



SCHOOL CATALOG

2025

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MISSION STATEMENT

Tonsorial Arts Barber College is designed to set the standard in barbering education. By balancing professionalism and customer service with technical skill, we provide our students the foundation for success.

VISION

Our vision is to help restore the barbering profession through innovation and education.

SCHOOL FACILITY

Tonsorial Arts Barber College comprises over 10,000 sq. ft. It is located in a one-story building which is part of a business complex known as the Oaklawn Village Shopping Center. There is 1 barber practical floor equipped with 34 stations, 1 cosmetology practical floor equipped with 48

stations, 2 classrooms and administrative/business offices, 2 instructor offices, a supply room and 1 student break area.

SCHOOL OWNERSHIP

Tonsorial Arts Barber College is owned and operated by Barbering Ventures LLC.

PARKING

Students must not park in front of the school or other businesses. This area is reserved for customers. Students are expected to park only in the designated parking area.

NON-DISCRIMINATION STATEMENT

TABC is an equal opportunity employer and follows the same policies in accepting applications from potential students. TABC is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status. The admissions policy is in compliance with the U.S. Department of Education, Texas Department of Licensing and Regulation, and Council on Occupational Education guidelines.

STUDENT STATUS

Students are not employees and will not receive compensation for any aspect of their education at Tonsorial Arts Barber College, including when providing any and all services on the practical floor.

PROGRAMS & SCHEDULES

Tonsorial Arts Barber College operates continuously throughout the year except for official holidays. Tonsorial Arts Barber College starts new classes weekly. All programs are offered on a Full-time or Part-time schedule, Monday – Friday between the hours of 9:00 a.m. to 6:00 p.m.

Programs

Class A Barber1000 clock hours.....35/25 hours per week.....29/40 weeks
Operator 1000 hours....1000 clock hours.....35/25 hours per week.....29/40 weeks

Schedules

Full-Time..... Monday-Friday..... 9:00AM-4:30PM

2025 CALENDAR

SCHOOL HOLIDAYS

Martin Luther King JR Day	January 20,2025	Labor Day	September 1,2025
Presidents Day	February 17,2025	Columbus Day	October 13,2025
Good Friday	April 18,2025	Veterans Day	November 11,2025
Memorial Day	May 26,2025	Thanksgiving Break	November 26-28,2025

Juneteenth	June 19,2025	Christmas Break	December 22, 2025 -
Independence Day	July 4,2025		January 2, 2026

Enrollment periods

Tonsorial Arts Barber College usually begins a new class every Monday unless it is a holiday in which case classes will begin the following Tuesday.

ADMISSIONS REQUIREMENT

To be eligible for admission, an applicant must meet the following requirements:

- Read and write English.
- Be at least 17 years of age.
- Provide a valid driver's license, state ID with photo, or valid passport.
- Provide a copy of high school diploma, transcript or GED certificate.
- Provide SSC or birth certificate.

INCARCERATED APPLICANTS

A student is considered to be incarcerated if he/she is serving a criminal sentence in a federal, state or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if he/she is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

ADMISSION PROCEDURES

- 1. Complete an Application Form:** Complete and submit the application form to the admissions office.
- 2. Admissions interview:** Applicants must interview with the admissions office.
- 3. Provide Verification Documents:** Copies of your high school diploma, high school transcripts, or GED, and driver's license or state issued identification card and birth certificate or social security card are required. All foreign high school transcripts must be translated and evaluated by an outside company prior to being submitted to Tonsorial Arts Barber College for verification. Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas if the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all-inclusive, as there are hundreds of diploma mills, some known and some not currently known. It is also

understood that the list of schools in the FAFSA drop-down box online may not be all-inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas..

4. **TDLR Permit:** \$25.00 Cash or Money Order for TDLR permit. (Not required for transfer students.)

TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to Tonsorial Arts Barber College after they have withdrawn from their current school. TABC does not recruit students already attending or admitted to another school offering similar programs of study. Prospective students must submit certification of hours **prior** to signing the enrollment agreement. Credit for previous training and education (not to exceed 500 hrs.) may be granted. Transfer hours are examined on a case-by-case basis.

Prospective students will need to provide a certified transcript in an unopened envelope given by the previous institution. (Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements, not just the hours that were accepted as transfer hours.)

Students must meet all regular entrance and registration requirements before being enrolled. Students will be evaluated according to the Satisfactory Academic Progress policy.

Students accepted for admission are required to purchase the school's current kit. Remaining hours will be calculated at the current tuition rate per hour.

TRANSFER BETWEEN PROGRAMS

Transfer between programs are prohibited.

****Note: Tonsorial Arts Barber College makes no guarantee on the acceptance of transfer hours.***

RE-ENTRY STUDENTS

Students who have been withdrawn from school may re-enroll (**if determined eligible**) before 180 days from the date of withdrawal, with no additional charges; however, these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have withdrawn from school and re-enroll (**if determined eligible**), after 180 days will pay a **\$150 re-entry fee**, and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's reenrollment policy and will be evaluated by the program director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a leave of absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative satisfactory progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status

at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

LICENSE DISCLAIMER

The Texas Department of Licensing and Regulation denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination.

***Note:** *Tonsorial Arts Barber College is not responsible for students denied licensure.*

ENROLLMENT INFORMATION

1. **Enrollment periods:** Tonsorial Arts Barber College usually begins a new class every Monday unless it is a holiday in which case classes will begin the following Tuesday.
2. **Enrollment contract:** Tonsorial Arts Barber College clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
3. **Payment schedule:** Tonsorial Arts Barber College offers a variety of monthly financial payment schedules. See Tonsorial Arts Barber College's business office for details.
4. **Class Cancellations:** Tonsorial Arts Barber College reserves the right to cancel a class due to insufficient enrollment.

