 DAY SUSPENSION.

Please see MAKE UP HOUR POLICY to make up the time missed. If a student fails to call to report the tardy, the student will not be allowed to attend school for the day.

### SUSPENSIONS

If a student is suspended, the hours missed for the suspension will be counted as scheduled hours which will be counted against actual hours. If this causes the student to go into overtime the student will have to make up the hours to avoid being charged the overtime hour rate. Three suspensions during the course will result in termination.

### TERMINATIONS/WITHDRAWALS FOR ABSENCES

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

### CHANGE IN SCHEDULE

You may request to change your schedule during your course. All schedule changes must be submitted in writing to the admissions office the week before the new schedule starts. All schedule changes must be approved by the Director or Associate Director. Once your schedule change is approved, the new schedule will start on the following Tuesday. A schedule change that results in a different amount of hours per week will be a \$25 fee. This fee is payable in cash only. Title IV funds or VA benefits will not apply to this fee.

### EXCUSED TARDY CLOCK INS

**Daytime Students-** All students must be clocked in by 10:30am. Students arriving after 10:30 will not be allowed to clock in for the day. **NO EXCEPTIONS.** Clocking in after 10:30am will result in timestamp being removed for the day.

**Night Time Students** – You must clock in NO LATER than 2 hours after your scheduled start time. Clocking in more than 2 hours after your scheduled start time will result in your time stamp being removed. **NO EXCEPTIONS.**

### 100% Attendance

It is our goal to keep each student at 100% attendance. Excess attendance that is greater than 100% attendance will affect your Title IV Funds. Please see Financial Aid Administrator for explanation. Less than 93% attendance will put students in over contract charges. Contract hours are currently charged at \$15 an hour.

### SICK/LATE/PERSONAL TIME OFF

A student enrolled in Barbering 1500-hour course will be allowed 100 hours of absences within his/her 1500-hour course for sick/late/personal time off. A student enrolled in Barber Crossover 400 hour course will be allowed 24 hours of absences within his/her 400-hour course for sick/late/personal time off. The student's contract graduation date on the Enrollment Agreement includes sick/late/personal time off.

### REQUEST FOR TIME OFF

If student knows in advance that they will need SICK/LATE/PERSONAL TIME OFF, a Request Time Off Form must be submitted to the office and approved by the school administration. The request for time off must be less than 14 calendar days and will be taken from their remaining sick/late/personal time off.

### LEAVING EARLY POLICY

In order to be granted time off for leaving early, student must submit the Request Time off Form to the school administration and wait for its approval.

## **ATTENDANCE POLICY (con't)**

### **MAKE UP HOUR POLICY**

If a student wants to stay longer than the daily scheduled time to leave to make-up time lost, it must be approved by the office staff. Each student that wishes to make-up time lost, must see the school's administration for approval note.

Tuesday – Friday you can be clocked in for a maximum of 10 hours a day with two 30-minute breaks and three 15-minute breaks. You must be clocked out for the 30-minute breaks.

- Example. 8:00am-7:00pm with two 30-minute clocked out lunches.

This option is only available for students that have overtime hours, it cannot be used to accelerate graduation.

### **MAKE UP THEORY POLICY**

If you need to be absent, it is your responsibility to communicate with the instructor and schedule a makeup lesson. Students are required to make-up for the lessons, and exams missed due to absenteeism with homework studies. Please see the instructor to schedule a make-up class. Make-up work does not apply to our courses because our courses require a set amount of hours to be completed before graduation.

### **MISSING STUDENTS**

If student is clocked in and cannot be found during a period of time (15 minutes) they will not get credit for any hours on that day from that point on.

### **CLOCK HOUR POLICY**

Each student's hand scan will be registered in our school's software on Orientation Day. Students must clock themselves in/out daily using the palm scan. Students are required to be clocked in for school promptly at the start of the scheduled day. When you are clocked in you are required to be engaged in a learning environment. 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. All governing agencies will only recognize time if the student is engaged in a learning environment. A learning environment is defined on our school campus and engaged in barber related education while on campus. A student must clock "IN" when entering and "OUT" when leaving the school's campus. After clocking in, you are required to maintain applied effort in education and refrain from personal grooming, leaving the building, reading material or activities not related to your training.

