



VIBE BARBER COLLEGE
880 THOMAS STREET, MEMPHIS, TN 38107
(901) 461-5364 / (901) 578-3995

2019

**SECURITY REPORT
AND
ANNUAL DISCLOSURES**

REPORTING PERIOD FOR JANUARY 1, 2018 TO DECEMBER 31, 2018

Administrative Personnel at VIBE Barber College (“VIBE”) is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Admissions Department and the Financial Aid Department along with the Memphis Police Department to compile the information. We encourage members of the campus community to use this report as a guide for safe practices on and off campus. It is available on the Web at www.vibebargercollege.edu. Each member of the VIBE Barber College receives an email that describes the report and provides its Web address.

VIBE supports and encourages a secure and safe college environment. It is VIBE’s policy to contact the Memphis Police Department (MPD) when crimes occur on campus. Employees and students have been instructed to call the MPD if a crime occurs. VIBE is open Monday through Saturday with Administrative Personnel onsite to enforce safety and security. The telephone number for emergency calls is 911; the telephone number for routine business calls is 901-578-3995.

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the MPD by dialing 911. Individuals also may report incidents in person at the Memphis Police Department North Main Station located at 444 North Main, Memphis, Tennessee. VIBE relies on its relationship with local law enforcement agencies to receive information about incidents involving students on campus. The MPD will actively investigate any crime information it receives concerning or involving a member of the campus community. If VIBE is notified of a situation in which a campus community member is the victim of a crime, a staff member may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents.

VIBE does not have any campus residential facilities.

VIBE is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, staff members will initiate an immediate work order, which is acted upon by a representative of the appropriate office, usually within 24 hours or the next business day. We encourage community members to report any deficiency in lighting to the Admissions Office at 901-578-3995. Any community member who has a concern about physical security should contact any staff member at 901-578-3995.

Staff members work together to identify inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency to the Admissions Office at 901-578-3995. Staff is available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps or walkways and unsecured equipment.

Crime Statistics

Crime statistics are reported to the Tennessee Bureau of Investigation (TBI). These are all on-campus offenses that conform to the FBI rules for incident based reporting (IBRS) as opposed to the older, but still used, Uniform Crime Report.

The second set of statistics is required for the Department of Education as part of the Campus Crimes Statistics Act (Clergy Act) and include crimes that occur in non-campus buildings, as well as public property (streets that border campus,). Drug offenses, liquor law violations, and weapons offenses should be reported. The Department of Education requires submission yearly to a secure website in October which can be viewed by the public audits randomly for regulatory compliance and quality assurance of the data submitted. The annual report is required to be published by October 1st.

There has not been any crimes conducted on VIBE's campus. The following is list of reportable incidents:

Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Optional Total
Murder/Non-Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Sex Offenses, Forcible	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Sex Offenses, Non-Forcible	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Robbery	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Burglary	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Arson	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Liquor Law Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Drug Law Arrests	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Drug Law Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Illegal Weapons Possession Arrests	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Illegal Weapons Possession Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
VIBE does not have residential facilities					

Drug-Free Campus and Alcohol Abuse Prevention

In accordance with local, state and federal law, VIBE Barber College students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of controlled substances (illicit drugs) and or alcohol on the VIBE's Campus or on property owned or controlled by the VIBE or as part of any of the College's activities. All students and employees are subject to applicable laws related to this matter, and any violation of this policy will result in disciplinary action up to and including expulsion or termination of employment with VIBE and referral for prosecution or mandatory satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program.

Counseling, Treatment, or Rehabilitation Programs

The administration of VIBE maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment. Employees and students who have a substance-dependency problem are strongly encouraged to obtain counseling and treatment. Requests for assistance will be held in complete confidentiality and will be provided on a need-to-know basis only. The list is as follows:

- **Alcoholics Anonymous: (901) 454-1414**
- The Oaks at La Paloma in Memphis - (888) 966-9834
- Mental Health Resources in Memphis - (901) 235-8892
- Delta Behavioral Health Center in Memphis - (901) 244-4465
- Foundations Memphis in Memphis - (901) 209-4798
- Depression Treatment at Delta in Memphis - (855) 578-5848
- Substance Abuse Rehab at Delta in Memphis - (877) 978-2507
- The Transformation Center & Associates in Memphis - (901) 235-8223
- Star Guides Wilderness Treatment Facility in Memphis - (866) 291-1961
- American Addictions Center, Treatment Facility in Memphis - 865-227-1405 (24/7)
- Stephen Lee Treatment Facility in Memphis - (615) 997-1445
- Focus Treatment Centers in Memphis - (866) 948-9013
- Britt Palmer Treatment Facility in Memphis - (901) 466-2043
- Canopy Cove Eating Disorder Treatment Center in Memphis - (850) 941-7088
- Above All Recovery, Treatment Facility in Memphis - (561) 701-8164
- American Addiction Centers in Memphis - (504) 303-4104
- Capstone Treatment Center in Memphis - (866) 610-7285
- New Life Lodge, Treatment Facility - (877) 413-6449
- Fairhaven Treatment Center Treatment Facility in Memphis - (844) 757-7979
- COPAC, Treatment Facility in Memphis - (866) 539-9626
- Regency Recovery, Treatment Facility in Memphis - (855) 381-6181

Sexual Assault

Sexual assault involves any sexual act directed against another person, forcibly and/or against that person's will; or where the victim is incapable of giving consent. Threats of death or use of a weapon increase the severity of the legal charges. Sexual assault can be prosecuted even if the victim knows the attacker, did not fight back, had sex with the attacker prior to the assault, or was under the influence of drugs or alcohol or otherwise incapacitated.