ESSENTIAL CAREER CONSIDERATIONS

Applicants interested in pursuing a career in the beauty industry should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry should:

- Enjoy dealing with the public and be able to follow client directions.
- Keep abreast of the latest fashions and beauty techniques.
- Work long hours while building personal clientele in order to make desired income.
- Make a strong commitment to the educational process and finish school.
- Learn business skills applicable to the desired position.
- Know that the work of a licensed professional in the beauty industry is physically demanding because of long periods of standing with hands at shoulder level, the need for finger dexterity, bending while working on all areas of client's head including shampooing or other wet services, etc.
- Know that a personal investment may be required for advertising, marketing, and promotions.
- Be aware, as a beauty industry professional, you will be required to work with many different types of products and chemicals. Exposure to various chemicals and fumes can cause allergic reactions.
- Be aware, there are obvious hazards when dealing with sharp objects such as scissors, razors, clippers, etc. Caution must be used when handling any such item for the safety of yourself and clients.
- Know that communicable diseases can be easily spread from one individual to the next. Special attention must be paid to the practice of safety and sanitation for yourself and your client to avoid spreading any disease.
- Submit a criminal history questionnaire to the Texas Department of Licensing and Regulation if he/she has been convicted of a felony or misdemeanor, other than a minor

traffic violation, or plead guilty or no contest (resulting in deferred adjudication) to any offense.

CAREER OPPORTUNITIES

A licensed professional in the beauty industry may choose from a variety of jobs. The following vocations are options that may be considered upon graduation.

- **Class A Barber:**
Barbershop Owner/Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner, etc.
- **Operator 1000 Hours (Cosmetology):**
Salon Owner/Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner, etc.

GOALS AND OBJECTIVES

- Educate all students with technical and academic skills necessary for the beauty industry.
- Prepare students to master the required procedures to pass the state board examinations, both written and practical, as well as obtain a license.
- Assist graduates in seeking and obtaining employment in their chosen field of expertise.
- Respond to the requests of the industry for specific training needs and educational programs, and to evaluate and revise these programs when appropriate.

TUITION

Operator 1000 Hours (Cosmetology)

<u>Payment Period</u>	<u>Tuition</u>	<u>Fees</u>	<u>Kit & Books</u>		<u>Total Opt-In</u>		<u>Total Opt-Out</u>
1 (0-450hrs)	\$7,650.00	\$56.25	\$633.76		\$8,340.01		\$7,706.25
2 (451-900hrs)	\$7,650.00	\$56.25	\$633.75		\$8,340.00		\$7,706.25
3 (901-1000hrs)	\$1,700.00	\$12.50			\$1,712.50		\$1,712.50
TOTAL	\$17,000.00	\$125.00	\$1,267.51		\$18,392.51		\$17,125.00

Class A Barber 1000

<u>Payment Period</u>	<u>Tuition</u>	<u>Fees</u>	<u>Kit & Books</u>		<u>Total Opt-In</u>		<u>Total Opt-Out</u>
1 (0-450hrs)	\$7,650.00	\$56.25	\$570.34		\$8,276.59		\$7,706.25
2 (451-900hrs)	\$7,650.00	\$56.25	\$570.34		\$8,276.59		\$7,706.25
3 (901-1000hrs)	\$1,700.00	\$12.50			\$1,826.57		\$1,712.50

TOTAL	\$17,000.00	\$125.00	\$1,140.68		\$18,265.68		\$17,125.00
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****Note: All tuition rates are subject to change without notice. The changed rates will be applied to newly signed contracts and will not affect existing contracts.***

****Note: The Cost of Student Kit, books, uniform, and registration fee are non-refundable.***

POLICY ON OTHER CHARGES

Payment Schedule

If tuition is paid in monthly payments, the payments are due on the 1st or the 15th of each month; this will be determined at the finance interview. A late fee of \$10 per month will be charged if a payment is more than 10 days late.

Transcript or Certificate

For students who are no longer enrolled in school, a charge of \$25 will be incurred for certification of hours or record of completion. The school may not retain records older than 4 years.

Purchase Of Products/Supplies

Students may purchase any items sold in the student kits from the front desk. We also offer styling products for personal use, or to add to the student kit. The student kit provides all of the professional equipment and mannequins necessary for student training, however, if a student chooses to perform additional or extensive haircuts or chemical services that render their issued mannequins unsuitable for assignments, the student will need to purchase additional mannequins as necessary to complete their assigned activities. Several types of mannequins are available and range in price from \$50 to \$100. In addition, the school cannot be responsible for lost or stolen items. Students will be responsible to replace such items at their own expense.

FEDERAL ASSISTANCE PROGRAMS

The packaging of financial aid assistance is determined according to guidelines set by the U.S. Department of Education. A variety of programs are available for students qualifying for assistance.

Federal Grants

Federal Pell Grant is intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans. The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan

This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan

This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan

This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or stepparent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

TITLE IV ELIGIBILITY REQUIREMENTS RELATED TO ADMISSIONS

Guidelines for Federal Title IV eligibility is as follows:

1. Student has verifiable Social Security Number
2. Citizenship and residency requirement:
 - Be a citizen or national of the United States or
 - Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States or
 - Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
 - Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the Federal Pell Grant programs
3. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
4. Students must be in compliance with the schools Satisfactory Academic Progress (SAP) policy included in the school catalog.
5. Must not be in default on a loan under any Title IV, HEA loan program.
6. Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA loan program.
7. Not liable for any grant overpayment.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress policy applies to all students enrolled in a Council on Occupational Education and Texas Department of Licensing and Regulation (TDLR) approved program whether receiving Federal Title IV, HEA funds or not.

The programs offered at Tonsorial Arts Barber College are eligible for Title IV, HEA funding.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain Satisfactory Academic Progress to continue eligibility for Title IV funding.

To determine Satisfactory Academic Progress, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Title IV, funding, and SAP Evaluation points

Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the school. Students will be notified via email and/or by advising sessions of all Satisfactory Academic Progress evaluation results at the end of each payment period. The following is an example of the minimum number of hours that a student must complete to be considered eligible to receive the next Title IV, HEA Aid payments.

The funding will be disbursed at:

<i>Payment Period</i>	<i>Clock hours</i>
<i>1</i>	<i>0-450</i>
<i>2</i>	<i>451-900</i>
<i>3</i>	<i>901-950</i>
<i>4</i>	<i>951-1000</i>

****Note: If the student is not meeting the Satisfactory Academic Progress requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.***

Attendance Progress

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as scheduled. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system.

