



**TOP OF THE LINE**

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*B a r b e r C o l l e g e*

School Catalog &  
Student Handbook

2019-20 Edition

**T**hank you for considering *Top of the Line Barber College* for your education and career needs. Choosing a school to pursue your career goals is a major decision and we are committed to providing you with the most current information regarding our program. We are Charleston's only accredited barbering program.

The number one goal of our school is to provide students with the formal education and practical skills necessary for success in the modern barbering and hair care industry. Our program is designed around the following core domains.

- I. **Barber Theory:** The foundation of your education is barber theory. You will learn the history of barbering and the technical terminology used by industry professionals. Most importantly, barber theory will introduce the techniques that you will use during your practical skills training.
  
- II. **Practical Skills Training:** The most important aspect of your education is the practical skills training. As a matter of fact, many prospective students base their decision on which school/program to attend based upon the caliber of the practical skills training. You will receive training in the following areas.
  - a. Shear-Over-Comb Haircutting
  - b. Clipper-Over-Comb Haircutting
  - c. Razor Shaving & Haircutting
    - i. 14 Strokes of Shaving
    - ii. Emphasis on modern beard/mustache grooming trends
  - d. Hair Coloring
    - i. Proper mixing of hair color
    - ii. Highlights
  - e. Chemical Services
    - i. Relaxers
    - ii. Permanent Waving
  - f. Grooming Services
    - i. Manicures
    - ii. Facial Waxing
    - iii. Facials
  
- III. **Business Education:** An often-overlooked component of vocational education programs is a focus on business management. We are committed to providing our students with business education classes to ensure that they can monetize the skills they have obtained during their practical skills training. This is achieved through a combination of lectures, business-oriented field trips, and special workshops by financial professionals.

We invite you to continue reading on the following pages to discover more information about our program. It is our hope that you will find *Top of the Line Barber College* is the institution that will enable you to achieve your career ambitions.

Sincerely,

*Andronicus Davis*

Andronicus Davis

Director of Admissions & Financial Aid

# A Foundation for Success

At Top of the Line Barber College, we are committed to maintaining a culture of professional decorum. We believe in empowering students to complete goals by providing educational resources that will enable them to achieve their career aspirations and inspire them to become lifelong learners. We view education as a collaboration of family, faculty, staff and community to provide academically challenging lessons to prepare students for success in the technologically-advanced job market. We train individuals to achieve success through the delivery of a barber training program that challenges, nurtures and expands the skills, talents, and interests of our students.

## SLOGAN

“Leading the way forward.”

## VISION

Top of the Line Barber College will be the premier barber training institution in the state of South Carolina. We will offer a diverse and innovative educational training program in a highly technical and competitive global market. Once we have established firm roots in South Carolina, then we will expand nationally.

## MISSION

Top of the Line Barber College will provide an effective program of study for students who are interested in a career as a professionally licensed barber or master hair care specialist.

To achieve this mission in the best interest of all students, we will deliberately practice the following principles.

1. **Program:** Create a barbering program curriculum that teaches students the essential skills necessary for obtaining licensure and employment as a barber or master hair care specialist. Emphasize the use of state-of-the-art equipment and technology as well as modern barbering techniques. Review and assess program curriculum annually to gauge its success/failure and implement changes as needed.
2. **Staff:** Recruit, employ, and retain a diverse, experienced, and highly-qualified faculty and staff. Assess and evaluate the performance of employees annually; place faculty and staff members in position to accentuate their strengths while hiding their weaknesses. Require faculty members to take continuing education courses so that they are remaining aware of current industry standards and practices.
3. **Communication:** Create an environment in which open and honest communication is encouraged. Honest feedback is required to obtain an accurate assessment of the program; therefore, faculty, staff, and students should feel free to express themselves without fear of retribution.

# General Information

## Address

1904 Savannah Highway

Units 101, 102, & 201

Charleston SC, 29407

(843)573-0078

Website: [www.topofthelinebarbercollege.edu](http://www.topofthelinebarbercollege.edu)

## Ownership

Top of the Line Barber College is a private, for profit institution under the ownership of Anthony Gibson.

## Facilities

**Units 101 & 102:** These units contain the practical clinic floor, the retail shelves/racks, receptionist's desk, and guest lobby. The practical clinic contains twenty (20) student workstations, a shaving station with a towel warmer and a hot lather machine, three (3) shampoo bowls, seven (7) hooded hair dryers, three (3) nail stations, and dispensary containing hair care products & supplies.

**Unit 201:** This unit contains the administrative offices and classrooms. There are two (2) designated classrooms, three (3) offices, a conference center and a break room.

## School Management

Owner/President: Anthony Gibson

Business Manager: Denise Gibson

## Faculty

Academic Consultant: Jessica Ford

Senior Instructor: Cynthia Malden

Instructor: Rashun Garris

Instructor: Antonio Rivers

## Administrative Staff

Director of Admissions & Financial Aid: Andronicus Davis

Associate Director of Admissions: Brittany Timmons

## Licensure

**Business:** Top of the Line Barber College's business is licensed through the City of Charleston (SC). The contact information for the licensing department is listed below.

### Licensing Clerk

Revenue Collections Division

2 George Street

Charleston, SC 29401

(843)724-3711

**Program:** Top of the Line Barber College's barbering program is licensed through the SC Board of Barber Examiners. The license number assigned to the school is #71587. The contact information for the licensing agency is listed below.

**SC Board of Barber Examiners**

Synergy Business Park  
Kingstree Building  
110 Centerview Dr.  
Columbia, S.C. 29210  
(803)896-4300

**Accreditation**

The institution is accredited through the National Accrediting Commission of Career Arts & Sciences (NACCAS). The reference number assigned to our school is #050041-00. The contact information for the accrediting agency is listed below.

**NACCAS**

3015 Colvin Street  
Alexandria, VA 22314  
(703)600-7600

**Publication Information**

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  - b. Language: American Standard English

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# BARBERING PROGRAM OVERVIEW

## Synopsis

The barbering program provides students with instruction in written barber theory and hands-on practical skills training. Additionally, students will receive instruction in the business management tools necessary to properly monetize their barbering skills. Successful graduates of the barbering program will be prepared to obtain licensure and seek out gainful employment as a registered barber or master hair care specialist.

## Objectives

The course has been designed to fulfill the objectives listed below.

1. **Professionalism:** Students will utilize ethical business practices when conducting business and act with a sense of personal integrity. Students will be taught the proper wardrobe and personal hygiene/grooming techniques used by business professionals.
2. **Business Acumen:** Students will be taught the skills necessary to monetize the theory and practical skills they will learn in the program.
3. **Critical Thinking:** Students will be able to apply the analytical skills obtained in class to solve problems that arise and to make style suggestions to clients.
4. **Communication Skills:** Students will be taught the proper terminology utilized by industry professionals. Additionally, students will receive instruction in effective personal communication to improve relationships with clients, vendors, and other business professionals.
5. **Practical Skills:** Students will receive training in the current barbering techniques being utilized in the industry. Students will be able to utilize practical skills to successfully obtain licensure.

## Program Length

1. Program Length: 1,500 Clock Hours
2. Full-Time Course: 43 Weeks
3. Part-Time Course: 75 Weeks

## Class Start Dates

Classes begin monthly on the first Tuesday of each month. If the first Tuesday is a holiday, then classes will begin on the first Wednesday of the month.

## Class Schedule

Full-Time: 9:00 am – 4:30 pm, Tuesday – Saturday

Part-Time: 9:00 am – 1:00 pm, Tuesday – Saturday

PT Evenings + Weekends: 5:00pm – 10:00pm, Tue/Thu/Fri; 9:00am – 4:30pm, Saturday

## Required Textbooks

1. Milady Standard Barbering Textbook 6th ed - ISBN 1305100557
2. Milady Standard Barbering Student Workbook - ISBN 1305100662
3. Milady Standard Barbering Exam Review - ISBN 1305100670

## Instructors

1. Anthony Gibson
2. Rashun Garris
3. Cynthia Malden
4. Antonio Rivers

## Class Structure

Instruction is divided between written barber theory and practical skills training. Barbering concepts are introduced in barber theory classes. This is done through a combination of lectures, reading assignments, and instructor demonstrations utilizing specifically chosen live subjects.

The practical lab is where students are given the opportunity for hands-on practice of the barbering concepts introduced in barber theory classes. Mannequins are utilized for practice in most cases; however, in some cases students will be given the opportunity to recruit a live subject to practice certain techniques (e.g. facial, manicure).

Once a student has demonstrated mastery of the barber theory concepts and the practical hands-on applications, then they are eligible to begin practicing on live clients in the practical clinic.

## Student Classifications

Students are classified based upon the number of hours they have completed. These classifications are mostly used by school officials to differentiate between groups of students. The classifications are as follows:

1. Freshman = 0 – 225 Clock Hours
2. Sophomore = 226 – 450 Clock Hours
3. Junior = 451 – 900 Clock Hours
4. Senior = 901 – 1,500 Clock Hours

## Satisfactory Academic Progress (SAP) Policy

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

### SAP Evaluation Periods

Students are evaluated for SAP once they reach certain enrollment milestones. 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. **SAP evaluations are based upon scheduled hours.** The evaluation periods are as follows:

1. Period 1: 450 Clock Hours
2. Period 2: 900 Clock Hours
3. Period 3: 1,200 Clock Hours
4. Period 4: 1,500 Clock Hours

SAP Progress Reports will be issued by an instructor. School officials will provide students with notice of which instructor will be conducting their progress report as well as the appointment time for the review. A copy of all SAP progress reports will be kept in a student's file; students have the right to request a copy of these reports if they misplace their original.

#### *Re-Entry Students*

If the student re-enters the program in less than ninety (90) days from his/her official withdrawal date, then SAP will be calculated based on the enrollment period agreed upon in the original enrollment contract. If the student enrolls ninety (90) days or more past his/her official withdrawal date, then SAP will be calculated based upon the midpoint of the contracted hours or the established evaluation periods, whichever comes first, in the new enrollment contract. Please note that re-entry students will receive credit for all hours earned and course work completed except where prohibited by state law.

