

WASHINGTON BARBER COLLEGE INC.

2026
"Developing World Class Professionals"



School Catalog **HANDBOOK**

5300 W 65th Street
Little Rock, AR 72209

www.washingtonbarbercollege.edu



WASHINGTON BARBER COLLEGE

Developing World Class Professionals

School Catalog – Handbook

Although the publisher of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by mistakes. The publisher has attempted to present information which, at the time of preparation for printing, most accurately describes the course offerings, faculty listings, policies, procedures, regulations, and requirements of Washington Barber College. However, it does not establish contractual relationships.

Washington Barber College, Inc. reserves the right to alter or change any statement contained herein without prior notice.

PUBLISHED BY WASHINGTON BARBER COLLEGE, INC., LITTLE ROCK, AR

Washington Barber College, Inc. is approved by Arkansas State Board of Barber Examiners located at 501 Woodlane Street – Suite 212 N - Little Rock, AR 72201 Phone: (501) 682-4035

Washington Barber College, Inc. is accredited by The Council on Occupational Education located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30346 Phone: 1(800) 917-2081.

TABLE OF CONTENTS:	PAGE #
History and Welcome Letter -----	4
Directors Office and Mission Statement -----	5
Arkansas Barber Laws -----	6
Institutional Objectives -----	6
Faculty and Administrative Staff -----	6-7
Faculties and Equipment -----	7-8
Admission Policies and Requirements -----	8
Handicapped/Special Needs Students -----	8
Statement of Non-Discrimination -----	8
Copy Write Infringements Policies -----	9
Barber/Stylist/Barber Instructor Tool Kit -----	9-10
Eligibility for Title IV/Financial Aid -----	10-12
Financial Aid Programs -----	12
Satisfactory Academic Progress (SAP) Policy -----	12-15
-Definition of an Academic Year	
-Attendance Progress Evaluation	
- Academic Progress Evaluation	
- Determination of Progress Status	
- Probation and Re-Establishment of Aid	
- Interruptions and Withdrawals	
- Appeal Procedures	
Return of Title IV Funds -----	16-19
Withdrawal Policy -----	19-22
Refund Policy -----	22
Programs Curriculum -----	22-25
-Barber/Stylist Program	
-Barber Instructor Program	
Program Description and Tuition -----	25
Student/Staff Counseling -----	25-26
Academic Advising/Career Guidance -----	26
Class Schedules/Business Hours -----	26
School Calendar & Holidays -----	26
Rules & Regulations -----	27-28
Attendance Policy -----	28-29
Job Placement -----	29
Graduation Requirements -----	30
State Licensing Requirements -----	30-31
Safety Requirement -----	31
Physical Demands -----	31
Drug Free Policy -----	31-32
Sexual Harassment -----	32
Personal Property -----	32
Smoking Policy -----	32
Telephone Policy -----	32
Privacy Act/ Release of Information- Access to file documents -----	32-33
Students Grievance Policy and Procedure -----	33-34

History

On April 25, 2008, Washington Barber College located at 5300 West 65th Street, Little Rock, Arkansas, was licensed to operate as a Barber College, by the State of Arkansas, under the authority of the State Board of Barber Examiners. Washington Barber College was founded by Mr. Arlo and Debono Washington serving in the capacity of Director and Assistant Director respectively.

The first students were enrolled on June 17, 2008, and the school celebrated its first graduate in the Instructor Trainee Program on October 16, 2008 and its Basic Barber Stylist Program on May 20, 2009.

Welcome Letter

Dear Student:

On behalf of Washington Barber College (WBC), we would like to extend to you a hearty welcome into our Barber/Stylist and Barber Instructor programs. Your tentative start date is scheduled for _____ . All new classes begin every Tuesday. The next new student orientation will be _____ .

The new student orientation begins at 10AM on Mondays, and end at your scheduled time. During orientation, we will discuss funding options that are available to you and provide you with a tour of our facility. Also, at that time, you will review and sign all necessary documents to complete your enrollment. All enrollment documents for admissions must be completed prior to you being scheduled for orientation.

WBC program is geared toward grooming professional barbers/stylists for a career in an ever-changing hair industry. WBC is excited about you choosing our facility to assist you with completing your goal in the Barber/Stylist field. It is a journey that is sure to surpass anything and everything that you could imagine.

WBC is committed to providing the most professional adult atmosphere a student could ask for. We take great pride in our students and know that you will be pleased with the training you receive here at Washington Barber College.

If you need additional information or have any questions, please feel free to contact us at (501) 568-8800. Also, please take time to visit our website at www.washingtonbarbercollege.edu

Respectfully,

Arlo & Debono Washington
Owners and Directors

From The Directors Office

The Directors at Washington Barber College are dedicated to providing a well informative, student-centered, comfortable, learning atmosphere that enhances the academic structure, and embodies the belief that learning is not confined solely within a four-year traditional college classroom boundary. As a part of the WBC experience, through the programs, services, and interactions, provided, students are

encouraged to be better citizens, dynamic leaders, and individuals who are guided by integrity. We are committed to challenging WBC students to broaden their world view in a vocational school structure that respects individual differences.

The Director & Assistant Director are responsive to student needs and interests. Students are challenged to expand their horizons and to make healthy and ethical decisions. The purpose of our operating style is to create partnerships with students, their families, staff, instructors, administrators, and alumni that will assist in the development and transformation of students within a safe and healthy environment. As passionate leaders, we are committed to constantly improving our knowledge and skills in order to provide an optimum and praiseworthy environment for our students, where their development received from WBC will change the socioeconomic structure within their community, lending them a source of pride. Our ministry will empower students to be effective, motivated, self-driven icons that will ultimately stimulate their economy. WBC ministry is one of prosperity, not destruction.

Mr. Arlo Washington, Director
Mrs. Debony Washington, Financial Aid Director

Mission Statement

The mission of Washington Barber College is to train our students to be professional, responsible, and morally conscious Barbers/stylists. Our goal is to equip our students with an infinite level of training that evokes the creativity that each student possesses individually. Our staff will exceed students' expectations as we prepare them to embark upon a prosperous journey into the world of barbering.

Code of Ethics

A statement of the responsibility of this institution to its students and patrons.

We recognize the fact that you are entitled to every possible protection against infection and contagion while in this establishment, and we endeavor to discharge this responsibility by scrupulous adherence to all sanitary precautions.

We believe that you are entitled to the same courteous, careful, and conscientious treatment from every practitioner in this establishment, whether you wish all of the services we have to offer or only one, and we sincerely try to carry out this principle.

The preparations dispensed in this establishment and given for home use are all standard merchandise of the highest quality, bearing the original manufacturer's label.

