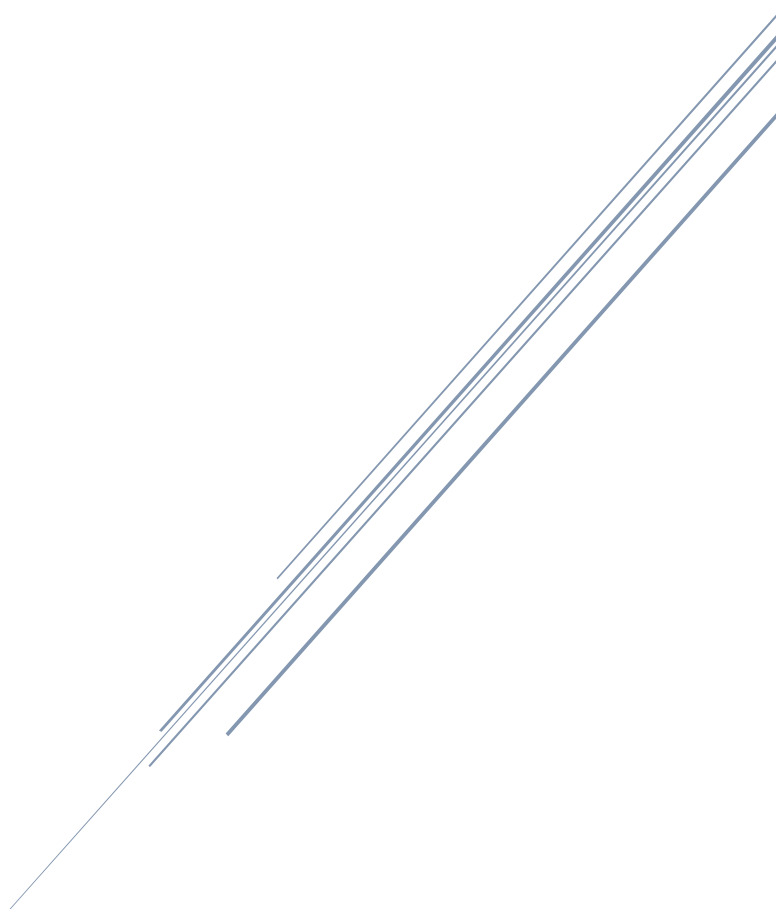








**Final Touch Barber Academy**  
Publication date: 03/01/2022

## Volume 1

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## **CATALOG**

Final Touch Barber Academy reserves the right to make changes to this catalog at any time that affects the school's policy and rules. All students and staff should read all content to fully understand policies.

## **OWNERSHIP, HISTORY**

Final Touch Barber Academy is owned by Ronald and Trisha Curtis. The school is located at 925 Spring Garden St. Philadelphia PA 19123. Final Touch Barber Academy (FTBA) is licensed by the Pennsylvania Department of State, Bureau of Professional and Occupational Affairs, located at P.O. Box 2649, in Harrisburg, PA 17105. The phone number is (717) 783-3402.

Ronald Curtis owner and founder of Final Touch Barber Academy is also a barber and owner of Final Touch Barber Shop. He has been in the business for over 25 years. During those 25 years he has met many people looking for a job or an opportunity to work with him but did not have a license. After doing a small survey of his own he decided he wanted to open a school to help develop talented working individuals into talented licensed barbers. The goal of Final Touch Barber Academy is to create flexible affordable programs that will provide individuals a post-secondary license in the art of barbering.

Licenses and certifications can be viewed at the school during regular business hours. Please contact the school director during normal business hours to schedule an appointment to review certification documents and/or to obtain consumer information regarding the institution.

## **MISSION STATEMENT**

The mission of Final Touch Beauty Academy, LLC (FTBA, LLC) is threefold: 1) To provide an educational opportunity in the professional fields of Barbering and Cosmetology. 2) To provide Philadelphia and the surrounding counties with a state approved, vocational aligned Barbering Program. The (FTBA, LLC) seeks to provide a place of learning for those seeking a skilled, trade profession as an alternative to traditional paths of higher learning. The costs of higher learning programs are increasing exponentially, thus, causing insurmountable debt on students. The (FTBA, LLC) mission is to provide an affordable educational opportunity, to lessen any financial burden on its students and our society. 3) The Final Touch Barber Academy, LLC, mission is to interact and partner with diverse community-based organizations and find ways to provide educational opportunities for those in need. This inclusivity means partnering with "second chance" initiatives and criminal justice programs seeking an educational opportunity for their client base.

## **GENERAL OBJECTIVES**

The mission statement was developed as a vision for development of the school and the concrete goals and outcome that would represent the achievement of our vision. The Mission was meant to be measurable but also inspirational showcasing the schools core values and beliefs.

The school's mission will be accomplished through the following performance objectives:

- Employ a faculty qualified by preparation, education or experience to carry out the educational objectives of the institution.

- Projective a positive attitude, a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise and proper grooming
- Respect the need to deliver worthy service for value received in an employer-employee relationship
- Perform the basic manipulative skills in the areas of hair care, skin care and shaving
- Perform the basic analytical skills to determine appropriate hair care, skin care, and shaving services to achieve the best total look for each client
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

## NUMBER OF STUDENTS ALLOWED

Final Touch Barber Academy is designed to hold up to 20 students during the day and up to an additional 20 students for those interested in night classes. There are 2 teachers per 20 students.

## ADMISSIONS

### Enrollment Requirements

Final Touch Barber Academy does not discriminate in its employment, admission, instruction, or graduation policies based on gender, age, race, color, religion, or ethnic origin.

An applicant must have a meeting with the Owner to evaluate and discuss career information. After explaining the satisfactory academic policy, student goals, and requirements, a tour of the establishment will be given to the applicant. Following the meeting, the applicant will provide the school with the required credentials and a completed application. Before the applicants start date, they will sign an enrollment agreement and submit a down payment of \$2000.00 for the course (this payment will count towards tuition). There is a \$50 nonrefundable application fee.

FTBA requires that each student enrolling in the Barber, Barber Instructor and Barber Crossover programs must meet the following admissions requirements.

- Complete an enrollment agreement;
- Proof of at least 16 years of age (one of the following);
- Submit a copy of a Birth Certificate, valid Driver's License or state ID;
- Submit a copy of a valid Social Security Card.
- Copy of a high school diploma or GED
- Copy of a state issued credential for secondary school completion if home-schooled.
- Barber Instructor Students must provide valid State Barber License
- Copy of an academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree.

### Evaluation of the validity of a High School Diploma

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma.

- The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translates them into English. Final Touch Barber Academy will then confirm that the student is eligible for Post-Secondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
  - The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.
- Students who wish to re-enter after withdrawing must meet all of the above requirements; pay all prior debts owed to the school; pay a \$100 re-entry fee. Students who re-enroll after 180 days from date of withdrawal must sign a new enrollment agreement at the current rate of tuition at time of reenrollment; Students may be charged for an additional kit of equipment on a case by case basis dependent upon the condition of the original kit purchased.
  - Students who withdraw voluntarily from the school will be allowed to re-enroll one time.

Students who are terminated from the program for disciplinary reasons will not be allowed to re-enroll in the school.

Students who are terminated for excess absence or 14 days of consecutive absence will be allowed to re-enroll one time in the school after 180 days from the student's last day of absence.

