

# THE REAL BARBERS COLLEGE

## **Main Campus Location**

451 West Lincoln Avenue,  
Suites B100 & 250  
Anaheim, CA 92805

## **Additional Classroom Space**

401 West Lincoln Avenue Suite #A  
Anaheim, CA 92805

**Phone:** 714-991-1222 **Fax:** 714-991-1441

<http://www.therealbarbercollege.com>

## **PREPARING TO ATTEND**

At The Real Barbers College, we encourage prospective students to visit our campus to pick up an enrollment form, catalog and paperwork for financial aid. For the prospective students with a diploma or G.E.D.: Please read your catalog and fill out your enrollment form. If financial aid is needed, please fill out all corresponding paperwork and make a follow-up appointment with the financial aid officer. Please bring your high school diploma, Social Security card, driver's license, or valid I.D. card. Prospective students are encouraged to visit our facilities and review this catalog and the school performance fact sheet prior to signing an enrollment agreement. All courses of instruction are only taught in English. No other language of instruction is offered.

## **Administration Business Hours**

Prospective and current students are advised to schedule appointments with administrative staff  
Monday through Friday between the hours of 9:00am and 5:00pm by calling (714) 991-1222

The Real Barbers College is one institution at 451 West Lincoln Avenue Suites B100 & 250, Anaheim, CA 92805  
with additional classroom space located at 401 West Lincoln Avenue Suite #A, Anaheim, CA 92805.

JANUARY 2017-DECEMBER 2017

REVISED 08.10.2017

Dear Prospective Student,

Welcome to The Real Barbers College and thank you for considering us in assisting you in obtaining your desired training! You are now entering into a field experience that could provide you with excellent opportunities for a successful future in the beauty industry.

At The Real Barbers College, we offer the basic training needed to pass the Board of Barbering and Cosmetology Examination. We emphasize on how to be successful in the marketplace and how to succeed in all of your professional goals. This means hard work, dedication, and preparation on your part. You will practice shop management, business concepts, and the psychology of personal success.

It will be a pleasure to have you join us at The Real Barbers College. Our goal is to help you discover your ability to transform your life through your training. The degree of your success will depend on your effort during the entire course of your training.

The Real Barbers College welcomes everyone interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff to consider the many advantages for our earnest students. We will be pleased to answer all of your questions.

### **Mission Statement & Educational Objectives**

**Mission Statement:** The Real Barbers College strongly believes that any person who has the ability, desire, and determination to benefit from vocational training programs should be given every opportunity to do so. In support of that belief, The Real Barbers College prepares the student to become “shop/salon ready” and have the ability to pass the California licensing exam for an entry level position in the beauty industry.

**Educational Objectives:** Our primary objective is to provide each enrolled student with a high- quality program in a n environment conducive to acquiring real-world skills by adopting a straightforward, pragmatic methodology. Upon completion, graduate students should be able to effectively work in one specialty area such as Barber, Hair Stylist, Hair Colorist, or as a Barber Shop/Beauty Salon Operator. Normal progression should move the student to positions such as Barber Shop/Beauty Salon Manager, Barber Shop/Beauty Salon Owner, and Barber/Cosmetology Teacher or School Owner.

Sincerely,

Mr. Michael Souza  
President

### **Approvals**

The following national and California State agencies have set minimum standards for our program of studies:

**National Accrediting Commission of Career Arts & Sciences (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314  
(P) 703-600-7600 (F) 703-379-2200

**Department of Consumer Affairs (DCA) Consumer Information Division**

1625 N. Market Blvd. Suite N-112  
Sacramento, California 95834 (P) 800-952-5210 [www.dca.ca.gov](http://www.dca.ca.gov)

**Board of Barbering and Cosmetology (BBC)**

2420 Del Paso Road Suite 100  
Sacramento, CA 95834  
(P) 800-952-5210 (F) 916-575-7281  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

**Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(P) 888-370-7589 (F) 916-263-1897 <http://www.bppe.ca.gov/>

**California State Approving Agency for Veterans Education (CSAAVE)**

1227 O. Street, Suite 625  
Sacramento, CA 95814

The institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

## **Accreditation**

The Real Barbers College has been granted accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS), an agency recognized by the United States Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 888-370-7589 toll free or by completing a Complaint Form, which can be obtained on the Bureau's internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

Questions regarding this catalog that have not been satisfactorily answered by the institution may also be directed to the Bureau for Private Postsecondary Education by 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Main Fax: (916) 263-1897.

Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U. S. C. Sec. 1101 et seq.)

# BPPE Annual Report for 2015 - Institution

**Tracking Number:** 20170825123957

**Report for Year:** 2015

**Institution Name:** The Real Barbers College

**Institution Code (If an institution has branch locations the institution code is the school code for the main location):** 3012981

**Street Address (Physical Location):** 451 West Lincoln Avenue, Suite 100 City: Anaheim

**State:** California

**Zip Code:** 92805

**Check all that apply to this institution:**

**For profit institution:** For profit institution

**Sole Proprietor:**

**Non-profit institution:**

**Limited Liability Corporation (LLC):**

**Publicly traded institution:**

**Partnership:**

**Number of Branch Locations:** 0

**Number of Satellite Locations:** 0

**Is this institution current with all assessments to the Student Tuition Recovery Fund?:** yes

**Is this institution current on Annual Fees?:** yes

**Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education? Include only full institutional approval, not programmatic approval:** yes

**If you answered yes to the question above, please identify the accrediting agency:** National Accrediting Commission of Cosmetology Arts and Sciences

**If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation:**

**Has any accreditation agency taken any formal disciplinary action against this institution? If Yes, please submit a paper copy of the action, refer to the Annual Report Completion Check Sheet.:** no

**Does your institution participate in federal financial aid programs under Title IV of the Federal Higher Education Act?:** yes

**What is the total amount of Title IV funds received by your institution in 2015?:** 1563593 **Does your institution participate in veteran's financial aid education programs?:** yes

**What is the total amount of veteran's financial aid funds received by your institution in 2015?:**

142112

**Does your institution participate in the Cal Grant program?:** no

**What is the total amount of Cal Grant funds received by your institution in 2015?:**

**Is your institution on the California Eligible Training Provider List (ETPL)?:** no

**Is your institution receiving funds from the Work Innovation and Opportunity Act (WIOA) Program?:** no

**What is the total amount of WIOA funds received by your institution in 2015?:**

**Does your institution participate in, or offer any another government or non- governmental financial aid programs?** no

**If yes, please indicate the name of the financial aid program:**

**The percentage of institutional income in 2015 that was derived from public funding:** 93

**If your institution reports a Cohort Default Rate to the US Department of Education, enter the most recent three year cohort default rate reported to the U.S. Department of Education for this institution:** 29

**The percentage of students who in 2015 received federal student loans to help pay their cost of education at the school was:** 81

**Total number of students enrolled at this institution:** 0

**Number of Doctorate Degrees Offered:** 0

**Number of Students enrolled in Doctorate level programs at this Institution:** 0 **Number of Master Degrees Offered:** 0

**Number of Students enrolled in Master level programs at this institution:** 0 **Number of Bachelor Degrees Offered:** 0

**Number of Students enrolled in Bachelor level programs at this institution:** 0 **Number of Associate Degrees Offered:** 0

**Number of Students enrolled in Associate level programs at this institution:** 0 **Number of Diploma or Certificate Programs Offered:** 3

**Number of Students enrolled in Diploma or Certificate programs at this institution:** 197 Institution's website: <http://therealbarbercollege.com/>

**Performance Fact Sheet:** [http://therealbarbercollege.com/wp-content/uploads/2016/11/SPFS\\_UPDATED\\_11-28\\_16.pdf](http://therealbarbercollege.com/wp-content/uploads/2016/11/SPFS_UPDATED_11-28_16.pdf)

**2015 Catalog:** <http://therealbarbercollege.com/wp-content/uploads/2017/06/CatalogREV5517addendum6617.pdf>

**Annual Report:** <http://therealbarbercollege.com/wp-content/uploads/2016/12/439AnnualReport.pdf>

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## **Admission Policy**

### **Admission Requirements**

The Real Barbers College (TRBC) Admissions Office is located at 451 West Lincoln Ave, Suite #B100, Anaheim, CA 92805. Regular hours are Monday through Friday 9:00am-5:00pm. Appointments can be made if you are unable to meet during regular hours. New and returning students may inquire online at The Real Barbers College website at [www.therealbarbercollege.com](http://www.therealbarbercollege.com).