We consider it our professional duty to suggest and explain to our students and patrons such services and applications as we think may be needed in any case. However, we do not mean to be offensive, overbearing, or insistent, and will always respect the wishes of our students and patrons.

We regard the cosmetics in our institution as legitimate aids to the preservation and beautification of hair and the proper care of the skin and scalp.

We feel that we owe the responsibilities enumerated above to every patron of this establishment, regardless of the frequency of his, or her, visits, and the owner would appreciate having called to his attention any lapse on his or her part or on the part of any staff member both instructional and administrative.

State of Arkansas Barber Laws

- ❖ The State of Arkansas Board of Barber Examiners requires that a barber student has 1500 clock hours of training in order to apply for a barber license in the state of Arkansas.
- ❖ Upon completion of 1500 clock hours a student must pass an examination administered by the Arkansas State Board of Barber Examiners. The examination is a three (3) part exam, which includes a live model (necessary) for haircut, shave & facial, written exam, and practical simulation on a mannequin. There is a fee for the examination, which has to be paid within the time specified by the Arkansas State Board of Barber Examiners. Upon the satisfactory passing of the examination, and payment of all fees, you will be issued a Professional Barber License, registered with the State of Arkansas.
- ❖ An Arkansas State Barber license has to be renewed by July 1st of every year, in order to stay valid.
- ❖ In the event that your State Barbers license has been expired for three (3) years, another examination will be required and passed to have the license reinstated.
- ❖ Any person found to be in violation of the Arkansas State Barber Law will be fined not less than one hundred (\$100) dollars, but not more than two hundred fifty (\$250) dollars.

School Objectives

- ❖ To introduce and teach the techniques involved in the latest hair styling trends.
- ❖ To develop professional qualities within each student by teaching them the importance of good public relation and customer services.
- ❖ To provide equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- ❖ To use systematic student evaluation to assist student learning and develop satisfactory student achievement.
- ❖ To teach our students the current Arkansas State Barber Board Laws, Sanitation and Sterilization procedures, and the Arkansas State Barber Board Licensing Laws.
- ❖ To meet minimum annual outcomes as required by its accrediting agency The Council on Occupational Education (COE)
- ❖ To teach those subject areas which are most needed for the course through hands on instructional programs on the clinic floors.
- ❖ To assist our students in finding employments at the conclusion of their training or course.

Faculty and Administration Staff

Arlo D. Washington
Owner/Director

Debony J. Washington
Co-Owner/ Assistant Director/Financial Aid

Tamara Jackson
Campus Administrator

Corrine Carr
Front Desk Receptionist

Kimberly Odell
Bursar

Ron Marshall
Campus Security

Accreditation and State Approving Agencies

Washington Barber College, Inc. is approved by Arkansas State Board of Barber Examiners
501 Woodlane Street – Suite 212 N. Little Rock, AR 72201 Phone: (501) 682-4035

Washington Barber College, Inc. is accredited by The Council on Occupational Education located at 7840
Roswell Rd Atlanta, GA 30350 Phone: (770) 396-3898.

Facilities and Equipment

Washington Barber College is a beautiful state of the art campus which encompasses a large break room, with a very nice view of the city, our media center is equipped with TV/DVD/CD capability. Our classroom is strategically placed in the back to create an environment conducive to learning. The building is centrally heated and air conditioned, for maximum comfort for students, staff, and patrons. There is ample parking, located directly in front and to the east side of the campus. The landscape has been newly renovated. The lobby area is spacious, and restrooms are situated between the clinic floor, lobby, and break rooms. Our clinic / training floor is equipped with 36 private workstations with mirrors. Our drying area has 4 hooded hair dryers that will also accommodate our patrons who have a physical handicap or special needs. Vending machines are available to students and patrons for their convenience.

Admissions Procedures

Students may contact admissions personnel by telephone, fax, email, or visit the facility. There is someone available during normal business hours to discuss available programs, consumer information including outcome rates noting completion, licensure and placement, job market, reasonable income one may expect upon receiving a license to practice the art of barbering and or related fields, financial information including how they may apply for federal funds. Students are encouraged to complete the FAFSA on the web site using the school's identification number, class schedule, program length, cost of attendance, books, campus crime report, and anticipated licensure fees. Students are given a tour of the facility, introduced to staff and students along the tour site, encouraged to ask questions, if the potential student is a dependent minor they must be accompanied by a parent and or legal guardian. Students are asked to initial and or sign upon receipt of consumer information to verify documents received. The above

information is provided to ensure students are able to make a wise decision in choosing a school that meets their needs. If the potential student expresses a desire to become a student with **Washington Barber College, Inc.** another appointment is scheduled, it is at the second appointment that matters of signing an enrollment agreement, class schedule etc. is completed. The enrollment process will take approximately two (2) weeks from application to actual enrollment in our training program. A personal interview will be scheduled upon a prospect consideration for the program of choice. All necessary documents, as listed in the admissions packet, should be submitted prior to start date. New classes will begin every Tuesday. Students are provided with copies of the enrollment agreement, catalog, consumer information etc. Students are apprised of requirement to attend orientation prior to commencing classes.

Admission Requirements

Washington Barber College, Inc. admits as regularly enrolled students only those persons who have:

- ❖ Identification – current driver’s license or state issued photo identification.
- ❖ Have a High School diploma or transcripts showing graduation date
- ❖ Have a recognized equivalent of a High School Diploma such as a home-schooled certificate by the state where the student resided during home school or a General Education Diploma (GED)
- ❖ Are at least 17 years of age, (beyond the age of compulsory education in the State in which the institution is physically located).
- ❖ Are not currently enrolled at a primary or secondary institution
- ❖ Programs are based on 35 clock hours a week full-time or 27 part-time schedules.

*Students seeking to transfer hours from another institution will be reviewed on a case-by-case basis.

Handicapped/Special Needs

Washington Barber College is in compliance with the Rehabilitation Act of 1973 (Section 504) in that no handicapped person, by reason of the handicap, that meets the admission criteria, will not be excluded from enrolling in our training program. It is noted that *manual dexterity is required in the field of barber/hairstyling.*

The East entrance of the building will accommodate persons with restricted mobility or special needs. A copy of the Rehabilitation Act of 1973, Section 504, is available for viewing in the administrative office. Special facilities or programs are not available for the handicapped.

Statement of Non-discrimination

Washington Barber College has zero tolerance for discriminatory practices against any individual. This includes, but is not limited to, admissions, instruction, or graduation policies.

Washington Barber College does not practice, nor tolerate discrimination on the basis of race, financial status, creed, religion, sex, or ethnicity.

Copyright Infringements Policy

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No part of this cover by the herein may be reproduced, transmitted store, or used in any form or by any means graphic, electronic, or mechanical, including but not limited to photocopying, recording, scanning, digitizing, taping, web distribution, information networks, or information storage and retrieving systems, excepted as permitted under Section 107 or 108 of the 1976 United States Copyright Acct, Without the prior written permission of the publisher.