Continued absenteeism may result in termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the student permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled “freshman” phase. Students who miss 10 consecutive

school days (14 calendar days) without communicating with the enrollment office may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Academic Progress

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% or above. Numerical grades are considered according to the following grading scale:

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
D	Unsatisfactory	60%- 69%	1.0
F	Fail	60%	0
I	Incomplete	N/A	N/A

Maximum Time Frame (150% process)

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum time frame evaluation. You need to be aware that an LOA will extend the contract period and max time frame by the same number of days taken in the LOA.

Maximum Time Allowed

Scheduled Hours	Weeks
1500	42/60

Transfer Hours Relating to Maximum Time Frame

All hours attempted are counted for the purpose of determining when the allowable maximum time frame has been exhausted. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on remaining hours left in the program.

Title IV Academic Year Definition

Tonsorial Arts Barber College academic year is defined as 900 clock hours for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

Determination Of Progress

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for Satisfactory Academic Progress by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period will be considered 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.

Financial Aid Warning

Students who fail to meet minimum requirements (67% cumulative attendance and a 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a financial aid warning. Any student on financial aid warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirements the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the financial aid warning period; there will be a loss of Title IV, HEA eligibility with the right to appeal.

Financial Aid Appeal Procedures

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has five (5) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the school's financial aid office on the designated school's Satisfactory Academic Progress (SAP) Appeal Form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reason 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.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, a student's disability, or any other allowable special or mitigating circumstances.

The 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's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated.

This policy applies to all students regardless of whether they are eligible for Title IV funding programs. To comply with US Department of Education requirements the terminology financial aid warning or financial aid probation will be used for both Title IV and non-Title IV students.

If a student's appeal is denied, the student will lose their eligibility for Title IV programs, if applicable, but they will be able to complete the program on a cash pay basis, regardless of their Satisfactory Academic Progress. The school must maintain the documentation for the student's appeal in the student's financial file. The school must also maintain documentation as to why the appeal was denied.

Financial Aid Probation

Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on financial aid probation may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making Satisfactory Academic Progress at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet Satisfactory Academic Progress prior to having eligibility reinstated.

Reestablishment Of Financial Aid Status

A student determined not to be making satisfactory progress may reestablish satisfactory progress by:

1. Making up missed tests and assignments and increasing grade average to 70% or above, and/or
2. Increasing cumulative attendance to 67% or above by the end of a warning or probation period.

Reinstatement Of Financial Aid

If applicable, Title IV, HEA financial aid will be reinstated to qualified Students who have prevailed upon appeal or who have reestablished satisfactory progress by meeting the minimum cumulative attendance and academic requirements.

POLICY FOR VERIFICATION OF TITLE IV

Each year financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet provided by the financial aid office and must provide additional information before financial aid can be disbursed to the student account. This documentation may include, but is not limited to, federal income tax transcript, W-2 forms, proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the financial aid office, there are any changes to the financial aid package, the student will be notified in writing. An adjustment will be made to the student's financial aid award, as required by federal regulations and an addendum to the existing award letter or a new award letter issued.

The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the financial aid office within 30 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 30 days time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.

CONFLICTING INFORMATION

Tonsorial Arts Barber College understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

1. Review their education records,
2. Seek to amend inaccurate information in their records, and
3. Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

General Release of Information

Except under the special conditions described in this policy, a student must provide written consent before a school may disclose personally identifiable information from the student's education records. The written consent must:

- State the purpose of the disclosure.
- Specify the records that may be disclosed.
- Identify the party or class of parties to whom the disclosure may be made, and be signed and dated.

FERPA Disclosures to Parents

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules.

****Note: For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)***

A school may disclose information from a student's education records to parents in the case of a health or safety emergency that involves the student. A school may allow parents of students under 21 to know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

A school official may share with parents, information that is based on that official's personal knowledge or observation that is not based on information contained in an education record.

Release of Information to Regulatory Agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies.

In addition, disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, or the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

Tonsorial Arts Barber College provides and permits access to student and other school records as required for any accreditation process initiated by the school or by the Council On Occupational Education (COE), or in response to a directive of said Commission.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order.

In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an ex parte order issued in connection with the investigation of crimes of terrorism.

Disclosures for Other Reasons

There are two different FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

Record Maintenance

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of five (5) years for withdrawal students; transcripts of graduates are kept indefinitely.

Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school enrollment office and bring any supporting documentation to show that the record is incorrect.

****Note: A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act.***

**Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C. 20202-5920**

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Tonsorial Arts Barber College will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at Tonsorial Arts Barber College. It is separate and distinct from the institutional refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid officer.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Tonsorial Arts Barber College measures progress in Clock Hours and uses the payment period for the period of calculation.

The Calculation Formula

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN PERIOD = % EARNED

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, return of funds required.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Students are not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

Tonsorial Arts Barber College will issue a grant overpayment notice to student within 30 days from the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Tonsorial Arts Barber College.
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

Tonsorial Arts Barber College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 worksheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans – received on behalf of the student
- Direct PLUS loans - received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

Post-Withdrawal Disbursement

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Tonsorial Arts Barber College must get your permission before it can disperse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Tonsorial Arts Barber College may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

If Tonsorial Arts Barber College attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to Tonsorial Arts Barber College or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is

rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Tonsorial Arts Barber College may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Tonsorial Arts Barber College may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

Return to Title IV, HEA Questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4fed aid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

**This policy is subject to change at any time, and without prior notice.*

INSTITUTIONAL REFUND POLICY

Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days from the planned start date.

Three-Business Day Cancellation

A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract, within three (3) days of signing the enrollment contract, excluding Saturdays, Sundays and legal holidays. In this case all monies collected by the school shall be refunded except a nonrefundable \$100 registration fee and a \$25 permit fee.

Cancellation After the Three-Business Day-Cancellation Period but Before Commencement of Classes by Student

This policy applies regardless of whether or not the student has actually started training. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school, less and registration fee of \$100 and a \$25 permit fee.