A student is considered to be enrolled at TRBC once they sign their enrollment agreement. Prior to a student's enrollment (signing the enrollment agreement), the school will provide and encourage prospective students to review the school catalog, the Institutional Performance Fact Sheet, and other disclosures. In addition to paper copies, these materials are also posted on the institution's website at [www.therealbarbercollege.com](http://www.therealbarbercollege.com). These documents will assist the student to make an educated selection of the programs of study offered by this institution. The institutional catalog and disclosures are updated annually by the dates on the cover page. The catalog is subject to change without notice.

Applicants are admitted as regular students once they have met the following criteria:

1) Provided documentation of one of the following: high school graduation, passing General Educational Development (GED) scores, or other equivalent. The Real Barbers College will verify the authenticity of the documentation prior to enrollment. All required documentation that is not in English must be accompanied by a certified English translation. Foreign student's high school diplomas must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. High school graduates who are not able to provide a copy of their diploma or whose diploma cannot be verified will be asked to provide an official high school transcript showing the dates of entrance and graduation and courses completed. If a transcript is not available, the student will be required to take and pass a GED test at an official testing center prior to enrollment.

2) Provided proof of English proficiency. Domestic students providing high school diplomas or documentation of equivalents meet this requirement.

3) TRBC reserves all rights to review all applicant requests for admissions. With cause, the School Administration and/or President may deny admission.

**VA Ratio Requirements:** Maximum VA enrollment ratio 85%/15%. 85% nonVA 15% VA for each course or program.

The Real Barbers College does not admit Ability-To-Benefit (ATB) students.

NOTE: Our school does not recruit students already attending or admitted to another school offering similar programs of study.

### **Credit for Previous Training**

Appropriate credit may be granted for prior training hours at the discretion of the college and upon verification by college officials of its validity of any transcripts submitted under the Cosmetology Act and Board of Barbering and Cosmetology Rules and Regulations. Students transferring from another school of Cosmetology in California must furnish a valid Proof of Training document from a licensed California Cosmetology school. The college may not elect to accept all or any of the previous hours of training and operations. All out-of-state applicants must furnish the FORM B of clock hours from the California Board of Barbering/Cosmetology and it



must be notarized from the previous school attended. The transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contract hours at the institution.

### **Notice Concerning Transferability of Clock Hours and Credentials Earned at Our Institution**

The transferability of clock hours a student earns at The Real Barbers College is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the certificate a student earns for completing any program at TRBC is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TRBC to determine if you will receive credit for the classes you complete at TRBC. The college has not entered into an articulation or transfer agreement with any other college or university.

**Non-Discrimination Policy:** The Real Barbers College does not discriminate on the basis of race, color, religion, sex, sexual orientation, handicap, financial status, age, ethnic origin or residence, or any other protected class of persons by law in its admissions, staffing, instruction, and/or graduation policies.

**Housing:** The Real Barbers College maintains no dormitories. Students are responsible for finding their own housing. The College is not required to find housing for students or assist them in their search for housing.

**Calendar/Holidays:** The college is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. A special holiday may be declared for emergencies or special reasons.

### **Textbooks, Equipment & Supplies**

Textbooks and smocks will be issued to students after their first 7 (seven) days of their program. All mandatory supplies and equipment will be kept in the freshman classroom. After the first 30 days of the program, each new barbering or cosmetology student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students who are enrolled in one of our crossover courses or are transferring over from another school that need a new kit may obtain one after making their first payment towards their institutional charges and attending more than 2 weeks. Students are expected to maintain the kit by replacing lost and/or broken articles. The college is not responsible for a student's equipment if it becomes lost or stolen. Students must learn to be responsible for the tools of their trade.

### **Facilities**

The Real Barbers College is a spacious 9,500 square foot air-conditioned and modern facility accessible by public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library, and student lounge. The school, the facilities it occupies, and the equipment utilized fully complies with all building safety and health regulations.

**Student Resource Library:** The Student Resource Library contains CDs, videos, and books for the students to check out when needed as additional learning tools.



### **Orientation Sessions**

Orientation sessions for students are held on the Monday prior to the start date of enrollment. All new students, transfers and re-enrollment students are required to attend orientation prior to beginning coursework. At orientation, students will be informed of school policies, regulations, taken on a tour of the facility and be given the opportunity to ask questions about the college and their program of study. Students are issued a Welcome Packet filled with information and any required documents that must be signed and placed into their student files. Students must have visited the school prior to orientation, turned in all required preliminary documents for enrollment, and selected a course schedule. Students will learn how to use time cards and the college's fingerprint computer time-clock system for attendance. For the computer time-clock system, students will be assigned their own student number to use along with their fingerprint when clocking in or out. When clocking in or out, the student must confirm that the time clock transaction was completed before walking away from the time clock computer. Orientation sessions are between 45 minutes and 2 hours in length, depending on the number of students in the class. Once the general information section of orientation is completed, the students are directed to the Financial Aid Office to sign their contracts and required documents from the Welcome Packet. In addition, students may be asked to complete and sign additional paperwork necessary to complete their student file.

**Class Start Dates:** We have one scheduled start date on every Tuesday of every other week. The institution shall make exceptions to start dates depending on the class size.

### **Courses Offered**

<b>Course Name</b>	<b>Program CIP</b>	<b>Clock Hours</b>	<b>Months</b>	<b>Weeks</b>	<b>Award Upon Graduation</b>
Barbering	12.0402	1500	11	42	Certificate
Barbering Crossover	12.0402	400	4	15	Certificate
Barber Instructor	12.0413	600	5	20	Certificate

### **Barbering**

The course of study for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. **Educational Goals:** The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber. (D.O.T. #330.371-010, CIP#12.0402)

### **Barbering Crossover**

The course of study for students enrolled in the Barbering Crossover course shall consist of four hundred (400) clock hours of technical instruction and practical operations to provide barber training not a part of the required training or practice of a cosmetologist. **Educational Goals:** The Barbering Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber. (D.O.T. #330.371-010, CIP#12.0402) Our Barbering crossover curriculum exceeds the state requirements by 200 hours so students will be exposed to a variety of haircut techniques and styles beyond those learned in the cosmetology course.

### **Barber Instructor**

The course of study for Licensed Barbers enrolled in the Barber Instructor course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering teaching techniques, technical institution and practical phases of a Barber Instructor. **Educational Goals:** The Barber Instructor course of study is designed to prepare licensed barbers for the state licensing examination and for profitable employment as a Barber Instructor. (D.O.T. #097.221-010, CIP#12.0413)

**Class Schedules:**

Barbering, Barbering Crossover & Barber Instructor

**Morning schedule (2 options):**

*Option 1:* Attend 4 weekdays from 8:00 am-2:30 pm, plus 8 hours on Friday or Saturday.

32 hours per week, 11 months

*Option 2:* Attend 3 weekdays from 8:00 am-4:30 pm, plus 8 hours on Friday or Saturday.

32 hours per week, 11 months

**Afternoon schedule:**

Attend 3 weekdays from 1:30 pm-10:00 pm. Plus 8 hours on Friday or Saturday.

32 hours per week, 11 months

**Evening schedule: (2 options):**

*Option 1:* Attend 4 weekdays from 5:00 pm to 10:00 pm, plus 8 hours on Friday or Saturday.

28 hours per week, 13 months

*Option 2:* Attend 5 weekdays from 4:00pm to 10:00pm

30 hours per week, 13 months

At management's discretion, we reserve the right to adjust the times. The Real Barbers College will charge a fee of \$25.00 for a schedule change and an additional \$25.00 for each subsequent change. Cross Over and Instructor courses will only be charged \$25.00.

EX: 1<sup>st</sup> Change - \$25.00

2<sup>nd</sup> Change - \$50.00

3<sup>rd</sup> Change - \$75.00.

## **History and Ownership**

Our founder, Augustine Souza, held his license as a professional barber for 58 years. He was a barber to thousands of United States Naval Officers at the Naval Academy in Monterey, California and at the Long Beach Naval Station in Long Beach, California. Mr. Souza opened The Real Barbers, Inc. in Anaheim, California in 1996. The following year, the barbershop expanded into The Real Barbers College, a state-approved and licensed private postsecondary educational institution by the Bureau of Private Postsecondary Education (BPPE). He was very proud of the accomplishments of every student that graduated from our programs. He was always excited to have students return to thank him and tell him the story of their success. On January 13, 2014, we lost Augie after a short illness. In Michael's words, "The school is a reflection of Augie, and through the school he lives on." The Real Barbers College is owned by the Augustine Souza Living Trust. Michael and Cheryl Souza are Co-Presidents of, The Real Barbers Inc. Their main goal is to provide a clean and safe environment and to provide all of the students with the ability to graduate and pass the state board exam. We believe in allowing the students to be responsible and motivated to excel in their chosen trade/craft. It is through our wonderful staff that we are able to accomplish our goals.