Victims are encouraged to seek medical attention immediately. If medical attention is sought, do not shower, change clothes or disturb the scene of the attack. Go to the emergency room or **call the Shelby County Rape Crisis Center (901-222-4350)**, which is also online at <http://www.shelbycountyttn.gov/index.aspx?NID=737> .

Sex Offender Registry

The Tennessee sex offender registry can be accessed at http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml .

Missing Student

Any person who believes a student is missing should immediately notify the Police.

Domestic Violence

Domestic violence occurs when the parties involved are current or former spouses, live together or have lived together, are related by blood or adoption, are or were related by marriage, or the child of a person in a relationship described.

Dating violence occurs when the parties involved are dating, have dated, or who have or had a sexual relationship.

Stalking is a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, intimidated, frightened, threatened, harassed or molested, and the person whom the conduct is directed at actually feels that way.

VIBE prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. During orientation, crime prevention is offered to students and employees. We, also, review safety and security information throughout the year. Ongoing awareness and prevention campaigns are offered continuously. There were no crimes of bias (hate crime) reported for 2016.

FIRE SAFETY

The Higher Education Opportunity Act requires all academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and fire related statistics related to student housing. VIBE Barber College complies with all fire regulations per the Tennessee State Fire Marshal's Office. All fires should be reported to Police Services at 911. A log of all fires is maintained in the Administrative Offices and can be viewed during normal business hours (Monday through Friday 8:00 a.m. to 4:30 p.m.).

Fire Safety Equipment

VIBE Barber College has fire extinguishers and monitored smoke detection systems.

Fire Alarm Evacuation Procedure

When the fire alarm is heard, leave the building via the nearest exit and travel a safe distance from the building. Assist all persons with impaired mobility to the nearest exit. Faculty and Staff should notify Police and or Fire Department/Emergency Services of any known student or visitor with impaired mobility that is unable to independently exit the building. Drills are conducted bi-annually.

EVERY ALARM SHOULD BE TREATED AS A POTENTIAL FIRE.

State and local regulations require all occupants to leave the building if a fire alarm occurs. Before a fire occurs, there are some simple steps you can follow that will aid your survival. Find the nearest exit and also an alternate exit, should the primary one be blocked. Ensure that the path out is clear of any obstructions and that all doors leading out of the building can be opened. Find the nearest fire extinguisher and learn how to use it if necessary.

IN THE EVENT OF A FIRE:

1. Rescue any person in immediate danger.
2. Sound the fire alarm. Pull stations are near each exit on each floor.
3. Call Police or Emergency Services at 911. They will initiate a conference call with you and the Memphis Fire Department. Stay on the phone until the Fire Department and or Emergency Services obtain all information.
4. When the fire alarm sounds, evacuate the building immediately using the nearest exit. As you exit, close as many doors as possible between you and the fire. Move a safe distance away from the building (at least 50 feet).
5. Before opening any door, feel it with the back of your hand. If it is hot, do not open it! If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat.
6. If the closest exit is blocked, go to an alternative exit. If all doors are blocked, exit through a ground floor window, but watch for broken glass.

IF YOU BECOME TRAPPED BY THE FIRE:

1. Stay calm; fire fighters are on the way.
2. Move as far away from the fire as you can, closing every door between you and the fire.
3. Hang or wave an object from a window or outside the door to attract the attention of rescuers.
4. If smoke enters under the door or around vents, stuff the opening with towels, drapes, or anything available. Soak them with water if possible.
5. Crack open the window at the top to let heat and smoke out and at the bottom to let in fresh air. Stay as close to the floor as possible. Crawl if necessary.

IF YOU DECIDE TO FIGHT THE FIRE:

1. Do not let the fire get between you and the exit.
2. Avoid breathing smoke or fire gases.
3. Use the proper fire extinguisher. Do not use water on an electrical fire.
 - A. Pull the pin.
 - B. Aim the nozzle at the base of the fire.
 - C. Squeeze the handle.
 - D. Sweep from side to side.
4. Leave the area if the fire increases in intensity.

Smoking and Fire Safety

Smoking is prohibited on campus.

DISCLOSURES

ADMISSION POLICY

Non-Discrimination Statement

The VIBE Barber College offers equal educational opportunity to all persons without regard to race, religion, sex, creed, color, age, ethnic origin, or disability.

Admission Requirements

Persons desiring to make application for admission should contact the school directly. For admission, the applicant must:

- Be 18 years or older.
- Provide proof of high school graduation or GED Certification.

The following documents are required to be provided for enrollment:

- High School Diploma or high school transcript certifying applicant's graduation or GED Certificate;
- Social Security Card
- A copy of a photo ID (Driver License or ID Card) or birth certificate or passport;

(For student who acquired his/her High School Diploma or GED Certificate abroad, a notarized copy of proper translation into English is also required).

- For the Instructor Program, a valid Master Barber License is required

Transfer Student Enrollment

Enrollment is available for students wishing to transfer to the school after they have withdrawn from other barber schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study.

The student must submit a certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed barbering training program may be granted. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular admission requirements. A transferring cosmetology student must enroll for a minimum of 300 hours.

All transfer students must be interviewed by the school representative. Students who are transferring more than 750 hours may be required to take an entry test (both theoretical and practical) and be evaluated by an instructor prior to starting formal learning at School. After the interview and/or evaluation have taken place and the interview/evaluation form completed, the school representative/instructor will meet with the School Director to

discuss the results. At this time the School Director will determine how many hours the student will need to complete and what schedule of classes will benefit the transfer students. Transfer student contracts are calculated on an hourly basis. The current school tuition rate and other regular charges will be applied.