Students enrolling in the 695 clock hour Barber-Crossover program must meet all of the above requirements as well as submit a copy of a current Pennsylvania Cosmetology license.

Students seeking to transfer hours from another institution will be reviewed and accepted in the following manner: Up to 50% of transfer hours will be accepted from institutions who are accredited by an organization that is recognized by the Department of Education. Hours obtained at a non-accredited institution will not be accepted.

All qualified students with disabilities are welcome at Final Touch Barber Academy in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, the institution is committed to providing equal access to all programs and facilities.

The Academy does not offer a specialized program for students with disabilities. All students, including those with disabilities, are responsible to meet the requirements as outlined in the institution's program curriculum. Students with disabilities seeking admission should be aware that all programs require a high level of dexterity and coordination.

## **CLASS SCHEDULE & ATTENDANCE**

The school schedules are as follows: 9:00am-3:30pm Monday-Friday. Full-time students are required to attend 30.0 hours weekly for 42 weeks. Evening students are required to attend 25 hours weekly for 50 weeks, depending on the chosen schedule.

### **2022 Class Start Dates**

Final Touch Barber Academy has open enrollment all year round. Classes start daily.

## **TIME ACCOUNTING POLICY**

The student's hours are documented via finger scanner and are reported to the Pennsylvania State Board of Barber Examiners on a quarterly basis. Students shall comply with the following procedure:

1. All students must sign in using a cell phone and again upon leaving for the day, in order to receive appropriate daily hours. If a student fails to punch in or out they will lose all hours for that day.
2. If a student wishes to make up lost time, they may stay up to 8 hours per day. All overtime must be approved and recorded in the logbook by owner.
3. Students are expected to arrive on time. Ten (10) minutes is considered tardy.
4. Lunch is thirty (30) minutes.

## **Absence, Early Out, & Tardiness Policy**

Students should call the school at (215) 232-1152 at the beginning of the scheduled day to inform the director if they will be late or absent and/or are expected to return.

To prevent disruption of class, students arriving late to class will not be permitted attendance for the duration of that period (students arriving 10 minutes or later after class starts are considered late). Students arriving 10 minutes late will not be able to participate in class, therefore must clock in after their assigned theory class is complete. Further lateness, during the same month, will result in the following unless approved by campus administration:

- 1st unexcused tardy/early out will result in a verbal warning. ► 2nd tardy/early out will result in a written warning.
- 3rd tardy/early out will result in a one-day suspension.
- Requests for days off are to be given to the director in writing and must be approved.

Each student will be allowed 15 personal/sick days (60 hours) for the scheduled duration of their program.

Students in violation of the personal/sick day policy are subject to disciplinary action up to and including dismissal from school.

Absences or Tardiness for personal/sick time must be made up to ensure compliance with SAP and school policies.

Excessive absences or tardiness may result in extra costs to the student and/or dismissal from the program.

Personal days are not to be used on consecutive Friday

- Any time missed; including suspensions, personal days off, early punch outs and late arrivals will count towards the student's absent hours.
- Any exception to this policy is at the discretion of the Administration.

### **Leave of Absence Policy**

A Leave of Absence (LOA) may be granted for the following reasons: death of a relative, an injury or illness of the student (medical), incarceration, or any other allowable special or mitigating circumstance determined by the director. All Leave of Absences must be requested by the student in advance in writing and must specify the reason for the Leave of Absence and include the student's signature. The Leave of Absence must be approved by the school in order for it to be official.

- A student must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance.
- An emergency Leave of Absence, without prior written request, may be granted provided the student completes the Leave of Absence form and returns it to the school via mail, email, or in person within reasonable resolution of the emergency.

The Leave of Absence together with any additional leave of absence must not exceed a total of 180 days in any 12-month period.

There must be a reasonable expectation that the student will return from the LOA.

A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;

A leave of absence extends the students contract end date and maximum time frame by the same number of days taken in the leave. Changes to the contract period enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. All kit and personal items must be removed from the premises. If the student does not re- turn on the specified date, and has not notified the institution, the student's enrollment will be terminated.

The institution will not access additional institutional charges as a result of the Leave of Absence. Monthly tuition payments must still be satisfied during a Leave of Absence. If a student does not return to the institution at the expiration of an approved Leave of Absence (or student takes an unapproved Leave of Absence) the students withdrawal date is the date the student began the Leave of Absence, the withdrawal date for the purpose of calculating a refund is always the student last date of attendance.

## **MAKE-UP WORK POLICY**

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return in order to make arrangements to complete the assignments that were missed.

## **OUTCOME RATES (RATES CURRENTLY UNKNOWN)**

The school tracks its annual performance with respect to student completion rate, graduate license rate, and graduate employment rate. Final Touch Barber Academy boasts the following statistics (unknown)

Completion: % Licensure: % Employment: %

## **GRADUATION REQUIREMENTS**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma:

Successful completion of all phases of study, required tests, practical assignments; Pass a final comprehensive written and practical exam;

Complete the program of study according to the State requirements;

Complete required exit paperwork;

Make satisfactory payment arrangements for all debts owed to the school

Upon completion of the course of study and all graduation requirements, a Diploma for applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and complete an application for the state licensing exam. The application will be forwarded to the State by the school. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

\*All fees for licensure and testing are the responsibility of the student and are not covered in tuition fees.

## **CAREER OPPORTUNITIES AND OCCUPATIONS**

Job placement or employment is not guaranteed. Final Touch Barber Academy offers assistance in job placement. A bulletin board is available for job postings; shop owners/managers are invited into the school to inform students of available positions; a file kept in the office of shops in the area; advice is given upon request of the student for potential employment. The school provides training in professional image, resume writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self-esteem, communication skills, continuing education, and building a clientele. A barber license provides many employment opportunities. Possibilities include hairstylist, barber stylist, texture specialist, specialist, educator, platform artist, shop manager or shop owner. Compensation will vary based on the type of shop, the location, and the number of hours worked.

## **STATE LICENSING REQUIREMENTS**

In order to begin training in the Barber course, an individual must be at least 16 years of age. In order to work as a Barber in the state of Pennsylvania, an individual must possess a Barber License. As per

Pennsylvania State Board of Barber Examiners. Barber Act 589 of 1931, Section 3 to obtain a barber license:

A. Each applicant shall:

1. Be at least sixteen years of age.
2. Must have completed the eighth grade or its equivalent.
3. Have completed a barber study and training period of at least 1250 hours in not less than 9 months under the supervision of a licensed instructor.
4. Pass an examination given under the direction of the board.
5. Pay the prescribed fees.

B. Section 3.2. A licensed cosmetologist who wishes to become a licensed barber shall:

1. Have successfully completed a 1250 clock hour cosmetology training course or shall possess a current cosmetology license.
2. Have completed a barber study and training program of at least 695 clock hours.
3. Pass an examination given under the direction of the board.
4. Pay the prescribed fees.

Disclosure: Please see the Pennsylvania State Board of Barber Examiners, Barber Act 689 of 1931, Section 9, for information that may prevent an individual from obtaining or maintaining license and therefore employment as a licensed professional in this State.