Each student MUST clock out when taking a lunch break. Students who fail clock in/ out for their 30-minute lunch or take less than a 30-minute lunch will be docked 1 hour per day. A thirty (30) minute lunch break shall be taken and clocked in/out when a student attends a 5-hour or more class day. Day time schedule Lunch breaks are taken between 11:30am – 1:30pm. Nighttime schedule lunch breaks are taken between 7:30pm-8:00pm. If a student misses their lunch break, then they will be required to clock out after 5 hours. 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 until the classroom break.

It is the student's responsibility to adhere to the clock hour policy. Violation of this could result in immediate suspension

### **BREAKS**

For every 6-9 hours of clocked in time, a student can take two 15-minute breaks. For a 10-hour day, a student can take three 15-minute breaks. These breaks must be taken separately and the student must sign out on the break sheet when taking each break. The breaks cannot be combined. If the student takes longer than 15 minutes per break, the student will be clocked out from the start of his/her break until returned.

## **LEAVE OF ABSENCE**

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.

To request a LOA, the student must submit a written request for leave of absence in advance. If unforeseen circumstances prevent the student from doing so, the student will have to submit the request as soon as possible.

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

The written request must include:

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

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

### Example:

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

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 contract period will be extended by the same number of days taken in the LOA. An addendum to the contract graduation date will be signed and dated by the student and office staff.



## **CURRICULUM**

### **BARBERING ~ 1500 CLOCK HOURS**

**C. I. P. #12.0402 SOC #39-5011.00**

#### **COURSE OUTLINE**

We use three phases for our course instruction:

Phase 1: Week 1 thru Week 5 (Classroom Theory and Observation on Practical Floor)

Phase 2: 6<sup>th</sup> Week thru 999 Hours (Practical Floor)

Phase 3: 1000 – 1500 Hours (Practical Floor and Classroom Theory)

#### **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, practical 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 (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 first five weeks in classroom theory, students are allowed to proceed to the practical floor to perform haircutting on client's hair under supervision of instructor. As the student progresses they are taught different hairstyles. Short hairstyles, medium hairstyles, long Hairstyles are included in the training.

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

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

## **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.

## **CURRICULUM~ BARBERING ~ 1500 Clock Hours (con't)**

### **ACADEMIC GRADING**

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

### **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 18 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.

CONSTITUTION DAY, September 17, 2018- This year Constitution Day is on a Monday. Therefore, our Constitution Day Lesson will be taught on Tuesday, September 18.

### **STUDENTS RECORDS**

Students are responsible for their own student records (tests, make-up tests, hours, etc.) Students must check their SAP reports to verify that the amount of services and test scores are correctly recorded. 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.

**CURRICULUM- BARBER CROSSOVER ~ 400 CLOCK HOURS**  
**(Hours Exceed State Requirement). C.I.P. #12.0403 SOC #39-5011.00**

**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. 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 350 hours of practical training, 50 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, specifically regarding shaving preparation and performance.
3. To acquire the knowledge of sanitation and sterilization as related to all phases of hair and shaving.
4. To acquire knowledge of the general theory relative to barbering and shaving preparation and performance.
5. To acquire knowledge of the practical part of shaving and men's haircutting.
6. 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 50 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.
- 20 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.
- 10 Hours of Laws & Regulations, 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.

**Practical 350 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.

**CURRICULUM- BARBER CROSSOVER ~ 400 CLOCK HOURS**  
**(Hours Exceed State Requirement). C.I.P. #12.0403 SOC #39-5011.00**

<b>Course Objectives:</b>	<u>Practical Services</u>	<u>Practical Hours</u>
Haircutting	40	50
Shaving	40	135
Rest Facials	15	10
Laws & Regs		
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.

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 50 hours of classroom instruction and the instructor will allow the student to perform a shave service on a client under instructor supervision.

