

Networks Barber College

School Catalog



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(708) 868-8115

www.NetworksBarberCollege.com



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SCHOOL LOCATION:

Networks Barber College, Inc.
508 Burnham Avenue
Calumet City, Il 60409
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ADMINISTRATIVE STAFF

- | | |
|--------------------|--------------------------------------|
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Published December 2015

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WELCOME

We would like to welcome you to Networks Barber College. Our vision is to produce entrepreneurs and leaders that will impact their communities in many positive ways.

Networks Barber College maintains a commitment to excellence in its program.

We challenge you to take advantage of all of the valuable programs available to you and we wish you success as you work toward your career.

ABOUT OUR SCHOOL

Networks Barber College is owned by Kumasi Barfield. Mr. Barfield earned his barber license in 2004 and continued his education by obtaining his barber teacher license in 2008. From here he further pursued his passion for promoting the professionalism of the barber industry and opened his own barber school.

Networks Barber College offers individuals the opportunity to become licensed professional barbers and licensed barber teachers by providing quality training and education.

Networks Barber College is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

MISSION STATEMENT

The mission of Networks Barber College is to prepare graduates for employment by producing educated and professional individuals with the skills that will enable them to become a licensed barber-stylist or barber teacher.

Courses, course materials, and course information are provided only in the English language.

NEW CLASSES START ON THE 1ST MONDAY OF EACH MONTH

EDUCATIONAL GOALS - BARBER STYLIST COURSE

The barber course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full service barber shop or chain barber shop as a licensed barber, shop manager, or shop owner.

EDUCATIONAL GOALS - BARBER TEACHER COURSE

The barber teacher course is designed to prepare licensed barbers for the state licensing examination for a profitable employment as a barber teacher.

FACILITIES AND EQUIPMENT

Our educational institution includes a classroom, dispensary, office, and a modern clinic laboratory in which the students practice “hands-on” customer service.

HOLIDAYS & SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

- ❖ New Year’s Day (and the following 2 calendar days)
- ❖ Martin Luther King, Jr. Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day (and the following 2 calendar days)
- ❖ Christmas Day (and the following 2 calendar days)

ADMISSIONS REQUIREMENTS

To enroll in our programs, an applicant must have a high school diploma or an official high school transcript or a GED certificate. Applicants must be 16 years of age for the barber stylist program and 18 years of age for the barber teacher program:

- * Proof of high school completion (diploma, GED, official transcript, etc.)
- * Proof of age (driver’s license, state ID, etc.)
- * Current barber stylist license for barber teacher course applicants

RE-ADMISSION POLICY

The school will allow student to re-enter at the same SAP status they were at when they left the institution. If there has been an increase in tuition, there will be an adjustment on the remaining hours added to the previous balance. There is a \$100 re-admission fee.

REQUIRMENTS FOR THE ILLINOIS STATE BOARD TEST

Once the student successfully passes the final exam, the student may apply for the state licensure examination. The student is responsible for submitting the required fees for testing as determined by the Illinois Department of Financial & Professional Regulation. Testing is administered by the Continental Testing Service. Applicants must be at least 16 years of age to apply for the barber stylist license and 18 years of age to apply for the barber teacher license.

TRANSFER POLICY

Transfer in Credits

Prospective students who have hours from another barber school and wish to transfer those hours to Networks Barber College will need to provide the school with the following along with their application:

- An official transcript from previous school
- A breakdown of all grades received (if not included on transcript)
- The most current progress report from the previous school

Prospective students must allow 1-2 weeks before a decision is made on transfer hours. Networks Barber College accepts up to 500 transfer hours.

Transfer out Credits

Networks Barber College does not guarantee that hours earned at Networks Barber College will be accepted at other schools.

In order to release student transcripts to another school, the student must submit a completed Official Transcript Release Form which is available in the administration office, authorizing us for the release of student academic records. You are entitled to 1 free transcript. There will be a required \$2 fee for each transcript requested thereafter.

Please note: Transcripts will not be issued or released if there is an outstanding balance owed by the student to the school.

NON-DISCRIMINATION POLICY

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not purposely recruit students already attending or admitted to another school offering a similar program of study.

SEXUAL HARRASMENT POLICY

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcomed and Unwanted, Harmful, or Illegal.

RIGHT TO PRIVACY AND INFORMATION RELEASE

NACCAS and other governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student and parents or guardians of dependent minors. Our policy is based on the FERPA guidelines (refer to page 16).

REVIEWING FINANCIAL OR EDUCATIONAL FILES

According to FERPA, upon written request, student and parents or guardians of dependent minors are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least 7 years and transcripts will be retained indefinitely for each student who completes the program and graduates from the school.

