



BORNER'S BARBER COLLEGE



School Catalog 2011

**8913 South Western Ave
Los Angeles, Ca. 90047
323-820-9600**

www.ctbbc.com

www.bornersbarbercollege.com

TABLE OF CONTENTS

HISTORY	3
ACCREDITATION AND APPROVALS	3
MISSION STATEMENT	3
ADMISSION REQUIREMENTS/PROCEDURES	3
STUDENT TUITION RECOVERY FUND	4
GRIEVANCE PROCEDURE	4
HOW TO HANDLE A PROBLEM	4
COMPLAINT POLICY	4
EQUAL OPPORTUNITY POLICY	5
RE-ENTRY POLICY//PRIOR CREDIT FOR TRAINING/EDUCATION	5
DESCRIPTION OF PHYSICAL FACILITY	5
STUDENT SERVICES/ PLACEMENT ASSISTANCE	5
SCHOOL CALENDAR (SCHEDULE OF CLASSES/ OBSERVED HOLD) AYS)	6
CAMPUS SECURITY INFORMATION/ INCIDENT REPORTING	6
DRUG AND ALCOHOL ABUSE POLICY	7
STUDENT'S RIGHTS (ACCESS/PRIVACY)	8
FEDERAL STUDENT AID	9-11
REFUND AND CANCELLATION POLICY	12-13
SATISFACTORY PROGRESS POLICY	14-16
TYPE OF DOCUMENT AWARDED UPON GRADUATION	17
TUITION AND FEES/ PAYMENT/ GENERAL TERMS	18
POLICY FOR STUDDENTS ENROLLED IN ANOTHER SCHOOL	18
EDUCATIONAL OBJECTIVES (COURSE DESCRIPTIONS)	19
MEASURE OF COURSE DURATION	19
TITLE, SCOPE, AND SEQUENCE OF EACH COURSE	20-21
GOAL OBJECTIVES	22
GRADING AND PROGRESS POLICY	23
TARDY/ATTENDANCE POLICY/ASSIGNMENT MAKE UP POLICY	24
POLICY RELATING TO CONDUCT	25
TERMINATION POLICY/ REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION	26
ADMINISTRATION AND FACULTY	27
ORGANIZATIONAL CHART	28
NAME, ADDRESS, AND PHONE NUMBERS OF LICENSING AGENCIES	29
LIST OF NEEDED MATERIALS	30
VETERANS ADDENDUM	31

BORNER'S BARBER COLLEGE

HISTORY

Borner's Barber College formerly American Barber College, was purchased from the former owner in 1990. In April 1995, the college officially changed its name. In February 1997 the college moved from its Lynwood, CA location to its primary location of 4608 South Western Ave. Los Angeles, California. Currently, we were temporary located at 9432 South Western Ave. Los Angeles, California. The college is owned by President and CEO, Velma R. Borner and Arthur Borner. The daily operation of the college is run by Arthur Borner

ACCREDITATION AND APPROVALS

The College is institutionally approved by The State Board of Barbering and Cosmetology, The Bureau for Private Postsecondary Education, The Department of Rehabilitation, The California Barber Association and accredited by The National Accrediting Commission of Career Arts & Science.

MISSION STATEMENT

The purpose of the school is to build a foundation of excellence in Barbering and to be the preferred source of education by guaranteeing competent graduates. It is our aim to provide students with the knowledge and technical proficiency that will make them employable upon graduation.

ADMISSION REQUIREMENTS

Borner's Barber College considers each applicant on the basis of ability, character recommendation by references, general aptitude, and admissions exams. Many factors such as your desire, motivation, and aptitudes will be considered before you are accepted as a student. We accept students only if we believe they will succeed. All applicants considered for admission to our College must take an entrance exam. For all courses the applicant must have a proof of education or its equivalent, proof of age, and have a social security number. The student must submit a high school diploma or GED test score or equivalency results (e.g. California High School Proficiency Exam results) before starting class or an extension must be requested and approved by the School Director. Transfer students or students who have completed related courses may receive credit upon review of transcripts by the discretion of the College Director. The programs at Borner's Barber College require physical dexterity and strength. Applicants with handicaps should be advised by their physician, and a school counselor, to determine if he or she would be able to perform the duties of a Barber/Stylist.

All classes are taught in English language only.