Criminal Background Disclosure: I understand that all Licensing boards within the Bureau have the authority, under the Criminal History Record Information Act (18 pa. C.S.A. paragraph 9124), to deny a license or discipline a license based on a felony conviction. The Board may also deny a license based on misdemeanor conviction, if that misdemeanor relates to the profession. Just because there exist grounds for provisional denial, does NOT mean applicant will be denied

## **CURRICULUM – COURSE OUTLINES**

### **Barber Program - 1250 Clock Hours**

Education Objective: Pennsylvania Barber License Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lectures and demonstrations. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the

barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

**Course Format:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

**Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90%- 100% = A

80%- 89% = B

75%- 79% = C

0% - 74% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

**Approximate Subject Hours**

Honing and stropping 45 Shaving and various uses of the straight razor 240 Haircutting, hairstyling and hairpieces 530 Shampoo and scalp massages 25 Hair coloring 25 Massaging 30 Hair waving or curling (perms), straightening 25

Scalp and skin disease 50 State barber law and rules and regulations 50 Physiology 50 Sterilization and sanitation 50 Hygiene 40 Bacteriology 25 Electricity (ultraviolet, high frequency, infrared, curling irons) 40 Professional ethics and barbershop demeanor 25

Total minimum hours of credit required 1250

**Barber Instructor Program-1250 Clock Hours (Licensed Barber Instructor)**

Education Objective: Pennsylvania Barber Instructor License

**Course Description:**

The Barber Instructor trainer is designed to prepare licensed barbers to teach the art of barbering to students. Participants will be prepared to take and pass the Pennsylvania State Board of Instructor Licensing exam.

**Course Goals:**

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Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners Barber Teacher examination and gain entry level employment in the barber teaching profession. In addition to theoretical knowledge, the Barber Instructor shall be able to teach all barbering services including regular haircuts, style hair-cuts, shaves, facials and advanced design techniques to prepare students with entry level professional barbering abilities.

### Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

### Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90%- 100% = A

80%- 89% = B

75%-79% =C

0% - 74% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

### Approximate Subject Hours

Teaching Techniques 750 hours, General Education 200 hours and Practice Teaching and Demonstration Techniques 300

Total minimum hours of credit required 1250

Barber Crossover Program - 695 Clock Hours (Licensed Cosmetologists)

### Education Objective: Pennsylvania Barber License Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a class- room setting consisting of lectures and demonstrations. Practical training takes place in our separate clinic which offers barber services to the public.

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### Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

### Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

### Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90%-100%= A

80%-89% = B 75%-79%

= C

0% - 74% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Upon application to the Board, the cosmetologist will be given 555 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1,250 hour training requirement.

### Approximate Subject Hours

State barber laws, rules and regulation 50 Haircutting, hairstyling and hairpieces 330 Shaving and various uses of the straight razor 240 Honing and stropping 50 Manager-barber instructions, instruments, shop management, orientation and preparation for related examination 25 Total hours of credit 695

## Additional Course Information

### Program Outcomes-

Upon completing the courses, the student should be able to:

Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.

Name and describe the structures associated with the hair. List the factors that should be considered in a hair analysis.

Understand the importance of a professional image and how these skills relate to success.

Understand the importance of and comply with the rules for infection control.

Discuss the different types of hair loss, their causes, and options for treatment.

Recognize hair and scalp disorders.

Demonstrate proper shampooing and conditioning procedures.

Recognize disorders or diseases of the scalp and hair.

Understand product knowledge, use and safety.

Demonstrate basic haircuts and be able to choose which techniques and tools are required.

Apply the basic haircutting techniques to accomplish more advanced styles.

Demonstrate shaving with a straight razor.

Demonstrate the ability to handle tools and implements properly.

Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures.

Define terms relating to skin disorders and discuss which disorders may be handled in the school/shop and which should be referred to a physician.

Identify and apply business and marketing strategies to be successful in the shop. Describe the various types of shop ownership and operations procedures.

Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.

Understand the laws and regulations set forth by the Pennsylvania State Board of Barber Examiners.

## **Classroom Reading Material**

Milady's Standard Professional Barbering Textbook and Student Workbook

Lectures/Discussions

In addition to providing information, lectures/discussions are designed to:

Help organize the reading materials

Highlight important facts

Discuss interpretations and experiences and to provide viewpoints on the materials being studied.

## **Demonstrations**

Instructors and students will demonstrate techniques and procedures for performing tasks.

### **Exams, Tests, and Quizzes**

Chapter tests and a final exam will be given. Students must achieve a grade of 75% or higher. Quizzes and other assignments may be given.

### **Grading System**

Methods of evaluation include practical and written exams, workbooks, quizzes and assignments.

## **STUDENT CONDUCT**

### **Dress Code**

Final Touch Barber Academy students must maintain a professional appearance at all times. Students not in dress appropriately may be asked to leave school to change, which will also result in a loss of hours.

The dress code is as follows:

No excessive short shorts

School smocks must be worn at all times.

No caps, hats, head wraps, hair nets, or bandanas

### **Telephone and Cell Phone Policy**

Personal phone calls will not be taken by the school unless in cases of emergency

All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.

During class and clinic time, cell phones need to be turned off or set to "silent" mode and stored away.

### **Equipment and Personal Items**

Final Touch Barber Academy and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available; however, the student must provide their own lock. Students are expected to have books and equipment ready for class and/or clinic every day.

### **Parking**

Students are permitted to park in the parking lot across the street from the building or any available spaces in the front or side of the building.

### **Smoking**

This is a non-smoking facility. All smoking shall be done outside the building during breaks and lunch.

### **Sexual harassment**

It is the policy of this school to maintain an academic and work environment free of sexual harassment for students and staff. Sexual harassment is contrary to the standards of the school. It diminishes individual dignity and impedes educational opportunities. Sexual harassment is a barrier to fulfilling the school's mission and will not be tolerated. Sexual harassment can be a very serious matter having far reaching effects on the lives and careers of individuals. Intentionally making false accusations can have a similar impact. Thus, the charge of sexual harassment is not to be taken lightly by the school. If a student believes he or she has been a subject of sexual harassment, they should immediately inform the Director. Anyone who intentionally files a false complaint under this policy is subject to discipline.

### **Alcohol and Drugs**

No possession or use of drugs, including alcohol, on the school premises, before or during scheduled school time.

### **Student Kit Policy**

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. Student Kit will be disbursed at 900 actual hours for students in the Barber Program. Barber Crossover students will receive their kit at 348. The Barber Instructor program will receive books and software at the start of the program. The kit items may be changed at the discretion of the school.

### **Unlawful Discrimination or Harassment**

No student shall engage in discrimination or harassment of another student, instructor, or staff member of this school. This shall include discrimination or harassment based on sex, gender, race, age, color, religion, disability, and ethnic origin. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

### **Cheating**

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, acquisition without permission of school tests or other materials and/or distribution of these materials. Such behavior may result in the loss of a grade and/or Suspension

### **Theft/Vandalism**

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

### **Conduct**

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member.

### **Termination Policy**

Students may be terminated from the program for non-compliance with the following: school policies, the enrollment contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; non-payment of fees, and theft or any illegal act.

### **Withdrawal Requirements**

Students who officially withdraw from enrollment prior to course completion must:

Provide a written notice to the school. Complete all required exit paperwork and satisfy all debts owed to the school.

Upon payment of all debts owed to the school and a \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released.

### **School Equipment**

Cases of damage done to school equipment due to negligence or malicious intent will be re-viewed by the director. Students will be required to pay for all damages according to the assessment and discretion of the director.

### **Personal Services**

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

### **Sanitation Duties**

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked.