**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.

**TEXTS**

We provide supplemental binder for your course to cover the required theory.

**GRADUATION REQUIREMENTS**

When a student has completed 250 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.

**LICENSING REQUIREMENTS**

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.

**CURRICULUM- BARBER CROSSOVER ~ 400 CLOCK HOURS (Hours Exceed State Requirement). C.I.P. #12.0403 SOC #39-5011.00**

**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**

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

**EXAM APPLICATION PROCESS**

Barber Crossover Students are allowed to receive their Proof of Training Document at the time that they complete 200 Clock Hours, successfully pass all written and practical exams at 75% or higher and have paid the tuition balance in full. At that time, we will assist the student in applying for their State Exam. The remaining 50 hours will be used to prepare for the State Exam.

CONSTITUTION DAY, September 17, 2018- This year Constitution Day is on a Monday. Therefore, our Constitution Day Lesson will be taught on Tuesday, September 18, 2018.

**STUDENTS RECORDS**

Students are responsible for their own student records (tests, make-up tests, hours, etc.) Students must check their SAP reports to verify that the amount of services and test scores are correctly recorded. 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.

## **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.

Each student is given our written policies on Safety and Security, Sexual Misconduct and Drug and Alcohol Prevention. ABCSD defines sexual assault as “any attempt or actual unwanted sexual contact, physical or 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.”

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

## **NON-DISPARAGEMENT POLICY**

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

## **DRESS CODE**

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

## **SCHOOL RULES AND REGULATIONS**

All students receive a copy of the Rules and Regulations in the school catalog prior to signing the school's Enrollment Agreement. All School Rules and Regulations are reviewed in Orientation. Failure to comply with school rules and regulations may result in student's suspension or termination.

1. Students must comply with all school policies and state rules and regulations as stated in this catalog. Please note that ABCSD will always refer to our school's catalog during the student's enrollment. It is each student's responsibility to be familiar with each section in the school catalog.
2. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated and can result in suspension or termination/expulsion.
3. Our facility is a Non-Smoking and No-Drug facility. Smoking is not permitted within the building or within 25 feet of the building. Any smoking must be done on student's breaks or lunch time. The school will not tolerate the use of alcohol or drugs at any time. No student will be allowed to attend school that is under the influence of drugs or alcohol.
4. No visitors are permitted in the classroom or on campus at any time without a visitors pass.

## **SCHOOL RULES AND REGULATIONS (con't)**

5. School business phones may not be used for personal calls. You are not permitted to use your cell phone while clocked in, working on a patron or leave a patron to answer the phone. All cell phones are to be kept on vibrate while clocked in school. In case of emergency, you may give your family the school phone number. If you determine a phone call is an emergency, excuse yourself from the client or the classroom and take your emergency phone call outside or in the break room.
6. Rigid adherence to the rules of Health, Safety and Sanitation and personal hygiene are required at all times. Students must keep their work stations clean and in sanitary condition. A minimum of ½ hour of sanitation duties must be completed by each student daily. All kits must be in a sanitized condition at the end of each day. Continued violation of sanitation rules will result limited practical floor services. Sanitation is a major part of our curriculum. A clean barber school is a part of our sanitation curriculum. 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.
7. 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. Students who fail to take a patron will be clocked out and sent home for the day. Student will be referred to the Director for disciplinary action.
8. 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.
9. 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.
10. Each student MUST have an instructor check each customer service by signing off the customer ticket.
11. Students are discouraged to borrow equipment/tools from each other. Each student is responsible for their own tools. Tools must be kept in good working condition. If a student does not have good working tools, or a complete tool kit, then the student will not be allowed to work on the practical floor until his/her tools are in good working condition. Only products furnished by the college may be used unless otherwise approved by the instructor.
12. 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.
13. 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 cannot be on the station and must be stored in the closed cabinet.
14. Students are to park their cars at their own risk and expense. Students are not allowed to clock in and go move their cars for parking purposes.
15. Personal listening devices (with or without headphones) are not allowed while working on a patron or while in theory class. Personal listening devices for music are allowed while on personal study time as long as the student can hear the instructor.
16. As a part of the Non-Fraternization Policy, students must refrain from developing personal relationships with instructors, administration and other employees of ABCSD. Employee/student social relationship must maintain professional for the school setting. This includes all social media, phone or text messaging. Relationships formed pre-enrollment between ABCSD employees and students should be immediately disclosed to the Director so that a determination can be made as to whether the relationship violates this policy.
17. All chairs will be assigned by administration and faculty. Chair assignments will change every 5-10 weeks. It is expected that students will comply with chair assignments.
18. While clocked in, each student is to be engaged in an educational environment as per the curriculum on Pages 17-22. Any activity not part of the curriculum is not allowed. Violation of this calls for immediate dismissal.