Withdrawal After Commencement of Classes Refund Policy Shall be:

- 1) After 3 days and commencement of classes, the institution shall refund at least 90% of the tuition, less the registration and permit fee, thereafter.
- 2) During the next three weeks of classes, the institution shall refund at least 80% of the tuition, less the registration and permit fee, thereafter.
- 3) During the first 25% of the course, the institution shall refund at least 75% of the tuition, less the registration and permit fee, thereafter.

- 4) During the second 25% of the course, the institution shall refund at least 50% of the tuition, less the registration and permit fee, thereafter.
- 5) During the last 50% of the course, the institution shall retain 100% of the stated course price. Percentages of course completion are to be computed based on clock hours.

Refunds when due, shall be made within 30 days of the last day of attendance if written notification has been provided to the institution by the student, or from the date the institution terminated the student, or determines withdrawal by the student.

Any monies due the applicant or student shall be refunded within 30 days of the formal 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 will 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. If the course is canceled after 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. The school does not participate in any teach-out plans with other institutions.

This refund policy applies to tuition and fees charged in the enrollment agreement. 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.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV 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.

LEAVE OF ABSENCE

For those students who find it necessary to be absent for an extended period of time, a leave of absence may be available. A Leave of Absence must be requested in advance by completing a LOA form unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the student's request and the student signature. A leave of absence form may be obtained from the enrollment office.

There must be a reasonable expectation that the student will return from the LOA. The school will not apply any additional charges as a result of the LOA. Leave of Absences together with any additional leaves must not exceed 180 calendar days in any 12-month period, with a minimum of 5 school days. A student granted a leave of absence that meets the criteria is not considered to have withdrawn, and no refund calculation is required at the time.

The institution will extend the student's contract period by the same number of days taken in the LOA. The student will be dropped on the date they are scheduled to return from the LOA if they

fail to do so. The last day of attendance will be used to calculate the institutional refund policy with any outstanding balance due to TABC immediately.

FACILITIES/SERVICES FOR STUDENTS WITH DISABILITIES

Tonsorial Arts Barber College complies with the Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. TABC will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

Students interested in attending Tonsorial Arts Barber College but are in need of accommodations should schedule an appointment with the admissions office. At this meeting the institution will discuss the nature of the reported disability and its impact on learning. Additionally, the institution will discuss the process of providing reasonable accommodations.

Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability.
- How the diagnosis was determined (what tests were given and the results).
- A clinical summary which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the institution. The institution will respond to the request within 15 days of receipt. During this 15-day time period, the institution will consult with the Texas Department of Licensing and Regulation in order to ensure the accommodation will also be granted during the state board licensing exam. The initial meeting, formal written request, and response from the institution must take place prior to the enrollment process.

****Note: In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board licensing exam.***

STUDENT SERVICES, HOUSING AND COUNSELING

The school conducts an orientation program which provides information about the instructional programs, goals of each course, policies affecting students, and services available to students. Students have access to advice from members of the school staff regarding their program of study, academic progress, financial affairs, housing, placement, or other areas in which the student may need assistance including, referral to professional assistance when necessary. Professional assistance is referred for needs such as domestic violence, anger management, depression, and grief/loss, when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. There is no campus housing available; however, there are many apartment complexes located in close proximity to the school.

CONSTITUTION DAY

TABC celebrates Constitution Day on or near September 17th of each year as required by Federal Law. For more information visit www.constitutionday.com

VOTER REGISTRATION

Students are encouraged to register and vote in state and federal elections. Voter registration and Election Date information for the State of Texas can be found at: www.sos.state.tx.us

In compliance with the DOE, voter registration applications can be found at: www.votetexas.gov

For more Information Contact:

- Secretary of State's Office toll free at 1-800-252-VOTE (8683)
- Your local County Clerk (will be listed in the blue pages of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor- Collector)

Secretary of State

999 E Street, N.W.
Washington, D.C. 20463
1-800-424-9530

Federal Election Commission

P.O Box 12060
Austin, Texas 78711-2060
512-463-5650

Texas Ethics Commission

P.O Box 12070
Austin, Texas 78711-2070
512-463-5800/1-800-325-8506

INSTITUTIONAL RULES AND REGULATIONS

Students must abide by the rules and regulations of the institution. Any violations of the following may be cause for suspension or termination. Disciplinary action will be conducted as follows: verbal warning, written warning, suspension, and if necessary termination. Some warnings will include a clock out.

Attendance

- Students are encouraged to schedule medical or dental appointments during non-school hours.
- Students are allowed to take 30 minutes for lunch.
- No student is allowed to clock/sign in or out for another student.
- Students are allowed to only attend school during their regularly scheduled time.

Clinic Floor Rules

- Students are required to bring all necessary equipment and supplies (toolkit, smock, etc.) to school daily. If a student arrives at school without the necessary equipment and supplies, the student will be asked to clock out to go retrieve the necessary equipment and supplies.
- Students must keep workstations clean, sanitary, and clutter free at all times. Students must clean their stations, including the floor, after each service.
- All implements, equipment, towels, and stations should be appropriately sanitized before use on any client as required by the state regulatory agency. Students should wash and cleanse hands before serving a client.
- Hair must be swept up immediately after a service is completed.
- Workstations must be cleaned at the end of the day, prior to clocking out.
- No food or drink is allowed on the clinic floor.
- Cell phones are to be on silent mode while on the clinic floor and are only to be answered in the break room or outside the building during breaks or lunch. Cell phones are not to be answered while assisting clients.

- Students must accept services on any guest scheduled. Refusal of service is grounds for suspension or termination.
- Students are required to perform only the services that the guest has purchased. Any additional services requested by the client must be purchased before the service is performed. Students caught performing additional services will be subject to disciplinary actions.
- Students may have their hair or other services done on Monday through Friday. To receive a service, students must do the following prior to starting the service:
 1. Request permission from the instructor.
 2. Pay for service supplies including (perms, tints, bleaches, rinses, conditioning, treatments, nail products etc.) .
 3. Personal services are considered rewards and scheduled for students who are up to date with all tests and workshops. School assignments and successful learning are the priority.
 4. Guest services take precedence over student to student services.