## **Graduation and Licensing Requirements**

Requirements for a satisfactory completion of a course: A student must complete Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**Graduation Requirements:** When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, a simulated (mock) program and has met his/her tuition enrollment obligation, then student is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam.

**Licensing Requirements:** In order to become licensed as a barber or cosmetologist, an applicant must be 17 years of age or older and have completed the 10th grade. However, per the Department of Education, students who attend The Real Barbers College must have either a high school diploma, documentation of passing the General Education Development (GED) test, or other equivalency. A barbering or cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from their respective course and passed the Board of Barbering & Cosmetology Licensing Exam with a score of 75% or better in both the Theory and the Practical parts of the exam.

## **Health and Physical Considerations**

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with customers. This requires a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations when making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (along with their parents and/or physician) believe they can fulfill the training demands.

**English as a Second Language:** This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

**Distance Training:** TRBC does not offer distance training.



**Barbering      CIP 12.0402      1500 Clock Hours**

The course of study for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. The required course of instruction in the practical phases of barbering shall cover no less than 1,300 hours of the entire 1,500 course. The instruction shall include training in basic haircutting and hairstyling of all textures of hair at the discretion of the school owner and lead instructor. The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber. All classes are taught per California Bureau of Barbering & Cosmetology requirements by experienced licensed instructors. Bureau of Barbering & Cosmetology requirements by experienced licensed instructors.

<b>TECHNICAL INSTRUCTION</b>	<b>REQUIRED HOURS</b>
Barbering and Cosmetology Act and the Board's Rules and Regulations	20
Anatomy	15
Health and Safety/Hazardous Substances/HIV/AIDS	45
Fundamentals	10
Disinfection/Sanitation	20
Chemistry	20
Haircutting	65
Coloring	60
Hairpieces	10
Hair Processing	40
Aliments/Cosmetics	10
Shaves/Scalpial	100
Facials	10
Electricity/Light Therapy	5
Business Industry Relations	15
Misc. Theory Subjects	40
<b>PRACTICAL OPERATIONS</b>	<b>REQUIRED HOURS</b>
Haircutting/Hairstyle	505
Shaving	200
Permanent Waving	50
Hair Processing/Relaxing	55
Hair Coloring	50
Shampooing	25
Facials	40
Hair Waving/Curling	10
Scalp Manipulations	20
Curling Irons	10
Disinfection/Sanitation	50
<b>Total Practical Hours</b>	<b>1015</b>
<b>TOTAL CLOCK HOURS IN COURSE (Theory plus Practical)</b>	<b>1500</b>

**Required Textbooks:** Milady's Standard Professional Barbering Textbook, Workbook and Exam Review



**Barbering Crossover CIP 12.0402 400 Clock Hours**

The course of study for students enrolled in the Barbering Crossover course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices that are not part of the required training to be a cosmetologist. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. The required course of instruction in the practical phases of barbering shall cover no less than 90 hours, including training. The Barbering Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber. All classes are taught by experienced licensed instructors.

<b>TECHNICAL INSTRUCTION</b>	<b>REQUIRED HOURS</b>
Barbering Act/Rules	10
Health/Safety/Hazardous Subjects/HIV/AIDS	10
Fundamentals	10
Disinfection/Sanitation	10
Chemistry	5
Haircutting	10
Hairpieces	3
Shaving	5
Facials	5
Business Industry Relations	5
Misc. Theory Subjects	10
<b>PRACTICAL OPERATIONS</b>	<b>REQUIRED HOURS</b>
Haircut/Hairstyle	193
Shaving	75
Permanent Waving	5
Hair Processing/Relaxing	5
Hair Coloring	5
Shampooing	7
Facials	7
Hair Waving/Curling	6
Curling Irons	4
Disinfection/Sanitation	10
<b>TOTAL CLOCK HOURS IN COURSE (Theory plus Practical)</b>	<b>400</b>

**Required Texts:** Milady's Standard Professional Barbering Textbook, Workbook and Exam Review.

**Barber Instructor      CIP 12.0413      600 Clock Hours**

The course of study for licensed barbers enrolled in the Barber Instructor course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. The required course of instruction in the practical phases of the Barber Instructor Course shall cover no less than 260 hours of the entire 600-hour courses, including training in knowledge relative to teaching barbering. The Barber Instructor course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber Instructor. All classes are taught by experienced licensed instructors.

<b>TECHNICAL INSTRUCTION</b>	<b>REQUIRED HOURS</b>
Lesson Planning	30
Record Keeping	30
Testing	20
Grading	20
Book Knowledge	30
Teaching Techniques	30
Visual Aid Equipment	25
Classroom Management	25
Student Motivation	25
Product Knowledge	15
State Laws	20
Additional Training-Teaching Methodology	20
<b>Total Theory Hours</b>	<b>290</b>
<b>PRACTICAL OPERATIONS</b>	<b>REQUIRED HOURS</b>
Lesson Planning	30
Record Keeping	30
Grading	30
Disinfections and Sanitation	25
Permanent Waving	30
Chemical Relaxers	30
Shampooing	20
Hair Coloring/Lightening	30
Haircutting	30
Hairstyling	25
Shaving/Facial	30
<b>Total Practical Hours</b>	<b>310</b>
<b>TOTAL CLOCK HOURS IN COURSE (Theory plus Practical)</b>	<b>600</b>

## **ACADEMIC POLICIES**

### **Satisfactory Academic Progress (SAP) Policy**

The Real Barbers College expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the United States Department of Education. Any prospective student should read and consider the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). The Real Barbers notifies students of any evaluation that impacts the students' eligibility for financial aid.

The student must:

1. Qualitative - Maintain a cumulative academic average of "C" (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands-on practical exams.
2. Quantitative - Maintain a cumulative average attendance level (pace rate) of at least two-thirds (2/3 or 67%) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation periods.
3. Complete the course within one-and-a-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 600 hour/20-week long Esthetician program must complete within 30 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

### **EVALUATION PERIODS:**

Each academic year is divided into evaluation periods. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students' evaluations are based on actual contracted hours. A student's academic progress is assessed at each of the following times (all hours are actual hours completed):

\***Barbering:** When a student completes 450, 900, 1200 and 1500 hours

\***Barbering Crossover:** When a student completes 200 and 400 hours

\***Barber Instructor:** When a student completes 300 and 600 hours

VA student's academic progress is assessed at each of the following times (all hours are actual hours completed):

\***Barbering:** When a student completes 375, 750, 1125 and 1500 hours

\***Barbering Crossover:** When a student completes 100, 200, 300 and 400 hours

\***Barber Instructor:** When a student completes 150, 300, 450 and 600 hours

**GRADING SYSTEM:**

Students are evaluated on a regular basis in theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

**ACADEMIC GRADING****POINT GRADES FOR PRACTICAL WORK**

100% - 90%	A.....Excellent	(GPA 4)	4 POINTS = A
89% - 80%	B.....Above Average	(GPA 3)	3 POINTS = B
79% - 70%	C.....Average	(GPA 2)	2 POINTS = C
69% - 60%	D.....Unsatisfactory	(GPA 1)	1 POINTS = D
59% - 00 %	F.....Fail	(GPA 0)	0 POINTS = F

**Re-Enrollment Policy**

All students who withdraw may re-enter into the program without the loss of credit for clock hours attended provided it is within six (6) years from the date of their withdrawal. All student records are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six- year period. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. If accepted by the college, the student will re-enter the same progress status as he/she left.

**ACADEMIC STATUS**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress (SAP) until the next scheduled evaluation. Students who do not meet the minimum standards are no longer eligible for Title IV, HEA programs funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Students who have fallen below the minimum SAP requirements will have their academic status changed to one of the following categories:

**WARNING:**

At the time of evaluation, a student is placed on warning if they fall below SAP requirements either for the very first time or for the first time after being reinstated from a probationary status. A student on warning is considered to be making SAP while during the warning period and is still eligible for financial aid. At the end of the warning period, if the student still has not met the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be considered ineligible to receive financial aid.

