



# School Catalog

911911

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

**Date of Publication:**

**October 12<sup>th</sup>, 2017**

*"Accredited with **NACCAS**"*

*573 East Main St Norristown, Pa 19401 844-GO-PREMIER*

**\*Premier Barber Institute may hereafter be called (PBI)**

## TABLE OF CONTENTS

Mission Statement	2	Attendance Progress Evaluation	11
Student Pledge	2	Academic Progress Evaluation	11
Library Facility	2	Determination of Status	11
Admission Requirements	3	Probation	12
Student Services	4	Course Incompletes	12
In-House Financing Policy	5	Termination Policy	12
Payment Policy	5	Appeal Procedures	12
Withdrawal Procedure	6	Reinstatement of Financial Aid	12
Refund Policy	7,8	Licensure Requirements	13
Access to Student Files	<b>8</b>	Barber Course Outline	14
Responsibility for Personal Property	8	Teachers Course Outline	15
Complaint Procedure	9	Campus Security	16
Inclement Weather	9	Drug And Alcohol Prevention	16
Recruiting Policy	9	Dress Code	17
Grading System	9	Rules & Regulations	19,20
Progress Reports	9	Administration Staff	21, 22
Scholarships	9	R2T4 Policy	23, 24
Graduation Requirements	9	Admission Requirements Addendum	25
Attendance Policy	10		
Re-Entry Policy	10		
Student Conduct	10		
Make-up Policy	10		
Satisfactory Academic Progress	11-13		

LICENCED BY:

**State Board of Barber Examiners**

P.O. Box 2649  
Harrisburg, PA 17105  
1-717-783-3402



# **ADMISSION REQUIREMENTS -POLICIES - STUDENT SERVICE**

## **ADMISSION REQUIREMENTS:**

PBI, in its admission, instruction, and graduation policies, practices no discrimination on the basis of age, race, color, ethnic origin, religion, sex, financial status, country or area of origin or residence.

**PRIOR TO ADMISSION**-Non US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 16 years of age, have a High School diploma or its equivalent, **or** a transcript showing High School completion or a certificate of attainment; **or** have a state-issued credential for secondary school completion if home schooled. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

**Re-entry:** students in good standing, who withdraw temporarily, are allowed re-entry. (See re-entry policy on page 10 of the catalog)

**POLICY ON THE HANDICAPPED:** PBI complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified, handicapped person, by reason of the handicap or disability, will be excluded from enrolling in a course of instruction. However, any handicapped or disabled person seeking admission should be aware that the course requires a high level of dexterity and coordination. Our facility is handicapped accessible and has restrooms adequate for handicapped people.

**TRANSFER POLICY:** A student must submit a transcript of hours from the previous institution. PBI has the right to accept all, part, or none of the transfer hours accumulated at said institution.

**LEAVE OF ABSENCE POLICY:** A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions

to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: 1, There must be a

reasonable expectation that the student will return from the LOA 2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave; 3. PBI will not assess the student any additional institutional charges as a result of the LOA 4. The student must follow the school's policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. PBI may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances 5. PBI will approve a student's request for a LOA in accordance with the school's policy; 6. A LOA and any additional leaves may not exceed a total of 180 days in any 12 month period; 7. If the student has a Direct Loan, PBI will explain to the student, prior to granting the LOA, that the student's failure to return from an LOA will reduce the repayment grace period by the amount of time spent on the LOA; 8. The school has the right to approve or disapprove the LOA request. PBI will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.



## IN-HOUSE FINANCE POLICY-PAYMENT POLICY-WITHDRAW PROCEDURE

### IN-HOUSE FINANCE POLICY:

[1] Premier Barber Institute has in-house financing program to assist qualified students to meet the expenses of their education.

### (Federal & Private Educational Loans-We are currently accredited by The National Accrediting Commission of Career Arts & Sciences - NACCAS)

(2) Our school director will evaluate each student's need and then assist in designing a package of financing (where qualified) to help the student meet his or her total educational expenses with in-house financing and payment plans.

(3) Scholarships that are offered from high schools are given out at the discretion of the individual high school. **Premier Barber Institute takes no part in**

distributing the scholarships. Scholarships may be revoked at the schools discretion for the following: excessive absence, poor academics, or inappropriate conduct.

