



School Catalog

911911

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

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*"Accredited with **NACCAS**"*

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

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

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LICENCED BY:

State Board of Barber Examiners

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

MISSION STATEMENT – STUDENT’S PLEDGE

MISSION STATEMENT: The mission for Premier Barber Institute, as a private school. We will provide state of the art course instruction that will prepare and equip our students to meet and exceed the requirements necessary in becoming a licensed Barber, Barber Teacher, or Manager, in the state of Pennsylvania. We will facilitate the latest educational tools and techniques in the industry, providing our students with the technical and professional skills needed to succeed in the ever changing world of Barbering.

Premier Barber Institute

cohorts Jan 1 - Dec 31, 2106:

Completion 77.78 % Licensure 85.71%

Placement Rate 100%

STUDENT'S PLEDGE FOR SUCCESS:

PROFESSIONALISM-To be successful, a positive, mature, and enthusiastic attitude is a must! I will be professional at all times so that I will be sought out by my future employers. My professional attitude will be incorporated in these five areas:

ATTENDANCE-

- As a student at Premier Barber Institute, I must be in school on time and commit myself to being prepared and attend school as required. Consistent attendance ensures that I am responsible and am receiving the training that I need to be successful in a working atmosphere.

ADMINISTRATION AND INSTRUCTORS-

- I must treat the administration, teachers, and student teachers with the utmost respect and cooperation.

I understand that these people are here to give me the best education for my success. This behavior will prove that I am a professional who can work effectively with my future co-workers and employers.

STUDENTS-

As a student, I will cooperate and get along with my fellow students. I will maintain a positive, helpful relationship with all students. My association with my fellow students is an indication to employers that I can be a team player.

SCHOOL-

As a student, I am expected to take personal responsibility for the appearance and cleanliness of the school facilities, showing pride in my school. This will indicate that I will take care of my future employer's place of business.

CLIENTS-

I will work to my maximum ability and take advantage of all learning opportunities to ensure that my clients look and feel their best. I understand that employers look for the technical skill as well as people skills. These key points are what will make me successful in the Barbering industry.

LIBRARY FACILITY-

Premier Barber Institute maintains a library containing supplementary training and reference material. However for a student to use these materials; they must check the material out and back in with their teacher. A current list of material is posted on the library cabinet.

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.

A student qualifies if he/she provides one of the following::

- has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma);
- has the recognized equivalent of a high school diploma, such as a GED certificate, or other state-sanctioned test or diploma-equivalency certificate;
- provides a sealed or official transcript;
- has completed homeschooling at the secondary level as defined by state law; or
- has completed secondary school education in a home school 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.

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.

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.

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

RE-ENTRY POLICY: If for any reason a student must withdrawal temporarily due to illness, pregnancy, personal reasons, etc., and if they are a student in good standing (making satisfactory progress) the s t u d e n t may re- enter the school. If the student receives In-House Financing, payments will be postponed and will be resumed when the student r e t u r n s to school. If the student is absent for an extended period of time, the loan will be cancelled and the student may re-apply upon re-entry. Re-entry students will re-enter in the same progress status as w h e n they left.

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 w i t h d r a w n 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 schools 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. PBI will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date. 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 n u m b e r of days taken in the LOA.

LEAVE OF ABSENCE POLICY CONTINUED

Changes to the contract period on the enrollment agreement must be initiated 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 withdrawal 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.

STUDENT SERVICES:

EMPLOYMENT ASSISTANCE -When the student successfully completes their course of study, the student may register for employment assistance at the main office. Premier Barber Institute maintains a placement service to assist the graduate in obtaining employment. **Premier Barber Institute does not guarantee placement in employment as an incentive to start school.** Premier Barber Institute is not responsible for any failure to obtain a placement for the student or for any problem, which should arise upon placement in any particular employment. There is no charge for the service. **It is understood, however, that the school cannot promise or guarantee employment to any student Or graduate.** We post job opportunities on the bulletin board and a file is kept in the main office. Upon successful completion of the Barbering/Barber Teacher program, the graduate receives a diploma from PBI along with an application for Pearson Vue testing facilitators. Graduates are responsible to complete application, submit required fees and request and Authorization to Test Letter. Only after receiving Authorization to Test letter from Pearson can graduate schedule their appropriate test applied for. **Note: A temporary license WILL NOT be issued until your testing date is scheduled.** A barber graduate will be eligible to enter employment immediately upon receipt of their temporary license. The graduate must subsequently pass an examination required by the State Barbering Board of Pennsylvania. Most of our graduates enter employment as a barber, hairstylist or specialist in many phases of the beauty industry. Future earnings depend on the operators' ability, ambition, eligibility, attitude, and interest in pleasing the client. **Also, Barber Teacher will not receive a temporary license. Upon completion of the Barber Teacher course the teacher must then take and pass the theory and clinical test to obtain license.**