Sanction will be prosecuted by the federal law as follow:

- Fines
- Prison sentence
- Or both

Barber/Stylist Toolkit

Equipment and or tools required to complete the barber/stylist training program of the WBC are included in the basic toolkit purchased during the enrollment process. The student toolkit will be issued four (4) weeks after the student begins school. Once the toolkit is issued, the entire toolkit is required daily for class. Books and school issued tools will be used by new students until their "official" kit is issued.

The basic student toolkit will consist of the following:

- ❖ ANDIS TRIMMER FAST TRIM NOSE AND EARS
- ❖ ANDIS TRIMMER STYLE LINER II
- ❖ BABYLISS CLIPPER FX870BN GOLD & BLACK
- ❖ BABYLISS TRIMMER BLACK FX
- ❖ BOTTLE- 16OZ "DESIGN" SPRAY BOTTLE
- ❖ BRUSH-BOAR 2 SIDED SOFT/HARD SHORT
- ❖ CAPE-SHAMPOO CAPE BLACK BURMAX
- ❖ CLIPPERCIDE SPRAY 12OZ
- ❖ CLIPS- BUTTERFLY 3" BLK/WHITE
- ❖ CLOTH CLIPS 6PC/PK
- ❖ CLUBMAN PINAUD AFTERSHAVE 6OZ
- ❖ COMB -10 PC COMBO SET
- ❖ COMB- FLAT TOP COMB WHITE
- ❖ COMB-RAT TAIL COMB
- ❖ COMB-STYLING COMB ARISTOCRAT BLACK
- ❖ REATHER DOUBLE EDGE RAZORS 20 BLADES
- ❖ GRAHAM SANEK DISPENSER FOR NECK STRIPS
- ❖ HAIR SHAPER W / FOUR GUIDES
- ❖ HAND SANITIZER
- ❖ MANICURE- MANICURE KIT
- ❖ MANNIKIN- BRIDGETTE BUDGET 16-17'
- ❖ MANNIKIN- BURMAX HOLDERJ
- ❖ MIRROR- FOAM FRAME RECTANGULAR
- ❖ NECK DUSTER
- ❖ OLIVIA GARDEN SHEAR SET SILKCUT 7"
- ❖ OSTER CLIPPER TOPAZ
- ❖ Q/H CLEANSING CREAM 15OZ
- ❖ Q/H MASSAGE CREAM 15OZ

- ❖ RAZOR BEAUTY TOWN BLK
- ❖ ROLLER-PERM WHITE LONG ANNIE
- ❖ STYLECRAFT FLAT IRON BLACK 1”
- ❖ TIMER W / STRING
- ❖ TINT KIT BLACK W/ CLEAR BAG
- ❖ SILVER ALUMINUM CASE
- ❖ MILADY MINDTAP 12 MONTH SUBSCRIPTION
- ❖ GAVSON SALON CLASSICS INC
 - o STUDENT SMOCKS
 - o ONE SIZE CUTTING CAPES
 - o NAME TAG

Barber Instructor Toolkit

- ❖ MILADY BARBER INSTRUCTOR MANUAL BUNDLE 5E TXT, EXAM RVW
- ❖ INSTRUCTOR SMOCK

Eligibility for Title IV / Financial Aid

- Student must have a High School Diploma, or a GED Certification or student must pass an independently administered test approved by the US Dept. of Education.
- Be enrolled as a regular student in an eligible program
- Be a United States Citizen or an eligible non-Citizen
- Have a Social Security number
- Make satisfactory academic progress report
- Sign a statement of updated information
- Sign a statement of educational purpose or certification statement on refunds and default.

Federal Student Aid awards are based on financial need. Need is the difference between your cost of education (expenses such as tuition, fees room, books, supplies, and other related expenses). Also, the amount you and your family are expected to contribute towards your education.

Conviction for Possession or Sale of Illegal Drugs.

A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible. WASHINGTON BARBER COLLEGE is not required to confirm this unless there is evidence of conflicting information.

- o The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drugs
1 st offense	1 year from the date of conviction	2 years from the date of conviction
2 nd offense	2 years from the date of conviction	Indefinite period

3+ offenses	Indefinite period	
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If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year the institute may award Pell and/or Loan for the current payment period.

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

Be qualified to receive funds directly or indirectly from a federal, state, or local government program.

Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.

Be administered or recognized by federal, state or local government agency or court.

Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Incarcerated Application:

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

Selective Services Registration:

To be eligible to receive title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and residency requirements:

To be eligible to receive title IV, HEA program assistance, a student must:

- ❖ Be a citizen or national of the United States or
- ❖ Provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the United States or
- ❖ Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident
- ❖ Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under Federal Pell Grant programs.
- ❖ Students must be enrolled as regular students in an eligible program in order to participate in Title IV. Upon receipt of all the required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit fee, if applicable, a color photo of them and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

Financial Aid Programs

The school participates in the Federal Pell Grant and William D. Ford “Direct Loan Program” Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school’s COA and the Students EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsels each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those that qualify (qualifications is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of a pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student’s liability and as such may create a greater liability on the student in the terms of balance owed to the school. The financial aid administrator works with students in determining loan amount need(s) and loans must be certified by school’s financial aid office. All student loans are binding agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by students and parents (Plus Loan) to the U S Department of Education as scheduled on the promissory note will have adverse effects on the individual’s credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on

financial and other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are disbursed in pay periods hour increments. Disbursement of federal funds is contingent on students being in satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at WBC. Federal regulations require all schools participating in state and federal financial aid programs monitor SAP. These standards are applicable to all students attending WBC.

At Washington Barber College, students are required to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to attain academic, the standard required for continued enrollment at WBC and to remain eligible to participate in the federal Title IV financial aid programs. These standards are applied across the board to all students, without prejudice to a student's funding source or a student's enrollment status (full-time or part-time). The following apply:

- Definition of an Academic Year
- Washington Barber College defines an Academic year as 900 clock hours – 26 weeks.

Students enrolled in the Barber/Stylist Program must complete 1500 clock hours and students in the Barber/Stylist Instructor Program must complete 600 clock hours to be in compliance with this policy.

Progress towards the course objective is measured by evaluations in accordance with the school's published policies. The standard is the same whether the student is receiving Federal financial Aids or not. The components of progress, which weigh equally in student evaluations, are:

- ❖ *Attendance records, Grades, and Adherence to school rules and regulations*

Student progress is monitored on a continuous basis. Students failing to make satisfactory progress are counseled on ways to improve and achieve satisfactory progress. Students failing to maintain satisfactory progress may be terminated from the program.