(4) Any student who has financing, then withdraws from training and is due a refund, please see our refund policy on page 7 of this school catalog.

(5) Premier Barber Institute has an established appeals process and will schedule a personal interview with the student upon request. The director reviews the appeal, the results of the interview, and forwards a recommendation to the financial aid officer

**PAYMENT POLICY:** All students, receiving in-house financing or not, will follow the payment schedule laid out on the student's contract. Payment plans are scheduled monthly (the first payment is to be paid on the first day of classes. They are based on the total amount owed, divided by the months needed to complete the course being attended. Payments are to be made promptly by the date stated on the contract.

for final action; The director makes the final decision, and notifies the student accordingly.

(6) All students are given a specific completion date on their enrollment contract. Students who do not complete their course by the contract graduation date will be charged at the schools discretion and hourly rate of \$12.00 for barber program and \$10.00 for teacher program for the remaining hours of instruction.

Suspensions are not excused absences. If suspensions cause the student to go over contract and pass their graduation date the student will be charged over contract fees and the student will not graduate until all outstanding debts are paid. **No student shall be permitted to complete contracted hours, graduate, or receive a diploma until all debts are paid in full.** If you attend irregularly, your course will cost you more and you could also be in danger of losing your in-house financing and/or scholarship.

(7) All tuition down payments and miscellaneous fees (books and uniforms etc.) are due and payable by the first day of class; however, payment plans and in-house financing are available to those who qualify. Minimum deposits are necessary as follows: All courses are \$750.00 down payment. This covers partial costs of the tuition, kit, books, registration fees, and uniform fees, which then become the property of the student. Payments are based on total amount owed, divided by the months needed to complete the course. Payments are to be made promptly by the date stated on the contract.

### **Costs to the student:**

**Tuition:** All checks payable to: Premier Barber Institute.  
Barber= \$14,930/ Barber Teacher= 10,180/ Barber Cross Over= \$6,680

Withdrawal Fee	\$150.00(If student withdrawals)
Registration	\$100.00
Books/Kit	\$1500.00
Uniform	\$70.00



## REFUND POLICY-ACCESS STUDENT FILES-RESPONSIBILITY

### PERSONAL PROPERTY

**REFUND POLICY:** Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Refund calculations are based on scheduled hours. For clock hour students refund is calculated based on the student's last date of attendance. Official cancellation or withdrawal shall occur on the earlier of the dates that: 1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of a nonrefundable registration fee; (\$100] 2. A student (or in the case of under legal age, his/her parent or guardian] cancels his/her contract and demands his/her money back in writing, within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded with the exception of the non-refundable \$100 registration fee. This policy applies regardless of whether or not the student has actually started training; 3. A student cancels his/her contract after three business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the

school less \$100 registration fees. 4. A student must notify the institution of his/her withdraw 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 date of expiration of the leave of absence

<u>%time of Total of Course</u>
0.01%-4.9%
5%-9.9%
10%-14.9%
15%-24.9%
25%-49.9%
50%-100%

or the date the student notifies the institution he/she will not be returning; 6. A student is expelled by the school; 7. In type 2, 3,4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to school administration in person. Any monies due to a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn whether officially or unofficially. Unofficial withdrawals for clock hour students are determined by the school 14 calendar days after they cease attendance . Any student that withdraws after starting classes, the withdraw calculation will be based on the contract price for the course and shall include all fees, registration fees, and the \$150.00 termination fee. Fees will be charged only for the kit items and books received and are then property of the student.

<u>Total Tuition Owed to the School</u>
20% & 150.00 Termination Fee
30% & 150.00 Termination Fee
40% & 150.00 Termination Fee
45% & 150.00 Termination Fee
70% & 150.00 Termination Fee
100% of Total Tuition

**(All refunds are based on monies paid to the institution].**

**In the event the school ceases to offer instruction or cancels a course any enrolled students may transfer to another school and receive a pro rata refund based on the hours accepted by the receiving school.**





# COMPLAINT PROCEDURE-INCLEMENT WEATHER-RECRUITING POLICY-GRADING SYSTEM SCHOLARSHIPS-GRADUATION REQUIREMENTS

## **GRIEVANCE POLICY: (Explained during Enrollment)**

1. Student complaints will be resolved in a timely manner if the student will discuss the complaint honestly and openly with the instructor. This is the first step in the complaint procedure.
2. If the student is not satisfied with the discussion, then the student should request to speak to the office personnel.
3. If the student is still not satisfied with the discussion with the office personnel, the Director will have the student submit a written complaint, and the director will work to resolve the issue.
4. Should the student still remain dissatisfied, he/she may contact either NABBA or the State Board of Barbering.  
(Grievance forms and records of complaints and resolutions are available in the main office)

**INCLEMENT WEATHER:** In the case of inclement weather, Premier Barber Institute may close for the day. If weather conditions are not favorable, students should watch the designated station (Fox 29) posted by the school for closings and late openings.