#### *Transfer Students*

Transfer students will be evaluated for SAP at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

#### *Academic Progress Evaluations*

Student knowledge of written barber theory is assessed through written examinations. A test is administered upon completion of each chapter of the barbering textbook. Most tests consist of multiple-choice questions.

#### *Practical Skills Evaluations*

A student's practical skills are assessed through timed evaluations after the completion of chapters and the required laboratory class covering the following skills.

1. Health, Safety & Sanitation Procedures
2. Haircuts (Male & Female)
3. Shaving
4. Chemical Relaxers
5. Permanent Waving
6. Hair Coloring
7. Hair Lightening

#### *Minimum Passing Grades & Re-tests*

A student must earn a minimum score of 70% on a written barber theory examination or practical evaluation to successfully pass a unit. If a student fails to earn a score of 70%, then the student will be given two (2) opportunities to retake the examination or evaluation and earn a passing score. If a student is unable to achieve a passing score after the two (2) makeup opportunities, then the student will receive the higher grade of the three (3) tests. A student will be granted a fourth opportunity to successfully earn a score of 70% as a part of an action plan given to the student after a determination of non-compliance with SAP during an SAP evaluation.

#### *Make-Up Assignments*

It is the sole responsibility of a student to make-up any assignments missed while absent. Students are to speak with an instructor to get any assignments missed and/or to schedule a missed test.

## Attendance Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule 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 80% 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 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Program	Course Length	Scheduled Class Days/Hours	Maximum Time Frame
Full-Time	43 Weeks	215 Days= 1500 Scheduled Hours	54 weeks= 270 Days
Part-Time	75 Weeks	300 Days= 1500 Scheduled Hours	94 weeks= 376 Days

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled hours.

If a student's enrollment exceeds the maximum time frame allowed, then the student will be terminated from the program. If the student is a Title IV Federal Financial Aid recipient, then he/she will lose eligibility for financial aid due to non-compliance with the school's SAP policy. This could result in the student being forced to repay any Title IV funds awarded and disbursed on their behalf.

### *Leave of Absence*

A leave of absence may be granted for students who must miss an extended period of time but want to remain enrolled. All requests for a leave of absence must be submitted in writing and cannot exceed a period of 180 days in any 12-month period. School officials will meet with the student to determine the length of time to be granted for the leave of absence. All leaves of absence must be approved by school faculty and administrators. An approved leave of absence will result in the student's enrollment agreement being extended by the same number of days taken for the leave of absence. Additionally, an approved leave of absence will extend a student's maximum time frame by the same number of days. If the student chooses not to return to school after a leave of absence, then his/her withdrawal date will be the last verified date of attendance for the purposes of calculating any applicable refund.

### *Transfer Hours*

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods for transfer students are based on actual contracted hours at the institution.

## Grading Scale

The grading scale used by the school is listed below. All students must maintain a minimum of a 70% GPA to be considered making satisfactory academic progress.

GRADE	NUMERICAL RANGE	GPA
A+	100-96	4.0
A	95-93	3.5
A-	92-90	3.25
B+	89-86	3.0
B	85-83	2.75
B-	82-80	2.5
C+	79-76	2.25
C	75-70	2.0
D	69-60	1.0
F	59-0	0.0
I	INCOMPLETE	N/A

## Progress Reports

Students are evaluated for academic progress once they have been scheduled to complete 450, 900, 1,200 & 1,500 training hours respectively. A student will receive a progress report, which is a record of training hours earned and barber theory coursework that has been completed as well as a determination of the student's compliance with the SAP policy. Students who are determined to be non-compliant with the SAP policy will be provided with an action plan to ensure they remain in good standing with the school. All progress reports are based on scheduled hours.

Transfer and re-entry students will receive a progress report at the midpoint of their contracted hours or according to the school's established evaluation period, whichever comes first.

## Determination of Academic Standing

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students determined as not maintaining Satisfactory Academic Progress will be placed on warning for the first violation. Students will be placed on probation for a subsequent determination of non-compliance with SAP and will be terminated from the program after the third non-compliant SAP determination. Once this occurs, the student is no longer eligible for Title IV Federal Financial Aid; the student must appeal the determination that has resulted in the status of termination and must prevail upon appeal which will result in the status of probation to restore Title IV Financial Aid eligibility. School officials will immediately notify a student of the results of an evaluation that adversely affects his/her Title IV Financial Aid eligibility.

### *Academic Warning Period*

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

### *Academic Probation*

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

### *Academic Appeals*

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten 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 issues:

- 1) What caused the student to fail originally?
- 2) What has the student done or what has changed to address the original failure?
- 3) 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 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

### *Re-Establishment of Satisfactory 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. An academic advisor will provide students with an action plan, which outlines the steps a student who is non-compliant with the SAP academic policy must take to return to good standing. If a student is determined to be non-compliant with the SAP academic policy, the student will be required to review and audit the barber theory unit for any failed barber theory examinations or practical skills evaluations. Upon completion of this review, the student will be given a fourth and final opportunity to pass the written barber theory examination or practical skills evaluation. If the student is unable to successfully earn a score of 70%, then he/she will be terminated from the program. **If a student is determined to be non-compliant with the SAP attendance policy at the conclusion of the probationary period, the student will be terminated from the program.** The

student will be required to wait for a period of no less than thirty (30) days before applying for re-enrollment. The student will return in the same class standing they held prior to being terminated. Furthermore, the student will only be allowed to re-enroll if it is possible for the student to return to good standing and comply with the SAP policy.

#### *Interruptions, Course Incompletes & Withdrawals*

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

#### *Non-Credit & 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.

#### *Department of Veterans' Affairs Addendum*

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Ratio (GPR) of at least 2.0 for any evaluation period will result in that student being placed on academic probation for the following term. Failure by the student to attain a cumulative GPR of at least a 2.0 during the probation term will result in academic suspension (termination of veteran's benefits) for one term. The interruption will be reported to the Veterans Administration **within 30 calendar days** of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPR of at least 2.0 during that term will be placed on academic dismissal for 2 terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

**Mitigating Circumstances:** Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course.
- Unanticipated changes in child-care responsibilities.
- Active duty military service, including active duty for training.

***This addendum applies to students admitted into our program using the Post 9/11 Montgomery G.I. Bill and other Veterans' Education Benefits offered through the US Dept. of Veterans' Affairs.***

## Curriculum

The following curriculum outline was approved by the SC Board of Barber Examiners, the state licensing agency, for use in approved barber training programs. The weblink where this information can be found is as follows:

<http://www.llr.state.sc.us/POL/Barber/index.asp?file=pub.htm>.

- |   |                 |
|---|-----------------|
| 1. Hygiene & Good Grooming                  | 45 Clock Hours  |
| a. Hair                                     |                 |
| b. Nails                                    |                 |
| c. Skin                                     |                 |
| d. Posture                                  |                 |
| 2. Professional Ethics                      | 30 Clock Hours  |
| a. Ethical Conduct                          |                 |
| b. Proper Attitude                          |                 |
| 3. Bacteriology, Sterilization & Sanitation | 35 Clock Hours  |
| a. Types of Bacteria                        |                 |
| b. Methods of Sterilization                 |                 |
| 4. Implements                               | 8 Clock Hours   |
| a. Introduction & Use                       |                 |
| 5. Shaving                                  | 10 Clock Hours  |
| a. Fundamentals & Preparation               |                 |
| 6. Men's Haircutting                        | 450 Clock Hours |
| a. Fundamentals                             |                 |
| b. Implements                               |                 |
| c. Preparation                              |                 |
| d. Tapered Cuts                             |                 |
| e. Clipper Cuts                             |                 |
| f. Clipper Techniques                       |                 |
| g. Shear-over-comb                          |                 |
| h. Thinning                                 |                 |
| i. Facial Types                             |                 |
| j. Modern Trends                            |                 |
| 7. Cutting & Styling Curly/Over-Curly Hair  | 150 Clock Hours |
| a. Hair Structure                           |                 |
| b. Special Problems                         |                 |
| c. Cutting Techniques                       |                 |
| 8. Mustaches & Beards                       | 15 Clock Hours  |
| a. Designs                                  |                 |
| b. Cutting Techniques                       |                 |
| 9. Shampooing & Rinsing                     | 50 Clock Hours  |
| a. Methods                                  |                 |

b. Positions	
c. Shampoo Types	
10. Hair & Scalp Treatment	35 Clock Hours
a. Recommended Treatments	
b. Massage Methods	
11. Facial Treatment	15 Clock Hours
a. Massage Theory	
b. Benefits & Results	
c. Procedures & Nerves	
12. Razor Haircutting	45 Clock Hours
a. Men & Women	
b. Principles	
c. Types of Razors	
d. Safety Protocol	
13. Hair Waving & Curling	50 Clock Hours
a. Blow Drying	
b. Curling Iron Techniques	
14. Permanent Waving	150 Clock Hours
a. Men & Waving	
b. Types of Perms	
c. Sectioning & Blocking	
d. Special Problems	
e. Aftercare	
15. Men's Hairpieces	25 Clock Hours
a. Fitting	
b. Types of Hairpieces	
c. Service	
16. Disorders of the Skin, Scalp & Hair	35 Clock Hours
a. Diseases	
b. Treatment	
17. Anatomy & Physiology	10 Clock Hours
18. Shop Management	35 Clock Hours
19. Retailing	35 Clock Hours
20. Licensing Laws	5 Clock Hours
21. History of Barbering	5 Clock Hours

22. Orientation & Introduction of School Staff/Policy	5 Clock Hours
23. Honing & Stropping	8 Clock Hours
24. Chemical Hair Relaxing	40 Clock Hours
a. Introduction	
b. Chemical Processing	
c. Safety Precautions	
25. Hair Coloring	90 Clock Hours
a. Temporary	
b. Permanent	
c. Semi-Permanent	
d. Application & Lightening	
26. Electricity & Light Therapy	5 Clock Hours
a. Usage	
b. Precautions	
27. Chemistry	90 Clock Hours
a. Product Knowledge	
b. Organic & Inorganic Chemistry	
c. Hair & Skin Chemical Reactions	
28. Testing	24 Clock Hours
<b>Total Training Hours = 1,500 Clock Hours</b>	

## Graduation Requirements

1. Students must be present for a minimum of 80% of scheduled classes; as a result, students must complete the 1,500-clock hour course within 1,875 clock hours.
2. Students must pass all barber theory examinations and practical skills evaluations with a minimum score of 70%.
3. Students must make an attempt to complete all practical assignments given by the instructor.
4. Upon graduation, students must complete an exit interview with a school official in order to receive his/her transcript.
5. Upon graduation, students must complete a test application online at [www.pcshq.com](http://www.pcshq.com) and submit the testing fees and required documentation. Students will receive notification from Professional Credential Services (PCS) confirming their test date.
6. Students must pass the written and practical examination administered by PCS to obtain licensure.