As a means of determining Satisfactory Progress students will be evaluated for attendance, academic, and adherence to school rules and regulations progress at the following intervals:

Students are evaluated quarterly, July, Oct, Jan and April. The school has open enrollment; students starting classes during an evaluation period will be evaluated using a pro-ratio for the first month of enrollment to accurately determine satisfactory progress.

Attendance Progress Evaluation

Student compliance with the policy for Satisfactory periods and is assessed at each of the following times:

Academic Progress is divided into evaluation

- The point at which 25% of the program is scheduled to be completed;
- The point at which 50% of the program is scheduled to be completed;
- The point at which 75% of the program is scheduled to be completed;
- The point at which 90% of the program is scheduled to be completed;
- The point of actual completion, or at which each additional 375 clock hours are scheduled to be completed, beyond graduation date.

Example: For the 1500 clock hour Barber/Stylist program, student will be evaluated at the increments in which the student is scheduled to reach 450, 900, 1200, and 1350 clock hours, and upon completion of the program or each 375 clock hours thereafter.

Example: For the 600 clock hour Barber/Stylist Instructor program, student will be evaluated at the increments in which the student is scheduled to reach 150,300,450 and 540 clock hours.

Should a student reach his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 375 clock hours or at the time of actual completion of the remaining hours, whichever occurs first.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on cumulative attendance percentage. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

- Students must accrue 67% of scheduled hours to be considered making satisfactory progress and progressing at a rate leading to graduation. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Based on a 67% rate of attendance, the maximum time allowed for students to complete each course at satisfactory progress is 1.5 times the course length. All hours, including transfer hours are considered toward completing within 150% of the course length.

Academic Progress Evaluation

To determine academic progress, students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Barber skills competency Evaluation Numerical grades are considered according to the following scale

WRITTEN AND PRACTICAL:

Excellent	100 %
Very Good	90-99 %
Good B	80-89 %
Fair C	75-79 %
Poor D	70-74 %
Failure	Below 70 %

Determination of Progress Status

Students meeting the minimum requirements for attendance, academics and adherence to school rules and regulations at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course, or the midpoint of the academic year, whichever comes first. Students must maintain satisfactory progress to receive federal financial aid.

Probation and Re-Establishment of Aid

Students failing to meet satisfactory progress will be placed on probation until the next scheduled evaluation. Students on probation are considered to be making satisfactory progress. If at the end of the probationary period, the student has still not met both the attendance and academic progress requirements, he/she will be determined not making satisfactory progress. Students may re-establish satisfactory progress by meeting minimum attendance, academic, and adherence to school rules and regulation requirements on or before the end of the probationary period. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. Federal financial aid, if applicable, will not be disbursed to students determined as not making satisfactory progress.

**As of July 1, 2011, If the school places students on financial aid warning, or on financial aid probation, the policy must describe these statuses and that a student on financial aid warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making SAP. Financial Aid Warning Status may be assigned without an appeal or other action by the student. The policy may also include, for a student on Financial Aid Probation, that they may receive Title IV, HEA program funds for one payment period. Further, while a student is on financial aid probation, the school may choose to require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the policy must require that the student meet the school's SAP standards or meet the requirements of the academic plan developed by the school to qualify for further Title IV, HEA program funds.

Interruptions and Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student returns to school in the same progress status as prior to the leave of absence. Students who withdraw prior to completion of the course of study and re-enter within thirty days of the withdrawal date re-enter at the same progress status as applicable at the time of withdrawal. Contract end date is adjusted by the length of an approved LOA.

Appeal Procedures

If a student is determined not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal notice within 5 business days of the decision to the school administration on the designated form with supporting documentation of reasons why the determination should be reversed. Appeal documents will be reviewed, a decision made within 10 days and reported in written format to the student. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory progress decision will be reversed.

Return of Title IV Funds

When a FAFSA is completed, including required signatures and submitted to the U S Department of Education you've officially applied for financial aid and you've signed a statement of certification that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. **WASHINGTON BARBER COLLEGE** will calculate the amount of unearned funds to be returned to the federal fund program according to the policies and terms listed below.

Only the Title IV programs are to be included in this calculation. **WASHINGTON BARBER COLLEGE, INC** participates in the Federal Pell Grant and Direct Loan Programs. Students receiving Title IV funds will be subject to these regulations.

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

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

Up through the 60% point in each payment period the required pro-rata calculation is used to determine the amount of Title IV funds student has earned at the time of withdrawal. **After the 60% point** in the payment period, student has earned 100% of the Title IV funds specific to payment period.

WASHINGTON BARBER COLLEGE, INC measures progress in **Clock Hours**, and uses the **payment period** for the period of calculation.

The Calculation Formula:

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

Calculate the percentage of Title IV aid earned:

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

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PRIOD = % EARNED

- b) If this percentage is greater than 60%, the student earns 100%.
c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (times) Total aid disbursed or could have been disbursed = **AMOUNT STUDENT EARNED.**

Subtract the Title IV aid earned from the total disbursed = **AMOUNT TO BE RETURNED.**

100% minus percent earned = **UNEARNED PERCENT**

Unearned percent (multiplied by) total institutional charges for the period = **AMOUNT DUE FROM THE SCHOOL.**

If the percent of Title IV aid disbursed is greater than the percent unearned (times) institutional charges for the period, the amount disbursed be used in place of the percent unearned.

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

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

Order of return of Title IV funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans).
- Subsidized Direct Stafford loans.
- Direct PLUS loans.
- Federal Pell Grants for which a return of funds is required.

Students receive a written notice clearly identifying amounts returned and to which program.

Post Withdrawal:

School must get authorization from student to apply post withdrawal funds to his/her account. Funds in excess of balance owed and payable to the school must be offered to student.

WASHINGTON BARBER COLLEGE, INC sends a grant overpayment notice to student within 30 days from the date the school determined that student withdrew or received official notice of withdrawal, giving student 45 days to either:

- 1) Repay the overpayment in full to **WASHINGTON BARBER COLLEGE, INC.**
- 2) Notify the Department of Education that the student is in an over payment status or sign a repayment agreement with the Department.

Procedures to follow: RETURN OF TITLE IV FUNDS AND REFUNDS

The adoption and full implementation of the policy is that of establishing a paper trail for future review. Each step in the process should be documented by signature or initials whether you're delivering or receiving information. A calculation of this type must be performed for all students that withdraw prior to completing the prescribed program noted in the enrollment agreement. The calculation for return of Title IV funds and or institutional refunds is to be performed by someone in the financial aid office or other person as designated by the school owner/administrator. Attendance and withdrawal information is provided to the financial aid office by personnel that track attendance and withdrawal for the purpose of performing calculations to determine earned and unearned tuition.