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

Associated Barber College of San Diego expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The school'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 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 maintained in the student's file. This will ensure that each student is notified of their SAP progress and how it impacts the student's eligibility for Title IV Funds. Evaluation points are listed below:

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

Standards for SAP:

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

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

### Completion of 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 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 clock hours.

### Maximum Time Frame

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

<u>Course</u>	<u>Length</u>	<u>Maximum Time Frame</u>
Barbering- (40 hour schedule)	38 weeks	56 weeks
Barbering- (35 hour schedule)	43 weeks	64 weeks
Barbering- (30 hour schedule)	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) POLICY (con't)**

### Grading System

Students are evaluated on a regular basis in theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. SAP forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This SAP 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:

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

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 making satisfactory progress until the next scheduled evaluation.

### WARNING

If a student fails to meet satisfactory academic progress standards for either attendance or academics at any evaluation point, the student will automatically be placed on 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 maybe terminated.) The student will be counseled regarding actions required. A student placed on a SAP Warning status may continue to receive FSA funds. The student will be counseled on the potential loss of eligibility of FSA funds, if applicable, and will be advised on steps necessary to correct the academic deficiency and be reinstated to good academic standing. If at the next evaluation period, the SAP standards are not met the student may appeal. The student will be placed on Probation and loses FSA eligibility (if applicable), unless the appeal is deemed successful.

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

A student who fails to meet satisfactory academic program after SAP Warning will be placed on Probation and loses FSA eligibility (if applicable). A student may appeal a probation 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.

### 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.

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

The student must submit a written appeal as to why he/she failed to make SAP to the school administration within five (5) business days of not making satisfactory progress or termination. If the student fails to appeal this decision, the decision will stand. 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.

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 FSA funds will be reinstated for one evaluation period and the student will continue Probation status until the beginning of the next evaluation point. The original academic plan will be revisited with the student and revised to ensure conformance with the expected minimum SAP standards.

Students who do not appeal a determination of unsatisfactory progress and termination of FSA funds, or whose appeal has been denied, may continue school on Probation status for one evaluation period as a cash paying student. 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 FSA funds.

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

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

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

## **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.

## **RE-ENTRY POLICY**

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

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

### **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 (including overtime)
  - 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.
- \$134 Check or Money Order made payable to the Board of Barbering

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.

### **APPLICATION POLICY (NON-PRE-APPLY)– Barbering Course & Barber Crossover Program**

For a Student who did not pre-apply, the Application Process begins as soon as the Graduation Requirements are met for the course studied. The state exam fee is \$125 is required in check or money order made payable to the Board of Barbering and Cosmetology.

### **DIPLOMAS**

Students are issued a diploma when graduation requirements are met.

### **ACCESS STUDENT RECORDS**

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](mailto: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.

### **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.

## 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 5<sup>th</sup> 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)  
3015 Colvin Street  
Alexandria, VA 22314  
(P) 703-600-7600 (F) 703-379-2200

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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/wp-content/uploads/2016/10/Campus-Safety-and-Security-2016.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.