### **SCHEDULED CLOSINGS FOR HOLIDAYS**

Martin Luther King Day

Presidents Day

Easter Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Thanksgiving Holiday

Christmas Day Observance

New Year's Day

### **School Closing Announcements Due to Inclement Weather**

In the event of inclement weather, students are advised to call the school hotline at 215-232-1152 for up to date announcements.

### **Career Considerations**

The school wants to ensure that students interested in pursuing a career in Barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry

Enjoy dealing with the public and be able to follow a client's direction

Keep abreast of the latest barber techniques and technological innovations

Work long hours while building a personal clientele in order to earn the desired income Make a strong commitment to the educational process and complete the course of study Learn the skills necessary to operate a personal business

### **Safety and Physical Requirements**

The work can be arduous and physically demanding because of long hours standing over a stylist's chair.

There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.

The practice of safety and infection control is essential for effective and successful performance within the industry.

### **EMERGENCY EVACUTAION PLAN**

There are four main exits from the building; two at the front of the building and two in the rear of the building.

- In case of emergency/fire, calmly leave the building through the closest exit.

A fire extinguisher is located near the front exit of the classroom building.

### **HOUSING**

Final Touch Barber Academy does not provide housing. However, if you need assistance or suggestions for housing, please see the school director.

## **ADVISING AND STUDENT SERVICES**

The school owner and director of education are available any time for students during the student's training program and will offer academic advice. Students who are in need of academic support can meet with the instructor where they will set up a plan to achieve academic success. The school also offers students assistance with job searching, and mock interviews if a student has an interview in place. Students have the opportunity to attend field trips to other barbershops to strengthen professional development. The school also participates in traveling to nursing homes and/or mental health facilities to offer free haircuts

## **STUDENT RECORDS AND TRANSCRIPTS**

Academic records are safely retained at the school under lock and key. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed the school. Additional transcripts are available to students upon written request and notification of permission for a fee of \$10.00. Student records will be provided only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of five (5) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

## **STUDENT INFORMATION AND RELEASE POLICY**

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

## **COMPLAINT PROCESS**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade.

If at any time during the enrollment at Final Touch Barber Academy, students become dissatisfied with any part of the training program, they may file a formal complaint. All complaints will be kept in school files. All students should use the following complaint procedure:

1. The student should submit in writing the complaint within 15 days of the date in which the grievance occurred. The complaint should be submitted to the school's owner.
2. The Owner will review the complaint and a meeting will be given to the student to establish a resolution.
3. If the complaint cannot be resolved at the school level, the proper agencies will be notified.

If the plaintiff is dissatisfied with the owner's response and chooses to pursue the matter further, they can file a formal complaint against the school with and/or the State Board of Private Licensed Schools,

Department of Education. The contact information for these agencies can be found below: NACCAS National Accrediting Commission of Career Arts & Sciences 3015 Colvin Street Alexandria, VA 22314 703-600-7600 [www.naccas.org](http://www.naccas.org) Bureau of Professional and Occupational Affairs, PA Department of State P.O. Box 2649 Harrisburg, PA 17105 P: 717-787-8503 <http://www.dos.state.pa.us>

4. To file a complaint with the Commonwealth of Pennsylvania Department of State, fill out an Online Statement of Complaint at: <http://www.doscomplaintform.state.pa.us/>

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress (SAP) Policy is defined as the successful completion of coursework towards an eligible certificate or degree. SAP is consistently applied to all students enrolled at the school for all educational programs applied to all students receiving Federal Title IV funds, partial funding assistance, or self-pay. SAP is a measure of progress in the areas of Attendance and Academics. Students must maintain SAP in order to continue their eligibility for Title IV funding. To determine SAP status, attendance and academic progress, each student will be evaluated and documented at scheduled evaluation points. In other words, evaluation will take place when the student is scheduled at each evaluation point in the programs. The SAP Policy is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

## **EVALUATION POINTS**

Students are evaluated for Satisfactory Academic Progress as follows:

| Course/Program    | Program Hours | SAP Evaluation Points<br>(based on scheduled hours) |
|-------------------|---------------|-----------------------------------------------------|
| Barber            | 1250 hours    | 450 hours, 900 hours, 1075 hours                    |
| Barber Instructor |               | Is this a program you offer?                        |
| Barber Crossover  | 695 hours     | 348 hours                                           |

\*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the

attendance and academic progress requirements of at least one evaluation by mid- point of the course or academic year, whichever occurs sooner.

## FINANCIAL AID ELIGIBILITY & SATISFACTORY ACADEMIC PROGRESS

Students must maintain a minimum of 67% Attendance and 75% Academic Progress in order to achieve SAP. Any student who has not met these requirements at the time of SAP evaluation will be notified in writing by the school administrator and will receive a financial aid warning. The student may maintain Title IV eligibility until the next evaluation point. If satisfactory performance is not achieved by the next evaluation point, the student will lose Title IV eligibility, and will be responsible for any costs incurred for tuition and/or fees for the payment period in which eligibility is lost. Students can have Title IV eligibility reinstated if SAP is achieved by the next evaluation period. The school does not offer a SAP appeal process. ATTENDANCE PROGRESS EVALUATIONS (PACE)

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### ACADEMIC PROGRESS (GRADES)

Students are assigned theory and practical assignments. Theory is evaluated by written exams or assignments given during and after each unit of study. Practical assignments are evaluated as skills successfully demonstrated and are counted toward course completion only when rated as satisfactory or better according to procedures and performance standards established by the school. Students are required to have a GPA of 2.0 or higher at the end of each evaluation period to meet the academic work Satisfactory Academic Progress requirement. Courses receiving letter grades of A – F are used to calculate the GPA used for SAP.

**Commented [1]:** 93% is pretty high. If you are on your students and make sure they always attend, leave it. I would personally change the attendance percentage because if they miss that percentage, it will affect their Financial Aid eligibility.

**Commented [2R1]:** Ok

**Commented [3R1]:** made corrections

**Commented [4]:** Please check this as you don't have a grade minimum required so I added this. If not correct, please put what you do use. Percentage of 75% is usually translated to grading minimum.

**Commented [5R4]:** Ok

## MAXIMUM TIME FRAME

The maximum time frame a student must complete the program is 150% the normal course length. Students who do not achieve satisfactory progress at their scheduled graduation date have additional time in weeks (150%) to complete graduation requirements. Normal completion length in hours for Barbering is 1250 and 695 for Barber Crossover students. Students who do not or cannot complete the program in the maximum time frame will be terminated from the school without a certificate.

### Barber Normal Completion Time

Full Time - 30.00 hours/wks.: 42 weeks

Evening - 25.00 hours/wks.: 50 weeks

#### Crossover Students Maximum time Frame

Full Time - 30.00 hours/wks.: 24 weeks

Evening - 25.00 hours/wks.: 28 weeks

#### COURSE MAXIMUM TIME ALLOWED SCHEDULED HOURS

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 93% of the scheduled hours.

A student will be terminated when it becomes mathematically impossible for him/her to complete his/her program within the maximum time frame allowed.

#### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written and practical grade **Average of 75% in order to meet Satisfactory Academic Progress. Students must make up for failed or missed tests and incomplete assignments.**

**Numerical grades are considered according to the following scale:**

**90%- 100% = A**

**80%- 89% = B**

**75%- 79%=C**

**0% - 74% = F (Unsatisfactory/Failing)**

#### DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS

Students meeting the minimum requirements of 75% for academics and 67% for attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding\* interrupted, as applicable, unless the student is on warning.