Students are provided with a School Catalog on or before the first day of class that includes terms and conditions relating to RETURN OF TITLE IV FUNDS AND REFUNDS. Students may not sign an enrollment agreement prior to having received consumer information; consumer information is intended to provide students with adequate and accurate information enabling them to make a wise choice in selecting a school that fits their needs. Consumer information may be provided to students through various means; printed, electronic, tic sheet, orally, etc; method used to convey the information and documentation that each student received it must be documented in the student's permanent file by means of signature and or initial of student and school official. There is absolutely no excuse for failure to have this documentation in each student's folder.

Familiarize yourself with policies for calculating both R2T4 and institutional refund calculations; recipients of Title IV funds must have both calculations in his/her file.

Calculations: for Title IV Funds are to be performed in a timely manner and specific to student's current pay period only. All refunds will be made to applicable programs etc. within 45 days from the student's withdrawal or date of determination.

Student's ledger card: (payment history noting beginning and ending balance for each transaction including date) identifying all associated cost and each payment received, amount paid including source (Pell – Loan – Cash etc.), for federal disbursement records, reflect award year, pay period and or 1st or 2nd disbursement. Details by federal program, amount disbursed, award year and specific disbursement information will guide will aid with accurately calculating earned and unearned funds.

Attendance records: Be aware that scheduled hours specific to pay periods are the basis for calculating return of funds for Title IV and or institutional calculation. Scheduled hours are determined by the terms of the student's enrollment agreement. Simply put, an enrollment agreement noting a student is scheduled to attend 7 hours each day, count the possible calendar days of a pay period a student could have attended and multiply by the hours scheduled each day. Days for which a student was on an approved Leave of Absence may not be included in scheduled attendance. Documents begin and end date for pay period; if the calculation is for a second or subsequent pay period document very carefully the date a student entered the pay period and the date the period is scheduled to end. Documentation should be clear and concise, perhaps including a page of calendar.

Cost specific to pay period: **WASHINGTON BARBER COLLEGE, INC** operates as a clock hour school and as such disburses federal funds according to pay periods. Each pay period has an established cost specific to pay periods.

Forms: **WASHINGTON BARBER COLLEGE, INC** uses forms for calculating Title IV (R2T4) provided on the U. S. Department of Education's web site. In addition to the R2T4, an institutional refund according to the school's institutional refund policy must be performed. Copies of both calculations must be kept in the student's permanent file.

Follow-up documentation: Copies of refund calculations must be delivered to the appropriate person responsible for making applicable refunds. Copies of refund checks including student name, ss#, specific program, check date and date funds deposited back to federal program are to be kept in each student's file. Student files are to be kept in Pending status (don't file them away) until all documentation has been placed in the student's file and the process is to be completed. Prior to filing, check to ensure that all steps have been documented.

Students with any charges on their account, authorized by that student, at the end of the pay period must pay off the balance before rolling forward into the next pay period. All charges on the students account must be paid in full before releasing of transcripts are sent.

Withdrawal Policy

Official Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Director of Financial Aid or other Designee of the academy in writing or orally, of intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student **began** the withdrawal **WASHINGTON BARBER COLLEGE INC** records. A student is allowed to rescind his notification in writing and continue the program. If

The student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information, **WASHINGTON BARBER COLLEGE INC** will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record.
2. Two calculations are performed:
 - a. The student’s ledger card and attendance record are sent to First Advisors to review the calculation of Return of Title IV funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation):
3. The student’s grade record will be updated to reflect a grade of incomplete.
4. **WASHINGTON BARBER COLLEGE INC** will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the **WASHINGTON BARBER COLLEGE INC** will provide the student with a letter explaining the Title IV requirements:
 - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that his/her is continuing his or her program of study and intends to complete the payment period. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than ten consecutive unexcused absences, does not resume attendance at the end of an approved leave of absence, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in **WASHINGTON BARBER COLLEGE INC** contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, or failure to return from a LOA as determined by the attendance record, the following procedures will take place:

1. The admissions office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 10 consecutive absences, or if student did not return
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. **WASHINGTON BARBER COLLEGE INC** calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. The student's grade records are updated to reflect a grade of W.
8. **WASHINGTON BARBER COLLEGE INC** director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
9. If applicable, the **WASHINGTON BARBER COLLEGE INC** will provide the student with a refund letter explaining Title IV requirements.
 - a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

10. Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
11. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

If tuition is collected in advance of entrance and if after expiration of the 72-hour cancellation privilege the student does not start, not more than \$100 shall be retained by **WASHINGTON BARBER COLLEGE, INC**. Students are required to purchase books, supplies and equipment at the beginning of the program. According to **WASHINGTON BARBER COLLEGE, INC** refund policy, once these materials are purchased, no refund will be made. (Please refer to the [Return of Title IV Funds Policy](#) for treatment of these items per Federal regulations.)

A full refund will be made to the student if he/she:

1. Is not accepted by the school.
2. Was enrolled by misrepresentation in advertising, **WASHINGTON BARBER COLLEGE INC** promotional materials, or representation by the owner or **WASHINGTON BARBER COLLEGE, INC** representative; or
3. Was enrolled in a course of instruction that is discontinued by **WASHINGTON BARBER COLLEGE INC** and prevents student from completing the course.

Refunds will be made within 45 days after the effective date of termination.

IF STUDENT WITHDRAWS, TWO CALCULATIONS ARE PERFORMED:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. The Institutional Refund Policy – to determine the amount of institutional charges earned. **WASHINGTON BARBER COLLEGE, INC** will adjust student's charges to take into account repayments of Title IV funds that **WASHINGTON BARBER COLLEGE, INC** was required to make. (See refund Policy below)

Refund Policy

Any refunds of unearned tuition and fees due to contract termination will be made within forty-five (45) days from the withdrawal date. When written notification is received from the student requesting withdrawal from the program or after ten (10) days of consecutive absences and no communication has been received, *a student is considered terminated*.

- WBC shall refund 90% of tuition if a student withdraws during the first week of classes.
- A student terminating after the first week of the program, but within the first 25% of the program, will be charged no more than 50% of the contract price plus a termination fee of \$100.
- A student terminating after 25% of the program but less than 50% of the program, will be charged no more than 75% of the contract price plus a termination fee of \$100.
- A student terminating after 50% or more of the program will **not** be entitled to a refund.

Transfer Policy:

Washington Barber College, Inc. accepts transfer students with previous credit hours (not to exceed 500 hours) from another Licensed Barber College or School with the following reservations: If a student transfers to Washington Barber College, Inc. after an interruption, WBC shall notify the Arkansas State of Barber Board of Examiners, and a new student certificate will be issued. The Arkansas State of Barber Board of Examiners requires that WBC furnish the name of the school from which the student transferred, and the approximate date of enrollment in that school. A student will then be re-evaluated upon completing an application for transfer by the school administration and based on hours needed to complete under the state law.