ADMISSION PROCEDURES

As part of our admissions procedure, you will be asked to speak with a designated school representative. The pre-enrollment interview is to evaluate your motivation, determination, and skills to succeed. As part of the pre-enrollment process you will be asked to complete the Pre-enrollment packet, tour the school, and take the admissions test. A non-refundable application fee of \$80.00 is due at this time.

Final acceptance of the applicant is made by the Director of the College. Applicants will be notified of

their acceptance, or non-acceptance after completed forms has been reviewed. If accepted, the student will be instructed to return on the first Tuesday of the following month to complete the Enrollment packet and begin orientation process.

STUDENT TUITION RECOVERY FUND

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- A. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
- B. Your Total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- A. You are not a California resident.
- B. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1000) or less, the assessment is two dollars and fifty cents (\$2.50).

GRIEVANCE PROCEDURE

If at any time during your enrollment at Borner's Barber College you become dissatisfied with any aspect of your education, we encourage you to address your concern with the appropriate staff member. We are all working together for you to be successful in your program.

HOW TO HANDLE A PROBLEM

For academic advice or to register a student complaint, the following flow chart is the proper chain of command:

- A. See your Instructor: An informal session to discuss the problem.
- B. See your Program Director: Fill out a complaint form and schedule an appointment session to discuss the problem if not satisfied with instructor advised goals.
- C. See your School Director/Education Director: The Academic Review Board will hear grievances once a month or in a special session as needed.
- D. See the President. Make an appointment to discuss your concerns.
- E. A student may contact NACCAS to further pursue a complaint only after they have exhausted the School's Complaint Procedure.

COMPLAINT POLICY

Students' concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be submitted in writing (ask for a "Student Complaint Form") to the School Director. Written responses will be given within five (5) working days. Please refer to "How to Handle a Problem" on page four of this catalog. Note: A student may contact NACCAS to further pursue a complaint only after they have exhausted the School's Complaint Procedure.

National Accrediting Commission of Career Arts & Science, Inc.
4401 Ford Avenue Suite 1300
Alexandria, Virginia 22302-1432 (703) 600-7600

EQUAL OPPORTUNITY POLICY

Borner's Barber College does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), age, religion, or ethnic origin in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's program and activities, including vocational educational requirements regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to: Velma R. Borner. Information for filing an appeal is available in the school office.

RE-ENTRY POLICY

Students who have been dropped or terminated may apply for re-entry.

It is the discretion of the Director if the student will be re-admitted. This will depend on what steps the student has accomplished to rectify previous problems. A registration fee will be required for re-entry.

PRIOR CREDIT FOR TRAINING/EDUCATION

All previous training and education will be reviewed by the State of California Board of Barbering and Cosmetology. Credits will be given as required by the State of California Board of Barbering and Cosmetology.

DESCRIPTION OF PHYSICAL FACILITY

Borner's Barber College is located at 8913 S. Western Ave. in Los Angeles, CA 90047. School occupies approximately 1800 square feet in a one story building. The space consists of one classroom, clinical practice area, and practical application area consisting of eighteen barber chairs with drawers and mirrored stands, administrative office, rest rooms, lockers, and Library Resource Center. Borner's Barber College's premises are wheelchair accessible. Major equipment essential for training Barber/Stylists: Clippers, clipper accessories, combs, razors, lather machine, one shampoo stations, two sinks, hair dryers, barber chairs, and mannequins.

PLACEMENT ASSISTANCE

The student service department will assist all qualified students with their job search. Contacts are maintained with local and national companies and interviews will be coordinated for qualified students. Although the school provides placement assistance there is no guarantee of employment.

STUDENT SERVICES

The school does not provide housing for students, but it is local to city bus access. The school does provide academic advising to all students to ensure satisfactory progress through the program. Special attention is given to those students that need additional assistance. Academic tutoring is available to students that need further assistance during the course of study.

SCHEDULE OF CLASSES

The school is open from Monday to Friday from 8:00 am to 10:00 pm, Saturday from 8:00 to 4:00 pm. The starting dates for the Barber/Stylist, the Barber Refresher, and the Barbering for Cosmetologists courses are continuous. All courses have open enrollment. Students shall start Monday, Tuesday of each week.

SCHOOL HOLIDAYS OBSERVED

There will be no classes on the following dates:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day Weekend

Christmas Day through New Years Day

CAMPUS SECURITY INFORMATION

Borner's Barber College does not have police department on campus. However, the Los Angeles Police Department, located at 7600 S Broadway RM 209 Los Angeles California 90003, has California State Police Officer empowered by the State of California with the authority to enforce all state and local laws.