**ACADEMIC PROBATION:**

Students who fail to meet SAP requirements or progress after the warning period will be placed on probation and considered to be making SAP while on the probationary period, if the student appeals the decision, and prevails upon appeal. If it is determined by the school that SAP can be met by the end of the next scheduled evaluation, an academic plan will be developed for the student on academic probation status to follow that will help them meet SAP requirements again. The academic plan will be designed to ensure that the student will still be able to complete their program within the maximum timeframe allowed. Students following an academic plan will be allowed to receive federal financial aid until the next scheduled evaluation. If the student does not keep pace with the academic plan and fails SAP standards at the end of the next scheduled evaluation, they will lose financial aid eligibility and may be

withdrawn from the school. Students using financial aid will be notified that they are not eligible to receive any further funding unless they successfully go through the appeals process.

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### **APPEAL PROCEDURES:**

Students who wish to appeal being placed on either a warning or probationary status must submit a written request to Administration within ten (10) days of the college's decision. In the appeal letter, a student must describe any special circumstances beyond their control which they believe affected their academic standing, such as injury or illness of the student, death in the family, etc., and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period. The student will need to provide documentation regarding these circumstances as appropriate (i.e. doctor's note, death certificate, etc.). Administration shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of their decision. The decision of Administration shall be final. All documentation regarding the student's appeal and the outcome will be kept in the student's academic file. Financial aid recipients whose appeal is granted may have their financial aid reinstated.

### **Maximum Time Frame**

The maximum timeframe in which a student shall be allocated to complete the course of study shall be one and one-half (1 ½) times the length of the program. This does not include time in which a student took a leave of absence (see Leave of Absence section above). Students who exceed the maximum timeframe will not be eligible for financial aid.

### **COURSE**

#### **INCOMPLETENESS:**

Course incompleteness, repetitions and non-credit remedial coursework are not applicable to this institution's form of instruction. Therefore, they have no effect upon the college's SAP standards.

### **STUDENT RECORD**

#### **RETENTION**

The Real Barbers College has a policy to retain student records for a minimum of 6 years.

### **ATTENDANCE STATUS**

Students are enrolled as full-time students and scheduled to attend at least 24 hours per week.

### **LEAVE OF**

#### **ABSENCE:**

Occasionally, students may experience hardship, medical or other issues which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12-month period if the student has satisfactory attendance and provides appropriate documentation for the reason of the requested LOA. The LOA must be requested in advance, unless unforeseen circumstances prevent the student from doing so, in writing by the student and include the student's signature. The LOA must be approved by school administration. The LOA Request Form must be completely filled out with the dates of leave and return prior to administration approving the LOA. Students on LOA will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from LOA will have his/her maximum time frame and contract period extended by the same number of days taken in the leave of absence. Changes to a contract will require an addendum to be created and initialed and dated by all parties with this information. Students who fail to return from LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave and the official determination date shall be the earlier of the scheduled date

of return from the leave of absence or the date the student notifies the school that the student will not be returning. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

### **ATTENDANCE POLICY:**

The Real Barbers College views class attendance as an individual student responsibility. Students are expected to attend their scheduled classes each day for the full number of hours scheduled weekly per their enrollment agreement. All absences and class attendance is regularly recorded. It is the responsibility of the student to telephone in advance to notify administrative personnel if they will be absent or late and to follow the appropriate procedure with the Attendance department. Students who do not meet the requirements and have not provided valid documentation for excusing absences (i.e. doctor's note, court documents, etc.) within 1 week (7 calendar days) will have those absences count as *unexcused*. Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within 1.5 times of the period of time stated in the enrollment agreement. Students are required to make up the lessons and exams missed due to absenteeism. If the student is absent fourteen (14) consecutive calendar days, the school will withdraw them. The instructor- in-charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

### **Time Clock**

Students must clock in/out using their fingerprint on the school's time clock system for accurate punches. Students must be present when clocking in/out and verify their name on the terminal. A thirty (30) minute lunch break shall be taken when a student: attends a 6-hour or more class day. If you are attending a less than 6-hour class day and desire to take a lunch break (30 minutes), then the break must be deducted from your daily total and you must record the clock in/out on your time card for the lunch break. Once Theory classes have been started, no one will be allowed to enter the Theory classroom. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building and reading material or activities not related to your training. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your withdrawal from the school. Since the time clock is the official method of verification for time spent in the program, no student will receive credit for any hours that do not appear on the time clock records. No adjustment of time will be done for students who fail to clock in or out due to personal negligence. In the event of electrical failure or computer malfunction, sign-in sheets will be utilized. The school cannot be responsible for any errors made by their third-party servicer. Students will not be given credit for clocking in early or clocking out late without prior permission. Clocking another student in or out is grounds for immediate withdrawal from the school.

### **Absene**

Regardless of the average level of attendance, students who are absent fourteen (14) consecutive calendar days will be withdrawn from their program. Pre-arranged absence(s) must be approved in advance at least two (2) days prior to the requested release. The student is responsible for providing satisfactory evidence to authorized administrative staff to substantiate the reason for the absence within one 1 week (7 calendar days) of the last date of attendance. Absences will be either *excused* or *unexcused*. Any unexcused absence cannot be considered for Make- Up time.

In accordance with California Education Code Section 48205, a student shall be excused from school when the absence is:

- 1) Due to his or her illness
- 2) Due to quarantine under the direction of a county or city health officer
- 3) For the purpose of having medical, dental, optometric, or chiropractic appointments
- 4) For the purpose of attending funeral services of a member of his or her immediate

family, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California.

5) For the purpose of jury duty service in the manner provided by law (must be approved in advance)

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6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent

7) Due to a court appearance

8) Due to observance of a holiday or ceremony of his or her religion (must be approved in advance)

9) Due to attendance at a conference for their employment (must be approved in advance)

10) Due to need to secure proper immunization (no more than 5 days)

Other reasons that are requested in writing will be considered for approval by Administrative personnel.

Students who provide the necessary documentation to excuse their absences will be allowed to complete make-up hours for the time they were absent (see Make-Up Hours). Students who request time off in advance must schedule make-up time at the time they submit their request. This does NOT apply to students requesting a Leave of Absence. Failure to submit documentation to excuse absences will result in the student remaining unexcused for those days and they will not be able to complete make-up hours on the days or times they are not scheduled to help them graduate on time. Instead, their enrollment may be extended in order for them to complete their missing hours and overtime charges may be accrued.

After a student accrues three (3) consecutive unexcused absences, attendance will call the student advising to contact the Administration office within a designated time-frame. Administration and the student shall consider one or more of the following options to remedy the situation:

1) Adjusting the student's program

2) Providing more individualized instruction

3) Referring the student to community, city, state, or federal organizations that offer services to help eliminate or ameliorate the causes of absence

4) Assist the student with additional suggestions that may help their situation

Administration may impose disciplinary actions as appropriate to the student's situation. If the student fails to correct their attendance problem, the student may face additional disciplinary action such as termination of contract

### **Tardiness**

In order for students to be successful and productive, they must develop habits of punctuality. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students will be held accountable for punctuality. A student is considered tardy for arriving ANY TIME subsequent to their approved scheduled start time. Students are given ten (10) minutes to get into their designated class on time. Students arriving after the ten (10) minutes will not be allowed to clock in. This loss of hours will result in the student not meeting his/her contracted course end date and could be charged additional fees. When a student's tardiness becomes frequent or disruptive, the student shall be referred to administration. If the student's attendance behavior does not change after being given counseling or disciplinary action, they may be withdrawn. Unexcused tardies will also constitute a student ineligible for Make-Up requests.

### **Class**

### **Truancy**

Cutting class shall be considered equal to an unexcused absence. A student who cuts class must lose hours for that day. Students who are clocked-out/sent home for the day will also be considered as an unexcused absence. All practical applications and theory hour requirements must be completed before the end of the contract and before a student can be considered to be graduated from their program.

### **Make-Up Hours**

A student absent from school shall be allowed to make up hours and all assignments and tests missed for the excused absence. Students may not make-up hours missed during an unexcused absence. If a make-up day is approved and scheduled the student will be held responsible if he/she does not attend the scheduled make-up day and will not be able to make-up that time the following week; it shall be deemed as an unexcused absence and could result in overtime charges or loss of privileges to make up time. A student must make up hours during days/times not scheduled. The Make-Up Time Form can be used to make up one (1) shift/schedule of missed time. When completing the form, students must complete all fields as indicated. The form must be submitted to the Attendance department for approval prior to making up time. STUDENTS MUST CLOCK IN/OUT FOR MAKE-UP HOURS. Separate Make-Up Time Forms must be made and approved for each week. Students who are in class during their scheduled time and not making up hours will have first priority to receive assistance from instructors with their work, after which the students making up hours will then receive assistance. Students who failed to attend their scheduled classes on the days before and after school holidays will not be eligible for such requests. Each day missed on the day before or after a holiday will count as a full week (7 calendar days) of not being eligible to submit a request for Make-Up time. Each request must be for a full shift. Students must complete a full scheduled shift or they will be barred from participating in the Make-Up program. In the case of suspension these days are treated the same as unexcused absences and cannot be considered for make-up time.