Dress Code

- Students must wear solid black pants and school issued smock.
- Pants must be worn underneath skirts or dresses and skirts must also be black.
- Sagging is not allowed.
- Students must wear smocks at all times.
- Students are allowed to wear any color shoes.
- Hair must be clean and styled prior to arriving at school.
- Cosmetics must be professional and applied prior to arriving at school.
- Sweater and or jacket must be worn beneath smock
- Facial coverings are not allowed (i.e. shades, masks, etc.)

****Note: Students who fail to comply with this dress code will be asked to leave and return with appropriate attire. Tonsorial Arts Barber College reserves the right to change the dress code at any time.***

STANDARDS OF PROFESSIONAL CONDUCT

The student Standards of Conduct have been prepared to provide a necessary guideline for effective student relationships. The Standards of Conduct apply to all students enrolled at the school. Each Student is expected to know and comply with these standards.

- Students are expected to be continuously working on school-related projects, assignments, reading, or test preparation during school hours
- When students are not scheduled with guest service appointments or are not scheduled to attend theory, they may focus on the following:
 - Studying for exams.
 - Performing practical workshops.
 - Performing a service on another student.
 - Listening to or reading school resource center materials, including educational videos, audiotapes, and books.
- Students should not leave theory or practical floor without permission.

- Theory classes are uninterrupted unless the student has made arrangements with an instructor or administrator.
- Students that arrive late for theory, must attend the next available theory class.
- Students are expected to treat staff, clients, and fellow students courteously and with professionalism at all times.
- Only topics of professional subject matter should be discussed on the school premises. Unprofessional language, profanity, inappropriate slang, spreading rumors or gossiping should be avoided.
- Conflicts of any nature with another student, staff member or client are not permitted on school premises. Actions or threats that could cause bodily harm or threaten the life of any client, student or staff member are not permitted and will result in immediate termination.
- Insubordination (defiance of authority) is not permitted and will result in appropriate disciplinary actions including, but not limited to suspension or termination.
- Criticism of the school, staff, guests, or other students is not permitted on or off school premises including social media. Any student having a suggestion, complaint or concern should register it with the school administration office (see Grievance Policy in School Catalog).
- Students are expected to avoid disrupting the learning environment or the education of other students. Students are not permitted to instruct other students.
- Cheating, dishonesty, falsification of records or theft is not permitted.
- Smoking is not permitted except in the designated area.
- Eating and drinking are only permitted in the student break area. No food or drinks are allowed in the classroom or on the clinic floor.
- Never enter or attempt to enter TABC, or participate in any school sponsored event, while under the influence of or in possession of drugs or alcohol. Use, possession, or sale of nonprescription drugs (including alcohol) is not allowed on school premises. Students whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance will be asked to leave the premises.
- Any student vandalizing school property or equipment may be financially responsible for replacement of the equipment.
- Students are expected to refrain from having personal visitors during school hours. Friends and family (including children) are not permitted in classrooms or on the clinic floor unless receiving services. If friends or family come to meet you at the school for lunch or at the end of the day, please ask them to wait in the reception area.
- Students are expected to keep their personal cell phones on silent/vibrate during school hours and to refrain from using cell phones on the clinic floor or in the classroom. Cell phones or other recording devices are not permitted to be used to record class, meetings, or disciplinary/counseling sessions unless permission is obtained from the school Chief Administrative Officer.
- Students may not receive or make personal phone calls on business phones without permission from a staff member.
- The school does not accept responsibility for a student's personal equipment, property, or clothing. It is the students responsibility to keep up with their personal property.
- No radios, tv's, whistles, balls, play toys, games, laser pointers, knives, guns, or any other item that the institution deems unsuitable for school, are allowed on the school premises.
- Students are prohibited from charging for services or representing themselves as professionals. Any student who violates this rule will be terminated and reported to the

State Licensing Agency, which may result in your inability to receive a professional license

ABANDONED ITEMS POLICY

Any personal property left by students for over 60 days will be considered abandoned. After 60 days from the last date of attendance items will be forfeited and removed.

STUDENT PRIVACY

Students understand the following limitations on their privacy apply while at school. By entering onto the premises of the school, students agree that they and any parcels, including handbags, briefcases and purses or other items and personal effects they may bring with them (including any vehicle parked on school property) are subject to reasonable search by school personnel at any time for any reason.

TERMINATION

The institution may terminate a student prior to the completion of their program for one or more of the following:

- Insufficient academic progress.
- Not fulfilling financial obligations to the institution.
- Failure to comply with the rules and regulations of the institution.
- Insubordination.
- After 14 calendar days or 10 business days of absence.
- The student does not return from Leave of Absence on the return date.

WITHDRAWAL POLICY

Official Withdrawal From The Institution

A student is considered to be “Officially” withdrawn on the date the student notifies the Enrollment Office in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. The date the student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from Tonsorial Arts Barber College records. In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he or she is continuing his or her program of study.

Upon receipt of the withdrawal information, Tonsorial Arts Barber College will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record;
2. Two calculations are performed:
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV funds the student has earned, and if any, the

amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV Funds Worksheets, scheduled attendance and are based upon the payment period.

- b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect a grade of incomplete.
4. Tonsorial Arts Barber College will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.

Unofficial Withdrawal From The Institution

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Tonsorial Arts Barber College contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

****Note: Title IV return calculation must be performed within 30 days and all Title IV funds (loans and grants) must be returned within 45 days of the date the school determines the student withdrew (34 CFR 668.173(b)).***

STUDENT GRIEVANCE POLICY / PROCEDURE

In accordance with the institution's objectives, Tonsorial Arts Barber College will make every effort to resolve student grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable. The Chief Admin Officer will review and investigate the matter and issue a final written response. A written response will be issued within 30 days of receipt. Students should try to resolve the problem through the School's Grievance Policy, however if the student is unsatisfied at the conclusion of this process, a grievance may be filed with the school's accrediting agency or licensing agency.