INCIDENT REPORTING

The City of Los Angeles Police Department can be reached at (213) 485-4341 for non emergency situations and 911 for police dispatch in emergency situations. Compton Police Officers patrol the city of Los Angeles 24 hours a day, 365 days per year. They enforce all applicable local, state and federal laws, arrest violators, investigate and suppress crime, and provided full range of police services.

The City of Los Angeles Police Department does handle calls for service on campus. All requests for police service should be made to the City of Los Angeles Police Department (7600 S Broadway RM 209 Los Angeles California 90003). All crime occurring on campus should be reported immediately to the Department to ensure appropriate action is taken. The school endorses a policy that strongly encourages victims to report all incidents to the administration or to the police department anytime of the day or night. Police, fire, or medical emergencies should be reported by dialing 911 from any telephone on campus.

All telephones (College, private, public) located on college grounds are tied into the 911 emergency systems

DRUG AND ALCOHOL ABUSE POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug, related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Blessed Drug & Alcohol Treatment & Alcohol Program
1704 W Manchester Ave
Los Angeles, CA 90047
(323) 971-1325

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

STUDENT'S RIGHTS NOTICE

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

All, students, former students, and parents/guardians of minor students are guaranteed the right to gain access to their files. The school is not required to provide copies of materials in the education records. No information may be published or released about an individual student without the student's, former students, and parents/guardians of minor student's written consent. However, information may be released without student consent to accrediting agencies, government agencies, insurance companies, collection agencies, legal entities, or for court orders as requested.

NOTIFICATION OF RIGHT UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

FEDERAL STUDENT AID (FSA)

Based on a combination of approvals, authorization, and accreditation, our students at Borner's Barber College (BBC) are eligible to apply for and receive Federal PELL Grant (FPELL) and Federal Direct Loan Program (FDLP) while attending the college. FPELL is a gift from Federal Government for the students who qualify. Students do **not** need to pay back the FPELL. There are no payments due for the FDLP until six (6) months after the student leaves school. This departure date refers to *graduation*, as well as *early withdrawal*. If the student does not finish the program, BBC will refund any unused tuition back to the lender; however, the student is responsible for any funds kept by BBC tuition needs.

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for FSA or you have questions, or you need sections of the Catalog clarified, contact the Financial Aid Office (FAO) at the school. Additional information regarding the Federal Student Aid programs may be found in "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at <http://studentaid.ed.gov>.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male aged 18 through 25);
- Have a high school diploma (or foreign equivalent); have a GED; have completed home schooling at the secondary level; have passed a Department approved ability-to-benefit test.

THE US DEPARTMENT OF EDUCATION TITLE IV FEDERAL STUDENT AID PROGRAM

The college is approved for, and does participate in the USDE Title IV; Federal PELL Grant Program (FPELL) and Federal Direct Loan Program (FDLP) intended to defray the costs of attending for those students eligible for financial aid considerations:

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid application for BBC is Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the FAO. Forms and assistance in completing them are available at BBC during school hours. In addition to the FAFSA, BBC requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2008-2009, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: An SAR or ISIR is valid for one award year (July 1 to June 30 of the following year), and it is **not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

For additional information on Federal Financial Aid programs, request "Funding Education Beyond High School" published by USDE.

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWAS FROM PROGRAM

As of 10/7/00, Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws before the sixty percent of the payment period in course, the student would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent of the payment period, the student would have earned only 50 percent of the aid received or eligible to have received. To determine the percentage completed, the scheduled hours of class or the actual hours attended (if less than seventy per cent of scheduled hours) will be divided by the total hours in the payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. Withdrawing students will be responsible for institutional charges not covered by student aid. Delinquent school accounts will be assigned to a collection agency. Collection agency expenses will be added to the balance owed to the school.

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

DE utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report (SAR) with the calculation of the Expected Family Contribution (EFC).

COST OF ATTENDANCE

The total amount it will cost a student to go to school.

This institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION (CSAC)**.