### **Student Rights and Responsibilities**

#### **Notice of Student Rights**

1. STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement before the end of the 7th calendar day after the first day of class for their program and obtain a refund of any charges paid, except the non-refundable registration fee. The notice of cancellation shall be in writing and submitted directly to the Student Services Department. Any student who fails to attend their first day of classes will automatically have their enrollment canceled and will be contacted by administration personnel.
2. After the end of the cancellation period, you also have the right to stop at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
4. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
5. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website: [www.bppe.ca.gov](http://www.bppe.ca.gov).
6. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to either the Board of Barbering and Cosmetology or the Bureau for Private Postsecondary Education, as noted:

**BOARD OF BARBERING & COSMETOLOGY**  
**PO BOX 944226 SACRAMENTO, CA 94244**



PHONE (916) 574-7570

[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

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BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798

Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)

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### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

Exceptions Allowed Under FERPA:

**a)** The school may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted for service (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; 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 responsibility.

**b)** Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

**c)** The school may release the educational records of a student to a parent, provided the student is claimed as dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents may be asked to submit a signed copy of their most recently filed tax return, which must indicate the student as a dependent on the return.

**d)** Under FERPA, the school may disclose to third parties, information from the educational records of a student, provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of

the student or other individuals.” The school also provides access to student and other school records to its accrediting agency.

(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**

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### **Grievance Procedure**

It is the policy of this institution to handle grievances in the following manner:

- 1) A student fills out a grievance form and lists all grievances.
- 2) The student delivers their form to the instructor-in-charge.
- 3) If the student is unable to deliver the form to the instructor, they may deliver it to administration.
- 4) Administration and/or the President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
- 5) Any grievance that can't be resolved with the personnel of the institution should be directed to the following agencies:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)  
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833  
Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-  
1897**

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)

**NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES,  
3015 Colvin Street, Alexandria VA 22314  
Tel (703) 600-7600**

## **STUDENT SERVICES**

**Disabled Students:** Access for disabled students to the institution's facilities is available at the college. This institution does offer programs for the disabled students depending on the physical abilities of the student.

**Career Counseling and Personal Attention:** Students are counseled individually, formally and informally, as often as necessary, but minimally every month to review the student's progress and adjustment. Students are given personal attention and assistance at every stage of training from the first day of enrollment. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given for the preparation of the Board of Barbering and Cosmetology Examination. Successful Barbers, Shop/Salon Owners and Stylists are scheduled to give demonstrations and to discuss career goals, etc., with the students. These activities supplement the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time.

### **Job Placement**

Job placement assistance is provided to graduates and students at no additional charge. After students pass the licensing examination, students are encouraged to return for placement assistance. Students are sent on interviews and the school follows up with the student and potential employers in the field for opportunities to become employed as barbers, hair-dressers, hair stylists, and cosmetologists. Our staff assists students in placements as often as needed; however, the school does not guarantee placement to any student.

### **Drug Abuse Prevention Program**

Any individual associated with The Real Barbers College who is seeking information, counseling or assistance concerning Drug Abuse Prevention/Treatment may call or visit the following agencies:

**HOPE House**

**707 N. Anaheim Blvd, Anaheim, CA 92805  
(714) 767-7490**

**California Hispanic Commission Casa Elena:**

**832 S. Anaheim Blvd, Anaheim, CA 92805  
(714) 772-5580**

**Southern California Alcohol & Drug Programs-Heritage House Village,**

405 S. Rose Street Unit 102, Anaheim, CA 92805  
(714) 999-5960

## **School Rules and Regulations**

- 1.** School hours are as follows: Monday-Friday: 8:00 am-10:00 pm; Saturday: 8:00 am-7:30 pm; Sundays: CLOSED. A school schedule will be developed with you during the enrollment process. The school reserves the right to adjust the hours of clinic operations and available class schedules.
- 2.** A student must attend class per their enrollment agreement weekly schedule. The College reserves the right to withdraw a student if this rule is violated. A student may be required to produce valid documentation for reason of interruption to their original schedule.
- 3.** Timecards must be clearly legible. Students must sign for their own timecards once an Instructor has verified by grading and signing it for them. Our week begins on Monday and ends on Saturday. Any student that does not clock in or out for their lunch break will have their time attended deducted by one half-hour (30 minutes) that given day.
- 4.** Students that are absent are expected to follow the appropriate procedure with the Attendance department. In case of illness or emergency on any scheduled school day, the student must report his/her absence before their scheduled start time along with providing valid documentation to excuse the absence upon return (See Attendance Policy).
- 5.** Students are required to be in class for roll call promptly at the start of class in clean, prescribed uniforms. Male & female students must wear a college-issued smock, solid white or black (only) shirt or T-shirt under the smock, name tag/badge, solid black or white pants neat and clean. Black or white scrubs are also permitted. NO hats, scarves or bandanas of any kind or face piercings are to be worn inside the school. Any variance to our dress code policy will be reviewed by management.
- 6.** Name badges are part of the daily uniform. To replace a lost name badge, please contact the Front Desk. An additional fee of \$5.00 will be assessed for replacing these badges. If a temporary badge is issued a \$10 deposit will be held until returned. If the temporary badge is lost the deposit will not be returned.
- 7.** No shorts are permitted. Shoes must be closed toe and heel. A work-type shoe is recommended due to the long periods of standing required in the occupation.
- 8.** All students are required to wear the school uniform. Disciplinary action may be enforced if this policy is violated.
- 9.** Students appearing in school with their hair not neat will clock out. Beauty needs are to be done on the student's own time.
- 10.** Make-up time for unexcused Tardies will not be permitted. Students who are habitually tardy will remain ineligible for make-up time and if tardiness continues could lead to grounds for disciplinary action or overtime charges.
- 11.** Absence of three (3) consecutive days or more without notification shall be considered cause for disciplinary action. Any student absent more than fourteen (14) calendar days without notifying administration and getting approval will be automatically withdrawn from the school.
- 12.** Morning & Afternoon students will take lunch at the direction of the instructor. Students should report to an instructor if they have not had lunch. Lunch breaks are 30 minutes each. Lunch period is each student's responsibility, and must be staggered. Students are allowed two 15-minute breaks for each 8-hour day scheduled. Students are only allowed to leave the school premises during their 30-minute lunch break or at the end of their scheduled class time.
- 13.** A student must clock "IN" when entering and clock "OUT" when leaving using their fingerprint on the computer time-clock system. Students must witness their clock in or out to ensure that they are receiving proper credit for their attendance. Failure by the student to monitor their time in and out will only receive credit for the hours indicated by the time clock.
- 14.** Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
- 15.** No student is allowed to clock out during college hours without permission from the instructor or supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left in a designated area per direction of their instructor or administration.
- 16.** NO student is allowed to clock in after their scheduled time, unless directed by the President, Administration, or an Instructor.
- 17.** No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.

18. No visitors are permitted in the classroom or student lounge area unless having Checked-In with Front Desk and wearing a "Guest Badge" after having been approved by the supervising instructor.
19. College business phones may not be used for personal calls. You are not permitted to leave a patron to answer the phone.
20. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required at all times.
21. Students must keep their work stations clean and in sanitary condition at all times.
22. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
23. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for disciplinary action.
24. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
25. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
26. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
27. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Students must not socialize with another student who is busy with a patron.
28. Students have the privilege at all times to consult with administration regarding personal problems. The organizational chart must be followed to appropriately direct a students' concern.
29. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord to patrons, students, faculty and staff.
30. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to the school that is apparently under the influence of drugs and/or alcohol.
31. All students will be expected to maintain an average of 70% in theory and in all practical subjects and maintain a 67% in attendance.
32. Only products furnished by the college may be used unless otherwise approved by the instructor.
33. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated and can result in disciplinary action not limited to: suspension or withdrawal/expulsion.
34. Students must comply with college policies and state rules and regulations.
35. Notify the office immediately of any address or telephone change.
36. This is a NO cell phone campus. At no time should a cell phone be used on school property. Cell phones are not to be used during class time or while performing a service on a patron. In case of emergency, give your family the school phone number. Students may only use their cell phones outside while on break. Any student violating this rule for the first time will be asked to secure their phone off-campus. The second offense could result in disciplinary action.
37. I-Pods, MP3 players and all other personal listening devices are not allowed to be used by students during school hours. In addition, headphones and ear buds must not be worn while in class or performing a service on a patron.
38. As a part of the Non-Fraternization Policy, students must refrain from developing a social relationship with teachers and other employees of The Real Barbers College. Examples of an employee/student social relationship include inclusion of each other on Facebook pages (or any other social networking circle) as well as phone calls or text messages that are not for legitimate school business. These actions can or may interfere with professional and fair conduct in the school setting. Relationships formed pre-enrollment between The Real Barbers College employees and students should be immediately disclosed to administration so that a determination can be made as to whether the relationship violates this policy.
39. Students are not to take pictures of clients or other students or their work without expressed written permission by the person. This includes photos taken for postings on the internet, social media, magazines and/or books, etc. Once written consent is given, students may take photos under the supervision of their instructor.