## **SCHOOL CLOSING:**

PBI operates on a continuous basis throughout the year.

**LEGAL HOLIDAYS:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

## **OTHER SCHOOL CLOSINGS:**

- Easter Monday
- Summer Break (1 week)
- Thanksgiving (3days)
- School is closed between Christmas & New Year's Day
- Teachers In-Service Days will be posted

**RECRUITING POLICY:** Premier Barber Institute **does not** recruit students from other beauty schools.

**GRADING SYSTEM:** Every student's progress is reviewed consistently by each instructor and examinations are given periodically. Grades and ratings are provided as a continuous record of each student's progress according to the following scale:

- **A+ (100-93) Excellent**
- **A (92-85) Very Good**
- **B (84-77) Good**
- **C (76-70) Satisfactory**
- **D (69-0) Failure**

## **PROGRESS REPORTS:**

- Barber: Two (2) Report Cards
- Barber Cross over: One (1) Report Card
- Barber Teacher: Two (2) Report Cards

(With each progress report, awards are given according to grades and attendance. In addition, technical excellence awards are given at the instructor's discretion.)

**GRADUATION REQUIREMENTS:** In order to receive a diploma from Premier Barber Institute, the student must complete the required steps:

1. The student must have satisfactory completion of the required subjects in the prescribed curriculum
2. The student's grade point average must meet the minimum grade requirements of 75%
3. The student must maintain an attendance rate of 67%
4. The student must have fulfilled all financial obligations to the school
5. The student must have completed the minimum attendance requirements of the school, state, and federal laws and regulations.

**NEW STARTS:** Premier Barber Institute enrolls new students on the second Tuesday of every month.



## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with regulations 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 PERIODS**

Students are evaluated for Satisfactory Academic Progress based on actual completed clock hours as follows:

Barber(1250)	450, 900, 1200
Barber Teacher(1250)	450, 900, 1200
Barber Cross Over(695)	340, 650

Satisfactory: Students with a minimum of 75% GPA and 67% attendance

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the scheduled hours 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 clock hours completed and earned by the total number of clock 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 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 (the computer system will reflect completion as the practical assignments as a 100 % rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a cumulative grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed test and incomplete assignments.

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.)

Practical work

Numerical grades are considered according to the following scale:

**93 – 100 Excellent, 85 - 92 Very Good, 77 - 84 Good, 70 – 76 Satisfactory, 0 –69 Failure**

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below. Students who fail to complete the program within the maximum time frame will be dropped.

### **COURSE:**

	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>WEEKS</b>
<b>Barber</b> (full-time) 30 hrs/wk-1250 hrs	40 weeks	60
<b>Barber Teacher</b> (full-time) 30hrs/wk-1250 hrs	40 weeks	60
<b>Barber Cross Over</b> (full-time) 30 hrs/wk-695 hrs	24 weeks	36

*The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined on 67% of the scheduled hours.*

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum satisfactory progress requirements in attendance and academic performance at the evaluation points are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **FINANCIAL AID WARNING**

Student failing to meet minimum progress requirements will be placed on financial aid warning with the opportunity to meet requirements for the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the requirements, he/she may be placed on probation with a successful appeal. Students will be eligible for financial aid during the financial aid probation period.