VERIFICATION OF INFORMATION

BBC is required by USDE to verify certain applications that are selected by Central Processing System (CPS). In rare instances, BBC's FAO may elect to verify the application to resolve any questions he/she may have regarding what has been reported on the FAFSA or other documents provided in the student's file. Verification requirements are applicable only to FSA recipients. BBC has chosen to verify 100% of its **selected** applications. BBC will request the student's/parents' federal income tax return of applicant who is selected for verification by USDE. The applicant must submit a copy of signed tax return(s) if filed and other request documents in order to complete the verification requirement within two weeks. The CPS matches the application data to several databases, including the National Student Loan Data System (NSLDS), to flag certain items. Items, which are questioned, must be resolved before disbursing funds to the student. When the USDE processes an application, it uses the applicant's social security number, name and date of berth to perform several edits with federal databases. Certain data match edit can result in comment code, or "C" code, that are indicated on the Institutional Student Information Record (ISIR) and must be researched and cleared prior to federal aid processing. If a "C" code is present on the ISIR, FAO will request documentation from the student to determine eligibility. BBC's FAO is required to resolve any conflicting information for an applicant. Conflicting information is not exempt from verification requirements. BBC will not disburse FSA funds until the student has completed required verification. No interim disbursement will be made. The student will be advised completion of the verification process.

REFUND POLICY

CANCELLATION

A student may cancel their agreement with the College up to midnight of the fifth business day after the first class for which the student has enrolled. Cancellation occurs when the student gives written notice of cancellation to the school at the address specified in the agreement. If the notice of cancellation is mailed, postage prepaid and properly addressed, then the notice of cancellation is effective on the date of the postmark, if the postmark falls within the cancellation period. All funds paid will be returned if the student is rejected for enrollment. If student cancels the contract before start of classes all funds will be refunded, including registration fee. If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun the school has two options: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its options: 1. Provide a full refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood no additional charges. 3. BBC will notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of students and their subsequent arrangements to NACCAS and dispose school records in accordance with state laws.

Books and supplies due to health sanitary reasons are not returnable

WITHDRAWAL

If student withdraws from the school after the cancellation period, the school remits a refund minus a registration fee, within 45 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered. The refund shall be the amount the student paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, the denominator of which is the total number of hours of instruction for which the student has paid. If the amount a student has paid is more than the amount that the student owes, then a refund will be made. If the amount a student has paid is less than the amount that student owes for services rendered up to the date of withdrawal, than arrangements will be made for full payment of the balance.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date you notify the School Director of your intent to withdraw. The School Director would be authorized to accept a notification of your intent to withdraw:
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog
- The day you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

HYPOTHETICAL REFUND EXAMPLE

The following table outlines the refund due based on percentage or training completed, assuming the student paid following:

Total Contract	Less Fee for Registration Fee	Less Books/Supplies	Tuition Fee
\$12,541.00	\$80.00	\$786.00	\$11,675.00

% Completed	Refund Due	% Completed	Refund Due
10%	\$10,507.50	60%	\$4,670.00
25%	\$8,756.25	75%	\$2,918.75
50%	\$5,837.50	100%	\$0.00

RETURN OF TITLE IV FUNDS

Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the BBC during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. Within 45 days of withdrawal, the student will receive a NOTICE OF REFUND with the amounts calculated per above example.

REFUND OF FINANCIAL AID FUNDS

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

If any portion of the tuition was paid from Financial Aid funds, the refund will be sent to the originator of those funds in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Plus Loans
4. Pell Grants
5. Academic Competitiveness Grant(ACG)
6. National SMART Grant
7. FSEOG Grant
8. Other

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

Attendance, theory and practical grades will be used to gauge each student's progress

ATTENDANCE PROCESS

Full-time: MAXIMUM TIME: The maximum time a student has to

Complete is a 150% of the program length

ATTENDANCE: All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

Theory Work (test grades, homework, .etc.) Practical Work Theory and practical work will be graded on the following scale:

90 to 100%	A	Excellent	4.0 GPA
80 to 89%	B	Good	3.0 GPA
70 to 79%	C	Satisfactory	2.0 GPA
60 TO 69%	D	Unsatisfactory	1.0 GPA
Below 60%	F	Very Unsatisfactory	0 GPA

Students must maintain at least a minimum grade of 70% in theory and practical work in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

Students will be evaluated on their progress three (3) times completion of 450 hours, 900 hours and 1200 hours during their course of study.

Satisfactory: Students with a minimum of 70% GPA and 67% attendance.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or mid-point of the academic year, which ever is shorter.

PROBATION

Students failing to meet minimum requirements will be placed on probation until the next evaluation period with the opportunity to meet requirements for the next evaluation period. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation students' are considered making satisfactory progress and financial aid funds will be dispersed to eligible students. At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, he or she will be terminated from Title IV programs and may be terminated from the school.