**40. Parking:** All students must use the parking lot at 451 W. Lincoln Ave. to park their vehicles. Any student caught parking at nearby businesses without authorization may be towed at their own expense.

## **Tuition and Fees**

The Real Barbers College reserves the right to change the tuition and fees and make subject changes without prior notice when necessary; any change will not affect current (attending) students.  
Tuition (Total charges for entire educational program):

Barbering- \$17,865.00  
Barbering Crossover- \$4,764.00  
Barber Instructor- \$7,146.00

Registration Fee: \$100.00 (Non-Refundable)

## **Tools & Supplies**

Tools and supplies are required for all courses and prices vary according to the course. Most courses include a tool kit, textbook, workbook and exam review book. Additional books can be required and/or recommended. Tools kits are not allowed to be taken home or off school property.

\*Barbering- \$921.00  
\*Barber or Cosmetology Crossover- \$921.00  
\*Barber Instructor- \$350.00-Books Only

## **Extra Instruction Time Charges**

Students are expected to complete their training within the maximum time allowed as specified in his/her Enrollment Agreement. If a student exceeds the time frame outlined in the Agreement, an extra time charge is required for the balance of hours required and/or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour, or any portion thereof.

Additional Charges will be assessed for any student who does not complete a course within the allotted enrollment period per the rates below:

Barbering: \$11.91/hour  
Barber Instructor: \$11.91/hour  
Barbering Crossover: \$11.91/hour

## **Additional Training Cost**

Any student who wishes to attend additional training will be required to pay the hourly fee of \$11.00 per hour, payable prior to receiving the additional training. If a student wishes to prepay in blocks of ten (10) hours, the cost will be \$100.00. A written request for additional training will be required and a schedule established. A receipt from the cashier will be required prior to entering the clinic. It will be the students' responsibility to check in and out with the cashier. Any student failing to pay for additional training will be unable to participate until their bill is paid.

Student Tuition Recovery Fee: \$0.50 per \$1,000 of institutional charges (after December 31, 2014, the state of California will no longer require schools to collect this fee.



## **Method of Payment**

Students are expected to contribute from their own family resources toward the student's cost of attendance. A student's overall cost of attendance not only includes tuition and fees, but takes into account books and supplies, room and board (meals), and other related expenses, minus any estimated grant and scholarship aid. To help you estimate your potential cost of attendance, also known as net price information, please visit our website at [www.therealbarbercollege.com](http://www.therealbarbercollege.com) and use our Net Price Calculator.

**Scholarships:** TRBC does not award any institutional scholarships at this time.

## **Options for Payment of Institutional Charges**

Payments may be made in the form of cash, check, major credit cards, debit cards, money order, cashier's check, and/or through scheduled disbursements of federal financial aid programs or private loans. In addition, some students may use eligible funding from Veteran Administration Educational Benefits, Vocational Rehabilitation, or other outside parties. All school charges must be paid in full before graduates can receive their certificate of completion. In addition, students who either graduate or withdraw from the school must pay off any outstanding balance before any academic transcripts can be generated for transfer to another school.

**Cash Payments (In Person Only):** Cash payments may be paid to the administration office in person only.

**Payments by Money Order or Cashier's Check:** Payments made by money order or cashier's check must be made payable to **The Real Barbers College** and either sent to **451 W. Lincoln Ave., Suite B-100, Anaheim, CA 92805, Attn: Fiscal Office** or submitted in person to administrative personnel.

**Financial Aid:** Financial aid is available to those who qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to ask the student, whenever possible, to contribute toward their school charges by making monthly or weekly payments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless it is necessary. All eligible financial aid will first be used to cover institutional charges. If excess funds exist after the charges are paid, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. Students may apply for federal financial aid by going to <https://fafsa.ed.gov>.

**Third Party Payments:** If your tuition is going to be paid by a Third Party (i.e. Dept. of Rehabilitation, WIB), please submit your paperwork to the Admissions Office within 48 hours once you have registered to avoid being dropped.

**Veteran Educational Benefits:** A veteran may be eligible for benefits for ten years after the date of separation from active duty provided discharge or release was other than dishonorable, and he/she served at least one hundred and eight-one (181) continuous days or was discharged or released because of a service connected disability. A comprehensive comparison of the different types of VA educational benefits can be found on the GI Bill® website at the following



link: [http://www.benefits.va.gov/GIBILL/comparison\\_chart.asp](http://www.benefits.va.gov/GIBILL/comparison_chart.asp). In order to ensure continuity of benefits, satisfactory progress (70%) must be made toward stated program goals. Satisfactory attendance (67%) in enrolled programs is expected at all times.

### **Returned Checks**

Any check returned unpaid (stop payment or insufficient funds) is subject to a \$25.00 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.

### **Unpaid Balances**

Unpaid balances will be forwarded to Collections and the student will be charged a \$25.00 collection fee in addition to the balance due.

### **Non-Payment Drop Schedule**

Students who do not have their accounts paid according to their individual contracts are subject to late fees after the tenth (10th) day that payment is due. For two (2) months of the non-payment, the student will be subject to suspension until the account is brought current. If the account is not brought current by the third month, the student can be dropped.

### **Withdrawal and Settlement Policy and Procedures**

The Real Barbers College's withdrawal policy applies to all terminations for any reason, by either party. This includes such reasons as student decision, course or program cancellation, and school closure.

**Student's Right to Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from the date when enrollment agreement was signed**), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to student's lack of attendance. The cancellation date will be determined by the postmark on written notification, or the date such information is delivered in person.

**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 the student notifies the College's Financial Aid Department of their intent to withdraw. Only the Administration staff would be authorized to accept a notification of the student's intent to withdraw.
- The date the school terminates a student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog
- The date immediately after a student has been absent for 14 consecutive calendar days and has failed to contact the school to discuss their situation or request a leave of absence
- The date the student 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. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination will be the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.



**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.

The registration fee of \$ 100.00 is a nonrefundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

#### **Withdrawal Calculation**

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period). If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

**Return of Title IV Funds Calculation (also known as R2T4):** This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds.

Our institution defines an academic year as consisting of 26 weeks of instruction and 900 clock hours, which is divided into 2 payment periods of 13 weeks of instruction and 450 clock hours each. The percentage of aid earned is calculated by dividing the number of clock hours the student was scheduled to attend in the payment period by the total number of clock hours in the payment period. If the percentage of federal aid earned is less than or equal to 60 percent, then that percentage of aid received is the amount that can be retained by the college. The difference will be returned to the Federal Title IV Aid program from which funds were received in the following mandated order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants

Per Department of Education regulations, the school is allowed to retain the entire amount of aid disbursed for the payment period in question if the student earns more than 60% of their federal aid for the payment period. NOTE: Any Title IV funds that the school returns to the Department of Education as required by this calculation will be deducted from the student's tuition account and will not be counted in the institutional pro-rata refund calculation.