#### WARNING

When a student fails to meet academic and/or attendance progress at the end of the evaluation period, they will be placed on *Financial Aid Warning status* but still be considered making satisfactory academic progress *and eligible for Title IV funds*. A student placed on *Financial Aid Warning status* will meet with the director to implement a plan to achieve satisfactory progress. If the student does not meet

satisfactory academic and/or attendance progress by the next scheduled evaluation period, he/she will be placed on probation.

#### **PROBATION**

Students failing to meet requirements for either attendance or academic progress at an evaluation point will be notified in writing immediately and required to meet with the School Director for a continuation determination and may be put on an academic plan that, if followed, will ensure that the student is able to meet the SAP standards by the maximum time frame. Note that students failing to meet SAP at the Evaluation Point will be deemed ineligible for Federal Student Aid but may Appeal that decision. See below for instructions on Appeals. Students who the School Director determines cannot complete their program within the maximum timeframe, will be withdrawn from the program. Students whose Appeal is approved may continue with their studies and will be placed on Probation Status and will continue to receive Title IV funding for one payment period. Students on Probation Status who do not meet Satisfactory Academic Progress requirements will lose eligibility for Title IV funding and must again meet with the School Director for a continuation determination.

#### **SAP APPEAL**

Students who wish to appeal the school's determination of failure to meet their Grade or Pace requirement (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame (see Appeal Procedure). If the school determines that Satisfactory Academic Progress requirements can be met by the end of the next evaluation period and grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one evaluation period.

#### **APPEAL PROCEDURE**

If a student is determined as NOT making Satisfactory Academic Progress and the Financial Aid Director has determined that the student may not continue, the student may appeal the negative determination. The student must submit a written appeal to the Financial Aid Office within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal review will take place within five (5) business days of receipt of this written appeal to consider the student's appeal and to determine if the student can achieve SAP by the next evaluation period. The student, parent/guardian if applicable, and appropriate school staff, will attend this hearing. A decision on the appeal will be made within three (3) business days after this hearing and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated. Students who do not achieve minimum Satisfactory Academic Progress standards and do not prevail upon appeal are no longer eligible for Title IV funds.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid\*, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Students wishing to

return after termination for not meeting SAP requirements will be considered and decided at institutions discretion.

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

#### **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

#### **TRANSFER HOURS**

Transfer hours from another institution will be accepted towards the student's education and are counted as both attempted and completed hours for determining when the allowable maximum timeframe will be exhausted. SAP evaluations are based on actual contracted hours.

#### **TUITION/FEES AND PROGRAM START DATES/TIMES**

Program start dates for new students begin daily. Students must have all forms completed before the start date.

##### **Schedules**

Full time 9:00am-3:30pm Monday- Friday

Night time 4:00pm-9:00pm Monday-Friday

##### **Barber Program**

Registration Fee: Kit & Books: Tuition:

Total \$20,000

##### **Barber Crossover Program**

Registration Fee: Kit & Books: Tuition:

Total \$9,500

##### **Barber Instructor Program**

Registration Fee: Kit & Books: Tuition:

Total \$13,800

### **State Board Prep**

\$100 per Class

### **Payment Methods:**

**We accept cash,**

**money order, cashier's**

**check, credit cards,**

**and personal checks.**

### **SCHOLARSHIPS**

Final Touch Barber Academy offers scholarships to potential students on a promotional basis. Scholarship information can be found on the school website.

### **EXTRA INSTRUCTIONAL CHARGES**

#### **Barber Program**

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$20 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$20 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

#### **Barber Crossover**

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$20 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$20 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

#### **Barber Instructor**

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$20 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$20 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

### **FACULTY AND ADMINISTRATION**

Ronald Curtis Owner/CEO/Teacher

Trisha Curtis Owner/COO/Administrator

Howard Meyers Director of Education/Teacher

Gregory King Financial Consultant

#### Dontay Stevenson Financial

Ron Curtis hired a staff made up of highly qualified barber professionals who each have years of experience in the industry as licensed barbers and instructors. We use the combined knowledge of all our teachers with the latest tools and equipment to help our students successfully complete their education and training.

### **RETURN TO TITLE IV (R2T4) POLICY FOR FEDERAL FINANCIAL AID**

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct loans, PLUS loans) and withdraw from school prior to completing more than 60% of the scheduled hours in the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

Please note: The Last Date of Attendance (LDA) will be used in the below calculation. The Date of School Determination (DOD) must be no later than 14 calendar days from the LDA. The school will then notify the student within 30 days of the DOD if there are post-withdrawal disbursements possible and make any required refunds no later than 45 days from the DOD. If a student does not return from an approved Leave of Absence (LOA) the DOD will be the date the student was scheduled to return from the LOA. The school calculates R2T4 on a payment period basis.

Unofficial Withdrawal Policy: Any student who fails to notify the School that they are withdrawing and is absent for 14 days is considered an unofficial withdrawal. The DOD will be the date that the school determines that the student has been absent- generally 14 days.

#### **The Return of Title IV Funds procedure is as follows:**

1. Determine the percentage of the payment period completed. To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date (last date of attendance) in the payment period by the total clock hours in the payment period.
  1. If this percentage is greater than 60%, 100% has been earned by the student.
  2. If this percentage is less than or equal to 60% multiply the percentage of the Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period as of the date the student withdrew (LDA).
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.
4. Distribute the unearned aid of the payment period back to the Title IV Programs.
5. Disburse any previously earned credit balance to the student as soon as possible but within 14 days.
6. Students may have a balance with the school after the R2T4 calculation is completed if the institution has to return funds to the US Department of Education.

Refunds at this School will be returned in the following order:

1. Federal Direct Subsidized Loan
2. Federal Direct Unsubsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant Program

Refunds less than \$1.00 will not be made to Title IV Programs.

Please be advised that this is only in regard to the Return to Title IV refund. Once the School determines the amount of Title IV aid that the school may retain, the institution will then calculate the institutional/state/accrediting agency's refund policy.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Any Grants must be disbursed within 45 days after the calculation of the R2T4. No student permission is needed to use grant funds to pay allowed institutional charges. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disperse them and will notify you within 30 days of your withdrawal. You may choose to decline some, or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Note that credit balances held in the students account must be disbursed as soon as possible after withdrawal but no later than 14 days after the calculation of the R2T4.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.

**Return to Title IV Funds Example**

On March 19, 2023 Mary was absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5 and as of this day Mary had 250 scheduled hours available to her to attend school. Even though she may only have actually attended 150 hours she was scheduled for 250 and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books kit and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00, Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Registration Fee: \$100.00) The school has received the first disbursements of a Pell Grant in the amount of \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed in the current payment period by the scheduled hours available in the payment period as of the official

withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained (\$7,566.00 X .556 = \$4,206.70) In the event that the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained however it was not and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30 which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts of: a) the prorated amount of all institutional charges or: b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours in the program to determine an hourly prorated amount (\$13,750.00/1500=\$9.17) Now it will multiply the hourly proration X the 450 hours in the payment period which = \$4126.50 rounded up to \$4127.00 The greater of the two is the amount of Title IV that was retained for the payment period (\$7,566.00). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the .444 % of unearned Title IV aid. In this case, the entire amount of unearned aid (\$3,359.30) must be refunded by the school and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

Again, keep in mind that the school will also calculate their Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation and it may be determined that the Title IV retain ability is not sufficient to cover the school's charges and consequently the student may still owe the school an additional sum of money which will need to be paid in addition to the Title IV Funds.