## Certificate Awarded

Upon graduation, students will receive a diploma certifying that he/she has successfully graduated from *Top of the Line Barber College* and does not imply that the student has been licensed. The SC Board of Barber Examiners issues all barber licenses.

## Employment Assistance

The training that students receive prepares them for a career as a Registered Barber or a Master Hair Care Specialist; registered barbers are able to perform all traditional barbering services (haircuts, razor shaves, shampoos, etc.) whereas master hair care specialists are able to perform traditional barbering tasks in addition to the chemical services (relaxers, permanent waving, hair coloring) performed by cosmetologists. The course curriculum is designed to train students in the skills necessary to obtain licensure as a Registered Barber or Master Hair Care Specialist; students will have to choose which licensing exam to take upon graduation from the program. Additionally, students can obtain employment in a support industry, such as a product vendor for hair care companies. Information on the employment outlook for barbers and cosmetologists can be found at: <http://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm> School officials will assist students as much as possible with obtaining employment upon graduation and passing the licensing examination; students will receive help with resume prep, interviews, and how to search for the ideal position. School officials cannot guarantee placement for any student. **We strive to place all of our students, but *Top of the Line Barber College* school officials cannot guarantee employment for any student.**

## Employment Profile & Job Outlook

Quick Facts: Barbers, Hairstylists, and Cosmetologists	
<a href="#">2017 Median Pay</a>	\$24,900 per year \$11.97 per hour
<a href="#">Typical Entry-Level Education</a>	Postsecondary nondegree award
<a href="#">Work Experience in a Related Occupation</a>	None
<a href="#">On-the-job Training</a>	None
<a href="#">Number of Jobs, 2016</a>	673,700
<a href="#">Job Outlook, 2016-26</a>	13% (Faster than average)
<a href="#">Employment Change, 2016-26</a>	87,600

## Duties

Barbers, hairstylists, and cosmetologists typically do the following:

- Inspect and analyze hair, skin, and scalp to recommend treatment
- Discuss hairstyle options
- Wash, color, lighten, and condition hair
- Chemically change hair textures
- Cut, dry, and style hair

- Receive payments from clients
- Clean and disinfect all tools and work areas

Barbers, hairstylists, and cosmetologists provide hair and beauty services to enhance clients' appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

**Barbers** cut, trim, shampoo, and style hair, mostly for male clients. They also may fit hairpieces, perform facials, and offer facial shaving. Depending on the state in which they work, some barbers are licensed to color, bleach, and highlight hair and to offer permanent-wave services. Common tools include combs, scissors, straight razors, and clippers.

**Hairstylists** offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. Hairstylists also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling and flat irons.

**Cosmetologists** provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively recommend professional hair care products or salon hair care products.

## Important Qualities

**Creativity.** Barbers, hairstylists, and cosmetologists must keep up with the latest trends and be ready to try new hairstyles for their clients.

**Customer-service skills.** Workers must be pleasant, friendly, and able to interact with customers in order to retain clients.

**Listening skills.** Barbers, hairstylists, and cosmetologists should be good listeners. They must listen carefully to what the client wants in order to make sure that the client is happy with the result.

**Physical stamina.** Barbers, hairstylists, and cosmetologists must be able to stand on their feet for long periods.

**Tidiness.** Workers must keep a neat personal appearance and keep their work area clean and sanitary. This requirement is necessary for the health and safety of their clients and for making clients comfortable enough so that they will want to return.

**Time-management skills.** Barbers, hairstylists, and cosmetologists need to manage their time efficiently when scheduling appointments and providing services. For example, routine haircuts do not require the precise timing of some other services, such as applying neutralizer after a permanent wave. Clients who receive timely hair care are more likely to return.

# Pay

Median hourly wages, May 2017



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

The median hourly wage for barbers was \$12.33 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than \$8.95, and the highest 10 percent earned more than \$23.31.

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$11.95 in May 2017. The lowest 10 percent earned less than \$8.73, and the highest 10 percent earned more than \$24.36.

In May 2017, the median hourly wages for barbers in the top industries in which they worked were as follows:

Personal care services \$12.23

In May 2017, the median hourly wages for hairdressers, hairstylists, and cosmetologists in the top industries in which they worked were as follows:

Personal care services \$12.22

Retail trade 9.51

Barbers, hairstylists, and cosmetologists may receive tips from customers. High quality work and customer service usually contribute to greater tip totals.

Many barbers, hairstylists, and cosmetologists work full time, however part-time positions are also common. Those who run their own barbershop or salon may have additional hours. Work schedules often include evenings and

weekends—the times when beauty salons and barbershops are busiest. Those who are self-employed usually determine their own schedules.

## Job Outlook

### *Barbers, Hairstylists, and Cosmetologists*

Percent change in employment, projected 2016-26



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment of barbers, hairstylists, and cosmetologists is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services. In addition, demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

## Job Prospects

Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairstylists and cosmetologists.

### Employment projections data for barbers, hairstylists, and cosmetologists, 2016-26

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-26		Employment by Industry
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
<b>Barbers, hairdressers, hairstylists and cosmetologists</b>	39-5010	673,700	761,400	13	87,600	 <a href="#">xlsx</a>
<b>Barbers</b>	39-5011	56,400	64,000	13	7,600	 <a href="#">xlsx</a>
<b>Hairdressers, hairstylists, and cosmetologists</b>	39-5012	617,300	697,400	13	80,100	 <a href="#">xlsx</a>

## Citation

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Barbers, Hairstylists, and Cosmetologists, on the Internet at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> (visited August 15, 2018).

## School Outcome Statistics

School officials are required to maintain detailed records of the school's outcome statistics. The outcome statistics tracked are completion/graduation rate, licensure rate & placement rate. The following performance statistics are based upon the 2017 academic year (January 1, 2017-December 31, 2017) this means that school officials used records of students enrolled during this time period to calculate the school's performance in several areas.

### Total Enrollment

This statistic reflects the total number of students who were already enrolled or enrolled during the academic year. The total enrollment for 2017 was eighteen **(18)** students.

### Graduation Rate

The graduation rate is calculated by dividing the number of students graduating by the total number of students eligible for graduation during the academic year. In order to be considered eligible for graduation, a student must have a scheduled graduation date that occurs during an academic year.

Students Graduating (7)/ Students Eligible for Graduation (12) =58.33% **Graduation Rate**

### Licensure Rate

The licensure rate is calculated by dividing the number of students who took and passed the licensing exam during the academic year by the total number of students who took the licensing exam during the academic year. Students must have taken both the written and practical sections of the state licensing exam and passed both sections.

Students who Passed Licensing Exam (4)/ Students who Took Licensing Exam (4) = **100% Licensure Rate**

### Employment Rate

The employment rate is calculated by dividing the number of students who have obtained employment in a barbershop or beauty salon by the number of students eligible for employment. A student must have completed the 1500 clock hour barbering program to be declared eligible for employment. School officials will assist graduates in their employment search.

Students currently Employed (6)/ Students eligible for Employment (7) = **85.71% Employment Rate**

School officials regularly follow up with recently placed students to ensure that all is well in their new careers. Alumni are welcome to contact school officials at any time regarding job placement.

# 2019-2020 CALENDAR

## Top of the Line Barber College

July 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Important Dates:

- Jul 02 – Jul 06: Summer Break\*

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- Jul 09: July Class Start

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- Aug 06: August Class Start

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- Sept 03: September Class Start

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- October 01: October Class Start

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- Nov 05: November Class Start

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- Nov 28 – 30: Thanksgiving Break

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- Dec 03: December Class Start

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- Dec 24 – Jan 01: Winter Break\*\*

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- Jan 07: January Class Start

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- Feb 04: February Class Start

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- Mar 03: March Class Start

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- April 07: April Class Start

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- May 05: May Class Start

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- June 02: June Class Start

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- \*Administrative Office Open**

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- 07/02, 07/03, 07/05

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- \*\*Administrative Office Open**

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- 12/26, 12/27, 12/30, 12/31

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October 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Admissions

**Non-Discrimination Disclosure:** This school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it actively recruit students already attending or admitted to another school offering similar programs of study. We welcome all qualified individuals to apply for enrollment.

## Admissions Eligibility Requirements

1. **Age:** All applicants for enrollment must be at least seventeen (17) years old.
  - a. Vital Statistics Birth Certificate
  - b. Valid Passport
  - c. Driver's License/State ID/Military ID
  
2. **Identity:** All applicants must submit a valid, government issued identification card.
  - a. Driver's License
  - b. State Identification Card
  - c. Active-Duty Military/Veteran's Identification Card
  
3. **Citizenship/Residency:** All applicants must be either a natural born US citizen or a legally authorized immigrant to the US.
  - a. Social Security Card
  - b. Unexpired Reentry Permit (1-327)
  - c. Permanent Resident Card or Alien Registration Receipt Card With Photograph (1-551)
  - d. Unexpired Refugee Travel Document (1-571)
  - e. Unexpired Employment Authorization Card Which Contains a Photograph (I-766)
  - f. Machine Readable Immigrant Visa (with Temporary 1-551 Language)
  - g. Temporary 1-551 Stamp (on passport or 1-94)
  - h. 1-94 (Arrival/Departure Record) in Unexpired Foreign Passport
  - i. 1-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)
  - j. DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)
  
4. **Health:** All applicants must submit documentation proving that he/she is not infected with tuberculosis.
  - a. Tuberculosis Screening Results
    - i. Screening must have been conducted in the last twelve (12) months.
  - b. Chest X-Ray
    - i. X-Ray must have been conducted in the last twelve (12) months.