APPEAL PROCESS

Students who are terminated after failing to achieve minimum requirements may appeal this determination within five (5) calendar days. The student must submit a written appeal to the school Director, along with the any supporting documents, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The school Director, within five (5) business days of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if applicable), the student's instructor, and the school Director. A decision on the student's appeal will be made within three (3) business days by the school Director and will be communicated to the student in writing. This decision will be final. Should a student prevail on his or her appeal and be determined to making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is approved only if the school can reasonably expect that the student will be able to come back to school at the end of the leave. Recipients of Title IV funding should contact Financial Aid Office before taking a leave of absence, as financial consequences may be involved. Generally only one leave of absence, not exceeding 180 days, may be granted to a student in a 12-month period. However, more than one leave of absence may be granted for the limited, well-documented cases due to unforeseen circumstances as described below.

Provided that the total number of days of all leaves of absence does not exceed 180 days in any 12-month period, a student may be granted additional leave of absence as follows.

- Additional leave of absence, if the school determines that it is necessary due to unforeseen circumstances.
- This type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the school's discretion.
- Subsequent leave of absence in well documented circumstance for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (public Law 103-3), enacted February 5, 1993.

The circumstances that are covered under the FMLA, as applied to students, are as follows:

- Birth of a son or daughter of the student and the need to care for that son or daughter (for 12 months beginning on the date of birth of the child)
- Placement of a son or daughter with the student for adoption or foster care (for 12 months beginning on the date of the placement)
- Need to care for the student's spouse, child, or parent, if the spouse, child, or parent has a serious health condition
- A serious health condition that makes the student unable to function as a student

The leave of absence does not have to be a single continuous period of time. It could include interruptions. A student may be granted a multiple-period LOA for a single reason only if the student makes such request initially. This type of LOA will be treated as a single occurrence of LOA.

Students requesting a LOA must submit a signed and dated LOA request form. If the student is unable to come to school, the student can call the Registrar and request LOA verbally. In this case, the school should receive a signed and dated request form within 21 days from the last days of attendance. The Request for LOA can be obtained at the Registrar's Office.

If a student fails to return from the LOA, the student would be withdrawn from the school the following day for the scheduled return date. For the students receiving Title IV funding, this will result in a significant financial consequence.

Withdrawal

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for (1) month when accepted for re-enrollment.

COURSE INCOMPLETES/REPETITIONS/NON-CREDIT REMEDIAL PROGRAM

Course incompletes, repetitions, and non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

RE-INSTATEMENT OF TITLE IV

Students who regain satisfactory progress will become eligible for Title IV funding.

When a student re-enrolls to repeat a course, he is considered a new enrollee. His previous grades are no longer valid and his current grades will be recorded and reflected on official transcript.

TYPE OF DOCUMENT AWARDED UPON GRADUATION

Upon completion of all prescribed work in a course of study, and after careful evaluation of faculty reports covering knowledge, skills, and attitude, a graduate will receive the appropriate diploma. All fees, library books and materials must be paid or returned to qualify for graduation.

SCHOLARSHIPS AND FEE WAIVERS

The school does not offer any institutional fee waiver and scholarships incentives.

TUITION AND FEES

State Exam fee is \$75.00 License Fee \$50.00 Total Fee = \$125.00

Model fee is \$50 and up. Course, tools, and application costs are subject to change.

Basic Barber/Stylist

Application Fee (Nonrefundable)	\$ 50.00
Tuition	\$ 11,164.00
STRF Fee (Nonrefundable)	\$ 30.00
Tools, Books, and Smock	\$ 786.00
Total Price	\$ 12,030.00

POLICY FOR STUDENTS ENROLLED IN ANOTHER SCHOOL OR PROGRAM

It is not the policy of Borner's Barber College to recruit students already attending or admitted to another school offering a similar program of study.

PAYMENT PLANS

Tuition costs may be paid in full when registering or paid in monthly installments of cash, check, or money order. The school has available for eligible applicants, various types of financial assistance programs, which are sponsored by various government, state and other agencies, to provide grants or other forms of assistance which may pay portions or all of the tuition fees. All monies owed the college must be paid in full before receiving paper work for the state exam.

GENERAL TERMS

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.