PREREQUISITES FOR EMPLOYMENT - Some

generally known prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided are as follows:

- A. licensure requirements(**Barber**:minimum of 16yrs of age, minimum 8th grade education, complete 1250 hours in a licensed school and score a passing grade on their exam.**Barber Teacher**: 23yrs of age, high school diploma or equivalent, complete 1250 hours in a licensed school as a teacher trainee and score a passing grade on the teacher exam); **Barber Cross Over**: minimum 16yrs of age, 8th grade education, and have a valid cosmetology license and complete 695 hours in a licensed school and score a passing grade on their exam.
- B. regulatory oversight restrictions (not applicable in PA);
- C. physical requirements of the industry such as standing all day, manual dexterity and working with chemicals and
- D. ability to meet requirements set forth by employers such as being on time, meeting sanitation expectations and abiding by employer required dress codes when applicable.

COUNSELING -The staff at Premier Barber Institute is available during the working day for counseling purposes, upon request, regarding any problems which the student may encounter with regard to practical work, theory, time schedules, payments, or in the general policies of the school. For student referrals pertaining to professional assistance, PBI posts a list of local counseling services for various needs on our school bulletin board and will refer students to the board. A "Hotline" list for various counseling needs is posted on inside of each restroom door.

INSURANCE -All students are covered by student professional liability insurance while they are in school. The policy is provided by Premier Barber Institute during the entire time the student is in training.

HOUSING- Premier Barber Institute does not maintain dormitory facilities.

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

PREMIER BARBER INSTITUTE PAYMENTS: All fees can be paid solely or through a combination of cash, check, money order, credit card, GI-Bill, TFC Tuition Financing or Federal Student Aid Programs (Financial Aid)

PREMIER BARBER INSTITUTE

WITHDRAW PROCEDURE: Students wishing to officially withdraw from Premier Barber Institute must do so in writing, by fax, or by e-mail or US postal mail. This notification will be recorded in the student's folder and used for notification purposes for the federal government. Repayment of any financing will be based on the date of

notification. The student will also be required to have an exit interview which will consist of loan repayment obligations, information on the average monthly repayments of loans, information on debt management strategies, information about the student's borrower and lender, obtaining the student's current address, expected employers name and address, and next of kin. The school will also verify the student's social security number and driver's license number.

- > Currently Premier Barber Institute is accredited by NACCAS

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

- > Premier Barber Institute offers in-house financing to those who qualify. Terms and Conditions are to be discussed during a scheduled appointment.

Premier Barber Institutes General Facilities and Equipment

Premier Barber Institute is a 3000 sq/ft state of the art barber instruction facility. Our classroom is equipped with a wireless projector that we use in conjunction computers, tablets, and white boards to deliver the barber theory material in various ways to keep our students engaged. Our classroom is dual purposed with desks for the students to sit in during lecture time and customized work tables designed for manikin work. Our Clinic has 20 workstations, 20 chairs, 10 shampoo bowls and all the other equipment needed to instruct students on the practical side of the curriculum. We have handicapped accessible rest rooms for men and women, an admissions office and a front desk with a waiting area. Our school was designed by the owners who themselves are experience barbers and barber teachers.

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 r e f u n d of all monies paid to the

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 withdrawals 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.

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>	<u>Total Tuition Owed to the School</u>
	0.01%-4.9%	20% & 150.00 Termination Fee
	5%-9.9%	30% & 150.00 Termination Fee
	10%-14.9%	40% & 150.00 Termination Fee
	15%-24.9%	45% & 150.00 Termination Fee
	25%-49.9%	70% & 150.00 Termination Fee
	50%-100%	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.

