



Barber College School Catalog



Chazap Barber College

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Ref# I11043-00

Licensed By: Illinois Department of Financial & Professional Regulation
320 West Washington Street
Springfield, IL 62786
Phone: 217-785-0820

Candidate for Accreditation By: The National Accrediting Commission of Career Arts & Sciences, Inc.
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600
Ref# I11043-00

Location: Chazap Barber College
325 West 103rd St.
Chicago, IL 60628
(773) 209-6283

Staff

William Daurham	Director/Instructor/Owner
Veronica Walton	Instructor
Makeyah Miller	Instructor
Steven Brown	Admissions Manager
Corey Daurham	Compliance Officer

Graduation Rate: 69%

Placement Rate: 82%

Licensure Rate: 75%

2014

Graduation: 69% Licensure: 75% Placement: 82%

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WELCOME

We would like to welcome you to Chazap Barber College. Our vision is to produce entrepreneurs and leaders that will impact their communities in many positive ways.

Chazap Barber College maintains a commitment to excellence in its program.

We challenge you to take advantage of all of the valuable programs available to you and we wish you success as you work toward your career.

ABOUT OUR SCHOOL

William Daurham owns Chazap Barber College. Chazap Barber College is granted occupancy license by the City of Chicago. The Institutional approval and licensure is granted by the Illinois Department of Finance and Professional Regulations, Division of Professional Regulation 320 W. Washington Street, 3rd Floor, Springfield, IL 62786, (217) 782-8556.

Chazap Barber College offers individuals the opportunity to become licensed professional barbers and licensed barber instructors by providing quality training and education. Chazap Barber College occupies approximately 4,000 square feet of a brick building that is, well lighted and ventilated.

Chazap Barber College is a Candidate for Accreditation by the National Accrediting Commission of Career Arts & Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

MISSION STATEMENT

The mission of Chazap Barber College is to prepare graduates for employment by producing educated and professional individuals with the skills that will enable them to become a Licensed Barber or Licensed Barber Teacher.

This catalog is published to inform prospective Chazap Barber College students of program offerings, tuition and fees, faculty, administration and policies. All information herein is current and accurate as of the effective date printed on the front cover. Chazap Barber College reserves the right to make changes to this catalog; therefore this catalog is for informational purposes only, not intended as a contractual agreement. Each student is expected to read and understand all the information published in this catalog. Courses, course materials, and course information are provided only in the English language.

EDUCATIONAL GOALS - BARBER COURSE

The barber course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for working in a full service barber shop or chain barber shop as a licensed barber, shop manager, or shop owner.

EDUCATIONAL GOALS - BARBER TEACHER COURSE

The Barber Teacher course is designed to prepare licensed Barbers for the state licensing examination for profitable employment as a Barber Teacher.

FACILITIES AND EQUIPMENT

Our educational institution includes classrooms, dispensary, office, and a modern clinic laboratory in which the students practice “hands-on” customer service.

PROGRAM START DATES

Barber Program (Days) New classes start 1st Monday every month)

If a holiday occurs on Monday, classes will start next day Tuesday

2016	2017
January 4, 2016	January 2, 2017
February 1, 2016	February 6, 2017
March 1, 2016	March 6, 2017
April 4, 2016	April 3, 2017
May 2, 2016	May 1, 2017
June 6, 2016	June 5, 2017
July 4, 2016	July 3, 2017
August 1, 2016	August 7, 2017
September 5, 2016	September 4, 2017
October 3, 2016	October 2, 2017
November 7, 2016	November 6, 2017
December 5, 2016	December 4, 2017

Barber Teacher Program (New classes Semi - Annually)

2016	2017
March 1, 2016	May 1, 2017
September 5, 2016	December 4, 2017

HOLIDAYS & SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

**NEW YEARS DAY, MARTIN LUTHER KING, JR. DAY, MEMORIAL DAY , INDEPENDENCE DAY
LABOR DAY, THANKSGIVING DAY/ WEEKEND, CHRISTMAS DAY /WEEKEND**