The school reserves the right to change or modify the program content, equipment, staff, or materials and organizations as necessary, with approval of the Bureau for Private Postsecondary and Vocational Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

The school reserves the right to reject any applicant for admission not meeting the requirements for the course selected. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted

EDUCATIONAL OBJECTIVES

BASIC BARBER / STYLIST

***Clock Hours 1500**

This is an entry level course in the arts and sciences of barbering. Successful completion of the course and a passing score on the State Board Examination qualifies the graduate to perform barbering service for pay in any establishment licensed by the Board of Barbering and Cosmetology. Career opportunities may include: employment in a Barber shop, independent Barber renting a station, Barber Shop owner, eligible for cosmetology cross training or Barber Instructor course.

MEASURE OF COURSE DURATION

Maximum lecture class will not exceed 20 students
Maximum laboratory class will not exceed 10 students
Maximum student / teacher ratio is 20: 1 for lecture

Course Title	Clock Hours	Class Weeks	Class Months	Max. Class Size
Barber /Stylist	1500	52	12	20(Full-time) *
Barber / Stylist	1500	75	18	20 (Part-time) **

A clock hour is defined as 60 minutes.*

Full-time is defined as 24 or more hours per week.

**** Part-time is defined as anything less than 24 hours per week.**

SCEDULE

Full time: 1.) 8:00am to 2:00pm
2.) 12:00pm to 6:00pm

Part Time: 1.) 8:00am to 12:00pm
2.) 12:00pm to 4:00pm
3.) 6:00pm to 10:00pm

TITLE, SCOPE, AND SEQUENCE OF COURSE

BASIC BARBER STYLIST

The curriculum for barbering shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering.

Technical instruction shall mean the instruction by demonstration, lecture, classroom participation, or examination. Theory is taught throughout the entire program. Practical operation shall mean the actual performance by the student of a complete service on another person or mannequin.

The course of instruction in the practical phases of barbering required for a student enrolled in a 1500-hour course shall cover not less than 1300 hours including training in basic haircutting and in hairstyles of all textures of hair at the discretion of the school owner or instructor. The practical and theory training shall include performance of the following minimum practical and classroom operations:

Theory Hours

Minimum Theory

The Barbering Board Rules and Regulations _____ 10 hours

- History of Barbering
- Licensing Laws Record
- Keeping Barber Shop
- Management Job Search

Health and Safety/Hazardous Substances _____ 10 hours

- Tools, Implements and Equipment
- Product Knowledge
- Product Use Electricity and Light Therapy

Disinfection and Sanitation _____ 40 hours

- Bacteriology
- Sterilization, Sanitation and Safe Work Practices Contamination
- Decontamination Safety Precautions Products Tools and Equipment

Anatomy and Physiology _____ 20 hours

- Properties and disorders of the skin, scalp and hair
- Anatomy and physiology of the head and neck

BASIC BARBER STYLIST CONTINUED

Professional Ethics

6 hours

Professional Image

Professional Ethics Client Relationships

Effective Communication

Barbering Services 34 hours

Treatment of the hair and scalp

Shampoo

Scalp Massage Facial massage and treatment

Treatment equipment

Massage Shaving Haircutting

Hair styling Permanent waving Hair

relaxing Hair color

Practical hours

Subject	Minimum Practical Operations
Haircuts and Hairstyles	750
Shaves	40
Rest Facials	20
Shampoos	25
Scalp Manipulations	20
Hair Waving and Curling	20
Hair Coloring and Tinting	5
Hair Processing and Relaxing	5
Application of chemicals used on the hair; hairpieces, and rolling cream massages	5
Total Practical Hours	1400 Hours

GOAL OBJECTIVES

The course of instruction in the theory of barbering required for a student enrolled in a 1500 hour course shall cover not less than 80 hours of instruction in the subjects of shaving or trimming the beard or cutting the hair; giving facial and scalp massages or treatments with oils, creams, lotions, or other preparations either by hand or mechanical appliances; singeing, shampooing, arranging, dress, curling waving, chemical waving, hair relaxing, or dyeing the hair or applying tonics, applying cosmetic preparations, antiseptics, powders, oils, clays to lotions to scalp, face, or neck; and hair styling of all textures of hair by standard methods which are current at the time of the hair styling. This also includes razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training at the discretion of the school owner or instructor. The course of instruction shall also include 20 hours of technical instruction in the area of hazardous substances as developed by the Barber Board.

The course of instruction required for a student enrolled in a 1500-hour course shall cover not less than 120 hours allotted to the practical and/or theoretical phases of the course in such a manner as the owner or instructor considers necessary in the individual case.