ATTENDANCE POLICY

If the student's attendance is below 67% at the end of each unit, the student will be placed on warning notice for the following unit. At the end of that unit the student's attendance will be evaluated. If the student's attendance is below 67% for the unit the student is subject to termination. A student will be terminated from school if he/she misses 14 consecutive days unless mitigating circumstances can be documented.

GRADING POLICY

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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Practical grading is non-subjective and will be based on a Yes/No grading system to determine if the student earns all or none of the total possible points. Students must make up failed or missed tests and incomplete assignments. Barber Teacher students are not given practical exams. All students are evaluated on the following grade scale:

<u>Letter Grade</u>	<u>Range</u>
A - Excellent	90-100
B - Above Average	80-89
C - Average	75-79
F - Below Satisfactory	0-74

GRADUATION REQUIREMENTS & CERTIFICATE OF COMPLETION

Students must complete their clock hour requirements and complete all exams with a 75% or better. Upon completion, the school will issue the student a Certificate of Completion. The Certificate of Completion signifies that you have successfully completed the program.

BARBER STYLIST COURSE OUTLINE

Description: The professional course for the Barber-Stylist requires the satisfactory completion of 1500 hours of training. The course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering.

References: The barber-stylist program uses Milady's Standard Professional Barbering book series. Milady's CD-rom and Milady's Online Delmar Learning Center is used to assist students with chapter learning and testing. A comprehensive library of references, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Instructional Methods Used: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods may be used in the course.

Objective: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair cutting and shaving.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

The barber-stylist course will provide students with the information needed to pass the state licensure exam as well as the most contemporary techniques to ensure success on the job.

Curriculum: The barber curriculum according to the Illinois State Board of Barber is as follows:

General Theory	150 hrs	Treatment of the hair and scalp	100 hrs
Barber history	25 hrs	Facial and scalp massage	100 hrs
Bacteriology	100 hrs	Shaving and facial hair design	150 hrs
Infection control & safe work practices	100 hrs	Haircutting and styling	100 hrs
Implements, tools & equipment	100 hrs	Chemical texture services	25 hrs
Anatomy & physiology	100 hrs	Hair coloring and lightening	25 hrs
Chemistry	100 hrs	Barbershop management	25 hrs
Electricity & light therapy	25 hrs	Pertinent State and local laws and rules	50 hrs
Properties & disorders of the skin	100 hrs	Worker's Compensation Act	25 hrs
Properties & disorders of the hair & scalp	100 hrs		

BARBER TEACHER COURSE OUTLINE

Description: The professional course for the Barber-Teacher requires the satisfactory completion of 1000 hours of training. The course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barber Teaching.

References: The barber-teacher program uses Milady's Master Educator book series. Milady's CD-rom and Milady's Online Delmar Learning Center is used to assist students with chapter learning and testing. A comprehensive library of references, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Instructional Methods Used: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods may be used in the course.

Objective: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.

2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic skills in the areas of teaching hair cutting and shaving.
6. Perform the basic analytical skills to advise students on techniques.
7. Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

The barber-teacher course will provide students with the information needed to pass the state licensure exam as well as the most contemporary techniques to prepare them for teaching in barber schools, barber school management, and ensure success on the job.

Curriculum: The barber-teacher curriculum according to the Illinois State Board of Barber is as follows:

- Practice of Barbering (250 hours)
 - Clinic assistant and barber-stylist student advisor
- Theory of Barbering (250 hours)
 - Classroom assistant
- Methods of Teaching (250 hours)
 - The career education instructor
 - The teaching plan and learning environment
 - Basic learning styles and principles
 - Effective classroom management and supervision
 - Basic methods of teaching and learning
 - Program review, development, and lesson planning
 - Educational aids and technology in the classroom
 - Effective presentations
 - Assessing progress and advising students
- School Management (250 hours)
 - Making the student salon an adventure
 - Career and employment preparation
 - Educator relationships
 - Achieving learner results
 - Learning is a laughing matter
 - Teaching study and testing skills
 - Teaching success strategies for a winning career
 - Teams at work
 - Communicating confidently
 - The art of retaining students
 - Evaluating professional performance

INTERNSHIP PROGRAM

The school offers an internship program which the student may clock up to 150 total hours working under the direct supervision of a licensed barber. To be eligible for participation, the student must have completed at least 1350 clock hours and have a minimum cumulative grade average of 80%. Students are also required to complete all exams (excluding exit exam), attend school 1 day a week, secure own internship agreement with a licensed barber, and sign and return the internship contract between the student, the school, and licensed barber.

EMPLOYMENT ASSISTANCE

The school has not made and will not make any guarantees of employment or salary upon graduation. The school will provide students with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

INSTRUCTIONAL MATERIALS

Students who are enrolled in the barber program are furnished with clinic apparel, textbooks, workbooks, and kits.