## REFUND POLICY - NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and rightful settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 40 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid minus the application fee
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$50.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning

The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

| PERCENT OF SCHEDULED TIME ENROLLED<br>COURSE/PROGRAM | TOTAL TUITION SCHOOL SHALL<br>RECEIVE/RETAIN | TO TOTAL |
|------------------------------------------------------|----------------------------------------------|----------|
| 0.01% to 04.9%                                       | 20%                                          |          |
| 5% to 09.9%                                          | 30%                                          |          |
| 10% to 14.9%                                         | 40%                                          |          |
| 15% to 24.9%                                         | 45%                                          |          |
| 25% to 49.9%                                         | 70%                                          |          |
| 50% and over                                         | 100%                                         |          |

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 40 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- The requirements for Title IV program funds when you withdraw are separate from any refund policy your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV pro- gram funds that the school was required to return. Your school can provide you with the requirements and procedures for officially withdrawing from school.

#### **Return of Funds by the School**

The school will make the refund determination within thirty (30) days from the date of withdrawal/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdrawal/termination. The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs

Unsubsidized Federal Stafford Student Loan;

Subsidized Federal Stafford Student Loan;

Parent Loan for Undergraduate Students (PLUS);

Federal Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

#### **Unpaid Debt Policy**

Students who have unpaid balances to the school may be sent to a Collection Agency. The Collections Agency will be notified of the school's refund and settlement policy. Collection fees may be added to the student's balance owed to the school. Students will have six months to pay any balances to the school before being sent to a Collections Agency. Students who have not fulfilled their financial obligations to the school and have not made arrangements to pay the debt will have grades, transcripts, and certificates withheld. Students will not be able to continue with the program until the debt has been fulfilled.

#### **School Cancellation**

1. If at any time the school cancels the program following a students' enrollment but before instruction in the program, the school will issue full refunds of payments received.
2. If the school cancels a program and stops offering instruction after students enroll and instruction has begun, the school will provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school.
3. If the school closes permanently and stops all instruction after students enroll and instruction has begun, the school will provide a pro-rata refund.

#### **Veterans Section**

Applies to those students using veteran educational benefits

##### **Evaluation periods for veterans**

##### ***Evaluation Period: (based on actual hours completed)***

Students receiving veteran education benefits will be evaluated for Satisfactory Progress at **300, 600, and 900** hours for the Barbering programs and **150, 300, and 450** hours for the Barber Crossover program.

***Veteran Students will also be evaluated according to the institution's Satisfactory Academic Progress Policy. If a VA student fails to meet minimum academic requirements and is termed they have the right to file an appeal.***

**Maximum times**

**Maximum Time Frame:** Students receiving veteran education benefits must complete a program that is no longer than the approved clock hours for that program. The VA will not pay veterans for any hours above the approved program total, but the veteran student may complete the program using other funding.

#### **Warning**

The first time a student fails to meet minimum requirements for attendance or academic progress during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be considered to be making satisfactory academic progress. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be placed on probation. Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP. (In order to stay in SAP compliance students must bring up their grade by the next evaluation period)

#### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period are placed on probation and considered to be making satisfactory academic progress while on the probation period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. At the end of the probationary period (next evaluation), students that have met the SAP standards will be taken off probation. Those students that have still not met both attendance and academic requirements required for satisfactory academic progress will be determined as NOT making satisfactory academic progress and terminated from the program. **Note:** The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted.

***\*No more than two terms (evaluations periods), quarters or semesters on warning/probation will be permitted.***

#### **Appeal Process**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed by the owner and a decision will be made and reported to the student within 7 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon an appeal, the satisfactory academic progress determination will be reversed and the student will be reinstated. **Students who have re-entered the program on an appeal will be placed on probation and, if they fail to achieve academic progress by the next evaluation period, will be dismissed with no right to appeal.**

***In the event of termination:***

| <b>Refund Policy PERCENT OF SCHEDULED TIME ENROLLED<br/>STUDENT</b> | <b>TOTAL TUITION REFUND</b> |
|---------------------------------------------------------------------|-----------------------------|
|---------------------------------------------------------------------|-----------------------------|

| <b>TO TOTAL COURSE/PROGRAM</b> | <b>SHALL RECEIVE/RETAIN</b> |
|--------------------------------|-----------------------------|
|--------------------------------|-----------------------------|

|     |     |
|-----|-----|
| 10% | 90% |
| 20% | 80% |
| 30% | 70% |
| 40% | 60% |
| 50% | 50% |
| 60% | 40% |
| 70% | 30% |
| 80% | 20% |
| 90% | 10% |

In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length.

**No Late Fees:**

Final Touch Barber Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **CONSUMER INFORMATION**

### **Federal Financial Aid**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

### WHO QUALIFIES FOR FINANCIAL AID

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a “regular student” – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid Not be liable for an overpayment of a Title IV grant

### **FEDERAL STUDENT AID PROGRAMS**

The federal aid programs available at Final Touch are divided into two types – grants and loans. Grants are awards that normally do not have to be repaid (A student who withdraws prior to completing a payment period may be required to repay unearned grant funds). Student loans and parent loans are made available by the US Department of Education to eligible borrowers and must be repaid.

The Federal Pell Grant is an award available to undergraduate students who meet federal eligibility guidelines. Pell Grant awards vary from year to year and from student to student. Eligibility is based on family income level and financial resources, as well as other personal factors. Pell Grant awards currently range from \$845 to \$6895 per award year for qualified applicants.

(USE IF PARTICIPATING IN SEOG) The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to eligible students with the greatest financial need. These funds are awarded during the initial financial aid interview in the amount of \$100 to \$300. FSEOG is awarded to eligible students who are PELL grant recipients with the greatest need.

Federal Stafford Loans are low-interest, fixed-rate loans to students, which must be repaid. They are available to students with demonstrated financial need who borrow funds for educational expenses. Subsidized and Unsubsidized Stafford Loan interest rate is fixed at 4.99% for all first disbursements between July 1,2022 and June 30,2023 and shall remain fixed during the life of the loan. Repayment on Federal Stafford Loans begins six months after the

borrower's last date of attendance as at least a half-time student. Repayment is usually scheduled over a maximum period of ten years. The minimum payment is \$50.00 for the standard repayment plan.

Parent Loans for Undergraduate Students - PLUS Loans – are low-interest, fixed-rate loans made to creditworthy parents of Dependent students to pay for the educational expenses of their dependent. The interest rate on disbursements made on or after July 01, 2022 through June 30, 2023 is 7.54%. Repayment normally begins while the student is in attendance, however, parent loan borrowers may be able to defer repayment of principal under certain conditions.

Final Touch participates in the Federal Direct Student Loan Program (DSLP). As of July 01, 2010. The Federal Family Education Loan Program (FFELP) concluded its funding authorizations and is no longer providing student loan funds.