5. **Education:** All applicants must submit proof of high school graduation.
  - a. High School Diploma
  - b. GED/State Approved Alternative
  - c. Official High School Transcript
    - i. Must explicitly state applicant's high school graduation date.
  - d. **College Transcripts:** An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
  - e. **Foreign Applicants:** Should an enrolling student provide a foreign high school diploma; the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.
  - f. **Ability to Benefit:** This school does not admit students who have completed an Ability-to-Benefit evaluation.
  
6. **Transfer Students:** Transfer students must officially withdraw, if they have not already done so, from their previous school prior to applying for admission at Top of the Line Barber College. Transfer students must meet the eligibility requirements listed above.
  - a. **Transfer Hours:** Transfer students must submit hours, via an official school transcript, to be considered for course credit prior to signing an enrollment contract. The acceptance of transfer hours is at the discretion of the school and its faculty; additionally, transfer hours will be accepted except where prohibited by state law. **ANY TRANSFER STUDENT MUST ENROLL FOR A MINIMUM OF 500 HOURS.**

## Enrollment Process

1. **Complete Enrollment Application:** An applicant must obtain an enrollment application, either in person or via the school's website. The enrollment application consists of three sections. The first section is the actual application; this is where the applicant will provide identifying information such as their name, DOB, SSN. It is also where the applicant will decide which class section they wish to enroll in, full-time or part-time. The second section of the application is an essay question. Applicants' response must be at least one (1) paragraph in length. The third and final section is a letter of recommendation that must be completed by an individual of the applicants choosing.
  - a. **Application Fee:** Applicants must submit a non-refundable application fee of \$75.00 along with this application. Application packets will not be accepted without the required fee.
  
2. **Complete Student Barber Permit Application:** Applicants must complete an application for a Student Barber Permit; the permit is issued by the SC Board of Barber Examiners, the state licensing agency. The permit and the number attached to it is used by school officials to record and report a student's training hours completed each month. The application may be obtained from school officials or directly from the SC Board of Barber Examiners' website. The link for the website is <https://www.llr.sc.gov/POL/Barber/index.asp?file=pub.htm>.
  - a. **Application Fee:** The SC Board of Barber Examiners requires a \$35.00 non-refundable application fee be submitted with all student barber permit applications.
  
3. **Submit Applications & Required Documentation:** Applicants must submit both completed applications, including the required application fees, and the required admissions eligibility documentation in person to an admissions representative. The representative will review the applications for accuracy and, if no errors are found, approve the

applicant's enrollment into the program.

- a. **Official Admission:** An applicant is not officially admitted into the program until the SC Board of Barber Examiners approves their application for a student barber permit.
4. **Negotiate Payment Terms:** Once an applicant has been admitted into the program, then he/she must make suitable arrangements to pay their outstanding tuition bill. The following payment terms are available:
- a. Submit entire payment at time of enrollment.
  - b. Submit down payment and required fees at the time of enrollment, then choose one of the following options:
    - i. Pay remaining balance before classes begin.
    - ii. Set up school approved payment plan for remaining balance.
    - iii. Finance remaining balance through private lender.
  - c. Apply for Title IV Federal Financial Aid and use benefits awarded to pay tuition.
  - d. Apply Veteran's Education & Training Benefits towards tuition.
5. **Sign Enrollment Contract:** Once an applicant and the school have agreed to payment terms, then the enrollment agreement is drafted. An admissions official will review the details of the agreement including:
- a. **# of Hours Contracted**
  - b. **Contract Dates**
    - i. **Start Date**
    - ii. **Estimated Graduation Date**
    - iii. **Start Dates & Anticipated Completion Dates of Four (4) SAP Evaluation Periods**
  - c. **Class Section & Schedule**
  - d. **Itemized Tuition & Fees**
  - e. **School Responsibilities & Student Obligations**
  - f. **Contract Nullification**

Once the student and parent/guardian (if applicable) review the contract, then they must endorse the contracts with their signatures to denote acceptance of the terms. A school official will sign, thus making the contract legally binding. The student and parent/guardian (if applicable) will receive a copy of the fully executed contract for recordkeeping purposes. The original document will be stored in the student's contract folder inside the business office.

### Re-Entry Students

Any student who withdraws from the barbering program prior to graduation has the option of re-enrolling in the program. The following conditions apply.

1. If the student withdraws, but then chooses to re-enroll within 90 days, a new enrollment contract must be signed. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal.

2. If the student chooses to re-enroll more than 90 days after officially withdrawing, then the student must complete a new application and sign a new enrollment contract. The student will receive credit for all training hours and barber theory coursework completed except where prohibited by state law. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal. In the case that a new edition or a revision to the current edition of the state approved textbooks occurs after a student's withdrawal, but prior to their re-entry, the student will be required to review and re-take any applicable barber theory tests to demonstrate mastery of the new standards.

## Tuition

The tuition and fees listed below have been approved for the 2019-20 Federal Award Year that begins on July 1, 2019 and concludes on June 30, 2020. The tuition rate applies to all applicants for enrollment excluding transfer students; furthermore, the tuition rate is the same for both full time and part time classes. Transfer students are charged an hourly rate for any training hours required. The fees listed below apply all applicants for enrollment, including transfer students.

2019-20 Program Tuition & Fees	
Tuition <b>1,500 Clock Hour Barber Training Program</b>	\$17,500.00
Transfer Student Hourly Tuition Rate <b>Minimum of 500 Clock Hours</b>	\$11.67/Clock Hour
Registration Fee Administrative Fee charged upon admission into program.	\$200.00
Textbooks <b>Milady Standard Barbering Textbook 6th ed - ISBN 1305100557</b> <b>Milady Standard Barbering Student Workbook - ISBN 1305100662</b> <b>Milady Standard Barbering Exam Review - ISBN 1305100670</b>	\$225.00
Training Kit & Supplies	\$1,500.00
Student Uniforms	\$500.00
Technology Fee	\$100.00
Testing Fee	\$175.00

### Re-Entry Student Tuition

If a student, who previously withdrew from the barbering program wishes to re-enroll, then the following conditions apply.

1. If the student withdraws, but then chooses to re-enroll within 90 days, a new enrollment contract must be signed. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal.
2. If a student chooses to re-enroll more than ninety (90) days after their official withdrawal date, then said student must reapply for admission and, if accepted, sign a new enrollment contract. In such cases, re-entry students will be charged the currently hourly tuition rate (\$11.67/clock hour) for any training hours required. The student will receive credit for all training hours and barber theory coursework completed except where prohibited by state law. The student will retain the same class standing and will return to barber theory class in the same unit they were studying at the time of their withdrawal. In the case that a new edition or a revision to the current edition of the

state approved textbooks occurs after a student's withdrawal, but prior to their re-entry, the student will be required to review and re-take any applicable barber theory tests to demonstrate mastery of the new standards. Additionally, the student is responsible for paying the cost to acquire any new textbooks or reference materials as required by our state licensing agency.

## **Enrollment Contract Expiration & Additional Training Hours**

It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student. All enrollment contracts state the start date and anticipated graduation date for a student; additionally, the contract details the anticipated start and estimated completion dates for each of the four SAP evaluation periods. The contracted start dates and end dates for the four (4) SAP evaluation periods are calculated based upon a student's enrollment status (full-time or part-time), which affects the number of hours a student is scheduled to complete daily. A grace period of 10% has been added to the calculated completion date of each SAP evaluation period. If a student has not completed the required training hours at the end of a scheduled SAP evaluation period, then he/she will be required to pay for additional instructional time to complete any remaining training hours.

**If a student does not earn all required training hours within the contracted SAP evaluation period, additional training hours will be billed at the rate of \$250 per week, or any part thereof, payable in advance, until completion.** Students will not be allowed to clock in until applicable weekly payments are made. Furthermore, the contract start and end dates for any subsequent SAP evaluation periods will be recalculated and this contract will be amended to reflect the new contract dates. Please note that the date of the maximum time frame for completion of the program will not change under these circumstances.

## **Authorized Methods of Payment**

The following methods of payment have been approved for tuition and fees payments.

1. Cash
2. Cashier's Check/Personal Check/Money Order
3. Title IV Federal Financial Aid Programs
4. Veteran's Education & Training Benefits
5. Private Loans, Grants and Scholarships

## **Authorized Payment Terms**

The following payment terms have been approved for tuition and fees payments.

1. Submit entire payment at time of enrollment.
2. Submit down payment and required fees at the time of enrollment, then choose one of the following options:
  - a. Pay remaining balance before classes begin.
  - b. Set up school approved payment plan for remaining balance.
  - c. Finance remaining balance through private lender.
3. Apply for Title IV Federal Financial Aid and use benefits awarded to pay tuition.
4. Apply Veteran's Education & Training Benefits towards tuition.

## Veteran's Affairs Addendum

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

**#Note:** Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 students cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Institutional Refund Policy

This refund policy applies to all terminations either initiated by school officials or a voluntary withdrawal by the student; this policy will also apply in the case of class or program cancellation and/or school closures.

### Official Cancellations & Official Withdrawals

1. An official cancellation occurs when a student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement.
2. An official withdrawal occurs when a student formally notifies school officials of their intent to withdraw from the program; the notification may be in person, in writing, or via telephone conversation.
3. Course Cancellation: If a class session is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall at its option:
  - a. Provide a full refund of all monies paid; or
  - b. Provide completion of the course and/or program.
4. Course Interruption: If the school cancels the barbering program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  - b. Provide completion of the course and/or program; or

- c. Participate in a Teach-Out Agreement; or
  - d. Provide a full refund of all monies paid.
5. School Closure: If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:
- a. Provide a pro rata refund for all students; or
  - b. Participate in a Teach-Out Agreement.

#### Unofficial Withdrawals

1. An unofficial withdrawal occurs when a student fails to attend class for fourteen (14) consecutive days. As a result, school officials will terminate the student from the program.
2. An unofficial withdrawal occurs when a student fails to return, as scheduled, from an approved leave of absence and does not formally notify school officials of his/her intention to return. School officials will terminate the student from the program.