### DISABILITY, ACCOMODATION AND GREIVANCE POLICY

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

ADA Compliance Coordinator:

Michelle Roccoforte  
Associate Director  
1333 5<sup>th</sup> Avenue  
San Diego, CA 92101  
(619) 234-7703  
[mubr@michelleroccoforte.com](mailto:mubr@michelleroccoforte.com)

2. Requests for Accommodation
  - a. Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator.
  - b. The ADA Compliance Coordinator will provide a student or applicant with a **Request for Accommodations form**. This form is also on our website.



**STUDENT SERVICES (con't)**

- c. Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

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

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

- d. After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
  - e. If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity.
  - f. ABCSD will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.
3. Grievance Process
- a. ABCSD has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
  - b. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. ABCSD will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
  - c. Procedure

### **STUDENT SERVICES (con't)**

- i. Grievances must be submitted to the ADA Compliance Coordinator, Michelle Roccoforte, Associate Director 1333 5<sup>th</sup> Avenue San Diego, CA 92101 (619)234-7703 mubr@michelleoccoforte.com. Grievances must be submitted to the ADA Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- ii. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- iii. The ADA Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The ADA Compliance Coordinator will maintain the files and records relating to such grievances.
- iv. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the ADA Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the ADA Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.
- v. The person filing the grievance may appeal the decision of the ADA Compliance Coordinator by writing to Joseph Roccoforte, Director 1333 5<sup>th</sup> Avenue San Diego, CA 92101 619-234-7703 info@sandiegobarbercollege.com within 15 days of receiving the ADA Compliance Coordinator's decision. The Director shall issue a written decision in response to the appeal no later than 30 days after its filing.
- vi. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.
- vii. ABCSD will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

### **CAREER COUNSELING AND PERSONAL ATTENTION**

Students are counseled individually, formally and informally, as often as necessary, but minimally at each SAP 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.

### **VOTER REGISTRATION FORMS**

We encourage all of our students to register to vote. Voter registration cards available in the office.

### **REGISTERED LIST OF SEX OFFENDERS**

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

## **STUDENT SERVICES (con't)**

### **JOB PLACEMENT**

Job placement assistance is provided to graduate students at no additional charge, but the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll. Notices are posted on the student bulletin board of jobs available from neighboring Barber 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](http://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. Any personal items left in lockers after one month of graduation will be donated to charity.

### **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](http://www.drugrehabcentersd.com)

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.

## **STUDENT SERVICES (con't)**

### **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](http://www.Pregnantandscared.me)

## **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, students 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.

## **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.

## **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. Our programs have been approved for:

- Chapters 33, 30, 35, 1606, 1607

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

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

To obtain these documents, please visit your VA website; [www.gibill.va.gov](http://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](http://WWW.GIBILL.VA.GOV)

## **EVALUATION OF CREDIT FOR PREVIOUS TRAINING**

ABCSD is governed by The California Board of Barbering and Cosmetology (BBC). BBC only grants credit for our courses if the previous training was taken in an approved California Barber or Cosmetology school. If this is the case, ABCSD will maintain a written record of the previous education and training of veterans and eligible persons. The student's record will clearly indicate that the credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly, per 21.4253 (d) (3). If there is not credit to be granted, ABCSD will have the student acknowledge no credit is granted prior to enrollment.

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

ABCSD is approved for and participates in the Department of Education (ED), Title IV; Federal PELL Grant Program (FPELL) and Federal Direct Loan Program (FDLP), (Subsidized Federal Direct Loan, Unsubsidized Direct Loan, PLUS) is 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 Subsidized and Unsubsidized loans 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 for both direct and indirect costs. 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.

## FEDERAL STUDENT AID (FSA) (con't)

### 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 2017-2018 Pell Grant varies from \$606 to \$5,920 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 U.S. Department of Education generally pays interest while the student is in school and during certain other periods. The maximum a student may borrow at ABCSD is \$3500 for the first academic year and the \$4,500 for the second academic year, which is subject to proration for the Barbering Program.

Federal Direct Subsidized interest rates are capped at a 4.45 percent interest rate for July 1, 2017 and June 30, 2018. Repayment is required to begin six months after the student completes or terminated his/her education or becomes less than a half-time student. The interest rate changes effective July 1, 2017 and can be obtained on-line at [StudentAid.gov/interest](http://StudentAid.gov/interest) or at the financial aid office.