ADMISSIONS REQUIREMENTS

To enroll in our programs, an applicant must have a high school diploma or a GED certificate or official high school transcript. The state law requires a photocopy of the following items that has to be maintained in the student's file at all times:

- Students must attend a Chazap Barber College orientation class at which time all policies and procedures, program curriculum and objectives will be thoroughly explained.
- Students must be at least 17 years of age by first day of school.
- Student must submit documentation proving they have completed the 12th grade with a GED or have a high school diploma.
- Student must interview with the Admissions Manager.
- Applicants must agree to follow **ALL** Chazap Barber College rules and regulations.
- Instructor applicants must also hold a current barber license.
- Any student dropped from a program can re-enter the program, but must be closely monitored and is placed on probation for 30 days.

REQUIREMENTS FOR THE STATE BOARD TEST

Once the student successfully passes the final exam, the student may apply for the state licensure examination. The student is responsible for submitting the required fees for testing as determined by the Illinois Department of Financial & Professional Regulation. Testing is administered by the Continental Testing Service.

TRANSFER POLICY

Chazap Barber College will not admit students from other barber or cosmetology institutions.

NON-DISCRIMINATION POLICY

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin. The school does not purposely recruit students already attending or admitted to another school offering a similar program of study.

SEXUAL HARRASMENT POLICY

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcomed and Unwanted, Harmful, or Illegal. Sexual harassment will not be tolerated and is grounds for immediate dismissal from this program and school.

RIGHT TO PRIVACY AND INFORMATION RELEASE

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student and parents or guardians of dependent minors. Our policy is based on FERPA guidelines (refer to page 15).

POLICY FOR REVIEWING FINANCIAL OR EDUCATIONAL FILES

According to FERPA, upon written request, student and parents or guardians of dependent minors are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least 7 years and will retain indefinitely the transcript of each student who completes the program and graduate from the school.

ATTENDANCE POLICY

If the student's attendance is below 67% at the end of evaluation period, the student will be placed on warning notice for the evaluation period. At the end of evaluation period the student's attendance will be evaluated. If the student's attendance is below 67% for the evaluation period the student is subject to termination. A student will be terminated from school if he/she misses 14 consecutive days unless mitigating circumstances can be documented.

GRADING

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. 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. Practical grading is non-subjective and will be based on a Yes/No grading system to determine if the student earns all or none of the total possible points. Students must make up failed or missed tests and incomplete assignments. Barber Teacher students are not given practical exams. Students are evaluated on the following grade scale:

<u>Letter Grade</u>	<u>Range</u>
A - Excellent	90-100
B - Above Average	80-89
C - Average	75-79
F - Below Satisfactory	0-74

GRADUATION REQUIREMENTS & DIPLOMA

Students must complete their clock hour requirements and complete all exams with a 75% or better. Upon completion, the school will issue the student a diploma. The diploma signifies that you have successfully completed the program. All tuition and financial obligations owed to Chazap Barber College must be paid in full, before an official diploma will be given

EMPLOYMENT ASSISTANCE

The school has not made and will not make any guarantees of employment or salary upon graduation. The school will provide students with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

INSTRUCTIONAL MATERIALS

Students who are enrolled in the Barber Program must have clinic apparel, textbooks, workbooks, and kits.

TUITION PAYMENTS

In the event the student is paying his or her tuition through monthly payments, all disbursements will be credited to the student's account for actual tuition or other charges. The college reserves the right to suspend any student from school whose account is delinquent.

ADVISING SERVICES

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns; however, students requiring additional or emergency advising are encouraged to refer to the Student Support Services list to contact an appropriate agency to further assist them.