#### Withdrawal Date Determination

A student's official or unofficial withdrawal date must be determined prior to performing the institutional refund calculation. School officials shall determine the official cancellation or withdrawal date on the earlier of the dates that:

1. An applicant is not accepted for admission and is entitled to a refund of all monies paid except a non-refundable application fee of \$75.00.
2. A student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school minus the \$75.00 non-refundable application fee shall be refunded to the student. The date of the cancellation will be the postmark date on the written notification or the date the notice is delivered in person.
3. A student cancels the enrollment more than three business days after signing the contract but prior to starting classes; a refund of all monies paid to the school less the application fee in the amount of \$75.00 will be made. The \$75.00 application fee covers the cost of processing a student's application. The date of the cancellation will be the postmark date on the written notification.
4. A student notifies the institution of his/her withdrawal. The date of the withdrawal will be the postmark date on the written notification or the date the notice is delivered in person.
5. A student on an approved leave of absence notifies school officials that he/she will not be returning to class. In this instance, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies school officials that he/she will not be returning.
6. A student is terminated from the barbering program by school officials.
7. School officials monitor student attendance by reviewing all training hours earned daily. An unofficial withdrawal occurs when a student fails to attend class for fourteen (14) consecutive days. The withdrawal date shall be fourteen (14) days after the student's last verified day of attendance.

## Refund Calculation

For applicants who cancel enrollment, students who withdraw from enrollment or students who are terminated by school officials a fair and equitable settlement will apply. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours as of the student's last verified date of attendance.

% OF SCHEDULED ENROLLMENT TO TOTAL COURSE	% OF TOTAL TUITION SCHOOL RECEIVE OR RETAIN
0.01%-4.9%	20%
5%-9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50%-100%	100%

## Refund Terms

- Administrative Charges:** Students who withdraw or are terminated prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g.: 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 this enrollment agreement.
- Fees:** Any student who withdraws or is terminated prior to course completion will be charged the full cost of the training kit & supplies (currently \$1,500.00), the textbook bundle if the student did not purchase independently (\$225.00), and uniforms as these items are issued to every student at the start of class.
- Return to Title IV (R2T4):** If a Title IV Financial Aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to Unsubsidized Federal Stafford Student Loan Program; second to Subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other federal, state, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV 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.
- Disbursement of Refunds:** Any monies due the applicant or student shall be refunded within 45 days of a formal withdrawal date determination as defined above, whether the withdrawal was official or unofficial. In the case of disabling illness or injury to the student, 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 or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or provide course completion at a later time.

# Attendance Policy

*Top of the Line Barber College* requires all students to attend class regularly as scheduled in the course syllabus. Moreover, students are expected to participate in class as required by the instructor. Students who adhere to this policy will be better prepared to graduate and obtain a license than their counterparts who miss class regularly or fail to participate.

## Class Schedule

Students are expected to be at school on time and prepared for class as scheduled. It is recommended that students arrive at least fifteen (15) minutes prior to a class' start time. The class schedule is listed below.

Full Time: 9:00am - 4:30pm, Tuesday - Saturday

Part Time: 5:00pm - 9:00pm, Tuesday; Thursday, Friday  
9:00am – 5:00pm, Saturday

Full time students must clock out for thirty (30) minutes for lunch each day. Part time students receive a fifteen (15) minute break each day.

## Minimum Attendance Rate

A student's attendance record is considered as a part of the evaluation and advising process. *Top of the Line Barber College* requires all students to be present for 80% of all scheduled class opportunities. Any student who fails to meet this standard is considered to be in violation of the school's Satisfactory Academic Progress Policy. Students must complete all 1500 scheduled clock hours to graduate from the program.

## Tardiness

A student is considered tardy if he/she is more than fifteen (15) minutes late for a scheduled class. A student may be granted permission to be tardy only if the instructor deems his/her reason for tardiness as valid or for doctor's appointments, jury duty, etc.

### Penalties for Tardiness

1. Any student who is more than thirty (30) minutes late for a scheduled class, without a valid excuse or written permission from the instructor, will not be allowed to clock in and will be dismissed from school for the day. The absence will count as unexcused.
2. Any student who is tardy more than five (5) times, without a valid documented excuse, during a thirty (30) day period is considered to be in violation of the attendance policy and is subject to a suspension. The student must pay an administrative fee of \$75.00 upon their return from suspension or they will not be allowed to attend class. Furthermore, the initial suspension will be for two days and any further violations will result in program termination.
  - a. Initial Violation = Two (2) Day Suspension
  - b. Subsequent Violation = Program Termination

## Absences

Any days that a student must miss from school will be documented in his/her school records. It will also be documented in the school's permanent record. Doctor's visits, school conferences (for dependent children), memorial/funeral services (for immediate family) will be excused with valid documentation; all other excuses will be judged on a case by case basis at the discretion of school officials. Furthermore, a student must be present for a minimum of 80% of all scheduled training hours in order to maintain satisfactory academic progress.

### Excused Absences

There are certain situations in which a student's absence(s) may be excused. An excused absence may be made up at a later date at no additional cost to the student. An excused absence will still count towards a student's attendance percentage; this means the absence will be used in the calculation of a student's attendance percentage when conducting an SAP evaluation.

A student must submit written documentation upon returning to school in order for the absence(s) to be considered excused. The following situations are considered excusable, provided the student submits the proper documentation. This list is not all inclusive as every situation will be considered on its own merit.

1. **Medical:** If a student, or member of their immediate family, is scheduled to undergo surgery or medical treatment that will require extended recovery time and/or rehabilitation.
  - a. **Documentation:** Doctor's Note
2. **Jury Duty/Legal Proceedings:** If a student has been assigned jury duty or has a pending court case.
  - a. **Documentation:** Jury duty notice; notarized letter from attorney or court clerk
3. **Military Deployment:** If an active-duty servicemember or reservist is deployed.
  - a. **Documentation:** Deployment Order
4. **Bereavement:** If an immediate member of a student's family passes away and the student needs time to grieve.
  - a. **Documentation:** Obituary; Death Certificate
5. **Employment Training:** If a student must attend an extended training seminar/workshop as required by their employer.
  - a. **Documentation:** Workshop/Seminar Certificate (Upon Completion)

### Unexcused Absences

An absence is considered inexcusable if a student is unable to provide a reason, along with valid documentation, that satisfies the criteria for an excused absence. An unexcused absence may be made up; however, the student is responsible for paying the cost of the additional training time. Currently, the rate for additional training time is \$250.00/week or any part thereof. Unexcused absences are included in the calculation of a student's attendance percentage during an SAP evaluation.

### Penalty for Excessive Absences

1. If a student is absent, without excuse, for fourteen (14) consecutive days, then he/she will be determined as not in compliance with the school's attendance policy and will be terminated from the program. If the student is a Title IV Federal financial aid recipient, then he/she will no longer be eligible to receive aid and may be

responsible for repaying any disbursed loans.

2. Students in the extended orientation class (initial 225 clock hours of training) may not accumulate any unexcused absences. Failure to comply with this standard will result in the immediate termination of the student.

## Leave of Absence

A leave of absence (LOA) may be granted for students who must miss an extended period of time but want to remain enrolled. All requests for a leave of absence must be submitted in writing and cannot exceed a period of 180 days in any 12-month period.

A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period. All students must adhere to this policy when requesting a LOA.

There must be a reasonable expectation that the student will return from the LOA. School officials will meet with the student to determine the length of time to be granted for the leave of absence. All leaves of absence must be approved by school faculty and administrators. An approved leave of absence will result in the student's enrollment agreement being extended by the same number of days taken for the leave of absence.

### Authorized Reason for Requesting Leave of Absence (2)

The list below outlines the school-approved reasons for requesting a LOA. Please note this list is not all-inclusive; all LOA requests will be reviewed on a case-by-case basis.

1. **Medical:** If a student, or member of their immediate family, is scheduled to undergo surgery or medical treatment that will require extended recovery time and/or rehabilitation.
  - a. **Documentation:** Doctor's Note
2. **Jury Duty/Legal Proceedings:** If a student has been assigned jury duty or has a pending court case.
  - a. **Documentation:** Jury duty notice; notarized letter from attorney
3. **Military Deployment:** If an active-duty servicemember or reservist is deployed.
  - a. **Documentation:** Deployment Order
4. **Bereavement:** If an immediate member of a student's family passes away and the student needs time to grieve.
  - a. **Documentation:** Obituary; Death Certificate
5. **Employment Training:** If a student must attend an extended training seminar/workshop as required by their employer.
  - a. **Documentation:** Workshop/Seminar Certificate (Upon Completion)

Students will be required to submit the required documentation along with the request. In the case of bereavement or employment training, the student may not have any documentation at the time of the LOA request; the student will be required to submit the documentation upon return. Failure to submit documentation will result in a determination of an unauthorized LOA. As a result, the student's unapproved LOA will result in a status on "Non-Compliant" with the school's attendance and SAP policies; such a determination could result in the loss of eligibility for Title IV Federal Financial Aid and/or Veteran's Education Benefits.

### Official Request for Leave of Absence

All official requests for leaves of absence must be submitted in advance in writing, include the reason for the request, and include the student's signature. Upon receipt, school officials will review the student's request and issue an approval or rejection. There must be a reasonable expectation that the student will return from the LOA. The student will be informed in writing of the decision. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

### Emergency Leaves of Absence

In some cases, a student may not be able to officially request a leave of absence prior to leaving school. In such an instance, school officials are authorized to grant an emergency leave of absence upon making contact with the student.

School officials would inform the student of the necessary documentation required to satisfy the emergency leave of absence request, which the student would need to provide upon returning to school. Failure to provide the necessary documentation would result in the emergency leave of absence being removed from the student's attendance record. As a result, the student's unapproved leave will result in a status on "Non-Compliant" with the school's attendance and SAP policies; such a determination could result in the loss of eligibility for Title IV Federal Financial Aid and/or Veteran's Education Benefits.

The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the emergency. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

### Return from Leave of Absence

School officials must use their professional judgement to determine if a student can, within reason, be expected to return to school from an official or emergency leave of absence before approving the request. If the school official believes the student may not return from leave, then the request will be denied. School officials will advise the student that officially withdrawing from school may be the best course of action in such cases.

If a student fails to return as scheduled from an approved leave of absence and fails to contact school officials to request an extension, then he/she is considered withdrawn from the program. If the student chooses not to return to school after a leave of absence, then his/her withdrawal date will be the last verified date of attendance for the purposes of calculating any applicable refund.