Texas Department of Licensing and Regulation

P.O. Box 12157

Austin, Texas 78711

Phone: (512) 463-6599

Toll-Free (in Texas): (800) 803-9202

Website: <https://www.tdlr.texas.gov/>

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898

Toll-Free: 800-917-2081

FAX: 770-396-3790

Website: www.council.org

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

In accordance with the Crime Awareness and Campus Security Act of 1990, Tonsorial Arts Barber College collects crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. The report indicates the number of offenses reported on campus and on public property within several square miles of which the campus is located. The report is provided to all individuals during enrollment or employment orientation. Tonsorial Arts Barber College provides police and hotline information to students, employees, and clients. The information is in the administration office and can be reviewed at their discretion.

DRUG-FREE CAMPUS

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101- 226, Tonsorial Arts Barber College is hereby declared a drug and alcohol free school and workplace. Students are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on school property including grounds, parking lots, within the building or while participating in school-related activities.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in beauty related training. During the coursework the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in beauty related training. During each unit of study, students are made aware of the various chemicals used and safe practices that apply. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

GRADUATION REQUIREMENTS

The graduation requirements for all programs are as follows:

1. Complete the required numbers of clock hours.
2. Successfully complete all phases of study, required tests, and practical assignments
3. Fulfill all financial obligations to the institution.
4. Completion of an exit interview and required exit paperwork.

(Certificates will be Awarded at the Annual Graduation Ceremony.)

****Note: Certification of hours will not be provided until all graduate requirements are met.***

LICENSING

Following graduation, a graduate must take the PSI Exam to become a Licensed Beauty Professional. Graduates are responsible for registering and paying for all state licensure requirements. Assistance with scheduling exams is available through the Enrollment Office. Upon successful completion of the licensing exams the applicant must submit an application for licensure to the Texas State Department of Licensing and Regulation.

PLACEMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview. Placement forms are available in the admissions office. The program directors will then help schedule interviews with local or regional barber shops or salons.

ALUMNI GUEST SERVICES POLICY

Any person that has completed a course at TABC is considered an alumni. Alumni students may return and receive guest services at a 50% discount for life. This policy only applies for services , and to the alumni themselves. This policy does not apply to friends or family members of the alumni.

MAKEUP WORK

Makeup work affords students the opportunity to take tests that they have missed. Students who missed a test must make it up. The student is responsible to make arrangements with instructors to schedule a time to makeup the test.

PROGRAM OUTLINE

Program Description

Each program consists of two types of training, 250 hours of theory class that includes orientation and 750 hours of practical services training. Freshman students attend theory for the first 75 hours before being released to perform services on the practical floor. Sophomore, junior, and senior students attend theory class 4 hours each week and will complete a quiz/test on the material covered.

Program Goals

Our goal is to provide the student with the skills, information, and training with thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Texas, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

Program Format

The clock hour education is provided through a sequential set of learning paths which address specific tasks necessary for state exam 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 delivered through well-developed lesson plans which reflect current educational methods and subjects are presented by means of classroom lecture, practical demonstration and student implementation.

Program References

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should familiarize themselves with the use of these extensive materials.

Program Evaluation

Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to performance standards established by the state licensing agency.

CURRICULUM

Class A Barber

Theory: 250 Hours

Anatomy and physiology
Disorders of the skin, scalp, hair, and nails
Chemistry (hair coloring, chemical waving, relaxing)
Bacteriology
Sterilization and sanitation
Safety, first-aid, and sanitation
Barber implements, tools, equipment and related theory
History of barbering
Texas barber laws and rules
Customer service
Barbershop Management
Professional ethics and image
Safety, sanitation, related practices and theory
Hygiene and good grooming

Practical: 750 Hours

Shaving
Mustaches and beards
Haircutting
Hairstyling
Hair and scalp treatments, scalp massage and treatments
Facial hair removal
Manicuring
Chemistry (hair coloring, chemical waving, and relaxing)

Total Hours: 1000 Hours

Operator 1000 Hours (Cosmetology)

Theory: 200 Hours

Hair Care: 800 Hours

Cutting and related theory and application
Styling and related theory and application
Coloring and related theory and application
Chemical textures and related theory and application
Business skills
Professional development
Salon management
Health and Safety
Laws

Nail Care: 100 Hours

Manicuring and related theory and applications
Business skills
Professional development
Salon management
Health and Safety
Laws

Skin Care: 100 Hours

Facials and related theory and application
Hair removal and related theory and application
Business skills
Professional development
Salon management
Health and Safety
Laws

Total Hours: 1000 Hours

KIT AND BOOK POLICY

Under a Real & Reasonable kit option, Tonsorial Arts Barber College offers the option to purchase the Kit required from the school directly or from alternative sources listed on the Kit Options Form. Real & Reasonable gives students a chance to purchase their Kit from the school or from independent resources as noted on the Kit Options Form.

Kits purchased from the alternative sources must be purchased within 15 school days (approximately 3 weeks) from the date of enrollment. If Kits are not purchased within the 15 day window, students are subject to termination. Items must match the listed products in the Kit Options Form. Shipping prices are not included in the total price of the Kit from independent/alternative sources.

Kits purchased directly from the school will be issued within 15 school days dependent upon availability after a student starts school.

Once students receive their Kit and Books they are responsible for the total amount due. If for any reason they are terminated or withdraw from the program, they can return only the workbooks. These items must be returned within 20 days and be in brand new condition. There cannot be any visible damage such as torn pages, bent corners, scratches, or written on anywhere.

The Kit is a sanitary item and once it is opened it cannot be returned for any reason.

The student will be charged full price for their Kit and any unreturnable books upon termination or withdrawal from this program. Therefore a portion of the cost may also be excluded from the R2T4 step 5 prorated cost of attendance.