STUDENT CONDUCT

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

GRIEVANCE PROCEDURES

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the Director. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the Director. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the Director will respond in writing to the complaint within 30 days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

READMISSION PROCEDURE

The school will allow student to re-enter at the same SAP status they were at when they left the institution. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is a \$100 re-admit fee.

MAKE UP POLICY

Students may come in at a time that is outside of their scheduled time of attendance in order to make up for missed hours and tests.

REFUND POLICY

- For applicants who cancel enrollment, or students who withdraw from enrollment, or students who are expelled from the school, a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school except the non-refundable application fee. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within 5 business days of signing the enrollment agreement, all monies collected by the school will be refunded, except the non-refundable application fee, even if the student has begun classes. The "formal/official cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, 30 days after the last day of attendance.
- When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
- When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student.
- When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
- When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency.
- All refunds are based on scheduled hours.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
<u>0.01% to 04.9%</u>	<u>10%</u>
<u>5% to 9.9%</u>	<u>30%</u>
<u>10% to 14.9%</u>	<u>40%</u>
<u>15% to 24.9%</u>	<u>45%</u>
<u>25% to 49.9%</u>	<u>70%</u>
<u>50% & over</u>	<u>100%</u>

Any monies due the applicant or student shall be refunded within 45 days of the official or unofficial cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement may be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If a pro-rata refund is issued, the amount and list of all currently enrolled students will be submitted to the accrediting agency, if applicable. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

- This refund policy applies to tuition and fees charged in the enrollment agreement. The application fee is non-refundable.
Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days, and refund is calculated based on the student's last date of attendance.

FINANCIAL AID – TITLE IV FUNDING

Chazap Barber College has submitted application to Department of Education for Title IV funding but at this time **we have not received approval. When approved we will participate.**

RETURN OF TITLE IV FUNDS

1. A student's percentage of Title IV aid earned is calculated
2. The amount of the Title IV is determined.
3. The amount of the Title IV aid that must be returned is determined
4. The amount of unearned Title IV aid that must be returned by the school is calculated
5. If it is determined that the amount of aid disbursed to the student is less than the amount of aid that the student has earned, a Post Withdrawal Disbursement is made to receive the amount of aid earned by the student.
6. All repayments to the financial assistance program will be paid in full in the following order: First, Title IV unsubsidized loans, Second, Title IV subsidized loans, Third, Title IV Pell Grants, Fourth State Funding, Fifth Private Scholarships, and Funds directly to students. The return of Title IV funds may result in funds that have already been posted to the account being returned. Students then assume the responsibility for payment of the account balance. Generally, a withdrawal from the program will result in an outstanding balance with Chazap Barber College. Outstanding balances will be submitted to the collection agency.

WITHDRAWAL PROCEDURE

The process of a formal withdrawal begins when the student completes a withdrawal form found in the main office and delivers it to the administration of the school. The Admissions Manager of the school is Steven Brown. The withdrawal form can be obtained from either the financial aid director or the administrator.

The process of an informal withdrawal begins when the student notifies the administration that they wish to withdraw from classes either in person or by telephone.

The process of a termination by the school begins when the student is not meeting satisfactory academic progress and/or has been absent without notice for more than 14 days and cannot be reached by telephone, e-mail or United States mail to mediate the situation.

Students who wish to withdraw from classes should be advised that Federal Student Aid may not cover all of the costs of the institutional charges due to the school upon the student's withdrawal and that such charges are due and payable to the school.

Students who wish to withdraw from classes should be advised that the school must notify the United States Department of Education of the withdrawal and that student loans will become due and payable to the Department of Education.

The student who withdraws must complete exit counseling for the Dept of Education to assure that the student is aware of their rights and responsibilities regarding federal student loans.

BARBER COURSE OUTLINE (1500 hours)

Description: The professional course for the Barber requires the satisfactory completion of 1500 hours of training. The course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering.

References: The Barber program uses Milady's Standard Professional Barbering book series. Milady's CD-rom and Milady's Online Delmar Learning Center is used to assist students with chapter learning and testing. A comprehensive library of references, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Instructional Methods Used: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods may be used in the course.