If a student is on an unauthorized LOA, then he/she will be withdrawn from the program. In such cases, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

### Contract Revisions as a Result of Leave of Absence

The institution may not assess the student any additional institutional charges as a result of an approved LOA. The institution must extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

### Make-Up Assignments

Students are responsible for completing any missed assignments and scheduling any tests missed during an absence. Students must meet with their instructor to schedule make-up tests.

## **Veteran's Affairs Addendum**

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

- ***Is considered reasonable additional criteria,***
- ***Will become a part of 3676 approvals (if institution's existing attendance policy is more restrictive, then that policy will be used),***
- ***Will be listed as an addendum to the institution's catalog, bulletin, or handbook:***

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b). Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of *mitigating circumstances*.

***Mitigating circumstances:*** Issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control are defined as mitigating circumstances. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

***Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence".***

## Course Withdrawal Procedures

*Top of the Line Barber College* students have the option of withdrawing from the program at any time. Any student wishing to withdraw from school must take the following steps.

1. Complete “Notice of Official Withdrawal” form.
2. Submit form to school. The form may be submitted in person by the student or delivered via the US Postal Service.
3. Meet with school official to complete “Withdrawal Calculation Worksheet” to determine the amount, if any, the student owes the school.
4. Fulfill any applicable financial obligation to the school.
5. Complete exit counseling for any Title IV financial aid programs, if applicable.
6. Receive Official School Transcript for all hours earned while enrolled.

Please be aware that a student’s withdrawal is not official until the school has received the “Notice of Official Withdrawal” from the student either in person or via the mail. The date that this form is received will be deemed the student’s official date of withdrawal; however, all refund calculations are based on the student’s last date of attendance. Once the school has received this form, then the student will be formally withdrawn from classes and any applicable Title IV Federal Financial Aid will be returned.

# Student Code of Conduct

Every student who is admitted into the barbering program at *Top of the Line Barber College* must adhere to the following code of conduct. These rules and regulations were established by the management group of *Top of the Line Barber College* and approved for implementation by the Board of Advisors. School officials will enforce these regulations consistently and equally.

1. All students must sign in at the administrative desk in upon arriving at the facility for class. Failure to do so may result in the student not receiving credit for all the clock hours of training earned during a particular day. School officials will not seek out students to determine when they arrived for class; officials will simply document the time that they first noticed the student on campus.
2. All students must attend academic theory classes as scheduled. A student may be excused from class in the case of an emergency.
3. Students must report to class on time as scheduled in the class syllabus. A student is considered tardy if he/she is more than fifteen (15) minutes late for class.
4. All students must actively participate in class and must be engaged in educational activities at all times. If a student is assigned to the clinic floor but no clients are available, then the student may only work on reading/workbook assignments or work on techniques in the practical lab. A student found to be in violation of this policy is subject to dismissal from school and may face additional disciplinary action. Students may also use downtime to study for make-up examinations or retests when applicable.
5. Students are required to notify the school on any day that the student is unable to attend classes so that proper arrangements can be made.
6. Students must seek permission from school officials to leave the facilities at times other than lunch or the end of the school day.
7. Students must dress in the appropriate attire as outlined in the school dress code. This includes maintaining proper hygiene and grooming.
8. Students will clean and maintain all implements and equipment according to the guidelines set forth by the manufacturer as well as school requirements. Additionally, students will sanitize all equipment and make sure their workspace is clean prior to serving a client as required by the state regulatory agency.
9. Students will be assigned sanitation duty via the sanitation duty roster. It is the responsibility of the individual student to check for his/her assignment and complete the duty as required. Students MAY NOT refuse to perform an assigned sanitation duty.
10. Smoking is prohibited in the building. Students will be allowed to smoke in the designated area. Additionally, all food and beverages must be consumed in the student lounge.

11. Students will treat faculty, staff, and clients with respect at all times. Furthermore, students must conduct themselves professionally in all of their interactions with each other. Actions or statements that may cause bodily harm to another student, a faculty or staff member, or a client is prohibited.
12. The number one goal of our students should be to provide clients with a memorable experience by offering them quality service at all times. As a result, there may be times in which a student will be asked to re-schedule lunch or another break in order to properly serve the clients in the facility. Additionally, a student MAY NOT refuse to perform a service for a client at anytime. A student may be suspended if he/she refuses to serve a client.
13. Students must use the appropriate process to file a complaint or grievance with a school policy or a faculty/staff member. Students are prohibited from publicly criticizing the school on school premises.
14. A student cannot interfere with the instruction of other students. Additionally, a student shall not endeavor to instruct another student. It is the sole responsibility of *Top of the Line Barber College's* faculty to provide ALL instruction to students.
15. Students will maintain the highest standard of integrity at all times. Cheating, plagiarism, falsification of records, or theft is strictly prohibited. Any student caught violating this policy may be terminated immediately.
16. Students will respect the personal property of others as well as school property. Any student caught intentionally vandalizing school property will be subject to suspension or termination and will be responsible for the cost to repair the damages.
17. Students' may not receive visitors or answer cell phone calls while serving a client. Additionally, all visitors must check in at the reception desk and wait in the lobby until the student can come up to see them. Furthermore, a student may only use the school telephone for school related matters or in the case of an emergency.
18. The student is solely responsible for his/her personal belongings and training equipment. Additionally, a student is responsible for having all the materials necessary for participation in class.
19. Any student who is logging more than six hours per day is required to take a thirty minute lunch break. Students who are logging less than six hours per day are entitled to a fifteen minute break. The break period will be assigned by the faculty or staff. As a result, the student must take his/her break at the designated time or not at all. Break times do not accumulate. In other words, a student could not forgo his/her scheduled lunch break and then use that time to leave thirty minutes early from school.

# Student Discipline

The following penalties have been established by the *Top of the Line Barber College* Advisory Committee. They apply to students who are found to be in violation of school policies regarding student conduct or the dress code. Please note that school officials are charged with using their discretion in determining the appropriate punishment. School officials will consider the nature of the offense as well as the severity of the violation and whether or not it is a repeat offense. In some instances not all of the following penalties may be applied if school officials determine that the nature and severity of the offense merits a stronger penalty. In other words, a student may be terminated from the program even if all disciplinary options have not been exhausted if school officials determine such a penalty is warranted.

## Discipline Process

Students found to be in violation of school policy may be subject to the following penalties.

Offense*	Penalty
1 <sup>st</sup> Offense	<b>Verbal Warning</b> -Informal Counseling
2 <sup>nd</sup> Offense	<b>Written Warning</b> -Formal Counseling
3 <sup>rd</sup> Offense	<b>Discipline Report</b> -Suspension
4 <sup>th</sup> Offense	<b>Termination</b>

**\*Please be aware that threats of violence and physical altercations are strictly prohibited and will result in a student's immediate termination from the program. The student(s) may also face charges from law enforcement officials in such instances. \***

- 1<sup>st</sup> Offense: Verbal Warning**-Students will receive a verbal warning after the first violation of school policy. The verbal warning is basically a one-on-one counseling session between a faculty/staff member and the offending student. The goal is to inform the student of his/her violation and instruct the student in the proper conduct. The verbal warning will be documented in the student's file; if the student repeats the offending behavior/conduct, then more severe penalties will be issued; the warning will be removed from the student's file if no further violations occur within thirty (30) days.
- 2<sup>nd</sup> Offense: Written Warning**-If a student continues to violate school policy after receiving a verbal warning, then a written warning will be issued. The written warning is formal documentation that a student has been warned and counseled about his/her actions and conduct; it is the final warning before severe disciplinary action is taken. The written warning will be removed from a student's file if no further violations occur within sixty (60) days.
- 3<sup>rd</sup> Offense: Discipline Report**-If the offending behavior/conduct continues after the student has received a written warning, then faculty/staff will dismiss the student from school for the remainder of the day and suspend them from the program; the suspension may not exceed five (5) days in length. Faculty/staff will write up a disciplinary report; this report documents the offending behavior, as well as the previous attempts to correct the behavior, and the penalty issued by the school. In some cases, school officials may decide to require the student to adhere to special restrictions as a condition of his/her return. In any case, the student will be informed that any future violations will result in his/her termination from the program. Discipline reports will remain in a student's file permanently.

4. **4<sup>th</sup> Offense: Termination**-A student will be terminated from the program after his/her fourth violation of school policy. If the student is a Title IV federal financial aid program recipient, then he/she may be responsible for repaying the full amount of any funds received to the applicable program.

### **Disciplinary Appeals Process**

Students have the right to appeal a school official's decision regarding an alleged violation and the subsequent punishment; the Student Discipline Council will hear all appeals. The purpose of this committee is to resolve any disputes a student has regarding disciplinary action taken by school officials. The council is composed of the school Director, the admissions director, a faculty/staff representative, and two (2) members of the Advisory Committee. The student agrees to abide by the committee's decision regardless of the outcome.

1. **Official Notification**-The student must declare, in writing, their desire to appeal the school decision within 24 hours of the discipline report.
2. **Hearing Scheduled**-Once school officials have been made aware of the student's desire to appeal the decision, they must schedule a date/time for the appeal hearing and inform the student of this date. This date must be no more than seven (7) business days after the initial disciplinary decision was made.
3. **Hearing Conducted**-The student will have the opportunity to gather evidence, including witnesses, to present his/her case to the Appeals Committee. The committee will be given the opportunity to review the evidence presented and interview any witnesses.
4. **Deliberation**- After hearing the student's case, the committee will convene to consider its ruling. The committee must not only determine whether or not to uphold or overturn the original decision; if they choose to overturn the original decision, then they must determine the appropriate punishment, if any, to be issued. The committee has 48 hours to deliberate and issue a decision; all decisions must receive a majority affirmative vote before they become official.
5. **Decision Issued**-The committee will inform the student of its decision. If the committee chooses to uphold the original decision, then no further action is required. If the committee chooses to reverse the original decision, then the original decision will be stricken from the student's record as well as the school's record. The committee's new penalty, if applicable, will be entered into the school's files and the student's official record. The decision issued by the committee is final.