A student shall be properly instructed to cut the hair of and render barber services to all patrons. Students shall be graded in both theory and practical.

Students must pass the theory and practical exams with at least 70% before working on patrons.

The grading system is:

90 -100% = A = 4.0 = Excellent

80%- 89% = B = 3.0 = Good

70%- 79% = C = 2.0 = Satisfactory

60% - 69% = D=1.0 = Unsatisfactory

Below 60% = F = 0 = Very Unsatisfactory

GRADING AND PROGRESS POLICY

Progress records are maintained for each student and are based upon exams, quizzes and class participation.

The grading system is:

90% -100% = A = 4.0 Excellent
80% - 89% = B- = 3.0 =Good
70% - 79% = C = 2.0 = Satisfactorily
60% - 69% = D = 1.0 = Unsatisfactory
Below 60% = F = Very Unsatisfactory

Cumulative grade average must be 70% or higher to pass.

When a student receives a N.P. (no pass) on any Examination, he or she will be advised. Opportunity will be given for a make-up examination. Failing to pass the make-up examination will result in the student being placed on probation and student may be required to repeat any needed portion of the course at the discretion of the Director of Education.

An incomplete grade indicates that the student did not complete work assigned at a given time. The Director of Education will meet with the student and determine the cause. A date will be set at which time the student must have completed the work in question- Failure to complete the work will result in the student being given a failing grade, and no diploma will be issued.

The ARC (Academic Review Committee) will meet monthly to review the progress of each student. The monthly progress reports by instructors will refer those who need advising to the board. The board consists of the Director of the School, Instructor, and the Office Manager. The student will attend the ARC sessions.

Students who have progress of below 70% will cease to make academic progress and will be placed on 30 days probation. If the student fails to correct the deficiencies in 30 days, the student will be terminated from the program.

The student will be eligible for re-entrance into the program when he/she is able to correct the deficiencies that caused the termination and bring clear and valid documentation that the problems have been corrected by supplying proof of additional education or letters of reference showing that the student is a good candidate for re-entrance.

TARDY POLICY

Any student who arrives late 15 minutes or more, after scheduled starting time of school, is tardy. Students who are tardy but call the Director before class start time with a reasonable excuse will have the tardy excused. Excessive tardiness will not be tolerated by Borner's Barber College. Excessive tardiness will result in time to be made up by the student or may result in probation.

ATTENDANCE POLICY

Regular attendance and punctuality will help students develop good attendance habits required for successful careers. If a student falls below 70% of the course attendance, that student will be placed on attendance probation for 30 days. At the end of student probation if attendance falls below 70% student must meet with the director and must give documented reasons why student should remain in school. Students must speak with the Director before making any changes in their schedules. Students are encouraged to schedule medical or dental appointments during non-school hours. Students who fall below 67 % attendance will be subject to overtime charge of \$10.00 per hour and may be terminated.

All absences or tardiness must be reported by the student to the school. Students must notify the school prior to absences (except in emergencies). Following three days successive absences for medical causes, the student is required to present a physicians release to return to school.

ASSIGNMENT MAKE UP POLICY

Students will be required to make-up all assignments, exams or other work missed as the result of any excused or unexcused absence. Make up classes will be given on one Saturday per month. The Instructor may assign additional outside make-up work if deemed necessary. Arrangements to take a missed exam must be made with the Instructor within two days of returning from an absence. All arrangements are subject to the approval of the school's Director.

POLICY RELATING TO CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Students who do not abide by the school's policies, or who are lacking in professional ethics, will be advised, may be put on probation, suspended or terminated. The following list includes violations of the school's student conduct policy.

Suspensions

One Day

Causes for one-day suspension are:

1. Refusing to serve a customer without good reason.
2. Disruption in the classroom or on the floor by being loud and/or argumentative.
3. Leaving school without authorization.
4. Any Saturday absence or tardiness without authorization.

One Week

Causes for one-week suspension are:

1. Use of loud, abusive or profane language.
2. Playing cards, dice or gambling of any sort on the premises.
3. Demanding tips from customers.

Full Suspension

Causes for full suspension are:

1. Threatening another person with bodily harm.
2. Drinking on the premises or coming to school drunk.
3. Using drugs or being under the influence of drugs.
4. Theft of another's belongings.
5. Police are called due to your actions.
6. Unapproved removal, damaging, or destroying of school property.