Objective: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair cutting and shaving.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

The Barber course will provide students with the information needed to pass the state licensure exam as well as the most contemporary techniques to ensure success on the job.

Curriculum: The barber curriculum according to the Illinois State Board of Barber is as follows:

Theory Study Unit (150 hours)

- Barber history
- Professional image
- Bacteriology
- Infection control and safe work practices
- Implements, tools and equipment
- Anatomy and physiology
- Chemistry
- Electricity and light therapy
- Properties and disorders of the skin
- Properties and disorders of the hair and scalp
- Treatment of the hair and scalp
- Facial and scalp massage
- Shaving and facial hair design
- Haircutting and styling
- Men's hairpieces
- Chemical texture services
- Hair coloring and lightening
- Nails and manicuring
- Barbershop management
- Job search
- Pertinent state and local laws and rules

Practical Work Unit (1350)

- Professional Image
- Tools and equipment
- Shampooing
- Facials
- Shaving
- Men's haircutting
- Men's hairpieces
- Women's haircutting and styling
- Relaxers
- Perms
- Hair coloring
- Manicuring
- Floor planning
- Resume writing
- State board preparation
- Clinic floor experience

<u>LETTER GRADE</u>	<u>RANGE</u>
<u>A- EXCELLENT</u>	<u>90-100</u>
<u>B-ABOVE AVERAGE</u>	<u>80-89</u>
<u>C-AVERAGE</u>	<u>75-79</u>
<u>F-BELOW SATISFACTORY</u>	<u>0-74</u>

BARBER-TEACHER COURSE OUTLINE (1000 hours)

Description: The professional course for the Barber-Teacher requires the satisfactory completion of 1000 hours of training. The course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barber Teaching.

References: The Barber-Teacher program uses Milady's Master Educator book series. Milady's CD-ROM and Milady's Online Delmar Learning Center is used to assist students with chapter learning and testing. A comprehensive library of references, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Instructional Methods Used: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods may be used in the course.

Objective: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic skills in the areas of teaching hair cutting and shaving.
6. Perform the basic analytical skills to advise students on techniques.
7. Apply academic learning, technical information and related matter to instill sound judgments, decisions, and procedures into their students.

The barber-teacher course will provide students with the information needed to pass the state licensure exam as well as the most contemporary techniques to prepare them for teaching in barber schools, barber school management, and ensure success on the job.

Curriculum: The Barber-Teacher curriculum according to the Illinois State Board of Barber is as follows:

- Practice of Barbering (250 hours)
 - Clinic assistant and barber student advisor
- Theory of Barbering (250 hours)
 - Classroom assistant
- Methods of Teaching (250 hours)
 - The career education instructor
 - The teaching plan and learning environment
 - Basic learning styles and principles
 - Effective classroom management and supervision
 - Basic methods of teaching and learning
 - Program review, development, and lesson planning
 - Educational aids and technology in the classroom
 - Effective presentations
 - Assessing progress and advising students
- School Management (250 hours)
 - Making the student salon an adventure
 - Career and employment preparation
 - Educator relationships
 - Achieving learner results
 - Learning is a laughing matter
 - Teaching study and testing skills
 - Teaching success strategies for a winning career
 - Teams at work
 - Communicating confidently
 - The art of retaining students
 - Evaluating professional performance

LETTER GRADE	RANGE
A- EXCELLENT	90-100
B-ABOVE AVERAGE	80-89
C-AVERAGE	75-79
F-BELOW SATISFACTORY	0-74

SATISFACTORY ACADEMIC PROGRESS POLICY

(Updated 1/11/16)

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 during pre-enrollment, prior to the first day of class. 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:

Barber Evaluation Schedule	300, 600, 900, 1200 actual hours completed
Barber Teacher Evaluation Schedule	400, 800 actual hours completed