Transferring hours from VIBE Barber College to another institution may be limited. Transfer of credit is controlled by the receiving institution. Accreditation does not guarantee transferability.

RE-ENTRY POLICY

Students, who have withdrawn and wish to reenter school, must contact the school office for approval to reenter. Determination for reentry will be made on an individual basis. Any hours accumulated, and paid for, will be honored for five (5) years, any remaining hours will be charged at the current tuition rate. In addition, the student will have to pay a \$150.00 reentry fee and first month tuition payment.

Admission Procedures

Each student is provided before enrollment with a school catalog and written pre-enrollment information in English accurately describing:

- Completion rates for students in the school;
- Pass/fail rates of school graduates on licensing examinations;
- Placement rates of the school's graduates;
- Compensation a successful graduate may reasonably expect;
- The physical demands of practicing the profession; standing for hours, hand/arm strength
- Safety requirements for the profession;
- Tennessee State Board of Barber Examiners' licensing requirements;

The school catalog and pre-enrollment information are readily available on the school website.

Upon admission, the student admitted or the legal guardian if the student is a dependent minor and the School Director sign an enrollment agreement in English. The agreement complies with the NACCAS Enrollment Agreement Requirements. A copy of the agreement is provided to the student or the legal guardian if the student is a dependent minor. Another copy of the completed enrollment is maintained by the school.

All students are given a complete orientation to help acquaint them with the school. This orientation is presented on the first day of the class.

The above admission requirements, policies, and procedures are applied to all the programs offered by the school.

ATTENDANCE POLICY

An attendance schedule is established for each student on the first day of enrollment. The schedule can be changed subject to student's request in writing and approval by the School Director. Students are expected to attend classes as scheduled.

For the purpose of tracking student attendance, the school utilizes a computerized time clock system. Each student is provided with a time card. It is the student's sole responsibility to clock in and clock out on the day he/she attends classes. In case students miss a clocking on their time card, they should notify the instructor/administrative personnel immediately of their attendance time.

The students' attendance hours will be computed once a month based upon the students' clocking time report. The hours will be accumulated and reported to the State Board at the end of the month. The students will also be informed of their earned hours every month.

The student agrees to provide the school with excuses for all absences and variations from his/her established schedule. Students must call the School if they are unable to attend class. Students have 4 "free" absences; after the fourth absence, they will be placed on probation. Excessive absences (absence from school for five consecutive days, four absences in one month) without a written excuse may provide sufficient basis for termination. In the event a student is absent from class for fourteen (30) consecutive days without a sufficient excuse he/she will be immediately terminated.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Master Barber 450-hours, 900- hours, 1200- hours clocked (actual) hours

Master Barber Instructor 225-hours clocked (actual) hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% (69.5 – 69.9 will be rounded to 70%) of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% (69.5 – 69.9 will be rounded to 70%) cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE WEEKS	SCHEDULED HOURS	MAXIMUM TIME ALLOWED	
Master Barbering (Full time, 40 hrs/wk) - 1500 Hours		57wks	2145hrs
Master Barbering (Part time, 20 hrs/wk) – 1500 Hours		114wks	2145hrs
Master Barbering Instructor (Full time, 40hrs/wk) – 450 Hours		17wks	644hrs
Master Barbering Instructor (Part time, 20hrs/wk) – 450 Hours		33wks	644hrs

Students who exceed the maximum time frame will be allowed to continue on a cash basis. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% or above and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT

80 - 89 VERY GOOD

70 - 79 SATISFACTORY

69 - 0 BELOW STANDARDS – UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations and can request a copy at any time with a written request. A copy will be furnished within 5 days.. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 15 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

STUDENT RECORDS POLICY

Student Records

The permanent record of a VIBE Barber College's student shall consist of:

1. Student Name;
2. Social Security Number;
3. Address and phone number;
4. Course enrolled;
5. Grades;
6. Hours earned;
7. Transfer hours;
8. Tuition payment status;

The permanent record of each student is maintained safely in files available in the school's office and in the school's computer software as well.

All student records will be maintained for seven years.

STUDENT FILES

The student files comprise of the following documents:

*** Admission Folder:**

1. Application for admission;
2. A copy of the signed enrollment agreement and any addenda;
3. A copy of student's proof of age, such as driver's license or state ID or birth certificate;
4. A copy of high school diploma/transcript or GED;
5. A copy of transferred hours (for all transfer students);
6. Attendance schedule;
7. Emergency contact form;
8. Orientation checklist;
9. Course outline receipt;
10. Interview form (for transfer students over 750 hours);
11. Release of student information form;
12. Leave of absence request(s);
13. Record of completion/withdrawal;
14. Other student information as applicable, for example:
 - Absence excuses;
 - Correspondence to/from student.

*** Academic Folder:**

1. Theoretical tests;
2. Practical grade sheets/tests;
3. Attendance records;
4. Satisfactory Progress Reports;
5. Student payment cards/ledger card;
6. Student kit checklist;
7. Probation notices;
8. Counseling report(s);
9. Refund calculation (if applicable);
10. Graduation Requirements Checklist;
11. Certificate of Completion.

The files are secured in a locked metal file cabinet in the Director's office so they are stored to be safe from fire and theft.