COLLECTION OF AN UNPAID BALANCE & LEGAL FEES

All delinquent accounts will be turned over to a collection agency and reported to a credit bureau. A student will be responsible for all collection and legal fees incurred by Premier Barber Institute in the process of collecting unpaid balances of tuition and/or fee payments. Any collection correspondence regarding cancellation and settlement from PBI or a third party, will adhere to the PBI Refund Policy

COURSE CANCELLATION POLICY:

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun; the school shall at its option:

- a Provide a full refund of all monies paid
- Provide completion of the course

SCHOOL CLOSING POLICY: If the school is permanently closed, no longer offering instruction after a student has enrolled and instruction has begun; students may transfer to another school and receive a pro rata refund based on the hours accepted by the receiving school. All refunds are due after 45 days of cancellation. Students shall be provided individual notice if a course cancellation or school closing is imminent. The school will retain a list of students that were enrolled at the time of closure. Also, indicate on it the arrangements made for each student to complete his or her education on the original school records in accordance to state laws.

Policy On Copy Write Infringement of Text Books and other Published Material for Instruction of Students

Premier Barber Institute prohibits all students and employees from the practice of copy write infringement. All instructional materials and texts are protected by copy write and the reproduction, redistribution, copying, or resale of copied materials is strictly prohibited and punishable by up to a \$150,000.00 fine and imprisonment. In the event Premier Barber Institute discovers an offender the school will pursue the full course of legal action and report all activity to the proper authorities.

ACCESS TO STUDENT FILES/PRIVACY

ACT: A student, parent, or guardian of a dependent minor student, will be permitted to gain access to his or her student records on file with the school provided that the request is made in writing, giving the school seven days' notice and with school personnel being present. The student will be permitted one person to accompany them to review their records.

'Files are the property of the school. The student may have copies of these records at the student's own expense.

- The school will provide and permit access to any student records as is requested by any accreditation process initiated by the institution or by NACCAS or governmental agency or in response to the directive of the commission.
- The school will not release information about a student to any third party without first securing authorization from the student or guardian in the case of a dependent minor. A student will not sign a blanket release form upon enrollment. Each request must be dated and signed on an individual basis.

RESPONSIBILITY FOR PERSONAL

PROPERTY: Premier Barber Institute does not assume responsibility for loss or damage to personal property through fire, theft, or premises. The Institution will not retain articles left in school longer than 30 days after termination or graduation. The Institution will dispose of any such articles after a 30 day period.

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

GRIEVANCE POLICY:

If a student wishes to file a complaint regarding any disability discrimination or harassment, the student should notify the Campus Director or PBI representative, in writing, within ten business days. A hearing will be scheduled within 10 business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. If an amicable resolution is not able to be reached through the grievance/conflict resolution process, then the student should contact Tyrik Jackson, Campus Director or send a formal complaint to The State Board of Cosmetology or The State Board of Barber Examiners: P.O. Box 2649, Harrisburg, PA 17105-2649.

If the problem cannot be resolved by Premier Barber Institute LLC, then a student has the right to contact The National Accrediting Commission on Career Arts and Sciences (NACCAS). Telephone: 703-600-7600. Address: 3015 Colvin St., Alexandria, VA 22314. www.NACCAS.org Report Problems webinfo@naccas.org.

The United States Office for Civil Rights (OCR) is the agency responsible for addressing complaints related to discrimination on the basis of disability. More information regarding the U.S. Office for Civil Rights and the procedure that should be followed in filing a complaint can be found at www.ed.gov.

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, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas Day.

OTHER SCHOOL CLOSINGS:

- Easter Friday and Monday
- Summer Break (1 week)
- Thanksgiving (3days)
- School is closed between Christmas Eve & 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.