***Tonsorial Arts Barber College does not restrict the availability of financial aid funds.**

STUDENT KIT — Class A Barber 1000**Class A Barber 1000 Hours****Barber Real and Reasonable Kit Options**

Item	Cost through school	Cost through outside source	Outside Source
Uniform (Shirt & Smock W/Logo)	\$80.00	\$80.00	Tonsorial Arts Barber College
Pivot Point Seat & Workbook	\$380.00	\$380.00	
Lenovo M8 4th Gen Tablet	\$100.00	\$100.00	www.lenovo.com
Tablet Case	\$10.00	\$10.00	www.amazon.com
Protege, Arendale Soft Side 16" Under Seat Luggage, Black	\$57.00	\$57.00	www.walmart.com
Sterilite 6 Quart set of 10 Storage Boxes Plastic, White	\$1.09	\$10.98	www.walmart.com
Magiczone Professional Hairdressing Salon Nylon Cape with Closure Snap, Barber Styling Cape, Unisex Black Hair Cutting Cape - 59" x 51"	\$5.99	\$5.99	www.amazon.com
Graham Beauty Salon Truewave Regular Perm End 2.25" x 3.25" Paper 1000 Pcs - HC-56174	\$3.64	\$4.78	www.amazon.com
(10 pcs) Carbon Fiber Hair Combs Set, General Styling Grooming Comb, Anti Static Heat Resistant Hairdressing Comb, Fine and Wide Tooth Hair Barber Comb, Rat Tail Comb	\$6.58	\$6.58	www.amazon.com
Traininghead 20-22" Female 100% Human Hair Mannequin Head Hair Styling Training Head Cosmetology Manikin Head Doll Head for Hairdresser with Free Clamp (brown)(14-16")	\$39.99	\$39.99	www.amazon.com
Stancia Mannequin Head, Male Mannequin Head with 100% Human Hair, 14" Barber Mannequin Head, Hairdresser Training Doll Manikin Head for Hair Styling and Practice (Dark Brown)	\$39.99	\$39.99	www.amazon.com
Hula Home Spray Bottle for Hair (10.1oz/300ml) - Powered by Flairosol® Spray Technology - Continuous Ultra Fine Mist Sprayer	\$7.99	\$7.99	www.amazon.com
5.5 Inches Hair Cutting Scissors Set with Razor Combs Leather Scissors Case, Hair Cutting Shears Hair Thinning Shears for Personal and Professional (Black)	\$27.99	\$27.99	www.amazon.com
ZEJIA 4 Pack Small Spray Bottle, 2.7oz/80ml Travel Spray Bottle, Empty Fine Mist Spray Bottles, Refillable Mini Spray Bottles with Labels	\$4.24	\$5.49	www.amazon.com
Parker SRB Straight Edge Disposable Blade Professional Barber Straight Edge Razor with Stainless Steel Blade Arm, 5 Parker Premium Professional Blades Included	\$19.95	\$19.95	www.amazon.com
Clubman Pinaud Finest Powder, White, Skin Soothing, 4 oz	\$5.33	\$5.33	www.amazon.com
100 "Derby Professional" Single Edge Razor Blades for straight razor	\$3.77	\$6.99	www.amazon.com
AIMIKE Hair Styling and Sectioning Accessories - 12 Pack Non-Slip Silicone Hair Clips for Thick and Thin Hair, Professional Salon Quality	\$8.99	\$8.99	www.amazon.com

12 Pieces Carbon Fine Cutting Comb for Salon Hairdressing, Heat Resistant Barber Comb (Black)	\$2.33	\$6.99	www.amazon.com
Premium Carbon Fiber Barber Combs - 4 Pack - Heat Resistant Barbers Comb, 7.3 Inch - Ideal for Home and Professional Use, Taper Comb Barber Fading Comb	\$9.99	\$9.99	www.amazon.com
Boao Barber Combs, Plastic, Clipper Combs for Clipper-cuts and Flattops, Heat Resistant, Anti-static, 9 Inch, Black	\$1.99	\$1.99	www.amazon.com
Boao Barber Combs, Plastic, Clipper Combs for Clipper-cuts and Flattops, Heat Resistant, Anti-static, 9 Inch, White	\$1.99	\$1.99	www.amazon.com
Wave Style Afro Comb, Metal African American Pick Comb Hairdressing Styling Tool for Hair Styling	\$6.99	\$6.99	www.amazon.com
Oster Disinfectant Spray	\$5.00	\$5.00	www.atlantabarberandbeauty.com
Neck Strips - Sanek (1 box - 12 PK)	\$10.98	\$11.50	www.atlantabarberandbeauty.com
Wahl 5 Star Senior Clipper	\$99.99	\$99.99	www.atlantabarberandbeauty.com
Wahl Hero Trimmer	\$69.99	\$69.99	www.atlantabarberandbeauty.com
Wahl 5 Star Shaver	\$69.99	\$69.99	www.atlantabarberandbeauty.com
ABBS Clipper Cleaning Brushes - 4 Pack	\$8.00	\$8.00	www.atlantabarberandbeauty.com
Cutting Cape - Wahl 5 Star Barber	\$29.99	\$29.99	www.atlantabarberandbeauty.com
Neck Duster - Powder Dispensing	\$7.95	\$7.95	www.atlantabarberandbeauty.com
Wahl Clipper Guard Set (colored)	\$19.95	\$19.95	www.atlantabarberandbeauty.com
Total Cost	\$1,140.68	\$1,161.36	