#### Direct Unsubsidized Loan

This program is a federal loan program designed to allow students who do not qualify for federal interest subsidizes under the Direct Stafford loan program to obtain an unsubsidized loan. The borrower is responsible for all interest. Financial need is not required. The maximum amount an independent student may currently borrow at ABCSD is \$6,000 in addition to the Direct Stafford loan for the first and second academic years. The maximum amount a dependent student may currently borrow is \$2000. The second academic year loan amount is subject to proration for the Barber 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 Direct Unsubsidized program. The interest rate is capped at 4.45 percent interest rate first disbursed between July 1, 2017 and June 30, 2018. The interest rate changes effective July 1, 2017 and can be obtained on-line at [StudentAid.gov/interest](http://StudentAid.gov/interest) or at the financial aid office.

#### 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 7.00 percent interest rate for loans first disbursed between July 1, 2017 and June 30, 2018. The interest rate changes effective July 1, 2017 and can be obtained on-line at [StudentAid.gov/interest](http://StudentAid.gov/interest) or at the financial aid office. Repayment begins approximately 60 days after the first disbursement of the loan. The maximum amount to borrow is based on the cost of attendance minus any estimated financial assistance awarded during the academic year.

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

#### U.S. Department of Education Ombudsman

The U.S. Department of Education has a FSA Ombudsman Group that is a neutral, informal, confidential. Its office is available to help resolve disputes about your federal student loans. You can contact them by mail, P.O. Box 1843, Monticello, KY 42633. Phone: 1(877)557-2575 Fax: (606)386-4821

## **FEDERAL STUDENT AID (FSA) (con't)**

### **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 Administrator 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](http://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](http://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. Complete the enrollment paperwork (application, high school diploma (or its equivalent), valid government issued photo ID, copy of Social Security Card) must be complete and submitted to ABCSD. The enrollment application and FAFSA can be completed on the ABCSD's website or in person.
2. Meet the Financial Aid Administrator to outline the qualification for grant and loan eligibility.
3. The Financial Aid Administrator utilizes a need analysis system through a third party servicer (FAS) to determine eligibility for financial aid programs.
4. The Free Application for Federal Student Aid (FAFSA) and other documents are reviewed by the 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 17 years old at the time of enrollment.

### **APPLICATION FOR FINANCIAL AID, PROCEDURES AND FORMS**

The financial aid application is the Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on line at [www.fafsa.gov](http://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 the administrative office 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.

## **FEDERAL STUDENT AID (FSA) (con't)**

**DEADLINE:** FAFSA application must be submitted to FAFSA.ed.gov on or before October 1 in the prior 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 electronic funds transfer (EFT). The funds will be applied as a direct credit to the student's tuition account. Excess proceeds are issued by check to the student and/or parent.

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

**For additional consumer 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 2017-2018 annual budgets published by the California Student Aid Commission.

#### **With Parent**

##### *First Academic Year*

Tuition and Fee - \$10,206 plus \$100

Books and Supplies - \$2,872.74 (right-handed) \$2,936.10 (left-handed)

The Cost of Attendance for 2017-2018 indirect costs for the first academic year is:

Room and Board - \$4081.00 (\$583 mo. Multiplied by 7)

Transportation - \$854.00 (\$122 mo. Multiplied by 7)

Personal - \$2548.00 (\$364 mo. Multiplied by 7)    Approx. Loan Fee - \$56



## **FEDERAL STUDENT AID (FSA) (con't)**

### **Away from Parent**

#### *First Academic Year*

Tuition and Fee - \$10206 plus \$100

Books and Supplies - \$2,872.74 (right-handed) \$2,936.10 (left-handed)

The Cost of Attendance for 2017-2018 indirect costs for the first academic year is:

Room and Board - \$10,339.00 (\$1477 mo. Multiplied by 7)

Transportation - \$959.00 (\$137 mo. Multiplied by 7)