### **\*COST of ATTENDANCE**

The Academy's Cost of Attendance – **COA**, is calculated based on individual student FSA non-need-based award eligibility, the student's program, and dependency status, including loan fees that may be applicable. The remaining FSA need-based award eligibility is calculated based on the student's COA minus Estimated Family Contribution – **EFC**. Re-entry student calculations are determined based on the student's hours left for completion, prior Last Date of Attendance – **LDA**, previously received FSA, and dependency status; the COA may vary due to these factors. Current base COA amounts, as of July 2022, are as follows:

**INSERT COA CHART – obtain from your Financial Aid Administrator**

Cost of Attendance is documented individually in the enrolled students' files upon receipt of a valid Institutional Student Information Report – **ISIR**, from the US Department of Education and the authentication of submitted information. Cost of Attendance is provided to prospective or enrolled students upon request.

A Net Price Calculator is available on the Final Touch Barber Academy Website. This Calculator provides a prospective student, and his or her family, an estimate, based on individual circumstances, of the cost of attending a program at Final Touch.  
<https://finaltouchbarberacademy.com/> *Higher Education Act of 1965 – HEA*

\*Student allowances for room and board, personal, and transportation expenses are derived from the College Board Statistics Price Index. The CB statistics are derived from an extensive and comprehensive research base, and adequately represents the needs of the majority of enrolled students. **\*\*Actual cost amounts may be different for each student based on their individual socio-economic status, geographic location, and general spending habits and needs.**

### **APPLYING FOR FINANCIAL AID**

The application process used by the School to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to [www.fafsa.gov](http://www.fafsa.gov). When completing the FAFSA, please use the Federal school code Number: 043107.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FASFA. This tool allows students and parents to access the IRS tax return information needed to complete the FASFA and transfer the data directly to their FASFA. If students need a copy of their tax return, they can call 1-800-829-1040 and request an IRS tax transcript or go to the IRS web- site at [www.irs.gov](http://www.irs.gov).

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

#### STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from Academy, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the Academy as well as maintaining Satisfactory Academic Progress (SAP) Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

#### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a

school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Exceptions to the above rule are:

School officials with legitimate educational interest.

Other schools to which a student is transferring.

Specified officials for audit or evaluation purposes.

Appropriate parties in connection with financial aid to a student.

Organizations conducting certain studies for or on behalf of the school.

NACCAS staff, commissioners and evaluators for NACCAS.

U.S. Department of Education.

Persons who need to know in case of health and safety emergencies.

State and local authorities, within a juvenile justice system, pursuant to specific state law.

Subpoenas by court order.

Parents or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or leave the school building. Parents and eligible students have the right to request an amendment of their records and if denied may make a written request for a hearing.

**Records will include, but not be limited to:**

Required enrollment applications and supporting documents.

Progress reports.

Student financial aid reports.

Payments and tuition evaluation data balances; and

Other evaluation data.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the administrator offices.

Parents of dependent minor students may obtain additional copies of documents for a fee of \$5.00 per copy. Student school records are maintained for a minimum of six years.

Final Touch Barber Academy may disclose directory-type information such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance and attendance percentages. Parents or eligible students may opt out by completing a Final Touch Barber Academy "opt out" form at any time.

## DRUG and ALCOHOL PREVENTION

Final Touch Barber Academy complies with the Federal Drug Free Schools and Communities Act Amendment of 1989 and the Drug Free Workplace Act of 1988.

### Final Touch Barber Academy DRUG and ALCOHOL POLICY STANDARDS of CONDUCT

The policy is defined by the following:

- The illegal possession or use of alcohol, drugs, or chemicals on any property under the control of the Academy is expressly prohibited.
- Alcoholic beverages on the Academy Campus are forbidden with exception only to permissible and prior written approval, by the school president, for a special event.
- These standards of conduct apply to all students and staff members of the Academy.
- Should any complaint or suspicion arise pertaining to a student or staff member regarding possible violation of policy, the individual may be required to submit to immediate advising and/or drug testing. Any violation of policy is subject to disciplinary actions.

*Final Touch Barber Academy Catalog: Personal Conduct; Final Touch Barber Academy Employee Handbook*

All members of the Final Touch Barber Academy community should, at all times, be cognizant of and compliant with State and Local Laws.

The possession and consumption of alcoholic beverages in public places or common areas on campus is prohibited. The definition of public places or common areas includes, but is not limited to, any outdoor area, parking lot, vehicle, stairway, lawn, or sidewalk which is part of Final Touch Barber Academy property. Final Touch Barber Academy prohibits the possession and consumption of alcoholic beverages on campus without previous written consent by the school president. *Final Touch Barber Academy Campus Crime Reporting Handbook*

## SANCTIONS

In addition to the imposition of disciplinary sanctions under Final Touch Barber Academy policies and/or procedures, including the suspension or separation from Final Touch Barber Academy for such acts, students and staff members may face prosecution under Federal or State Law. *Final Touch Barber Academy Catalog Personal Conduct; Final Touch Barber Academy Employee Handbook; Final Touch Barber Academy Student Drug Free School Policy Handout; Final Touch Barber Academy Campus Crime Reporting Handbook, Annual Campus Security Report; www.finaltouchbarbeacademy.com.*

## DRUG and ALCOHOL TREATMENT PROGRAMS RESOURCES

Final Touch Barber Academy School provides information regarding drug and alcohol counseling, treatment, and rehabilitation programs for both students and staff members. *Final Touch Barber Academy Student Drug Free School Policy handout; Final Touch Barber Academy Campus Crime Reporting Handbook, Annual Campus Security Report*

## HEALTH RISKS PERTAINING TO SUBSTANCE ABUSE

**Commented [6]:** Please go through all the added text and insure you replace XXXXX with the school name. These are all required Consumer Information you need so I added it without charging for extra policies.

Numerous health related issues are associated with the illicit use of drugs and alcohol. Among them are sleep disturbance, psychiatric problems, organ failure or disease, immunodeficiency, nutritional syndromes, and diabetes. Final Touch Barber Academy *Student Drug Free School Policy* handout; *Final Touch Barber Academy Campus Crime Reporting Handbook*, *Annual Campus Security Report*

## **NOTICE of FEDERAL STUDENT FINANCIAL AID PENALTIES**

### **DRUG LAW VIOLATIONS**

Students who have been convicted of possession and/or sale of illegal substances while they were receiving Federal Student Aid must disclose this information when completing their Free Application for Federal Student Aid – **FAFSA** and may be prohibited from, or limited in, receiving Federal Student Aid.

*HEA Sec. 484(r)(1); (20 U.S.C. 109(r)(1))*

## **DISTRIBUTION of MATERIALS**

Each enrolled student and employee of Final Touch Barber Academy is issued a copy of this information. Final Touch Barber Academy will also provide a paper copy of this information upon request. Additionally, copies of this information are duplicated and may be found available at any time in the following campus locations:

- Student Lounge
- Staff Lounge

The distribution of materials consists of the following: *Final Touch Barber Academy Catalog: Personal Conduct*; *Final Touch Barber Academy Employee Handbook*; *Final Touch Barber Academy Student Drug Free School Policy* handout; *Final Touch Barber Academy Campus Crime Reporting Handbook*, and the *Annual Campus Security Report*.

## **CAMPUS SECURITY**

Final Touch Barber Academy strictly maintains and enforces the safety and security of the campus population. Final Touch Barber Academy complies with safety and security guidelines as requested and suggested by the Crime Awareness and Security Act of 1990; the U.S Department of Education; State and Local Laws and local law enforcement agencies; and various publications. *Department of Education "The Handbook for Campus Crime Reporting; SOC – Security on Campus Clery Act Training Reference Guide* Copyright © 2009 *Security on Campus, Inc.*

Final Touch Barber Academy utilizes an outside agency for security officers.