ATTENDANCE POLICY -RE-ENTRY POLICY -STUDENT CONDUCT -MAKEUP POLICY

ATTENDANCE POLICY:

1. Regular class attendance is mandatory.
2. Attendance is taken daily, and an exact record of attendance becomes part of the student's permanent record.
3. The student must call in no later than 10:00 a.m. to report their absence.
4. Classes begin at 9:00 a.m. for all classes. Any student that is excessively late without a valid reason will be subject to suspension or expulsion at the schools discretion.
5. Any student arriving after the scheduled start time of their class without a valid excuse will be sent home at the schools discretion. If the excuse is accepted, you will not clock in until 10:00am.
6. No student may leave the school premises before scheduled end time unless prior arrangements have been made with the office.
7. Students are required to make up all assignments due to lateness or absence.
8. If a student must be absent from school for an extended period, he/she may be granted a leave of absence, without charge, providing a written request has been submitted in advance and approved by the office.
9. If a student finds it necessary to withdrawal from the school, it is the student's responsibility to immediately notify the office in writing. There is a \$150.00 withdrawal fee (See Refund Policy).
10. If you have excessive absences, you will have to bring your accounts up-to-date by paying the hourly rate that was agreed to when your contract was signed. This policy will go into effect IMMEDIATELY. The school has the right to suspend any student and the student will not be allowed to return to school until these fees are paid.

11. If a student's payments are behind and they are nearing completion of their course, they will not be permitted to finish their hours until payments have been made.

RE-ENTRY POLICY: If for any reason a student must withdrawal temporarily due to illness, pregnancy, personal reasons, etc., and they are a student in good standing (making satisfactory progress) the student may re-enter the school. re-entry students will re-enter in the same progress status as when they left.

STUDENT CONDUCT: Conduct and moral character of our students is very important so that all students may train in an atmosphere that is pleasant. For this reason, each student is given a set of rules and regulations. Any breech of these rules and regulations may subject the student to disciplinary action up to and including suspension for a term determined by the Director, and subsequent probation. Further breeches while on probation may subject the student to expulsion. The School reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory by the Director.

MAKE-UP POLICY: Classes at Premier Barber Institute are ongoing. Any student missing classes due to approved absences or an extended leave of absence are responsible for finding out what theory classes were missed during their absence. They may attend any theory class given on any day to make-up missed classes and are responsible to make-up all testing. A student's practical classes will be resuming from the point at which their absence took place.

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 Scheduled clock hours as follows:

Barber (1250 Clock Hour Program)	450, 900, 1200
Barber Teacher (1250 Clock Hour Program)	450, 900, 1200
Barber Cross Over (695 Clock Hour Program)	340, 680

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 ineligible to participate in Federal Aid.

COURSE:

	MAXIMUM TIME ALLOWED	
	WEEKS	WEEKS
Barber (full-time) 30 hrs/wk-1250 hrs	40 weeks	60
Barber Teacher (full-time) 30hrs/wk-1250 hrs	40 weeks	60
Barber Cross Over (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. Premier Barber Institute notifies students of any evaluation that impacts the student's eligibility for financial aid. 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. Premier Barber Institute develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. . 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. PBI determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or able to meet by the max time frame.

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.

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 when they left.

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.

BARBER CURRICULUM

Grading Procedures: found on Page 9 of the catalog.

Instruction Methods: Lecture, Practical Demonstration

Course Length: 1250 Clock Hours; to be completed within not less than 9 months

Course Description: The main goal of Barber course is to educate the student in both theory and practical experience in the art of barbering. This will prepare them to take the Pennsylvania State Boards and become a licensed Barber.

References:

- 1) Milady's Standard Professional Barbering Textbook 2011 Edition
- 2) Milady's Standard Professional Barbering Workbook 2011 Edition
- 3) Medical Dictionary
- 4) Standard Dictionary
- 5) Pennsylvania State Barber Laws and Regulations
- 6) Pennsylvania Code-Professional & Vocational Standards

Course Goals:

- 1) Students will be trained by using both Theory and Practical work. This will assist them in gaining all the necessary skills to become a successful licensed Barber.
- 2) When students complete the course, they will be ready to take and successfully pass the Pennsylvania State Barber Board Exams.
- 3) When the students have completed and passed all necessary exams, they will be prepared to work in a professional establishment as a licensed Barber.
- 4) When students have completed the course, they will have developed employer and employee relationships and the means to communicate effectively.

Course Format:

- 1) All aspects of barbering will begin with a Lecture on each topic
- 2) After the Lecture, there will be a practical demonstration.
- 3) Audio Visual materials will be used to enhance certain topics.