**Post-Withdrawal Disbursement:** If the Return of Title IV calculation shows that the student received less aid than what the student earned within the payment period, the school will disburse the difference per the following protocols:

- **Pell Grant:** Per Department of Education regulations, schools may disburse any additional grant funds that the student earned and were not previously disbursed prior to their withdrawal without needing consent from the student. However, if the student is transferring to another school, they may submit a written request to the school asking them to refrain from disbursing additional grant funds, with the understanding that this may create a balance owed to the school or add to the account balance already owed.
- **Subsidized, Unsubsidized, and PLUS Loans:** The Department of Education requires schools to obtain written permission from the student to request post-withdrawal disbursements of Subsidized and Unsubsidized Loan funds and to obtain written permission from the parent borrower of the PLUS to request post-withdrawal disbursements of PLUS Loans. A school must offer any amount of a post-withdrawal disbursement that is not credited to the student's account within 30 days of the date of withdrawal determination. Once the school sends out notification that a student is eligible for a post-withdrawal disbursement of loan funds, the student and/or parent borrower of the PLUS Loan have 14 days from the date of the letter to notify the school on whether or not they want the school to use all or a portion of the eligible loan funding towards their accrued institutional charges. Students and parents are reminded that allowing the school to bring in these funds will increase the amount they will need to repay on their loans and they will be responsible for paying the higher amount once the post-withdrawal disbursement has been made to the school. In general, schools cannot request more than the entire loan amounts that the students and/or parents agreed to borrow when they first applied for financial aid with the school. Students and/or parents who respond to the post-withdrawal notification beyond the 14-day deadline and want to use the loan funding will be reviewed on a case-by-case basis. Per Department of Education regulations, schools are not required to honor late responses. However, the school reserves the right to grant or deny such requests at their discretion.

**Institutional (Pro-Rata) Refund Calculation:** This particular calculation determines a student's pro-rated charges for their enrollment based on the amount of clock hours the student was scheduled to complete at the time of their withdrawal, whether there is enough funding to cover the charges, and whether or not a refund is due.

The pro-rated tuition is calculated by multiplying the number of clock hours scheduled by the cost per clock hour. The resulting dollar amount is then added to any other fees accrued (i.e. books, barber kits, etc.) to get the total accrued charges. After the total accrued charges are determined, the total dollar amount of payments received, minus any federal refunds due from the Return of Title IV calculation, are subtracted from the total accrued charges. If the results show that a refund is due, the student must direct the school as to whom this refund should be paid out. The student may choose to have the school return the pro-rata refund back to federal aid sources or ask the school to pay them the refund. The parent borrower of the PLUS loan will be asked to make a similar choice regarding any excess PLUS funds that exist as a result of this calculation. If the parent does not want the refund to go back to the Department of Education, they must choose whether they want the refund to be paid to them or to the student. If the student and/or parent do not provide this information to the school, the Department of Education requires that the pro-rata refund be paid to the student and/or the parent per the results of

the calculation. Any pro-rata refund that is going back to the Department of Education will be applied to the fund sources used in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. All other fund sources outside of federal aid

Per Department of Education regulations, all refund calculations will be performed and all necessary refunds will be made within 45 calendar days from the Withdrawal Determination Date.

**Hypothetical Refund Example:** The following example is based on a student enrolled in the Barbering program. The total number of possible clock hours in the program is 1,500, and the tuition for the entire program (without fees) is \$15,750. The cost for each clock hour is determined by dividing the total clock hours in the program by the total tuition cost for the program. Therefore, \$15,750 divided by 1,500 = \$10.50 per clock hour.

Student's scheduled hours to complete at time of withdrawal: 250

Total clock hours possible in current payment period: 450

<b>Federal Financial Aid Funds Received:</b>	
Pell Grant	\$2,865.00
Subsidized Stafford Loan	\$1,732.00
Unsubsidized Stafford Loan	\$2,968.00
<b>Total Fin. Aid Funds for Payment Period:</b>	<b>\$7,565.00</b>

**Percentage of federal aid earned (per Return of Title IV Calculation)**

=250 scheduled clock hours divided by 450 total clock hours in payment period = 55.6%.

55.6% of \$7,565.00 in Total Fin. Aid Funds for Payment Period = \$4,206.14 in funds earned

**Required Refund Due to the Dept. of Education**

=Total Fin. Aid Funds for Payment Period minus Aid Earned

= \$7,565.00 minus \$4,206.14 = \$3,358.06

<b>Refund to Dept. of Education (rounded to whole dollars per Dept. of Ed processes)</b>	
Unsubsidized Stafford Loan	\$2,968.00
Subsidized Stafford Loan	\$390.00

**Institutional (Pro-Rata) Refund Calculation**

Pro-rated tuition cost = 250 scheduled hours X \$10.50 per clock hour = \$2,625.00

<b>Charges:</b>	
Pro-rated Tuition:	\$2,625.00
Registration Fee:	\$75.00
Books/Tools:	\$1,936.00
<b>Total Charges:</b>	<b>\$4,636.00</b>

<b>Net Funds Received for Payment (after federal</b>	
<b>Pell Grant</b>	<b>\$2,865.00</b>
<b>Subsidized Stafford Loan</b>	<b>\$1,342.00</b>
<b>Unsubsidized Stafford Loan</b>	<b>\$0.00</b>
<b>Cash</b>	<b>\$500.00</b>
<b>Total Funds Received</b>	<b>\$4,707.00</b>

Total Charges Minus Total Funds Received = \$4,636.00 minus \$4,707.00 = -\$71.00. Therefore, \$71.00 is the refund due.

**Right to withhold academic records for non-payment of tuition:** An institution may withhold a student's transcript, diploma, or other academic records if the student is in default on a student tuition contract. The school may withhold the records until the tuition is paid in full.

**Rejected Enrollment:** If a student is rejected for enrollment the school will return all funds the student paid with the exception of a nonrefundable registration fee.

**Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall either provide a full refund of all money paid or provide for completion of the course at another school in the area.

**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 option: 1. Provide a pro-rata refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the area with no additional charge. 3. Have the Board of Barbering and Cosmetology notify students individually of the availability of these arrangements or teach-out plans and advertise them as such. 4. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund and disclose school records in accordance with state laws.

### **Federal Student Aid (FSA)**

#### **Basic Financial Aid Information:**

#### Financial Aid—Consumer Information

In an effort to assist the student in making a more educated decision about enrolling, the TRBC provides the following disclosures on paper, in the catalog or on website:

#### California State

Institutional Performance Fact Sheet

#### Federal Disclosures

Right- to-Know Act- How are our students doing? Gainful Employment Disclosure

Crime statistics report and procedures – Clery Act

Constitution & Citizenship Day (Sept 17th)

Drug and Alcohol Abuse Policy

Family Educational Right to Privacy Act (FERPA) Textbook disclosure

GED Classes availability

Copyright protection policy

Admissions disclosure

Voting Information



## Financial Aid Overview

In general, financial aid is a term used to describe most forms of financial assistance used to help students meet the cost of college attendance. Financial aid includes grants, loans, and scholarships. Grants and scholarships do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be set up to defer re-payment until after a 6-month grace period from the time of either a student's graduation, withdrawal or a student's attendance falling below half-time. Most forms of financial aid are 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 overall cost of education at this school.

To be eligible for **federal** financial aid, a student must:

- Have a high school diploma or GED
- Be a U.S. citizen or eligible non-citizen
- Not owe federal grant money back to a previous school (sometimes reported to the Department of Education as an overpayment)
- Not be in default on any federal student loan or PLUS Loan previously borrowed at another school
- Make Satisfactory Academic Progress
- Register with the Selective Service, if required
- Have resolved all ineligibility issues related to selling or possessing illegal drugs (see the Financial Aid Office for additional information)

To apply for **federal** financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA in one of two ways:

1) Obtain a paper FAFSA from the Financial Aid Office, complete it, sign it, and return it to the Financial Aid Office for processing. Students who are considered to be dependent based on their answers to the questions in Step 3 of the FAFSA will need to have one of their parents complete the parent section of the FAFSA and sign it before turning it in to the Financial Aid Office.

2) Apply online. This is a two-step process:

a. A student must first apply for a PIN at <https://pin.ed.gov/PINWebApp/pinindex.jsp> so they can electronically sign the FAFSA. The Department of Education will email the student's PIN to them within 72 hours

b. After obtaining a PIN, the student goes to <https://fafsa.ed.gov/index.htm> to complete the FAFSA

**NOTE:** Students who are considered dependent based on their answers to the questions in Step 3 of the FAFSA will need to have one of their parents apply for their own PIN, then complete the parent section of the FAFSA and electronically sign their portion of the FAFSA once the PIN has been received. Students should be prepared to provide copies of their federal tax return along with any relevant W-2s. Dependent students must also be prepared to provide copies of their parents' tax return and W-2s. Students whose FAFSAs are selected by the Department of Education for the verification process will be asked to submit a verification worksheet and any applicable transcripts evidencing prior education/training at other educational institutions. Per Department of Education regulations, the Financial Aid Office may request additional documentation to resolve any discrepancies, conflicting data, or to back up unusual circumstances such as a low income situation, the student being an orphan or ward of the court, etc.