# Student Privacy

*Top of the Line Barber College* takes privacy very seriously. We take great strides to ensure that no student, staff, or client information is distributed to any party without prior written authorization. Our faculty and staff members must sign a confidentiality agreement as part of the hiring process; the agreement stipulates that employees will not divulge any information to any party, unless it is required as a function of their position, without written authorization.

The Family Educational Rights and Privacy Act otherwise referred to as FERPA (20 U.S.C. §1232g; 34 CFR Part 99) is a federal law designed to protect the privacy of a student's education record. Under this law a parent is granted certain rights in regard to their dependent child(ren)'s education records. These rights transfer to the student when he/she reaches 18 years of age or when the student enrolls in a post-secondary institution such as a college or trade school. *Top of the Line Barber College* is fully compliant with this statute.

## Student & Parental Rights

The following rights have been granted to students and/or the parents of dependent minors under FERPA. These rights pertain to the access and disclosure of personally identifiable information of a student's education record. Furthermore, the procedures for exercising these rights are explained.

- 1. Students and the parents of dependent minors have the right to review their education record.** -The student must submit a request, in writing, to the school official in charge of maintaining student records. The request must specify which record(s) the student wishes to review. The school has 45 days to furnish the student with a copy of the record or make arrangements for the student to review the original document. If the student submitted the request to the incorrect official, then that official will notify the student of the proper official to submit the request to.
- 2. Students and the parents of dependent minors have the right to request that their education record be amended.** -If the student believes his/her record is inaccurate, misleading, or otherwise in violation of the student's rights granted under FERPA, the student may request that the record be amended. The student must submit a written request to school officials stating why the record(s) are incorrect, attaching relevant support documents, and specifically identify how the record should be amended. School officials will review the student's request and supporting evidence and render a decision. If the school chooses to honor the student's request, the student will receive notification in writing and a copy of the corrected record. If the student's request is denied, school officials will notify the student of this decision and of their right to request a hearing concerning the amendment request. If the student chooses to request a hearing, school officials will inform the student of the procedures for holding the hearing.
- 3. Students and the parents of dependent minors have the right to grant their written consent to the school before any personally identifiable information from the student's record is released to any third party.** -The student must submit the official release document to the school authorizing the school to release information to a designated third party. The only exception to this provision is school officials with legitimate educational interest as authorized under FERPA.

A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the school.

School officials will disclose education records without a student's consent to officials from another school in which a student seeks or intends to enroll. School officials will make a reasonable attempt to notify students of any such disclosures.

4. **Students and the parents of dependent minors have the right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with FERPA.** -The student may submit his/her complaint regarding the school and an alleged violation of FERPA to:

**Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-5901**

### **School Responsibilities**

1. The school will release an annual notification of rights, regarding their education records, to every student currently enrolled in the barbering program.
2. The school will explain the procedures necessary for students to exercise these rights in its annual notification.
3. The school will maintain a record in each student's file listing to whom personally identifiable information was disclosed and the legitimate interest the parties had in obtaining the information. School officials with legitimate educational interests and the school directory are excluded from this provision.
4. The school will not release any information from a student's file without seeking the written approval of the student and/or parent/guardian if applicable.

### **Accrediting Agency & Government Agency Access**

As our accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS) has the right to access a student's file without obtaining prior written permission from the student or parent/guardian.

Additionally, any government agency or office that has the authority to oversee school operations may access student files without obtaining prior written consent from the student and/or parent/guardian; an example of such an agency would be the SC Commission on Higher Education or the US Department of Education. Any request for access to student files must be for official business only.

### **Client & Vendor Information**

Any information collected from our clients and vendors will be held strict confidentiality. *Top of the Line Barber College* will not share or sell client information to any third party without prior written approval from the client. The only vendor information we will share is the contact number for interested parties. Contact information will be retained on all clients in case of an emergency.

# Student Grievances

The faculty and staff of *Top of the Line Barber College* take student complaints very seriously. School officials will strive to make every reasonable attempt to address and resolve all student grievances in a timely manner. Complaints and grievances that are frivolous in nature or are without merit will be dismissed; for example, not wanting to complete the coursework is not a valid complaint.

## Definition

For the purposes of this policy, grievance is defined as actual or alleged actions that infringe upon a student's ability to fulfill the program requirements. A student may have a grievance against a faculty/staff member or against a fellow student.

## Internal Grievance Procedure

The following procedures have been established by the *Top of the Line Barber College* Advisory Committee for students wishing to file an internal grievance. Students will be made aware of these procedures during the orientation session prior to the first day of class. Students must adhere to these procedures; otherwise the school will not address the complaint. All documentation regarding a grievance, including the outcome, will be retained in the student's record and in the school's file. School officials will monitor the nature, frequency, and patterns of complaints for the institution as well as individual students.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred. Students may request a grievance form from an administrative staff member; furthermore, students are instructed to submit the completed form to an administrative staff member.
2. The grievance form will be given to the Director of Academics, who represents the school's management team. The management team is composed of the Director of Academics, the Director of Admissions, the Director of Business, and the Director of Financial Aid.
3. The grievance will be reviewed by the management team and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member of the management team, an administrative staff member who may not be related to the student filing the complaint or another student in the school, and a member of the school's Advisory Committee. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution.

for the dispute. School management, led by the school Director shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## **External Grievances**

If the resolution offered by the school is insufficient after completing the entire grievance process, then students may file a complaint with the school accrediting agency. The name and contact information for the accrediting agency is as follows:

### **NACCAS**

3015 Colvin Street  
Alexandria, VA 22314  
(703)600-7600

# Campus Safety

This section was created to provide *Top of the Line Barber College* faculty, staff, and students with guidelines for addressing safety and security concerns as well as emergency situations. Informed, well trained individuals are more likely to make wise decisions during times of crisis. This section also has resources for counseling and mental health services.

All faculty, staff, and currently enrolled students will be given a copy of these procedures for their personal use. Additionally, a copy will be kept at the administrative desk for clients and visitors to review.

Management requires all faculty and staff members responsible for coordinating emergency operations to adhere to the policies and procedures described in this chapter. Management also authorizes those individuals to use discretion and make exception to these policies, in the interest of safety, when necessary.

## Purpose

The procedures detailed in this manual are intended to preserve life and, when possible, minimize property damage. Since emergencies normally occur with little to no warning, the procedures are designed to be flexible in order to accommodate any necessary contingency plan(s). Moreover, these procedures address the issues that one could ideally expect to encounter during an emergency situation.

This section also outlines the campus security policy. It outlines who has access to the facilities and the timeframe of said access. Additionally, the procedures for reporting a crime on campus are explained as well. The school's alcohol and drug policy is explained

Finally, a list of agency referrals for those faculty, staff, and students who require counseling for a variety of issues is provided at the conclusion of this chapter.

## Emergency Numbers

The following numbers should be used in case of emergency and other crisis situations.

1. **Fire, Police, Medical Emergencies:** 911
2. **Police, Non-Emergency:** (843) 577-7074 (Charleston Police Department)  
(843)202-1770 (Sheriff's Office)
3. **Fire, Non-Emergency:** (843)577-7071
4. **Poison Control:** 1-800-922-1117
5. **SCE&G (Gas Leak/Power Outage):** 1-888-333-4465
6. **Charleston Water System (After Hours Emergencies):** (843) 727-6800

## Declaration of Emergency

The Governor of South Carolina is responsible for declaring a state of emergency when the situation arises. Following this announcement, school officials will determine the best course of action. If deemed necessary, the school Director will declare a campus emergency. Once an emergency is declared, only registered students, faculty, and staff are authorized to be present on campus but in the event of immediate crisis only authorized administrative personnel will remain all others will be dismissed. Our clients will be asked to vacate the premises, unless conditions require that they remain on campus. All unauthorized individuals remaining on campus may be subject to arrest in accordance with applicable laws.

## **Clery Act Disclosure**

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective students and employees are entitled to request and receive a copy of the College's Annual Security Report. The report includes statistics for the past three years concerning crimes (whether they occurred on campus, in off-campus buildings or property owned or controlled by the College, or on public property adjacent to campus) reported to campus security authorities. Each report also provides campus policies and practices concerning security – how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, campus resources, and other matters. Please speak with a school official to request a copy of the most recent Annual Security Report.

## **Evacuations**

**Disclaimer:** To avoid any unnecessary incidents, staff is instructed to wait for public safety officials (e.g. firefighters) or law enforcement officers to issue an evacuation order.

### ***Evacuation Procedures***

1. All buildings evacuations will occur when an alarm sounds and/or when ordered by public safety officials or law enforcement.
2. Instruct all personnel to exit the building in calm, orderly manner through the nearest exit; if time permits, instruct individuals to refer to the evacuation route posted in the room they are currently occupying.
3. Instruct individuals to walk in single file line and stay to the right when exiting the building; remind all individuals to keep noise to a minimum and to refrain from pushing others.
4. Do not use the elevators, if applicable, during an evacuation.
5. Once outside, proceed to the designated area at least 500ft. away from the building; await further instructions from school officials, public safety officials, or law enforcement.
6. Return to the building when given permission by public safety officials or law enforcement.

These basic evacuation procedures are to be observed when exiting the building during any emergency or crisis. Public safety officials or law enforcement officers will provide and specialized evacuation instructions if necessary.

### **Severe Weather Emergencies**

In the event of severe weather *Top of the Line Barber College* will follow general closure procedures that govern other higher learning institutions. Students will be notified by email or telephone of campus closings/reopening as soon as those determinations are made by school administrators. Students and staff are advised to call the campus if they are unsure if it will be open and are warned to not attempt to come to campus during visible severe weather, such as hurricanes and tornados.

## **Fire Emergencies**

A fire may occur at any time without warning. It is important to have procedures in place that will, above all else, preserve life; a secondary function of these procedures is to minimize property damage.