4) Theory and Practical worksheets and Illustrations will be used.

5) Written and Practical Tests will be given in order to evaluate the progress and identify any weaknesses.

Evaluation Procedures:

- 1) Progress will be followed by testing in theory, practical and clinical areas
- 2) There will be testing after each unit of study
- 3) Evaluations will be observed during clinic workshops and practical's.
- 4) Final exams will be given.

Required Level of Achievement:

All students will be required to maintain at least a 70% average in theory and a minimum of 3 in practical and clinical subjects in order to receive your certificate of completion and be ready to take the Pennsylvania State Barber Examinations.

CURRICULUM:

Sanitation and Sterilization 50 Hours

Why is this important to Barbers?

Proper ways to sanitize and sterilize tools and equipment

Proper ways to protect clients

Practice sterilization and sanitation

Honing and Stropping 25 Hours

What is honing and stropping

Proper methods

Practice honing and stropping

Straight Razor & uses of Straight Razor 240 Hours

How and why the Straight Razor is used

Proper way to use the Straight Razor

Proper care of a straight razor

Practice using Straight Razor

Haircutting, Styling & Hairpieces 535 Hours

Tools used

Proper care of tools

How to perform different styles and cuts

Revised 10/19/2018

How to maintain and care of Hairpieces
 Practice cutting and styling both hair and hairpieces
Shampoo and Scalp Massage 25 Hours
 How to properly drape client for a shampoo
 Proper method of shampooing
 What is a scalp massage?
 How to do a scalp massage
 Practice shampooing and scalp massage

Hair Coloring 25 Hours

Why do we do hair coloring
 Tools used for hair coloring
 Different types of hair colors
 Proper method to do a test strand for hair color
 Proper method for applying hair color
 Practice applying hair color

Facial Massage 25 Hours

What is a Facial Massage?
 Tools needed for a facial massage
 Proper method to perform a facial massage
 Practice facial massages

Perms and Straightening 25 Hours

Tools needed for Perming and Straightening
 Different types of perms, and ways to straighten hair
 Proper method for a test strand before a perm or straightening
 Proper methods of applying a perm or straightening solution
 Practice doing perms and hair straightening

Scalp and Skin Diseases 50 Hours

Different types of diseases
 How to identify the disease
 Proper way to protect your client and others from diseases of the skin and scalp

State Barber Law, Rules and Regulations 50 Hours

What are the laws, rules and regulations that govern this profession?
 Why are they important?
 Where to find them
 Understanding them

Physiology 50 Hours

What this means to a Barber
 Understanding physiology
 Putting the information learned to practical use during Barbering

Hygiene 25 Hours

What it will do for your future career
 Why is hygiene important to a Barber?
 How to practice proper hygiene

Bacteriology 25 Hours

What this means to a Barber
 Understanding bacteria as it relates to Barbering
 Identifying bacteria
 Ways to prevent bacteria and protecting your clients

Electrical Equipment 25 Hours

Tools used
 Proper use of all electrical equipment in Barbering
 Practice using all electrical equipment

Professional ethics and Shop demeanor 25 Hours

What are ethics and shop demeanor
 Why are they important?
 How can they help your business?

Manager Barber, Tools, Shop Management and currency 50 Hours

Who is a Manager Barber and how to work yourself up to one
 What tools are used every day in the Barbering field
 Proper care and use of all tools necessary for Barbers
 How to properly manage a shop and why it is important to your business
 Proper ways to manage currency in your daily business

Preparation for State Boards

Practice tests
 Practical clinic tests
 Are you ready to take the Pennsylvania State Boards

TOTAL HOURS COMPLETED 1 2 5 0 Hours

BARBER TEACHER CURRICULUM:

Grading Procedures:found on Page 9 of the catalog.