Students' Rights Related To Records

1. A record of requests for and disclosures made will be retained with the student's record. The student, Parent, or Guardian of dependent students has the right to inspect those requests.
2. Students, Parent, or Guardian of dependent students have the right to inspect and review information contained in their records.
3. Students, Parent, or Guardian of dependent students have the right to request an amendment to their record if they feel that the record is inaccurate, misleading, or in violation of their rights.
4. Students, Parent, or Guardian of dependent students have the right to prevent disclosure of their records except in the case of situations listed below.

Confidentiality of Student Records

It is the policy of VIBE Barber College to comply with the Family Educational Rights and Privacy Act (FEPR), also known as the "Buckley Amendment", and all provisions and amendments thereto. In so doing, the School will protect the confidentiality of students and former students' records.

Student information or records will be released only upon receipt of written authorization from the student or parent or guardian (when applicable) of a dependent minor student, which must be completed for each request.

The School reserves the right to disclose student records in the following situations without the consent of the student:

- **Emergency Situations:** Should a threat to the safety or health of a student or another exist and it becomes necessary to disclose of student information without the consent of the student, needed information will be disclosed to persons who can render assistance.
- **Pursuant to a subpoena:** Upon receipt of a lawfully issued subpoena or judicial order, the School shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. Prior to releasing the student's records, the School will make a reasonable attempt to notify the student of its intent to comply. Oral notifications will be followed by written confirmations that shall be maintained along with a copy of the subpoena and record of the disclosure.
- **Requests by other State-governed agencies.**

The School also provides and permits access to student and other schools records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

A record of requests for disclosures and disclosures made will be retained with the record and may be inspected by the student, officials responsible for the records and by auditors. The School will comply with student requests to inspect or review their records and will provide an explanation or interpretation of the records. The School will

comply with student requests for copies of the records. The requests will be honored in a timely manner not to exceed 45 days from the request date.

Each student has the right to request an amendment to his/her record if it is felt that the record is inaccurate, misleading, or in violation of his/her rights. The request must be submitted in writing, with any supporting document, to the Director of the school. The student will receive a signed copy of the request indicating approval or denial of the request within 45 days of the request date.

REFUND POLICY

1. Any monies due the applicant or student shall be refunded within 45 (forty-five) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
 - a. An applicant is not accepted by the School. This applicant shall be entitled to a refund of all monies paid.
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels the enrollment and requires his/her money back in writing, within 3 (three) business days of the signing of the enrollment agreement. In this case all monies collected by the School shall be refunded. This policy applies regardless of whether or not the student has actually started training.
 - c. A student cancels his/her enrollment after 3 (three) business days after signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the School, less \$75.00 for the Non-refundable Application fee.
 - d. A student notifies the institution of his/her withdrawal.
 - e. A student on an approved leave of absence notifies the School that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the School that the student will not be returning; or
 - f. A student is expelled by the School.

In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

2. Any monies due a student who unofficially withdraws from the School shall be refunded within 45 (forty-five) days of a determination by the School that the student has withdrawn without notifying the School. The “official withdrawal date” will be determined as 30 days of straight absences after the last day of attendance.
3. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Percentage Time to Total Time of Course	Amount of Total Tuition Owed To School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 44.9%	70%
45% and Over	100%

Enrollment time is defined as the hours scheduled to attend between the actual starting date and of the student's last day of physical attendance in School. Refund will be calculated based on scheduled hours from the student's last date of attendance.

4. When situations of mitigating circumstances are in evidence, the School, at its own discretion, may provide a refund, which exceeds this refund policy.
5. The cost of the kit, books, uniform and supplies is not included in tuition adjustment computations. These items become the property of the School unless already paid for by the student; in which case, they are non-refundable.
6. Students who terminate prior to course completion will be charged a \$75.00 Non-refundable Application fee and \$25.00 termination fee, except for the cases stipulated in items 1 a. and 1.b.
7. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150.00. Also if student is behind on payment before left must pay one monthly payment along with termination re-entry fee.
8. If the School is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
9. If a Title IV financial aid recipient* withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
10. If a course is canceled subsequent to student's enrollment, the School shall, at its option:
 - a. Provide a full refund of all monies paid; or
 - b. Provide for completion of the course.

VETERAN SERVICES POLICY

VIBE Barber College will submit enrollment information for all eligible enrolled students within 5 business days of the 1500 Clock hour Program start date. As a VA student YOU are required to contact the director about YOUR changes. This is not the responsibility of your instructor or the Student Services Office. VA will recoup ANY overpayment from you, and they will do it with a vengeance. Changes in class scheduled hours after the last day of the month may result in the retroactive loss of benefits unless the DVA finds mitigating circumstances involved in the change. Loss of benefits could revert back to the beginning of term.

Eligibility for Deferment of Payment of tuition and fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits other than Chapter 33 G.I. Bill.

Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Request for the deferment must be made in writing no later than 14 days after the beginning of the program, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Deferment is not needed for the NEW Post 9/11 Chapter 33 G.I. Bill.

If you withdraw from or stop attending the program the DVA may make a determination that you have a debt and repayment may be required. This may also result a debt with VIBE Barber College. You should be aware that payment of tuition and fees is YOUR responsibility. You will not be allowed to attend or gain any additional hours until all your financial obligations to VIBE Barber College are met. You must be a certification/licensure seeking student. Generally, the DVA will not pay for programs that are not required toward your graduation requirements. Benefits are not payable for more class time for lack of satisfactory progress in the classroom that have already been successfully completed during regular scheduled program time. It is your responsibility to ensure that program taken complies fully with DVA requirements.