***Prices for outside sources are subject to change, and do not include the cost of tax or shipping.**

STUDENT KIT — Operator 1000 Hours (Cosmetology)
Operator 1000 Hours

Cosmetology Real and Reasonable Kit Options

Item	Cost through school	Cost though outside source	Outside source
Uniform (Shirt & Smock W/Logo)	\$80.00	\$80.00	Tonsorial Arts Barber College
Pivot Point Seat & Workbook	\$380.00	\$380.00	
Lenovo M8 4th Gen Tablet	\$100.00	\$100.00	www.lenovo.com
Tablet Case	\$10.00	\$10.00	www.amazon.com
Protege, Arendale Soft Side 16" Under Seat Luggage, Black	\$57.00	\$57.00	www.walmart.com
Sterilite 6 Quart set of 10 Storage Boxes Plastic, White	\$1.09	\$10.98	www.walmart.com
Magiczone Professional Hairdressing Salon Nylon Cape with Closure Snap, Barber Styling Cape, Unisex Black Hair Cutting Cape - 59" x 51"	\$5.99	\$5.99	www.amazon.com
Graham Beauty Salon Truewave Regular Perm End 2.25" x 3.25" Paper 1000 Pcs - HC-56174	\$3.64	\$4.78	www.amazon.com
(10 pcs) Carbon Fiber Hair Combs Set, General Styling Grooming Comb, Anti Static Heat Resistant Hairdressing Comb, Fine and Wide Tooth Hair Barber Comb, Rat Tail Comb	\$6.58	\$6.58	www.amazon.com
(2) Traininghead 20-22" Female 100% Human Hair Mannequin Head Hair Styling Training Head Cosmetology Manikin Head Doll Head for Hairdresser with Free Clamp (brown) (14-16")	\$79.98	\$79.98	www.amazon.com
Stancia Mannequin Head, Male Mannequin Head with 100% Human Hair, 14" Barber Mannequin Head, Hairdresser Training Doll Manikin Head for Hair Styling and Practice (Dark Brown)	\$39.99	\$39.99	www.amazon.com
Diane Large Butterfly Clamps for Sectioning, Haircutting, Blow Drying, Butterfly Hair Clips for Women and Girls, 3.25", Black and White (12 Pack)	\$7.00	\$7.00	www.amazon.com
Hair Cutting Scissors Kits, 10 Pcs Stainless Steel Hairdressing Shears Set Professional Thinning Scissors For Barber/Salon/Home/ Men/Women/Kids/Adults Shear Sets	\$9.99	\$9.99	www.amazon.com
ZEJIA 4 Pack Small Spray Bottle, 2.7oz/80ml Travel Spray Bottle, Empty Fine Mist Spray Bottles, Refillable Mini Spray Bottles with Labels	\$4.24	\$5.49	www.amazon.com
3-Pc. Electrical Kit - Kit includes: Blow Dryer, Flat Iron and Marcel Iron	\$138.25	\$156.10	www.pivot-point.com
Aluminum Spray Bottle - Easy to use trigger sprayer	\$4.30	\$4.95	www.pivot-point.com
Razor Hair Shaper - Stainless Steel	\$5.00	\$5.75	www.pivot-point.com
Razor Comb - Two-in-One	\$3.10	\$3.60	www.pivot-point.com
Blower Pick Attachment for Hair Dryer	\$3.05	\$3.55	www.pivot-point.com

Color Bowl W/ Built-In Divider	\$2.95	\$5.00	www.pivot-point.com
5-Pc. Brush Set - Ergonomic Tapered Handles	\$43.60	\$51.75	www.pivot-point.com
Color Palette - Creates natural color accents.	\$1.00	\$1.15	www.pivot-point.com
Pocket Color Wheel - Double Sided	\$3.40	\$3.95	www.pivot-point.com
Large Tint Brush - Two Brush Rows	\$1.00	\$1.05	www.pivot-point.com
Small Tint Brush 10-Pk.	\$3.35	\$3.90	www.pivot-point.com
Control Clips 100 Ct. - Single-Prong 50 Count/Double-Prong 50 Count	\$10.00	\$11.80	www.pivot-point.com
Shampoo Cape with logo	\$12.90	\$14.95	www.pivot-point.com
Duckbill Clips (12 Ct.)	\$4.55	\$5.35	www.pivot-point.com
Euro Pick (50 -Pack)	\$1.95	\$2.25	www.pivot-point.com
Perm Rod Medium Yellow 10-Pk - 2.25" L x 63" W	\$1.40	\$1.60	www.pivot-point.com
144-Ct. Magnetic Roller Set	\$22.30	\$26.00	www.pivot-point.com
6-Pc. Manicure Kit - Easy to clean and Sterilize.	\$10.40	\$12.00	www.pivot-point.com
Finger Bowl - Ideal for any manicure service	\$2.45	\$2.80	www.pivot-point.com
Manicure Brush	\$1.20	\$1.40	www.pivot-point.com
Hand Mirror - Durable Non-Glass Mirror	\$8.30	\$9.60	www.pivot-point.com
Large Applicator Bottle 8 oz. - Straight Tip	\$1.35	\$1.55	www.pivot-point.com
Small Applicator Bottle 5 oz.	\$2.25	\$4.00	www.pivot-point.com
Oster Disinfectant Spray	\$5.00	\$5.00	www.atlantabarberandbeauty.com
Neck Strips - Sanek 1 box (12 pk.)	\$10.98	\$11.50	www.atlantabarberandbeauty.com
Wahl 5 Star Senior Clipper	\$99.99	\$99.99	www.atlantabarberandbeauty.com
Wahl Hero Trimmer	\$69.99	\$69.99	www.atlantabarberandbeauty.com
ABBS Clipper Cleaning Brushes - 4 Pack	\$8.00	\$8.00	www.atlantabarberandbeauty.com
Total Cost	\$1,267.51	\$1,326.31	

***Prices for outside sources are subject to change, and do not include the cost of tax or shipping.**

FACULTY AND STAFF

The faculty and staff of Tonsorial Arts Barber College are qualified and certified to provide all the training and support services required for successful administration of the educational and financial programs available through this institution.

Full-Time

Charles House	Chief Administrative Officer/Director of Education (Barbering)
Benjamin House	Chief Operating Officer/Director of Education (Cosmetology)
Ruthie House	Chief Fiscal Officer/Human Resources
Kayla Lovejoy	Financial Aid Officer
Jodacie Smith	Cosmetology Instructor
Cammie Fapetu	Cosmetology Instructor
Matthew Quinn	Barber Instructor
Aundrea Soloman	Lead Cosmetology Instructor
Kendra Jones	Cosmetology Instructor
Shaneque Henderson	Cosmetology Instructor
Seddrick Williams	Barber Instructor
Chesnie Everett	Front Desk Coordinator
David Nelson	Maintenance Technician
James Ellis	Janitorial Staff

ACCREDITING AND LICENSING AGENCIES

Tonsorial Arts Barber College is licensed by:

Texas Department of Licensing and Regulation

P.O. Box 12157

Austin, Texas 78711

Phone: (512) 463-6599

Toll-Free (in Texas): (800) 803-9202

Website: <https://www.tdlr.texas.gov/>

Tonsorial Arts Barber College is accredited by:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898

Toll-Free: 800-917-2081

FAX: 770-396-3790

Website: www.council.org

Tonsorial Arts Barber College is approved for Title IV Federal Student Aid:

The United States Department of Education. FSA funding is available and offered to all eligible students and prospective students.