- ❖ Hours to be transferred must not be over 500 clock hours (barber course)
- ❖ Students transferring must give reasons why they want to transfer
- ❖ Students must pay a registration fee not to exceed \$250 and an additional clock hour cost identified before enrollment.
- ❖ Student housing is not available, therefore out of town students are responsible for their own accommodations.

Programs Curriculum:**Barber/Stylist Program**

The curriculum to prepare a student for the examination for the registered barber license will consist of 1,500 hours to include the following:

Two (2) hours of orientation, consisting of:

- o Rules and Regulations of the school
- o Introduction to school personnel and students
- o Outlay of school facilities and exit plan

One hundred and twenty (120) hours of theory, consisting of:

- | | |
|-----------------------------------------------------------------|----------|
| o History of barbering | 1 hour |
| o Professional image | 4 hours |
| o Hygiene and good grooming | 1 hour |
| o Bacteriology, sterilization, and sanitation | 10 hours |
| o Barbering implements | 1 hour |
| o Honing and stropping | 1 hour |
| o Shaving | 5 hours |
| o Haircutting, male and female | 5 hours |
| o Mustache and beard | 2 hours |
| o Shampooing and rinsing | 1 hour |
| o Scalp, hair treatments and skin | 5 hours |
| o Facial treatments | 2 hours |
| o Anatomy and physiology (hair, skin, muscles, nerves and cell) | 30 hours |
| o Disorders of the skin, scalp and hair | 10 hours |
| o Electricity and Light therapy | 1 hour |
| o Chemistry | 5 hours |

○ Barber styling shop management	5 hours
○ Arkansas State Barber Board Laws	15 hours
○ Scientific fundamentals of barbering	4 hours
○ Cosmetic preparations	3 hours
○ Sanitary professional techniques	4 hours
○ Salesmanship	5 hours

One thousand three hundred seventy-eight (1,378) hours of instructions in practical work:

○ Barber Implements	15 hours
○ Shaving	80 hours
○ Hair cutting, tapering, trimming, dressing the hair	800 hours
○ Shampoo and rinsing	45 hours
○ Scalp, hair treatment and tonics	10 hours
○ Massage and Facial treatments	10 hours
○ Bleaching and dyeing the hair	30 hours
○ Arranging	10 hours
○ Beautifying	10 hours
○ Beards and Mustaches	20 hours
○ Processing	15 hours
○ Manicures and nail disorders	10 hours
○ Hairstyling	70 hours
○ Cleansing	25 hours
○ Curling Iron Techniques	15 hours
○ Dressing	15 hours
○ Hair Shaping	15 hours
○ Singeing	7 hours
○ Hair Straightening	25 hours
○ Hair waving	28 hours
○ Hair Clipping	15 hours
○ Hair Weaving and Hair Pieces (sewing)	17 hours
○ Scientific fundamentals of barbering	10 hours
○ Professional Ethics	33 hours
○ Barber Shop management	22 hours
○ First Aid and Safety Precautions	11 hours
○ Sanitation	15 hours
TOTAL HOURS	1500 HRS

Barber Instructor Program

The curriculum for students enrolled in an instructor trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of barbering. For the purpose of this section, technical instruction shall mean instructions by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours are devoted to clinic/theory

experience, which shall include all phases of being an Instructor. Such technical instruction and practical operations shall include:

Subjects

Classroom Preparation	25 hours
Teaching Methods	25 hours
Speech	25 hours
Purpose and Types of Tests	35 hours
Selection of Appropriate Testing Methods	25 hours
Validity and Reliability of Teaching Methods via Tests	35 hours
Proper Conduct of Instruction	40 hours
Classroom Supervision and Control	40 hours
Classroom Conditions	50 hours
Keeping Records	50 hours
Motivation	50 hours
Assessing Student's Need	50 hours
Utilization of Safety Procedures	40 hours
Job Seeking Skills	10 hours
TOTAL HOURS:	600 HOURS

Instructor Performance Objectives

Graduates of the Instructor program will qualify for entry-level positions as Barbering Instructor. Graduates of this program are expected to:

- ❖ Teach related information, manipulative operations, and techniques.
- ❖ Use various teaching aids, such as instruction sheets, visual aids and test.
- ❖ To provide information about specific teaching techniques used by the vocational teacher in the working area and in the classroom.

Skills to Be Developed

- ❖ Develop occupational experiences and personal characteristics that will upgrade the barbering profession by producing quality students.
- ❖ Develop lesson plans, outlines, procedures, and tests that will ensure student comprehension and will instill the will to learn in even the most difficult student.
- ❖ Development of a course content reflecting a comprehensive, correlated unit of study.
- ❖ Development of instructional materials that will facilitate set-up and preparation of class.
- ❖ Development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

Program Description and Tuition

Basic Barber/Stylist Program is a 43-week training program. Total course clock hour requirement is 1500 hours. Program is designed for beginner barbers/stylists. It is not necessary to have experience, but a career in the hair industry will require a passion.

1500 clock hours

• Total cost of program	\$19,500.00
,!__Toolkit /Books	2,100.00
,!__Student License and Application Fee	40.00
!...._Registration	500.00
,!__Additional Fees	465.00
• Remaining Tuition	16,395.00*

*See cost of attendance.

Basic Barber Instructor Program is an 18-week training program. Total course clock hour requirement is 600 hours. Program is designed for licensed barbers seeking to work in the barber school environment. 1 year in field experience required and the willingness to teach a must.

600 clock hours

• Total Cost of Program	\$9,500.00
,!__Toolkit/Books	350.00
!...._Student License and Application Fee	40.00
• Registration	100.00
• Additional Fees	415.00
• Remaining Tuition	8,595.00

Student/ Staff Counselin2:

Counseling advice is provided on as needed basis for personal and career needs. Students and staff are made aware of professional counseling services by the school director or an instructor. Counseling is also provided when student or staff monthly progress reports are compiled. In addition to academic counseling, students are counseled on study habits, personal grooming, financial matters, social behaviors and other related personal matters. Should the student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school, they shall be counseled at the point in time. If the student is under the legal age of a minority, the counseling session shall be held with the student's parent or guardian in attendance.

Academic Advising/Career Guidance:

Washington Barber College, Inc. provides academics advising services for new and returning students at the campus. Personal advising is available as an aid to students for motivation and as a means of maintaining their productive and professional outlook. Each student is encouraged to meet with an advisor for an evaluation of academic progress. The school also helps facilitate new student during their orientations which are offered in person to the students to help or assist them in planning and completing the barber program that they intend to pursue. New students are required to meet with an advisor prior to or during their registration, and then periodically, depending on the development and length of the student's education plans throughout the length of their academic programs. Returning Students can also

ask questions regarding school schedules and their work schedules in case they wish to come back to the school to pursue our Instructor Program.