Instuction Methods: Lecture, Practical Demonstration

Course Length: 1250 Clock Hours; to be completed within not less than 9 months

Course Description: The main goal of The Premier Barber Institute's Barber Teacher Curriculum is to educate the licensed barber to become a Pennsylvania State Licensed Barber Teacher who provides instruction in the theory and practice of barbering which includes:

Teaching techniques	250 hours
Lesson plans & presentation	20 hours
Classroom Supervision techniques	20 hours
Test Development	15 hours
Waving	25 hours
Straightening	10 hours
Infection Control	50 hours
Shampooing	25 hours
Marcelling	10 hours
Chemical restructuring	25 hours
Bleaching	15 hours
Tinting	15 hours
Coloring	15 hours
Shaving and trimming the beard of any person	500 hours
Facial and scalp massages	25 hours
Treatments with oils, creams, or other preparations either by hand or mechanical	150 hours
Appliances	25 hours
Pa State Barber Laws & Regulations	55 hours

The individual will be eligible to take the Pennsylvania State Barber Instructor Exam.

References:

- 1). Milady's Master Educator Student Textbook 2011 Edition
- 2). Pennsylvania State Barber Laws and Regulations

UNITS OF INSTRUCTION:

How to teach all the above listed in the course description

CURRICULUM:

History of Teaching

Why become a master educator?
What do we learn from history?
How to connect with your industry

The Profile of a Master Educator

Loyalty to the institution
Ethics and character
Effective communication skills

Educator Relationships

Relationships of a master educator
Educator to learner relationships
Educator to Supervisor or Owner relationships

Developing a Dynamic Program of Study

Steps for developing a course study
The course outline
The lesson Plan: pieces, parts and points

Developing and Using Educational Aids

The Master Educators role
Important concepts
Equipment

Teaching Skills and Presentation

Techniques
Communication Skills
Powerful motivation
Connecting all of the parts

Results-Oriented Classroom Management

Professionalism in the classrooms
Managing the environment
Administrative responsibility

Industry Needs

The industry speaks
What's in a style?
Massage therapy

Teaching in a Dynamic Clinic

The essence of teamwork
 Supervising multiple students
 Monitoring sanitation in the clinic

Student Evaluation and Teaching Methods

Grading without risk
 The rating scale
 Multiple category grading

Teaching to Diverse Learning Styles

Experiences that influence the mind
 Learning style characteristics
 Climates and methods

Powerful Teaching and Learning Methods

Lecturing
 Guest Speakers
 Projects

Achieving Learner Results

Independent action
 Job knowledge and job duties
 Professional Development

Preparing for Licensure and Employment

Preparing for the state test
 Preparing for employment
 Interviewing at a school

BARBER CROSS OVER CURRICULUM:

Grading Procedures: found on Page 9 of the catalog.

Instruction Methods: Lecture, Practical Demonstration

Course Length: 695 Clock Hours, to be completed in not less than 6 Months.

Objectives: The main goal of Premier Barber Institute Barber Cross Over Curriculum is to educate the licensed cosmetologist to become a Pennsylvania State Licensed Barber and to assist them in gaining all the necessary skills to become a successful licensed barber.

Description: (1) If a licensed cosmetologist wishes to take the barber examination, the cosmetologist shall have successfully completed the following subjects:

<i>Subject</i>	<i>Approximate Hours</i>
State barber laws, rules and regulations	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

[2] 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.

References:

- 1) Milady's Standard Professional Barbering Textbook 2011 Edition
- 2) Milady's Standard Professional Barbering Workbook 2011 Edition
- 3) Medical Dictionary
- 4) Standard Dictionary
- 5) Pennsylvania State Barber Laws and Regulations

Revised 10/19/2018

CAMPUS SECURITY a n d DRUG & ALCOHOL PREVENTION POLICY
Important Notice

Premier Barber Institute security information is found in the following locations: The Consumer Information Folder located in the main office. Posted on the bulletin board in the clinic floor area Premier Barber Institute has designated the school's director and the school's supervisor as the contact persons for any issues related to campus security.