## ***Fire Procedures***

The following procedures were designed with an emphasis on preserving human life. Property and equipment can be replaced; life cannot. If a fire is discovered on campus Top of the Line Barber College will observe the following:

1. Pull fire alarm to alert others to the emergency.
2. Remain calm; do not panic.
3. Do not assume someone else has reported the fire; call 911 and report fire immediately. Follow the instructions given by the 911 dispatcher. If ordered to evacuate the building, please follow the normal evacuation procedures.
4. If the fire appears controllable, use a fire extinguisher in an attempt to put out the fire. As a general rule, aim the extinguisher towards the base of the flames.
  - a. If the fire does not appear controllable, evacuate all rooms. Close all doors and windows, if able, to confine the fire and reduce oxygen; do not lock the doors.
5. If you are trapped in a room, place cloth material (wet if possible) around and under the door to prevent smoke from entering the room. Get as far away from the fire as possible; close all doors between you and the fire. Be prepared to alert firefighters to your presence from a window; do not break glass unless absolutely necessary.
6. If you are caught in smoke, drop to your knees and crawl; it may be easier to locate breathable air at ground level. Hold your breath as much as possible; breathe through your nose while using your shirt, blouse, or jacket/coat as a filter. If possible, wet the article of clothing or fabric to assist breathing.
7. Do not attempt to gather any personal belongings; take only what is already in your possession.

## **Medical Emergencies**

It is vitally important that all faculty and staff members are trained in how to properly handle any medical emergencies. A well-trained individual is more likely to make thoughtful decisions that may be the difference between saving a life and an unfortunate tragedy.

### ***Emergency Medical Procedures***

Top of the Line Barber College will observe the following procedures in case of an emergency medical situation.

1. Call 911 immediately; even if the situation does not appear life threatening, "it is better to be safe, than sorry." During the call, please provide the 911 dispatcher with the following information:
  - a. **Nature of the emergency**
  - b. **Location of incident**
  - c. **Description of person(s) requiring assistance. If possible, provide dispatcher with previously acquired medical information; if unable to provide information to dispatcher while on phone, have information available when emergency personnel arrive.**
  - d. **Provide dispatcher with your current location and a phone number where you may be reached.**

2. Follow any instructions provided by the 911 dispatcher and/or emergency medical personnel.
3. Remain with the injured party and await the arrival of emergency medical personnel; reassure the individual(s) that help is on the way.
4. Once emergency medical personnel have arrived, provide them with any updates to the individual's condition since the original 911 call. If you did not do so earlier, provide the emergency medical personnel with any pertinent information from the individual's medical record.
5. Obtain a report number from police officer or emergency official.
6. Once the emergency has been resolved, file an internal incident report. This must be done immediately after emergency personnel have left the premises; doing so will ensure that an accurate report is filed.

## **Policies Emergencies**

*Top of the Line Barber College* does not employ an on-campus police force. All criminal matters fall under the jurisdiction of the City of Charleston Police Department and Charleston County Sheriff's Office.

There are several types of emergencies that may require police intervention. This policy addresses the procedures for handling the more common offenses that may occur on campus.

### Robbery/Theft

**School Property Theft:** If it is believed that school property has been stolen, staff will observe the following.

1. Perform a thorough search of the facilities to ensure that the missing item(s) were not simply misplaced.
  - a. If the items are discovered during the search, please disregard the remaining steps on this list.
  - b. If the items are not discovered during the search, please continue with the following steps.
2. Compile a list of everything that is missing.
  - a. Be as descriptive as possible; the more information you provide to the police, the better your chances of recovering your property.
3. Call the police and file a report.
  - a. If you encounter the crime in progress, disregard steps 1-2 and call 911 immediately; stay hidden so that you are not discovered.
4. Obtain a case number from the officers who respond to the call.
5. File an internal incident report so that the school's crime statistics remain accurate.
6. Review security policies and make amendments where necessary to prevent future crimes.

**Personal Property Theft:** If a faculty, staff member, or student claims that property has been stolen, please observe the following.

1. Instruct the faculty, staff member, or student to conduct another search of their personal belongings and the item's last known location to ensure that the property was not simply moved or misplaced.
  - a. If the items are discovered during the search, please disregard the remaining steps on this list.
  - b. If the items are not discovered during the search, please continue with the following steps.
2. Obtain a detailed description of the missing item(s).
3. Inquire if the victim(s) would like to call the police and file a report.
  - a. If the victim declines to file a police report, please file an internal incident report and take no further action.
  - b. If the victim would like to file a police report, please call the police and continue to the next step.
4. Provide the police with the information given to you by the victim.
  - a. Allow victim to speak with police, if they desire.
  - b. Allow police to search the facility.
5. Obtain a case number from the officer(s) who respond to the call.
6. File internal incident report and update school's crime statistics.

**Robbery:** In case of a robbery on campus, please observe the following.

1. Comply with the demands of the perpetrator.
  - a. Remain calm.
  - b. Verbally express your compliance with all of the perpetrator's demands.
2. Do not attempt to apprehend the perpetrator yourself.
  - a. Discourage others from attempting to apprehend the perpetrator as well.
3. If possible, observe as many details about the perpetrator as possible.
  - a. Height, weight, age, etc.
  - b. Description of the perpetrator's clothing.
  - c. If possible, description of perpetrator's vehicle.
  - d. General direction the perpetrator fled.
4. Once the perpetrator has fled the premises, check to see if anyone has been injured.
  - a. Provide medical assistance to any injured individuals.
  - b. Inquire if anyone else was able to observe any of the perpetrator's descriptive features.
5. Call 911 and report the robbery.
  - a. Provide dispatcher with a description of the perpetrator.
  - b. Report any injuries and request medical assistance, if necessary.

- c. Care for the injured until help arrives.
6. Obtain a case number from the officer who responds to the call.
  - a. Follow-up with police to remain updated on the status of the case.
7. File an internal incident report and update the school's crime statistics.

#### Assault/Fight

**Procedures:** If you witness or are alerted to an assault/fight on campus please observe the following procedures.

1. Call 911 immediately and provide the following information.
  - a. Your name and location
  - b. Phone number you are calling from; in case you have to use a cell phone instead of the office phone
  - c. Location of assault/fight
  - d. Number of individuals involved
  - e. Number of injuries and the location of injured individuals
2. Ensure the safety of faculty, staff, and students; if necessary, evacuate the building.
3. If possible, take control of the situation.
  - a. Clear all onlookers and antagonists away from the assault/fight.
  - b. Demand that the combatants stop; address combatants by name if possible.
  - c. Provide care to the injured until law enforcement and emergency medical personnel arrive.
  - d. Seal off the area where the incident is occurring.
4. When police arrive, provide them with any information you have regarding the incident.
  - a. Names of combatants
  - b. Possible reasons for the incident
  - c. Detailed account of the actions you personally witnessed.
  - d. Allow police to speak with any other witnesses to the incident.
5. Lead emergency medical personnel to the location(s) of all injured individuals.
6. Obtain a case number from the officers on the scene.
7. File internal incident report and update the school's crime statistics.

#### **Sexual Harassment**

Sexual harassment is a type of workplace discrimination. It is a violation of the Civil Right Act of 1964. When an employee makes continuous, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature towards another employee it is defined as sexual harassment. Sexual harassment occurs when an employer's actions create a hostile work environment for an employee by either explicitly or implicitly stating that the acceptance or rejection of a sexual request will impact the employee's job status. *Top of the Line Barber College* strictly prohibits any type of sexual harassment.

## Examples of Sexual Harassment

There are a variety of situations in which sexual harassment may occur in the workplace. The following examples are not meant to be a definitive list of the types of sexual harassment that may occur.

1. Unwanted jokes, gestures, offensive words/images on clothing.
2. Making physical contact such as patting a coworker on the back or grabbing an employee around the waist. Also impeding someone's path or interfering with their ability to move.
3. Repeated requests for a date or sexual favors that are denied.
4. Transmitting or posting emails or pictures that are sexually explicit. Also using social media, such as *Facebook*, to make unwanted sexual requests.
5. Displaying sexually explicit or suggestive pictures, posters, or objects.
6. Playing music with sexually suggestive and/or explicit lyrics.

As stated above, these examples do not constitute all forms of sexual harassment. They are simply the most common and recognizable forms.

## Sexual Harassment Procedures

*Top of the Line Barber College* takes claims of sexual harassment very seriously. Every claim will be investigated by management. Any employee who is proven to be sexually harassing another employee, group of employees, or student may be terminated immediately; if the individual is a student, then he/she will be terminated immediately.

Furthermore, the individual may be subject to criminal and/or civil penalties. The following procedures have been established to allow individuals whom are the victims of sexual harassment to receive resolution.

1. **Report:** Any employee or student who is the victim of sexual harassment or witnesses an act of sexual harassment should report the action to management immediately. Any individual who reports alleged acts of sexual harassment is presumed to have done so in good faith. It is a violation of this policy to knowingly provide false statements regarding allegations of sexual harassment.
2. **Investigation:** The supervisor will take statement from the alleged victim or victims as well as any witnesses to the alleged acts. The alleged perpetrator will be given an opportunity to defend his/her actions. If it is determined that there is insufficient evidence to support the allegations, the claim will be dismissed. If it is determined that there is sufficient evidence to support the claim, then a determination must be made as to the appropriate penalty. Law enforcement officials may be contacted if it is determined that the actions of the alleged perpetrator could be construed as criminal.
3. **Resolution:** The employee/student will be punished, if the allegations are proven true. Depending upon the severity of the harassment, the employee may be terminated immediately or suspended without pay for a predetermined length of time. As a condition of the suspension, the employee may be ordered to undergo counseling prior to returning to work. Any student who is found to be harassing classmates or staff members will be immediately terminated.
4. **Record:** All documentation concerning a sexual harassment claim will be retained. Copies of all documents will be recorded in the applicable employees' file. The school will also maintain a master log of all sexual harassment claims and the results of any investigations. The report will be added to the campus crime log.

5. **Counseling & Support:** The victims will be offered counseling. Management will refer all victims to a counseling service in order to provide the support and care that these individuals will need.

## **Counseling Services**

*Top of the Line Barber College* does not provide on campus counseling services for students; faculty and staff members will listen to a student's concerns and try to refer them to the appropriate agency for assistance.

1. **Domestic Abuse/Sexual Assault-** My Sister' House: (843)744-3473
2. **Suicide-** National Suicide Prevention Hotline: 1-800-273-8255
3. **Alcohol/Drug Rehab; Mental Health-** Charleston Center: (843)722-0100; Trident United Way: 211 Hotline
4. **Homeless-** Crisis Ministries: (843)718-0628