Personal - \$2,338.00 (\$334 mo. Multiplied by 7)    Approx. Loan Fee - \$100

### **With Parent**

#### *Second Academic Year*

Tuition and Fee - \$6804

The Cost of Attendance for 2017-2018 indirect costs for the second academic year is:

Room and Board - \$2,915.00 (\$583 mo. Multiplied by 5)

Transportation - \$610.00 (\$122 mo. Multiplied by 5)

Personal - \$1,820.00 (\$364 mo. Multiplied by 5)    Approx. Loan Fee - \$46

### **Away from Parent**

#### *Second Academic Year*

Tuition and Fee - \$6,804

The Cost of Attendance for 2017-2018 indirect costs for the second academic year is:

Room and Board - \$7,385.00 (\$1477 mo. Multiplied by 5)

Transportation - \$685.00 (\$137 mo. Multiplied by 5)

Personal - \$1,670.00 (\$334 mo. Multiplied by 5)    Approx. Loan Fee - \$74

## **VERIFICATION SELECTION, COMMENT CODE SELECTION OF INFORMATION**

ABCSD has policies and procedures 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 Free Application for Federal Student Aid (FASFA) or other documents provided in the student's file. Verification requirements (V1, V4, and V5) are applicable only to FSA recipients. ABCSD has chosen to verify 100% of its **selected** applicants. ABCSD will request students'/parents' tax transcripts of the applicant who is selected for verification by the U.S. Department of Education ("ED"). The selected applicant may be requested to provide other pertinent document to complete the verification requirement within thirty days (1 month). CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS) and other agencies to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student. When the CPS processes an application, it uses the applicant's social security number, name and date of birth to perform several edits with federal databases. 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 and resolve conflicting data. 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 Administrator 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**

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 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 DISTRIBUTION ORDER**

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

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

### **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>	<u>= \$4,697.00</u>
 <u>Refund Due to Student:</u>	 = \$ 303.00

### **DROP OUT POLICY**

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

### **RIGHT TO WITHHOLD 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'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 5<sup>th</sup> Avenue San Diego, CA 92101 info@associatedbarbercollege.edu. You can do this by mail, in person, by fax or email.
4. The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.
5. This written notice need not take any particular form, it needs only to state you wish to cancel your enrollment agreement. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.
6. If the Enrollment Agreement is cancelled before the 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.