TERMINATION POLICY

A student is subject to termination for the following:

1. Failure to maintain satisfactory progress.
2. Failure to comply with the school's attendance policy.
3. Failure to comply with the school's student conduct policy.
4. Failure to meet all financial obligations to the school.
5. Violates any of the conditions set forth in the signed enrollment agreement.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

The following requirements must be met by the student in order to qualify for a diploma:

Achieve a cumulative grade point average of 70% or higher.

Attend all required hours of the program as required by the State Board of Barbering and Cosmetology.

Complete all designated requirements (tests, laboratory hours, client services) of the program.

Satisfy all financial obligations to the school or fill out a payment plan approved by the school Director

ADMINISTRATION AND FACULTY

Administrative Officers

Velma R. Borner	President
Arthur Borner	Director
Cindy Cho	Financial Aid Director
Deidra Williams	Administrative Assistant

Faculty

Arthur Borner

College Director and Instructor, also, Licensed Barber, Licensed Barber Instructor, State of California Certificate of Authorization, and State of California Vocational Education Teaching Credential.

Velma R. Borner

College President and Instructor. Also, Licensed Barber, Licensed Barber Instructor, State of California Certificate of Authorization, and State of California Vocational Education Teaching Credential.

Sharon A. Lewis

Substitute Instructor. Also, Licensed Barber, Licensed Barber Instructor, State of California Certificate of Authorization, and State of California Vocational Education Teaching Credential.

**BORNER'S BARBER COLLEGE
ORGANIZATIONAL CHART**

OWNER

VELMA BORNER

DIRECTOR

ARTHUR BORNER

Instructors

Arthur Borner

Velma Borner

Sharon Lewis

Financial Aid Director

Cindy Cho

Administrative Assistant

Deidra Williams

NAMES, ADDRESSES, AND PHONE NUMBERS OF LICENSING AGENCIES

Board of Barbering and Cosmetology

**P.O. Box 944226
Sacramento, Ca. 94244-2260
(800)952-5210**

Bureau for Private Postsecondary Education

**2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca. 95833
(916)431-6959**

NACCAS

**4401 Ford Ave, Suite 1300
Alexandria Va. 22302-1432
(703) 600-7600**

LIST OF NEEDED MATERIALS

***Below is a list of tools needed for the course, and the school's pricing. It is the student's right to purchase the needed materials elsewhere.

Item	Qty.
Barber Smock	1
Chair Cloth	1
Chair Cloth Holder	1
Neck Duster	1
Andis ML Clipper	1
Edger	1
Excel 2-Speed Clipper	1
Blades: 00000, 000, OA, 1A, 1.5 2, 3.5, & 3 3/4	1 set
Blade Holder	1
Tool Cleaning Brush	1
Hand Mirror	1
Combs	3
Razor and 5 Blades	1 set
Shears: Cutting	1
Clipper Oil	1 btl.
Text, Work, and Exam Books	1 set
Tool Carrying Case	1

BORNER'S BARBER COLLEGE VETERANS CATALOG ADDENDUM

MAXIMUM CAPACITY

The maximum total enrollment capacity for each program session offered is 17 students.

PRIOR CREDIT

The student and the Veterans Administration will be promptly notified concerning credit awarded to a student for Barber training in another recognized Barber College when the program has been shortened according to hours earned.

REFUND POLICY

All veterans or other eligible persons who are dropped or withdraw from the program will have the remaining tuition and fees refunded as described in the college catalog. Students will be charged at a rate of \$4.75 per hour of instruction.

REGISTRATION FEE

The maximum non-refundable registration fee charged to the veteran or eligible person is \$10.00. Any amount charged in excess is subject to the refund policy.

MAXIMUM TIME FRAME

Veterans and other eligible persons must complete the program within the originally contracted length of time.

STANDARDS OF PROGRESS

If at the end of any month, the student's GPA is below 70% or attendance falls below 120 hours, the student will be placed on probation for the next month. If at the end of the month the GPA remains below 70% or attendance remains below 120 hours. The veteran's benefits will be interrupted and the VA office notified.

INSTRUCTIONAL SCHEDULE

<u>COURSE</u>	<u>HOURS</u>	<u>HRS/WK</u>	<u>WEEKS</u>
Barber/Styling	1500	30	50

Theory is held Tuesday and Wednesday throughout the program and practical is held Tuesday thru Saturday throughout the program. School schedule are six hour days with a half hour lunch period per day; for a total of six and one half hours.