Security information is published and made available to the campus population via campus publications. *Final Touch Barber Academy Catalog: Personal Conduct and Insert 6*; *Final Touch Barber Academy Campus Crime Prevention* handout; *Final Touch Barber Academy Campus Crime Reporting Handbook*.

## **CAMPUS SECURITY POLICY**

Final Touch Barber Academy strictly forbids the possession of firearms or other weapons on school property or during school field trips. Additionally, Final Touch Barber Academy has a zero-tolerance policy regarding immoral conduct and enforces campus safety and security regulations pertaining to verbal, sexual, and physical harassment of a fellow student or staff member as well as threat of physical violence against a fellow student or staff member. *Final Touch Barber Academy Catalog: Personal Conduct*; *Final Touch Barber Academy Employee Handbook*; *Final Touch Barber Academy Campus Crime Reporting Handbook*

## CAMPUS CRIME STATISTICS

Final Touch Barber Academy makes available and publishes its crime statistics. This information is updated and published annually. Additionally, copies of this information are duplicated and may be found available at any time in the following campus locations:

- Student Lounge
- Staff Lounge

The distribution of materials is comprised of the following: Final Touch Barber Academy *Catalog, Insert; Final Touch Barber Academy Campus Crime Reporting Handbook*

Final Touch Barber Academy maintains a crime report log for its specific areas. For the Philadelphia campus, the PPD website is accessed on a daily basis and reports are printed and evaluated for any criminal occurrences within

## ANNUAL SECURITY REPORT

Each year, by October 1, Final Touch Barber Academy publishes and makes available its annual security report to all enrolled students and staff members. Additionally, copies of this information are duplicated and may be found available at any time in the following campus locations:

- Student Lounge
- Staff Lounge

Information included in the security report includes any on-campus arrests for liquor law, drug abuse, or weapons violations. Also included in the report are occurrences of crimes such as: hate crimes, arson, motor vehicle theft, burglary, aggravated assault, robbery, non-forcible sex offenses, forcible sex offenses (rape), negligent manslaughter, murder, and non-negligent manslaughter, domestic violence, dating violence, sexual assault and stalking.

The distribution of materials is comprised of the following: Final Touch Barber Academy *Catalog, Insert; Final Touch Barber Academy Campus Crime Reporting Handbook*

## REPORTING CRIMES and SECURITY INCIDENTS

School Officials work cohesively in securing the campus and its population, educating the campus population via instruction and distributing published materials.

Final Touch Barber Academy has established its Reporting Enforcement Authority Personnel and comprises the Final Touch Barber Academy Security Department and Department Directors and Faculty. Any enrolled student of Final Touch Barber Academy or staff member may find assistance through any of these department staff members and are instructed to immediately report any criminal activity or other emergencies occurring on the Final Touch Barber Academy Campus; individuals are also required to complete a Final Touch Barber Academy Campus Security Incident Report – **CSI**. All reports are filed in the Final Touch Barber Academy Campus Security Manual. Final Touch Barber Academy *Campus Crime Prevention Handout; Final Touch Barber Academy Campus Crime Reporting Handbook, Annual Campus security Report*

**CSI forms** have been placed in the Staff Lounge for easy access for staff and faculty for the purpose of reporting any type of security incident. Any staff member may assist any enrolled student with these reports as needed. CSI forms are also published in the Campus Crime Reporting Handbook. Final Touch Barber Academy *Campus Crime Reporting Handbook, Annual Campus Security Report*

## **EMERGENCY MANAGEMENT PLANNING SECURITY MEASURES**

In addition to security staffing, both Final Touch Barber Academy campuses have the following supplemental security tools in effect: \*electronic identification badge access; \*\*silent alarm; external security cameras; internal security cameras; video monitors for viewing, storing, and saving information; recording units; Emergency Response System – **ERS** All-Page loudspeakers; ERS portable handheld radios.

\*Final Touch Barber Academy Campus only.

Additionally, it is a campus requirement that all individuals including enrolled students, staff members, and visitors be identified by the use of identification badges. Enrolled students are issued student photo ID badges upon their first day of class instruction. Staff members are issued photo ID badges upon their first day of employment. Visitors to the campus are issued visitor badges at reception.

## **EMERGENCY NOTIFICATION POLICY**

In any type of campus emergency or campus crime, Final Touch Barber Academy will, without hesitation, follow the required procedures for notifying the community of the emergency. In addition, Final Touch Barber Academy will utilize the practice of a Timely Warning and communicate the threat, hazard, or crime to the campus community via electronic notification and the larger civilian community as set forth by the Standards of The Clery Act.

Depending on the type of emergency, Final Touch Barber Academy staff members have been trained on the procedure for activating the ERS:

- **Determine type of emergency using the ERS Campus Emergency Code System**
- **Activate the ERS All-Page System via the nearest telephone: #, 0**
- **Simultaneously utilize the ERS portable handheld radios for voice communication**
- **Follow evacuation or safe-zone procedures**

911 will be activated if the situation cannot be contained within the campus environment and if emergency response teams are needed to assist. In the event of inclement weather which may result in a delayed opening or campus closure, students and staff will receive electronic notification and are advised to tune into NBC Channel 5 for information and updates.

## **EMERGENCY MANAGEMENT PLANNING – EMERGENCY RESPONSE SYSTEM**

Final Touch Barber Academy Health College complies with all emergency response regulations as set forth by the Department of Education. Final Touch Barber Academy also complies with local fire marshal regulations regarding emergency training and evacuation of its campus population. Final Touch Barber Academy conducts fire, tornado, and code silver drills as part of its emergency management plan. These drills are conducted, documented, and kept on file. Ongoing educational training of the campus population is provided – **IAIP** established by Final Touch Barber Academy which is evaluated on a regular basis. Procedural and informational changes are made as needed.

As part of its EMP and ERS, Final Touch Barber Academy displays fire drill evacuation maps and tornado safety zone maps throughout the campus. Final Touch Barber Academy has also established its own Campus Emergency Code System, similar to those found in hospitals. These codes are color-coded and are in place in each classroom and office, Student Library, and both Student and Staff Lounge areas. An additional drill for responding to a hostile individual, both with or without a weapon, is also established and is referred to as a Code Silver Drill. Final Touch Barber Academy *Campus Crime Reporting Handbook*

## GENERAL CAMPUS SAFETY

Any campus safety issues, violations, hazards, or repairs are evaluated, addressed, and corrected as they are identified.

All campus occupants are instructed to complete a Notice of Injury/Illness – **NOI** Incident Report for any injury or health related issue. Any ill or injured individual is advised regarding leaving campus without assistance and is required to complete the Release of Liability – **ROI** Release Report which is part of the NOI Incident Report. This form is available in the Staff Lounge.

Final Touch Barber Academy campus is equipped with multiple fire extinguishers located throughout the school. Annual inspections are completed and documented; locations of these fire extinguishers are also illustrated on the campus fire evacuation maps.

Enrolled students are instructed regarding all Final Touch Barber Academy Campus safety and security procedures information. Topics included are:

- Identification
- Student Parking/Drop-Off and Parking Lot Safety
- Final Touch Barber Academy Campus Emergency Code System
- Fire and Tornado Drills
- CSI and NOI Reports
- Personal Property Theft Prevention
- Final Touch Barber Academy Drug and Alcohol Policy