Academic Advising is an important process for any VIBE Barber College student. It is very important for all veteran students to realize that there is a distinct difference between academic advising and DVA certification. You must maintain satisfactory progress in accordance with school policy. If you are having difficulty with a particular class, please inquire about tutorial assistance. It is your responsibility to have official copies of all transcripts sent to VIBE Barber College; you should initiate this process immediately upon initial registration for an evaluation of the amount of credit that can be allowed toward your current program of study. In addition, you may submit supporting documentation of any military training or experience for evaluation purposes. If, after 60 days, VIBE Barber College has not reported to the DVA the amount of credit you have been awarded for prior training and education, the DVA may discontinue your educational benefits until report of prior credit has been made. VIBE Barber College will not submit certification.

Chapter 33 (Post 9/11) Policies

DVA tuition and fees are paid directly to the school. You are responsible to the VIBE Barber College for any/all tuition not covered by your Post 9/11 benefit. It is your responsibility to keep the DVA informed of your mailing address and direct deposit data. You should keep all correspondence received from DVA to include your eligibility notice and award letter. The award letter will provide payment information, self-verification procedures, remaining entitlement, and time period to use the benefit. DVA payments other than tuition and fees are made in arrears.

Tuition and Fees: Chapter 33 (Post 9/11) will pay a percentage of your tuition and fees for classes that meet degree requirements in your educational program on file with the VIBE Barber College's Veteran Services Office. The percentage is based on the time you spent on active duty after September 10, 2001. The percentage will vary from 40% to 100%. Please go to the GI Bill website www.gibill.va.gov for more information.

VIBE Barber College will submit enrollment information for all eligible enrolled students within 5 business days of the 60 day program start date. (Any subsequent student enrollments within the 60 days will be certified within 5 business days of the student enrollment date.) This initial certification will not include tuition and fees. This will allow you to receive your monthly stipend, if applicable, in a timely manner.

Traditional Programs: VIBE Barber College will submit your tuition and fees in a second certification during the fourth week of program after session start date. This will prevent the necessity for amended certifications due to but not limited to the following:

- * Posting of grant or scholarship funds specific to tuition and fees to your account.
- * Posting of Department of Defense Tuition Assistance funds to your account.
- * Posting of Tuition Assistance funds from a private corporation (your employer) to your account.
- * Posting of drop/add enrollment activity to your account.
- * Federal Financial Aid (Pell Grant, Federal Subsidized and Unsubsidized student loans) are not included as outside sources of funding.

Credit for Prior Training: Previous training and experience will be considered, and granted if appropriate, for VA students in accordance with state board policies. All VA students must provide VIBE Barber College a copy of all previous postsecondary school transcripts, and a copy of their DD214 discharge certificate (if applicable). Additionally, VA students eligible under Chapter 1606 must provide a copy of their Notice of Basic Eligibility (NOBE).

Pro-Rata Refund Policy for Students Using GI Bill Benefits: VIBE Barber College has a 100% pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the VA student fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

STUDENT COMPLAINT/GRIEVANCE POLICY AND PROCEDURES

It is the desire of VIBE Barber College to have a complaint free school. However, occasionally may arise where a student feels his/her problem has not received adequate attention or the student feels the institution's instructors have made an improper decision.

Students and staff urged to make every effort to resolve disputes informally. Informal resolutions are much faster and usually much more satisfactory to outcomes than formal resolutions. In the event resolution of a problem is unsatisfactory, the student shall follow the following procedure for filing a formal complaint.

1. Student Complaint Form. The student must begin the complaint process by completing a Student Complaint Form available at the school administrative office. The student should provide a detailed

description of the problem and any necessary history. The student should detail what attempts have been made to resolve the problem and what the outcomes of those attempts were. The student is encouraged to recommend a resolution in the form. The student is to turn the form in to the Lead Instructor, Esther Kelly.

2. Documentation of Date Complaint Received. The School Director should put the date the complaint was received on the Student Complaint Form and sign her signature under the date acknowledging both receipt of the complaint and the date. One of the acknowledged copies is then returned to the student.

At this time the director shall discuss the complaint with the student to assure a thorough understanding of the problem.

3. Investigation. The School Director shall have ten (10) school days to investigate the complaint. During this time the director should discuss the problem that brought about the complaint with staff members and anyone else necessary to reach an understanding of the situation and determine a resolution.

4. Written Report. The director shall have five (5) school days from the end of the investigative period to reach a proposed resolution and write a report detailing the results of the investigation and the recommended resolution.

5. Student Conference. The director shall have five (05) school days after the end of the written report period to have a conference with the student. During this conference the director shall tell the student of the recommended resolution and may explain how that decision was reached, the director shall also write the date of the conference on the original complaint form and both student and director shall sign indicating the conference was held. The decision of the School Director will be final.

If the complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830; Telephone number 615-741-5293.

DRUG AND ALCOHOL ABUSE POLICY

VIBE Barber College (“VIBE”) supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by an employee or student on VIBE’s property or as part of any VIBE activity is prohibited. Any student or employee of VIBE found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on VIBE property or at VIBE events shall be subject to disciplinary action. For employees, the college will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions that include suspension and expulsion from VIBE.

Health Risks

Abuse of alcohol and drugs is harmful to one's physical, mental, and social wellbeing. Alcohol and drug users can lose resistance to disease and destroy one's health. The following summarizes the effects/dangers of the major categories of drugs:

- * Amphetamines: Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.
- * Narcotics: Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.
- * Depressants: These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.
- * Hallucinogens: These drugs may cause psychosis, convulsions, coma, and psychological dependency.