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

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

### **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.

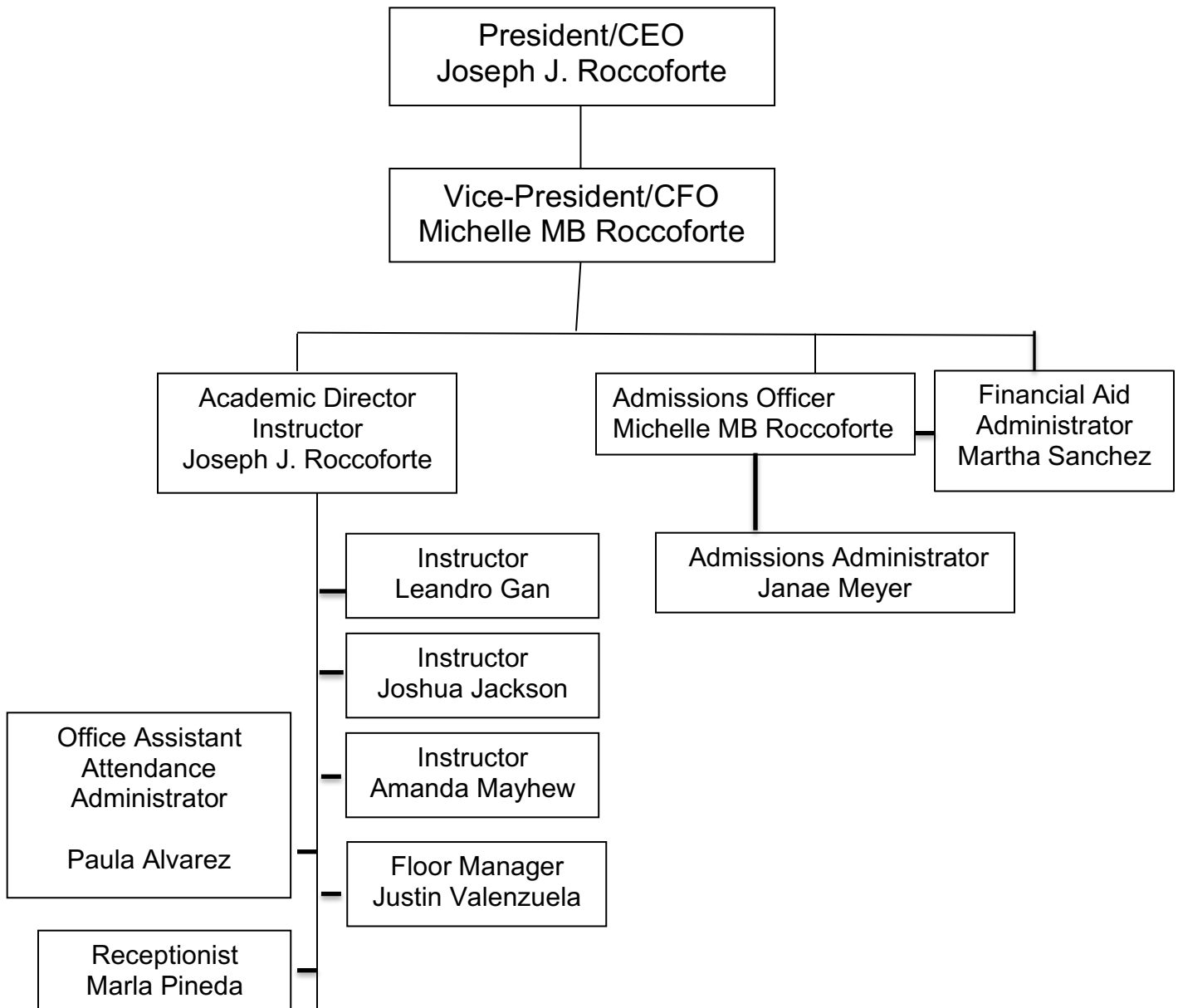
Bureau for Private Postsecondary Education Toll Free (888) 370-7589

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](http://www.bppe.ca.gov)

**ORGANIZATIONAL CHART**



## **ADMINISTRATION**

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

Mr. Joseph J. Roccoforte – Director/CEO/CAO/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  
Mrs. Martha Sanchez – Financial Aid Administrator  
Mr. Justin Valenzuela – Floor Manager  
Mrs. Janae Meyer – Admissions Administrator  
Mrs. Paula Alvarez – Office Assistant/Attendance Administrator  
Mrs. Marla Pineda – Receptionist

## **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.

**Mr. Joshua Jackson** - Mr. Jackson has been a California licensed barber since 2014. He is an alumni of our school. Besides haircutting, his specialty lies in helping fellow barbers to better themselves while working with clientele and barber skills. He can cut all types of hair but prides himself in the trendiest styles. Mr. Jackson is an amazing educator that shares our passion for barbering.

**Ms. Amanda Mayhew** – Ms. Mayhew has been a California licensed barber since 2014. She is an alumni of our school and speaks fluent Spanish. Ms. Mayhew has been in barbershop management for a few years. She currently works in a barber shop, where she specializes in all phases of practical barber services from urban style cuts to gentlemen's haircuts.

# Associated Barber College Of San Diego, Inc.

All information in the content of this school catalog is current and correct and is so certified as true by Director/President, Joseph J. Roccoforte.

NOTE: The Associated Barber College of San Diego, Inc. reserves the right to change the conditions, terms, fees and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I have received a copy of Associated Barber College's Student Catalog prior to signing the school's enrollment agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

1311, 1315 & 1333 5<sup>th</sup> Avenue  
San Diego, California 92101

Phone: (619) 234-7703

Fax: (619) 234-8257

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