Class Schedules

Attendance for full time student is 35 hours per week, part-time 27 hours per week. Enrollment status is stated on the student's enrollment contract. These students must be enrolled as regular students in an eligible program in order to participate in Title IV.

- ❖ **Full Time Student** (7 hours per day Tues – Sat, 30 Minutes lunch break)
- ❖ **Part Time Student** (5 hours Tues – Fri 7 hours Sat 15min break)

**One schedule change is granted, upon administrative approval, per enrollment period. All schedule changes thereafter are subject to incur a \$100 fee.*

Business Hours:

Monday 9:00AM- 2:00 PM (SCHOOL CLOSED, ADMINISTRATIVE STAFF ONLY)
 Tuesday - Friday 8:00 AM- 3:30PM
 Saturday 8:00 AM-3:30 PM

School Calendar/Holidays

Washington Barber College recognizes the following holidays as days the campus will be closed in order for our students and staff to fellowship with their personal families. We realize the importance of family and apologize for any inconveniences. The scheduled holiday closings are:

1. New Year's Day
2. July 4th
3. Labor Day
4. Memorial Day
5. Founders Day
6. Thanksgiving Day and the Friday after Thanksgiving. Campus will re-open the Saturday after.
7. Christmas Eve
8. Christmas Day
9. New Year's Eve

Any other holidays may be added at the discretion of the school director. A bulletin, memo, and / or notice will be posted.

Rules and Regulations

Washington Barber College will use the sole discretion of the Director of the school to enforce terminations from any of our training programs. Listed below is a condensed outlined of our official rules and regulations that govern the operation of our facility, please refer to the complete rules and regulations of WBC for compliance issues.

- ❖ Attendance
 1. Daily attendance is required

2. **Saturday attendance is MANDATORY***
3. Students are required to call if late or absent
4. Students are responsible for clocking in and out themselves

**Please see Attendance Policy Section for absence policy*

❖ Professional Ethics

1. A professional attitude is required of all students
2. Non-compliant, abusive, or improper behavior will result in suspension and/or termination from our training program
3. There will be zero tolerance for cheaters, liars, thieves, gossipers, or malicious and destructive behavior
4. We are in the service industry. No student will be allowed to refuse service to a client.
5. No smoking allowed in the building
6. The floor manager is responsible for the distribution of clinic services.
7. Students are not allowed in the cash office.
8. School supplies are not to be taken from the school premises.

❖ Clinic Floor

1. The clinic floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
2. Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
3. Professionalism is a must at all times. Remember a good and positive attitude married with your talents is the key to your success.
4. No personal services allowed on Saturdays or when the school is busy.

❖ Dress Code

1. Dress code is strictly enforced.
2. All students are to be in full uniform before clocking in.
3. Personal hygiene and clean attire promote a healthy professional image.

❖ Sanitation

1. Sanitation is very important in the service industry. Students are responsible for keeping their workstations clean.
2. Periodic floor checks will be made by the instructors on duty.
3. Please put trash in receptacles.
4. Students are required to properly sanitize their tools and equipment after each patron is serviced.

❖ Classroom (Theory)

1. Students are required to give their undivided attention to instructors in the classroom.
2. Students are required to attend 150 hours of theory (Classroom) instruction.
3. Instructors are available to any student who needs additional time on any given subject.

❖ Drug and Alcohol

1. Washington Barber College is a drug-free, alcohol-free school.
2. There will be zero tolerance for abusers of this policy.
3. Drug and alcohol abuse, use, distribution, or possession on school campus is grounds for suspension and/or termination from our training program

Attendance Policy

Daily attendance is required for satisfactory completion of the WBC Barber/Stylist, Barber Instructor training program. Students are expected to attend theory classes until their program requirements are met. Clinic floor labs will be scheduled and all students not performing services will be required to attend. Please follow the schedule selected at enrollment.

Daily reports are kept to monitor and record student progress in attendance. Students must clock in and out on a daily basis. Students are responsible for their own time. Students not clocked in by 7 minutes into a 15-minute quarter will lose that quarter hour, unless made up. Quarter hour absences not made up will convert to hours absent. No student shall be allowed to clock another student in or out. This is the responsibility of the WBC administrative staff. Our students should always execute with a spirit of excellence. It is a program requirement that students maintain an attendance rate of at least 75%. Students should strive for and maintain a high attendance standard.

Any student who is going to be late or absent is required to call a school official. No student will be allowed to clock in, after the start of class, unless prior approval has been received from a school official. Any missed Saturdays, unless excused by an administrative staff and instructor, will be charged with a fee (\$100) this includes students who don't remain for the entire day.

*Any charges on student's accounts must be paid in full prior to entering the next academic year, official transcripts won't be released to requesting body until student account is paid in full and Washington Barber College reserves the right to place students on suspension for unpaid charges on account.

Leave of Absence Policy

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to school with no loss of SAP if the student was making SAP when the student left. A student may be granted a LOA for any of the following reasons:

Financial Hardship

Medical/Health Issues

Family Emergencies

Recommendation of Staff

Military Deployment

On the day the student returns from a LOA the student is required to inform the admissions/financial assistance /education office of their return. The student's contract will be extended for the same number of days the student was on LOA without any penalty to the student.

The LOA must be requested and approved in writing prior to LOA beginning. In addition, the student is required to list the reason for the LOA. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within a reasonable resolution of the emergency.

Valid excuses for absence are a writing doctor's excuse, immediate family death, served family emergency, court appearance (support by written document) Proof of sick or injury child. Students are asked to provide written excuses for all absences. This may help to avoid extra instruction charges. Absence resulting from suspension for violation of school rules and regulations are not considered excused absence. A student who returns from leave of absence will return in the same status in which he or she left.

Similarly, if a student re-enrolls in the school after a departure, he or she is reinstated at the same status at which he/she left. The student will be on probation if their status was unsatisfactory prior to departure.

Job Placement:

Washington Barber College, Inc. does not guarantee employment after graduation; however extensive measures are executed from the Institution to establish a relationship between our graduates and prospective employers. The institution receives numerous calls from potential employers wishing to hire our graduates. The Institution also offers Shop Owner's Day, which allows Owners from various shops to informally meet the students approaching completed program hours. A directory is in constant development housing contact information of the Local Barber Shop Owners. The Institution also believes that the graduates from Washington Barber College, Inc. are capable, well trained, and are ready to succeed. Whether they desire to work as employees or they may aspire to open their own barber shop.