Counseling, Treatment, or Rehabilitation Programs

The administration of VIBE maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment. Employees and students who have a substance-dependency problem are strongly encouraged to obtain counseling and treatment. Requests for assistance will be held in complete confidentiality and will be provided on a need-to-know basis only.

Sanctions

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or administrative withdrawal from VIBE. Students may reapply for admission through review, at a later date. A student suspected of the possession, sale, manufacture, use, or distribution of a controlled substance, may be suspended from the student's program of study and may become ineligible for continued participation in the HEA, Title IV Student Assistance Programs.

Legal Sanctions

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. VIBE will refer violations of prescribed conduct to appropriate authorities for prosecution. Federal and state sanctions for illegal possession of controlled substances range from up to four years' imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10–99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under Tennessee law, it is an offense to knowingly manufacture, deliver, sell or possess controlled substances. Any person who knowingly possesses or casually exchanges a controlled substance shall be sentenced to no more than 11 months and 29 days imprisonment, fined no more than \$2,500 and may also have to attend a drug offender school or may be required to do community service. Any person who possesses more than 15 grams of cocaine will be punished by no less than eight years and no more than twelve years imprisonment. Any person who possesses less than 10 pounds of marijuana will be punished by not less than two years nor more than four

years imprisonment. The state of Tennessee may impose a wide range of sanctions for alcohol related offenses. For example, any person who drives under the influence of alcohol, for a first offense, shall be fined not less than \$350 and not more than \$1,500, and such persons shall be confined to the county jail or workhouse for not less than 48 hours and not more than 11 months and 29 days. The court shall prohibit such convicted person from driving in the state of Tennessee for a period of one year. Anyone who knowingly uses false identification for the purchase of alcohol shall be sentenced to no more than 11 months and 29 days imprisonment and fined no more than \$2,500.

Admission

SERVICES TO STUDENTS

VIBE Barber College welcomes all students who meet the school admission requirements stated in section above to be a part of the school without regard to their race, religion, sex, creed, color, age, ethnic origin, or disability.

Orientation

All students are given a complete orientation to help acquaint them with the VIBE Barber College. For beginning and comprehensive students, this orientation is presented on the first day of the class. The Student Orientation Checklist is to be completed and signed by both the student and the school representative on the date of orientation.

Class Size

VIBE Barber College has a policy of no more than 15 (fifteen) students per one instructor. Early enrollment is encouraged to assure the student has a place in the class the student prefers.

Books and Supplies

Books and supplies are provided to the student on the first week of training at the school subject to the student's full payment of fees and costs for these items. They are personal belongings of the student and are at the student's responsibility. The student is expected to maintain all books and supplies by replacing lost or broken materials so that he or she is always prepared to receive training. The student is responsible for purchasing new materials. All transferring students must have equivalent quality equipment. All kit materials are available from the VIBE Barber College. As soon as student accumulates 100 hours, student kit will be checked by the instructor to make sure the student meets minimum requirements of the Tennessee State Board of Examiners.

The school maintains an updated library. The library contains a variety of the latest reference books and trade journals. The audio-visual while including references, books and material information provide an additional dimension fostering better individual study. Everything a student needs to increase their knowledge in preparing to be a better professional Barber/Barber Instructor is provided.

Student Lockers

A locker will be assigned to each student on the first day of school. Even though the student is responsible for his/her own lock, he/she will be required to maintain his or her locker in good repair while enrolled at the VIBE

Barber College. Should damage occur; the student will be responsible for all repairing costs. Fulfillment of those damages is also a requirement for graduation.

Bulletin Board

The school bulletin board is an important tool to keep everyone informed of official announcements, school memos, notices and other useful information. Students are responsible for checking the bulletin board on a daily basis. This bulletin board is located in the customer waiting area.

Counseling

Individual attention is given to each student by the counselor and the instructional staff. Students have access to advising from members of the school's staff, including referral to professional assistance if necessary. The school maintains records of student referrals. The school's goal is to help the student learn as much as possible during the training.

Students whose academic and or attendance progress in the course is unsatisfactory are provided with academic counseling and additional assistance if necessary. Students are encouraged to seek counseling with proper personnel if a problem exists that needs attention. During counseling sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems that the student may be having in school.

Job Placement / Employment Assistance

VIBE Barber College focuses on preparing students for a career as a Licensed Master Barber. We are pleased to provide assistance to our students as they enter the job market. Job opportunities are posted on a Job Placement Bulletin Board. This bulletin board is easily assessable and all graduates of our school are encouraged to seek help from our staff to assist them in securing a position. A letter recommendation will be given upon request. Nevertheless, job placement is not guaranteed.

Student Records

Student Records Policy and Student Rights Related to Records are stated in the Section II above.

Students are responsible for furnishing complete and accurate information to give the school the opportunity to perform its educational function for best outcomes. Students are responsible for notifying the school of changes related to name, address, phone number, etc.

Class Attendance

Students are expected to adhere to the school attendance policy. Any change in a student's attendance schedule must first be approved by the School Director.

Students are expected to contact the school on the day that they will be absent. For extended absence (more than three days), a written excuse must be provided. Excessive absences (absence from school for five consecutive days, excessive intermittent absences) without a written excuse may provide sufficient basis for

suspension/termination. In the event a student is absent from class for thirty (30) consecutive days without a sufficient excuse he/she will be immediately terminated.

Students with excused absence will have the opportunity to make up any work missed as such work can be completed within a period of time not to exceed the number of days absent from school. A student will be expected to take the test on the day he/she returns to school if the test was announced prior to the absence.