**PLEASE NOTE:** Financial aid awards are based on the FAFSA award year, which begins on July 1st of one year and ends on June 30th of the next. Depending on the length of their program and the time of year they begin their program, students may be required to complete FAFSAs for more than one award year. For example, a student whose program started in January of 2016 would need to complete both the 2015-2016 FAFSA and the 2016-2017 FAFSA if their program required more than 30 weeks of instructional time and 900 clock hours of attendance by the student.

### **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.

### **Federal Financial Assistance Programs (Title IV)**

**Federal Pell Grants** do not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor's degree. Eligibility and the amount of the award are determined using information provided on the Free Application for Federal Student Aid (FAFSA). Amounts can range anywhere from \$0 to the maximum amount for the award year as determined by the amount of money budgeted to Federal Student Aid by Congress and the Department of Education. For the 2015-2016 award year, the maximum Pell Grant is \$5,775. For the 2016-2017 award year, the maximum Pell Grant is \$5,815.

**Federal Subsidized Stafford Loan:** Eligibility for this type of loan is based on financial need (determined by the FAFSA form). Stafford loans must be repaid. In general, students have a six-month grace period from either the date of their graduation or the date when the enrollment status drops below half-time during which no payments are required. After the six-month grace period is over, students are required to make monthly payments over a standard repayment term of 10 years. Other repayment options are available if the student is not able to make their payments under the standard repayment term. The federal government pays interest on the loan as long as the student is enrolled at least half-time and continues paying the interest until the grace period is over. The interest rate for new loans made on or after July 1, 2015 and before July 1, 2016 is fixed at 4.29%.

**Federal Unsubsidized Stafford Loan:** Eligibility for this type of loan is not need-based. The student must have completed the FAFSA form to qualify. Interest is charged from the time the loan is disbursed until it is paid in full. Students may choose to pay the interest or allow it to accumulate and be added to the principal amount of the loan. Stafford loans must be repaid. In general, students have a six-month grace period from either the date of their graduation or the date when the enrollment status drops below half-time during which no payments are required. After the six-month grace period is over, students are required to make monthly payments over a standard repayment term of 10 years. Other repayment options are available if the student is not able to make their payments under the standard repayment term. Interest accrues from the moment of disbursement and continues to accrue until the loan is repaid in full. The interest rate for new loans made on or after July 1, 2015 and before July 1, 2016 is fixed at 4.29%.

**NOTE:** There are limits on the amount of Stafford Loans a student can borrow in one academic year. These annual limits are based on the educational grade level of the student and/or the length of the academic year. In addition, there are aggregate (total) loan limits that the student can borrow in their lifetime. As most transfer students are not able to transfer credits or hours toward their educational requirements at The Real Barbers College, they are considered to be freshman students and will receive loan amounts based on them being a first-year student when they begin their programs. All students who borrow Stafford Loans must complete an entrance interview at the beginning of their program and an exit interview upon graduation or withdrawal from the school showing that they understand their rights and responsibilities as Stafford Loan borrowers. Please contact the Financial Aid Office for more information on the potential loan amounts that can be used toward a particular program.

**Parent Loan for Undergraduate Students (PLUS):** Parents of dependent students may be able to borrow a PLUS loan to assist in educational expenses. Eligibility for this type of loan is not need-based. Parents must pass a credit check to be eligible. Parents may borrow up to the cost of attendance minus all other financial aid. If the parent's credit is denied, the student may automatically be eligible to receive a higher Unsubsidized Federal Stafford Student Loan for the current academic year that is equal to the amount independent students receive. Repayment begins 60 days after the last portion of loan funds is disbursed. Parents who wish to defer payments to a later time must indicate this at the time they first apply for the loan. Standard repayment is 10 years; however, other repayment options may be available. The PLUS interest rate is fixed at a rate of 6.84% for new loans made on or after July 1, 2015 and before July 1, 2016. Interest accrues from the moment of disbursement and continues to accrue until the loan is repaid in full.

**NOTE: ALL STUDENT AND PARENT LOANS MUST BE REPAYED AND CANNOT BE DISCHARGED IN BANKRUPTCY!!!**

Students and parents are encouraged to keep their loan debt as low as possible and make sure they pay back their loans according to their repayment schedule. A loan becomes delinquent the first day after a payment is missed. The delinquency will continue until all payments are made to bring the loan current. Loan servicers report all delinquencies of at least 90 days to the three major credit bureaus. Failure to make payments or pay them on time could result in costly late fees and penalties and seriously damage the student's or parent's credit rating, making it more difficult for them to be approved for other kinds of loans or credit cards. In addition, a negative credit rating may also make it hard for a student or parent to sign up for utilities, get homeowner's insurance, get a cellphone plan, or get approval to rent an apartment. If a student or parent fails to make a payment for 270 days, their loan(s) go into default. When a loan goes into default, the entire unpaid balance of the loan and any accrued interest immediately become due and payable to the Department of Education. Part of their collection efforts may involve garnishment of wages and seizing your IRS tax refunds to help pay off your loan(s). **Students or parents who have defaulted on federal loans will lose eligibility for future federal financial aid awards until the loans have either been paid in full or successfully rehabilitated through special payment arrangements with the Department of Education.**

The Real Barbers College shall comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

**Definitions Related to Financial Aid:**

The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** Our school has a defined academic year of 26 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13 weeks and at least 450 clock hours. Students enrolled in courses with an academic year scheduled to be completed in less than 26 weeks, regardless of the number of clock hours offered, will have aid eligibility prorated based on the number of clock hours and weeks the student is scheduled for compared to the school's standard academic year.

**CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60-minute time period

**COST OF ATTENDANCE:** The cost of attendance is the total anticipated expenses for the student in an academic year. This consists of institutional charges for tuition, fee, books and supplies plus the estimated cost of living expenses such as room, board, transportation and personal miscellaneous items.

**CREDIT BALANCE :** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. After the payments have been applied to the school charges, any excess funding will be paid directly to the student and/or parent to cover additional education-related expenses . In general, credit balances are paid within 14 business days from the day the credit balance was generated. **EXCEPTION:** If the school receives federal funds based on the reimbursement system, all federal financial aid funds must first be approved for disbursement by the Department of Education before the school and/or student can receive the funds. As part of the reimbursement system, the school is required to credit a student's account with the expected disbursement of aid first and then submit documentation from the student's files to the Department of Education to show the student's eligibility for the funding. The school can only submit files once every 30 days for review . Once received, the Dept. of Education can take between 30 to 60 days to review the files and approve or reject the request for funding. If approved, funds may be expected within two to three weeks of the approval. If rejected, the request for funds may be resubmitted in the following month's submission. The school must wait for each submission to be approved by the Department of Education before another one can be sent. Funds scheduled to be disbursed to the student to cover personal expenses will be subject to the approval and receipt of funds from the Department of Education. It is the student's responsibility to plan their finances according to information they receive from the Financial Aid Department and ensure that the funds are used for education-related expenses.

**EXPECTED FAMILY CONTRIBUTION (EFC):** The EFC is the amount of money that a family is expected to contribute to offset the student's overall cost of attendance. The EFC is calculated based on income and asset information entered on the FAFSA.

**PAYMENT PERIOD:** The payment period is usually defined as one half of a school's academic year. An academic year of 26 instructional weeks and 900 clock hours would be divided into two payment periods of 450 clock hours and 13 weeks each

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

## **FACULTY QUALIFICATIONS**

### **Royce Smith II - Lead Instructor/Clinic Manager**

Mr. Smith has over 15+ of hands on experience as a licensed barber and is currently running his own business. He also has a background in teaching as a Senior Instructor throughout his barbering career.

### **Norma Molina de Coyazo - Cosmetology Instructor**

Ms. Coyazo has been a licensed cosmetologist and Instructor for over 9 years. She specializes in advanced color and hair cut trends and continues her education in advanced nail and hair techniques.

### **Stanley Pleasant - Barber Instructor**

Mr. Pleasant has been a licensed barber and cosmetologist for over 15 years and working in the realm of instruction for 7+ years. He has a strong background in multicultural hair, utilizing shears, clippers, and hair color.

### **Mr. Abdur-Rahim Ali - Barber Instructor**

Mr. Ali has been a master barber and consultant for over 20 years and has worked with three barber colleges in Los Angeles County over the last 10 years. His specialty is positive thinking and personal development.

### **Delilah Seijo - Barber Instructor**

Ms. Seijo has been a licensed barber now for 5 years and an Instructor for almost 3 years. She has a deep passion for helping students begin their future.