### **FINANCIAL AID PROBATION**

Students failing to meet satisfactory academic progress after the financial aid warning period can appeal the determination and if a successful appeal will be placed on financial aid probation and considered to be making satisfactory academic progress during the first probationary period. If the school feels that the student will not be able to meet SAP during the probation period, the school can place the student on an academic plan. This is an individualized plan tailored for the student by the school to create a specific course of action on how to address the issues. As long as the student is meeting the academic plan even if they do not meet SAP at the end of the probationary period, the student may be placed on financial aid probation for one more evaluation period. If the student still does not meet SAP at end of that probation period Title IV aid is terminated. The student would then be terminated from school or will become a cash paying student. The process of an academic plan would apply to programs that are longer than two pay periods. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

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

Students, who have been terminated for continual failure to meet SAP, and want to return, must file an appeal explaining why they were not making SAP and what has changed to allow them to succeed. If the appeal is successful, the student will be placed in the same status they were in prior to not meeting SAP.

### **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. 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 program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

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 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 federal financial aid will be reinstated, if applicable.

### **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**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable time frame has been exhausted.

### **RE-ESTABLISHING TITLE IV ELIGIBILITY**

A student who has lost financial aid due to unsatisfactory progress may be re-instated after the student has a successful appeal and is able to meet the standards of satisfactory academic progress. The student will be placed on financial aid probation. Failure to meet SAP at the end of the financial aid probation period will result in termination from the school.

**GRADUATION REOUIREMENTS**-In order to receive a diploma from Premier Barber Institute the student must complete the required steps: the students must have satisfactory completion of the required subjects in the prescribed curriculum, the student's grade point average must meet the minimum grade requirements of 70%, the student must have fulfilled all financial obligations to the school and the student must have completed the minimum attendance requirements of the school, state and federal laws and regulations.













IT IS IMPERATIVE THAT ALL STUDENTS ARE IN PROPER UNIFORM AT ALL TIMES. IF THE DRESS CODE IS NOT ADHERED TO, YOU WILL BE SENT HOME PER SCHOOL POLICY

*\*Students are responsible to replace uniforms at their own expense \**

**SCHOOL UNIFORM**

(Provided in kit) Smock (Barber/Student Teacher)

(Long sleeve shirts may be worn underneath for warmth)

**BLACK PANTS**

(no sweatpants, no jeans, no jogging pants, no torn, no dragging, no designs, no stripes No Low rise)

**FOOTWEAR:**

All shoes must be full coverage and rubber soled for safety reasons.

- o **(PERMITTED)** Sneakers (70% black), Rubber soled professional closed heel.

(No platforms, high heeled shoes or boots, no opened toed or opened heeled shoes, no flip flops or mesh shoes allowed.)

**FRIDAY IS JEANS DAY.**

You may wear black or blue jeans to school, but all other uniform requirements are in effect. (*NO* torn, dragging, designs, striped, & absolutely no low rise.)

**ANY HEAD WEAR MUST BE APPROVED BY MANAGMENT**

**NO EXCESSIVE PIERCING/TATTOOS ON FACE**

(Examples: bull nose piercing, lip piercing, etc)





# ADMINISTRATION

**CFO, Owner**

**Victor Marcantoni** (Norristown Campus)

**Managing Partner, Owner**

**Dan Gormley** (Norristown Campus)

**CEO, Instructor, Owner**

**Tyrik Jackson** (Norristown Campus)

**Compliance Officer, Owner**

**Charles Adams** (Norristown Campus)

### **Return to Title IV Policy (R2T4)**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director begins the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 calendar days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned to the department disbursing Title IV is calculated by subtracting the amount of Title IV assistance applied to hours the student attended from the amount of Title IV aid that was disbursed as of the withdrawal date of the student.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. So if the student earned 7500.00 in title IV but received 6000.00 the post withdrawal disbursement would be 1500.00. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.



If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student. So, if there is a credit balance of 1000.00 on the students account but there exists a grant over payment of 500.00, then the school would repay the grant overpayment first of 500.00 leaving a credit balance of 500.00 to be offered to the student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. FSEOG
6. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

### **Addendum to Admissions Policy**

To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if he or she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state- sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law; or
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home- schooled student to receive a credential for their education.

\*Premier Barber Institute will collect this documentation during the enrollment process.

### **Policy on Diploma Verification**

Should Premier Barber Institute question the validity of a potential students' diploma it must take additional steps to prove it is valid.

- 1) Check to see if the school they graduated from exists and if they have record of the student graduating.
- 2) Contact the Department of Education in the state the high school is located to determine the existence of the school and any record of the student.
- 3) Ask the student for transcripts stating all the courses they took along with the diploma.
- 4) Use these same rules for out of the country graduates along with the translation and evaluation of out of country high school diplomas.