1. Premier Barber Institute requests that students and employees report any criminal activity on campus to the individuals' designated. The designated individuals will assist the student/employee in reporting the incident to the local police.
2. Only authorized school personnel open and secure the school.
3. Premier Barber Institute refers all campus law enforcement issues to local police in as much as the school does not hire campus-based security personnel. The school encourages prompt reporting of criminal activity as being in the best interest of all students and employees, to ensure everyone's safety.
4. Although the school campus has adequate security lights, students and employees leaving the school after dark, are encouraged to go to their cars in groups of three or four, and not leave the campus until all students and employees are inside their cars with their engines running. Students and employees are advised to look into their cars before entering to ensure that no unauthorized person is in the car.
5. Premier Barber Institute has institutionally developed policies regarding the possession, use, or sale of alcoholic beverages and illegal drugs. No illegal (or abused) drugs or alcoholic beverages are permitted in or around school or its facilities. Any student suspected of "being under the influence" will be sent home in an appropriate manner. The school has the right and is solely in discretion to discharge any student and need not be supported by actual proof of drug or alcohol abuse. (Students that are taking over the counter or prescribed medication which might impair/affect functioning should so inform the School Administration).

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)

RULES AND REGULATIONS

1. All students must be in proper uniform at all times, according to the school uniform code. Students not properly attired will not be permitted to attend class, at the schools discretion.
2. Students shall cooperate with the administration and instructors and be polite to fellow students at all times.
3. No smoking is permitted in the building. You may smoke out back of the building; at breaks and lunchtime only. Ashtrays are available for the cleanliness of the school area.
4. No alcoholic beverages or illegal drugs are permitted on school property.
5. Students are not permitted in the office without permission first.
6. Stealing is not permitted. Any theft what so ever will be grounds for immediate expulsion and proper authorities will be notified.
7. No abuse of school property is permitted.
8. No personal work on fellow students will be permitted in the first two weeks of training (or at the discretion of your teacher].
9. Students are expected to be in school five minutes before classes start to assume proper preparation and a prompt start. Students not in their proper uniform and own class for final roll call of the session could be marked absent for that session.
10. The school must be notified if you are unable to attend school for any reason.
11. Students are required to meet the standards and criteria established to determine their progress and competency in both academic study and practical training throughout the entire course. An average of 70% is required. A satisfactory standard of attendance and conduct is also required.
12. Excessive absences will not be tolerated.
13. Students are to maintain a professional appearance. All students must be in school Uniform (see dress code].
14. Students are not permitted to loiter or congregate in the restrooms, lobbies, hallways, building entrances, etc. Students Revised 01/02/2018
15. Lewd, indecent or obscene conduct and expression, including foul language, sexual innuendos is not tolerated and may be grounds for immediate expulsion.
16. No food or open drink is permitted in the classroom or clinic area. Food may be eaten in the designated areas at break time and lunch only. The individual using the area is responsible for its cleanliness.
17. No gum chewing in classroom or on the clinic floor.
18. The school cannot and will not be responsible for student articles either during the enrollment period or after the enrollment period.
19. Equipment is to be taken home daily and brought back with you daily. Students are not permitted to leave equipment in any other place than in assigned areas. If you are not prepared for class with the necessary equipment you will be sent home for the day.
20. Before being admitted to any class, students must have a full set of equipment, including pencils, notebooks, and textbooks.
21. Students are not permitted to put any pictures or personal articles on mirrors.
22. Students must control their tempers as not to involve themselves in arguments or fighting. Arguing and fighting in the school or the vicinity of the school premises is not permitted and can result in immediate expulsion.
23. Soliciting of any kind by students is not permitted on the premises or in the vicinity of the school premises.
24. Student parking is in assigned areas only, side of school.
25. Cell phones are to be turned on vibrate while in the school building.
26. Routine housekeeping duties are assigned daily. You must complete your assignment before leaving for the day.

27. Students are not permitted to bring iPods, radios etc., into the school.

28. Academic dishonesty (cheating) is not permitted.

29. Any supply, material, or equipment that is property of the school needed for student use must be approved by the instructor or used under the direction, supervision, and with the permission of the instructor.

30. Students are not permitted to clock in or out as any other student other than themselves.

31. You are responsible for clocking and signing in and out daily. You must inform the

office of missed clock ins and outs, if you do not, you will be assumed absent and your hours will reflect. If it becomes a habitual problem, you will be penalized.

32. All criteria required at the time of admission must continue to be met throughout the enrollment period. Students in violation of any of Premier Barber Institute policies, rules, or regulations, will not be permitted to attend class, and may be suspended or dismissed. The school reserves the right to suspend or dismiss any student at our discretion.

ADMINISTRATION

CFO, Owner

Victor Marcantoni (Norristown Campus)

Director of Admissions, 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.