Barber /Stylist Graduation Requirements

Any student who has satisfactorily completed the 1500 clock hour barber/stylist course requirements of the Washington Barber College Barber/Stylist Program is a candidate for graduating if the following criteria are met.

- ❖ All tuition and fees have been paid in full
- ❖ All examinations have been satisfactorily passed (75% or above)
- ❖ WBC exit papers have been completed
- ❖ Application and fees to the Arkansas State Board of Barber Examiners satisfied

A student who has met the above graduation criteria will receive a WBC certificate of completion and is eligible to take the exam administered by the Arkansas State Board of Barber Examiners. This examination is a three (3) part exam which consists of:

- ❖ Written examination
- ❖ Practical examination (mannequin required)
- ❖ Tapered haircut, shave, shampoo, and facial manipulations (male model required)

An Arkansas State Registered Barber License will be issued to any student who successfully passes this Arkansas Barber Board examination.

Barber Instructor Graduation Requirements

Any Instructor Trainee who has satisfactorily completed the 600 clock hours Instructor Training course requirements of the Washington Barber College Instructor Training Program is a candidate for graduating if the following criteria are met.

- ❖ All tuition and fees have been paid in full
- ❖ All examinations have been passed satisfactorily (75% or above)
- ❖ WBC exit papers have been completed
- ❖ Application and fees to the Arkansas State Board of Barber Examiners satisfied

An Instructor Trainee who has met the above graduation criteria will receive a WBC certificate of completion and is eligible to take the exam administered by the Arkansas State Board of Barber Examiners. This is a two (2) part exam which consists of a;

- ❖ Written examination
- ❖ 30-minute oral presentation (topic to be issued by the Barber Board)

An Arkansas State Registered Barber Instructor License will be issued to any student who successfully passes the Arkansas State Board of Barber Examiners administered exam.

State Licensing Requirements

Barber/Stylist Program:

1. Complete 1500 Clock-Hour barber course in a licensed barber school
2. Complete an application for Examination, accompanied by a certification from the school that the student completed the 1500- require hours
3. Provide a valid form of government identification (driver's license, state identification card; or a govt. issued passport)
4. Pass both the written and practical examinations
5. Pay a \$75.00 fee for the written /practical portion of the test.
6. Pay a \$40.00 to Arkansas State Barber Board of Examiners after you complete both written/ practical tests.
7. Washington Barber College will retain certification of hours until all charges and requirements are fulfilled upon graduation. Certification of hours are required to take the state licensing board exam.

Barber Instructor Program:

A Barbering Instructor license will be granted by the Arkansas State Board of Barber Examiners only after the student has successfully completed and graduated from the Instructor Trainee course as described above and passed the State Board Exam with an overall average of 75%.

*** Please note that all monies owed the school including but not limited to charges for outstanding miscellaneous fees, services and time beyond contract must be paid in full.

Safety Requirements

Basic safety requirements for each course are introduced on the first day of classes, during Orientation. Safety instructions include but are not limited to information on how to safely store and use chemicals and equipment associated with the specific course of study. When applying chemicals protective gloves are to be worn. If electrical equipment is used in the preparation of nails eye protection should be worn. Hair may not be left on the floor following a haircut. Rubber soled shoes must be worn by all students and staff to avoid possible slips on the floor.

Physical Demands

Prospective students that might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the Barber Industry, should obtain a doctor's release before entering the school or continuing school. Examples of such health conditions might include Asthma, Pregnancy, or Allergic Reactions to odor s from certain chemicals used in the profession. Persons at risk with health, nervous or emotional conditions should consult a physician before considering enrolling.

Drug Free Policy:

The standard of conduct at Washington Barber College, Inc. prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by the students and employees on its property or as part of any of his activities. Possession, use, or distribution of these products can result in prosecution by Local, State, or / and Federal Authorities and even conviction can result in a fine or imprisonment or both. Students and employees should understand that in addition to being illegal, there could be serious health risk associated with the use of illicit drugs and the use of alcohol. Violation of this policy occurs if there is reasonable evidence of illegal activity. The school will take any action necessary for any student or employee deemed in violation. These actions include suspension and even termination from the school. Secondly, all evidence of illegal drug or alcohol activity will be reported to the Law Enforcement Agencies.

Sexual Harassment

Washington Barber College, Inc. has strong policies that ensure that no school employee, student or guest of the school engages in any improper conduct. All employees of the school will endeavor to prevent students from sexually harassing other students, school employees, clients, or guests. A student's failure to comply with these policies will result in dismissal, termination from the school and even prosecution by the appropriate authorities.

Personal Property

Washington Barber College assumes no responsibility for loss, and/or damage to a student's personal property or vehicles on its premises.

Smoking Policy

Smoking will only be allowed outside of the Washington Barber College campus. There is absolutely NO smoking permitted inside or outside the building.

Telephone Policy

No personal telephone calls are to be made on the Washington Barber College school telephone. The office telephone is for business use only.

No student will be allowed to leave class to accept a phone call unless it is a case of emergency. Calls deemed emergency will be relayed to a student immediately.

Messages will be given to students as soon as possible.

All cell phones are to be kept on silent or vibrate when on the WBC clinic floor. Telephone calls on the clinic floor are permissible only when the student is not servicing a patron.

Privacy Act/ Release of Information: Access to file documents

Washington Barber College, Inc. protects the invasion of privacy rights of its students and staff by releasing only the information that is legally required. Information of a personal nature is released only in written instructions of the student or the parent/ guardian if the student is a minor. Access to student files can only be made through a written request to view one's file and such request must be granted within forty-eight (48) hours of receiving such request. The file will be viewed with a staff member present and copies of file documents such as student transcripts, grades, photocopy of certificates may be obtained from the management.

However, the information is made available to accrediting, regulatory, and other governing agencies that have the legal right to examine such files. Agencies must make a written request, which will become a part of the student permanent file. Only copies of the original records will be removed from the school file.

Student Grievance Policy & Procedure;

The school has adopted and implemented the following procedures for filling a grievance with the school administrator. Washington Barber College, Inc. emphasizes an open-door policy with regards to the needs and or complaints associated with students. All students are informed of these procedures for filling a grievance during the orientation period. Any student who has a grievance concerning any of the school policies, grading system, and student code of conducts, dress code, and or termination procedures may file a written request for a review with the school president. A written reply will be made within seven (7) business days by the school president or by his designated representative. If the matter cannot be resolved to the student's satisfaction or expectations, the student may forward an identical copy of the grievance to the State Licensing Agency or to the Council on Occupational Education:

Arkansas State Board of Barber Examiners
501 Wood lane- Suite 212N
Little Rock, AR 72201
(501) 682-4035

Or

Council on Occupational Education
7840 Roswell Road, Building 300 Suite 325
Atlanta, GA 30350
1-800-917-2081 Fax 770-396-3790



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