Students with unexcused absence do not receive opportunity to make up work or tests. Unexcused absent students will receive a zero on work or test assigned on the absent day.

The time clock is legal verification of hours. Students are required to clock in upon arrival and clock out upon departure each day. Failure to follow proper clocking procedures may result in a loss of hours. In case students miss a clocking on their time card, they should notify the instructor immediately of their attendant time. The time must be corrected on the same day by the instructor with her/his initial. Failure to clock in/out twice a week will be subject to loss of hours for those days. Each student is responsible for clocking his/her own time card. Any student caught clocking someone else's time card will be subject to suspension/termination.

Students are given 30 minutes for lunchtime and a 15-minute break every day. Students can leave the school during their lunchtime. Students who use their lunchtime off the school over the above-specified time frame will be subject to dismissal and/or probation and/or suspension/termination.

Students are required to leave the school premises at their scheduled ending time unless performing services on customers. Staying-late hours without the approval of the instructor/School Director will not be counted.

Tardiness

Punctuality is expected. An occasional tardiness (not more than two per week) of five minutes or less will not be counted if it is excused by the school. Three tardy of five minutes or more or tardy of more than a quarter of hour will be counted as one hour of absence. Students who come late are not allowed to enter the class to avoid class interruption. Habitual tardiness or early departures will not be tolerated. Students exceeding 4 (four) unexcused tardy, or early departures per month will receive probation. Continued tardiness while on probation may result in suspension.

Make-up Work

Any student that misses theory test(s) due to absence may at the discretion of the instructor be administered to make up examination(s) covering the missed class (es). Class work must be made up on Saturdays per the school's schedule.

Leave of Absence

A Leave of Absence Form is available from the Administration Office. All requests and approvals for leaves of absence must be made in writing, signed by the student and approved by the Director. Leaves of absence should not exceed 180 calendar days in a 12-month period. Students on leave of absence, who are not making satisfactory progress before a leave of absence, will not be considered making satisfactory progress for a period of one month after returning to school. If the student is unable to return to school within the maximum time frame for a leave of absence, the enrollment will be terminated.

Withdrawal from School

Any student who wishes to officially withdraw from the school may do so in person through the school office with a written withdrawal request. Students who officially withdraw from the school will be entitled to a tuition refund, if any, in accordance with the school applicable refund policy and to release of their earned hours.

Academic

Students are responsible to complete and turn in their assignments timely. Cheating on the tests will not be tolerated.

Any student on the clinic floor should be practicing practical or clinic work, otherwise in the classroom doing theory work. Any student who refuses to follow the instructor's instructions on theory and/or practical/clinic assignments will be subject to dismissal/probation and/or suspension/termination.

Student receiving assistance from instructor(s) must give complete attention to instructions. The student must stay with the instructor from the start to the completion.

Any tests that a student failed to take must be made up before papers can be cleared for State Board Examination. It is the student's responsibility to make arrangements with the instructor(s) for make-up work or tests.

Dress Code

Student's attire must be clean and free from offensive odors and must be worn in good taste.

Avoid clothing that can create a safety hazard, and clothing that may be considered provocative or unsuitable for a school environment.

No low cut blouses, no T-shirts with offensive printing, no bare legs with skirts, no sleeveless shirts, no mini skirts, no exposed cleavage or midsection are allowed in the classrooms.

All students must wear sneakers, tennis shoes, or professional nursing-type shoes. No sandals, open-toe shoes of any kind, heels, clogs, slippers, flip-flops, boots, etc. are permitted.

School uniform and a visible nametag must be worn at all times while in the school premises.

Failure in following the above dress code will be subject to dismissal/probation and/or suspension/termination.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the school this list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, and the school's operations also may be prohibited.

Students who engage in any of these actions are subject to dismissal/probation and/or suspension/termination at full discretion of the School Director.

- * Theft, misuse, destruction, damage, defacement, or deliberate abuse of school property, materials, supplies or equipment, or the property of a fellow student.
- * Removal or attempted removal of school property from the premises without written permission.
- * Possession of firearms, ammunition, or dangerous explosives on school premises.
- * Outrageous or indecent conduct on school premises.
- * Deliberate or grossly negligent conduct that endangers the safety of the student or another person, or causes damage to property.
- * Insubordination, direct or indirect, including refusal to follow instructions of instructors and management.
- * Intimidation, coercion, threatening or attempting bodily injury to another student or staff, or fighting on the school premises.
- * Participation in, or involvement (other than as a victim) with a serious crime, on or off school, without regard to whether or not the student's conduct results in a criminal conviction.
- * Clocking someone else's time card.
- * Tampering with, posting or removing notices from bulletin boards without authorization.
- * Illegal use, sale or possession of narcotics, drugs or controlled substances by students, whether on or off school or school premises.
- * Consumption or possession of alcohol on school premises.
- * Excessive absenteeism or tardiness, regardless of reason.
- * Spreading rumors at the source and discourage involvement.
- * Using profane or obscene language to staff, fellow students, or customers.
- * Making uncomplimentary or disrespectful remarks to instructors, staff, fellow students, or clients.

Sanitation Duties

Students will be responsible for the sanitizing of their own station, mirror and chair. These tools are to be cleaned each day. Students will be responsible for signing out/in the supply sheets and for returning products back to dispensary area, replacing lids on all products and reporting all products that are low.