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 67% 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 67% 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 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED WEEK SCHEDULED HOURS	
<u>Barber (Full time, 40 hrs/wk) – 1500 Hours</u>	<u>60</u>	<u>2250</u>
<u>Barber (Part time, 28 hrs/wk) – 1500 Hours</u>	<u>42</u>	<u>2250</u>
<u>Barber Teacher (Part time, 28 hrs/wk) – 1000 Hours</u>	<u>42</u>	<u>1500</u>

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. 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 written grade average of 75% cumulative grade 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 Above Average
- 75 – 79 Average
- 0 – 74 Below Satisfactory Progress (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 deemed not maintain 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 and if applicable students may be deemed ineligible to receive Title IV funds.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are given a 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 will become ineligible for Title IV funds, unless he/she successfully appeals and is placed on academic probation.

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 decisions, 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 who cannot meet the SAP Policy standards by the end of one evaluation period will be placed on probation for one evaluation period and also given an academic plan developed specifically to his/her academic requirements. 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

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. Repetitions may affect a student's maximum time frame to receive Title IV funds.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within fourteen 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, he/she will be placed on probation for one evaluation period (with or without an academic plan) and Title IV 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

Chazap Barber College will not admit students from another barber or cosmetology institutions.

FERPA FOR POSTSECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's education records within 45 days after the day the Chazap Barber College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Chazap Barber College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Chazap Barber College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Chazap Barber College. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chazap Barber College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

HOUSING

We do not provide school owned housing or dormitories. The school is within walking distance of multiple apartment communities.

CAREER COUNSELING

Should a student or graduate need to speak with someone about career counseling, the administrator has an “open door” policy. Other matters requiring counseling may be referred to qualified persons in the community. We retain a database of employers.

HAZARDOUS CHEMICALS

Persons interested in barbering should be aware that certain chemicals used in permanent waving, hair relaxer, conditioners and hair color products may be hazardous to the health. People who feel that they may have an allergy to one or more of the chemicals should seek the proper medical advice prior to enrolling in school.

POLICY AND PROCEDURE FOR SCHOOL SECURITY

Chazap Barber College established a school security policy in the unlikely event that the security of the school is breached either by students or by the public. Any breach of security should be reported to the administration. A written report will be prepared and presented to the instructor on duty. The written report will be investigated by the administration and may be forwarded to City or Town Police, County Police, State Police or other authority as appropriate. The clinic floor and the waiting area are available for clients of the school and family members of students; all other areas are for student use only. Students shall not invite nonstudents into the classrooms, computer lab or break room areas, as those are restricted areas to students and staff only. Students should lock valuables in their assigned lockers. Students should park in the designated areas and lock their vehicles; please do not leave valuables in your car.

DRUG FREE WORKPLACE POLICY

Purpose and Goal

Chazap Barber College is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that student/employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of students/employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- This organization encourages students/employees to voluntarily seek help with drug and alcohol problems.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks and workstations.

DRUG FREE WORKPLACE POLICY cont.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment/education can be withdrawn. The applicant may not reapply. If an employee violates the policy, he or she may be terminated from employment/education.

Assistance

Chazap Barber College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Treatment for alcoholism and/or other drug use disorders may be covered by the employee's personal benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee/student.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students, employees and management have important roles to play. All students/employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off -duty use of alcohol or other drugs.

In addition, students/employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students/workers in seeking help.
- Report dangerous behavior to their instructor/supervisor.

It is the instructor/supervisor's responsibility to:

- Inform students/employees of the drug-free workplace policy.
- Observe student/employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel students/employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication

Communication our drug-free workplace policy to students, supervisors, and employees is critical to our success. To ensure all students/employees are aware of their role in supporting our drug-free workplace program:

- The policy will be reviewed in orientation sessions with new employees/students.