Each student will be assigned various sanitation duties on a week-to-week basis for as long as he/she is in school. These assignments are part of the curriculums and are to familiarize students with the responsibilities involved in salon management or ownership. Any student who refuses to follow the instructor's instructions on sanitation duties will be subject to dismissal/probation and/or suspension/termination.

Student Kits

Student tool kits are part of the course study. Tool kits may be purchased through the school or individually before or after enrollment. Students that choose to purchase tool kits or extra implements someplace other than the school should know that these tools or implements must be of professional quality. All individually purchased tool kits and implements must be approved by school officials.

Students will be responsible for each item in their assigned tool kits. Each student will be held accountable for any missing items upon random inspection and be given a limited time to replace the missing items. All sanitation of implements will be at student's responsibility. Unclaimed kits will be disposed of after thirty days.

Students are required to bring their kit(s) to school every day. Failure in doing so will be subject to dismissal/probation and/or suspension/termination.

School Property and Security Inspections

Lockers, drawers and other property may be provided for the conveniences of students but remain the sole property of the School. Accordingly, the School reserves the right to inspect all School property, as well as any articles found within them, to insure compliance with its rules and regulations, without notice to the student and/or in the student's absence.

The School likewise wishes to discourage theft or unauthorized possession of student's personal property, as well as that of the School and its staff or clients. To facilitate this policy, the School may inspect packages, lunch or toolboxes, purses, and the like upon entering and/or leaving the premises. Any student who wishes to avoid inspection of any articles or materials should not bring such items onto School premises.

Personal Property

Students are responsible for their own personal property. The school will not be held responsible for the loss of personal items. Students may use the bottom drawers of the stations for personal items. However, the school reserves the right to inspect those drawers, as well as any articles found within them, to insure compliance with its rules and regulations, without notice to the student and/or in the student's absence.

Client Relations

Students are responsible to fill out the Customer Sign-in Sheet upon completion of assigned service. Students are expected to be polite, courteous, prompt and attentive to every client. Any loud talking, uncomplimentary or disrespectful remarks to clients will not be tolerated. When a situation arises where students do not feel comfortable or capable of handling the problem, notify your instructor or the School Director immediately.

Student Parking

Student parking is on the west side of the building. School will not be responsible for any damage or theft concerning student vehicles. All students must carry insurance on their vehicles to use the school parking lot.

Tuition Payment

Monthly contract payment must be received by the school office in full on or before the due day of each month. A late payment with a written excuse is allowed, but not later than 30 days after the due date; otherwise a late payment fee of \$25.00 and currently applicable interest charges will be applied.

Others

- * Students are not allowed to drink, eat, or smoke while being in the classroom or practicing clinical floor assignments.
- * Personal phone calls using school phone are limited to emergency only.
- * Using of communication devices (cell phones, pagers, beepers, etc.) are not allowed while in the classroom or clinic floor so as not to interfere with other students.
- * Only management-approved music will be allowed. Only instructors and school officials are authorized to play music on clinical floor with low volume.
- * Failing in following the above will be subject to dismissal/probation and/or suspension/termination.

DISCIPLINARY SANCTIONS

Upon a determination that a student has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singularly or in combination, by the School Director.

Definition of Sanctions:

Restitution: A student who has committed an offense against property may be required to reimburse the school or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

Warning: The appropriate school official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

Dismissal: The student will be dismissed from the class on the day of violation.

Probation: Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

Suspension: If a student is suspended, he or she is separated from the school for a stated period of time.

Termination: Termination entails a permanent separation from the school. The imposition of this sanction is a permanent bar to the student's readmission to the school.

The School Director is authorized, in her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Grounds for disciplinary actions

Full or partial enforcement of the following list will be at the discretion of the School:

- Violation of the rules of conduct;
- Failure to maintain satisfactory academic progress;
- Failure to fulfill all financial obligations.

GRADUATION FROM THE SCHOOL

Each student will be given a contracted length for completion of the amount of time required for each course at the beginning of training. If the student does not complete the required hours of training by the ending date of the contracted length, he/she will be charged \$1.00 per hours of additional instruction needed to complete the course depending on Owner's discretion. However, the student's training time shall not exceed the maximum time frame for course completion as stated in the Satisfactory Progress Policy.

Graduation Requirements

In order to graduate from the Master Barber and or the Master Barber Instructor program, and to receive a Certificate of Completion, students must successfully complete the required number of clock hours as specified on the agreement, maintain a satisfactory attendance record throughout the course, achieve a final grade of "C" or higher, pass all written and practical examinations and make arrangements to meet all financial obligations to the school.

State Board Licensing Requirements

The State Boards of Barber Examiners require all graduates of barber schools to successfully complete an examination in theory, state law and practical application performed on a live model and a mannequin (furnished by the graduate). Upon receipt of your certification of hours, the Boards will notify you of your date and time of examination. Upon successful completion of this examination, the Boards will issue the graduate a practicing license.

After graduating from the Master Barber/ Master Barber Instructor program, students take a state licensing examination. With a master barber license, they can work as barber-stylists in hair and barber salons. They can become hair/barber salon owners or managers. They can also be platform artists at hair shows or do demonstration/workshop at beauty schools or salons. Master barbers can also become sale representatives for beauty supplies firms, and open businesses as beauty or fashion consultants. Master Barber Instructors may become instructors as well as platform artists, managers of sale representatives for beauty supplies firms, and hold seminars for continuing educational training.

The Master Barber program can be completed in 9 months on a full-time schedule and up to 18 months on a part-time basis. The Master Barber Instructor program can be completed in 3 months on a full-time schedule and up to 6 months on a part-time basis.