TUITION COSTS

<u>Program</u>	<u>Clock Hours</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Registration Fee</u>	<u>Tuition</u>	<u>Materials/Books</u>	<u>Total</u>
Barber	1500	40 wks	80 wks	\$100.00	\$13,000.00	included	\$13,000.00
Barber Teacher	1000		24 wks	\$500.00	\$10,000.00	included	\$10,000.00

*If a student does not complete the course by contracted date, the student will then be in overtime and will be charged ten dollars (\$10.00) an hour for the barber program and ten dollars (\$10.00) an hour for the Barber Teacher Program for every hour over contract date.

Policies & Rules

1. Monday through Saturday are mandatory attendance days for students during orientation. Thereafter, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday are mandatory attendance days. Missing a mandatory day requires a written request with supporting documentation. The student will be charged a \$100 re-admit fee for each mandatory day missed without a written request and may be suspended from school for 1 week.
2. A minimum of 4 hours of a students' scheduled shift must be completed on all days (mandatory or not), otherwise the day will be considered a missed day. Make up hours are possible by doing an extended shift, however, prior approval must be given to receive credit for hours done solely outside of the assigned shift.
3. A student is considered late 30 minutes after their scheduled start time. The student will be sent home and will not receive credit for the day.
4. If at any time a student exhibits unbecoming behavior or refuses to take a haircut, the student will be suspended from school for 1 day to 1 week.
5. A \$200 schedule change fee will be required for any changes made to a student schedule.
6. Professionalism must be practiced at all times while in the school. No profanity disrespectful conversations, or horseplay will be allowed or the student will be asked to leave for the day without credit.
7. If at any time a student is asked to leave the school premises due to severe behavioral misconduct or severe disciplinary reasons and does not do so promptly, the police will be called and the student contract will be terminated. Students will not be allowed to re-enter the school and the full balance is required to transfer any hours to another school.
8. Student ID badges are issued to students and will be required to be visibly worn on their barber smocks at all times while inside the school.
9. Students are required to have their own tools when at school. If the student fails to bring their tools, they will be asked to leave for the day without credit. If this occurs more than three times within 30 days, the student will be suspended for 1 week.
10. Students are not allowed to eat or drink on the clinic floor. Students will get one verbal warning. If the student responds unprofessionally to reprimand, they will be asked to leave without credit for the day.
11. Students are required to wear Chazap barber smocks.

12. Every student is required to be in uniform while on the clock. If students are not in full uniform they will be sent home for the day. On the 2nd offense, students will be placed on suspension for 3 days and charged a \$100 re-enrollment fee.
13. Sagging pants will cause the student to get one verbal warning. On the second verbal warning, the student will be asked to leave for the day without credit. If this becomes a recurring problem, the student may be suspended for 2 weeks and a \$100 re-enrollment fee will be required upon return.
14. Students are not allowed to smoke in or front of the school. Violators will be asked to leave for the day without credit.
15. Students are not allowed to loiter in front of the school. Additionally, friends and family members are not allowed to loiter inside or around the school.
16. Students are required to clock out when they leave the building. If the student is clocked in and not in the building they will be suspended for one week and required to pay a \$100 re-enrollment fee upon return.
17. Students must clean their work station immediately after servicing a client and verify that it is clean before leaving for the day. If their station is not cleaned they will not receive credit for that day.
18. Students have 3 chances to pass any of their tests. The highest grade will be recorded. Any student receiving less than 75% on any test will not meet graduation requirements. Students must satisfactorily complete all their academic requirements with-in their designated enrollment period. Students must make up any test missed or a zero will be given.
19. Any student caught stealing from the school, students, instructors, or clients will be expelled.
20. If you are not following your agreed contract hours you will be charged for not graduating on time, as stated in contract agreement.
21. Tuition payments are due by the 10th of each month or a \$25 late fee will be applied.
22. The owner reserves the right to change or add policies and rules at any time to preserve the integrity and functioning of Chazap Barber College.