TUITION PAYMENTS

In the event the student is paying his or her tuition through monthly payments, all disbursements will be credited to the student's account for actual tuition or other charges. The college reserves the right to suspend any student from school whose account is delinquent. Veteran benefits and financial aid is available to those who qualify and for eligible programs to help assist with tuition.

ADVISING SERVICES

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns; however, students requiring additional or emergency advising are encouraged to refer to the Student Support Services list to contact an appropriate agency to further assist them.

STUDENT CONDUCT

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and /or drugs on school property are considered grounds for immediate dismissal. The school reserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

MAKE UP POLICY

Students may come in at a time that is outside of their scheduled time of attendance in order to make up for missed hours and tests. There are no guarantees that students will service patrons during this time, however, students must make the best of their time during this session and not be a disruption to other students.

GRIEVANCE PROCEDURES

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the Director. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the Director. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint, the Director will respond in writing to the complaint within 30 days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

INSTITUTIONAL (STATE) REFUND POLICY

For applicants, who cancel enrollment, or students who withdraw from enrollment, or students who are expelled from the school, a fair and equitable settlement will apply. If student cancels the enrollment in writing within 5 business days of signing the enrollment agreement, all monies collected by the school will be refunded, except the non-refundable application fee, even if the student has begun classes. The "formal/official cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, 30 days after the last day of attendance, or the expiration date of an approved Leave of Absence. Networks Barber College, shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

- When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
- When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the application and registration fee, plus the cost of any books or materials which have been provided by the school and retained by the student.
- When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school.
- When a student has completed 5% or more of the course of instruction, the school may retain the application and registration fee and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or rules that the Department shall promulgate for purposes of this Section.
- Applicants not accepted by the school shall receive a refund of all tuition and fees paid.
- All refunds are based on scheduled hours. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENT OF SCHEDULED TIME
ENROLLED TO TOTAL COURSE/PROGRAM

TOTAL TUITION SCHOOL
SHALL RECEIVE/RETAIN

0.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% & over	100%

- Application and registration fees shall be chargeable at initial enrollment and shall not exceed \$100.
- Deposits or down payments shall become part of the tuition.
- The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- If the school cancels or discontinues a course, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department.
- All student refunds shall be made by the school within 45 calendar days after the date of notice of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn.
- A student shall give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the cancellation date shall be the last day of attendance.
- A school may make refunds which exceed those required by this Section.
- Each student and former student shall be entitled to receive an official transcript of all hours completed by the student for which the applicable tuition, fees, and other charges have been paid, together with the grades earned by the student for those hours, provided that a student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. A reasonable fee, not exceeding \$2, may be charged by the school for each transcript after the first free transcript that the school is required to provide to a student or former student under this Section.

RETURN OF TITLE IV FUNDS

The law specifies how Networks Barber College must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from Networks Barber College institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Networks Barber College at any time by notifying the administration office in writing of his/her decision to withdraw. The student will be considered withdrawn by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, 14 days after the last day of attendance, or the expiration date of an approved Leave of Absence. It is highly recommended that the student speak a Financial Aid Advisor prior to withdrawing.

A student's withdrawal is defined as:

1. *Official Withdrawal* - The student notifies Networks Barber College of his/her decision to withdraw or the school expels the student.
2. *Unofficial Withdrawal* - The student who has ceased attending all classes and has not provided Networks Barber College with his/her decision to withdraw. A student is considered withdrawn from Networks Barber College after 14 days of nonattendance and no communication between the student and the school.

All refunds are based on the students last day of attendance.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 450 clock hours, the student has completed 25% of the period and therefore has earned 25% of federal student financial aid that was disbursed or could have been disbursed. That means that 75% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid

program(s). In returning unearned funds, Networks Barber College is responsible for returning the portion of the excess equal to the *lesser of* :

1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. Networks Barber College has 30 days from the date of Networks Barber College's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student.

The student has 14 days from the date Networks Barber College sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Networks Barber College will make payment as soon as possible, but no later than 45 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to Networks Barber College's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Pell Grant

WITHDRAWAL PROCEDURE

The process of a formal withdrawal begins when the student completes a withdrawal form found in the main office and delivers it to the administration of the school. The administrator of the school is Chaviva Barfield. The withdrawal form can be obtained from either the financial aid director or the administrator.

The process of an informal withdrawal begins when the student notifies the administration that they wish to withdraw from classes either in person or by telephone.

The process of a termination by the school begins when the student is not meeting satisfactory progress and/or has been absent without notice for more than 14 days and cannot be reached by telephone or United States mail to mediate the situation.

Students who wish to withdraw from classes should be advised that Federal Student Aid may not cover all of the costs of the institutional charges due to the school upon the student's withdrawal and that such charges are due and payable to the school.

Students who wish to withdraw from classes should be advised that the school must notify the United States Department of Education of the withdrawal and that student loans will become due and payable to the Department of Education.

The student tool kit, including smocks and books, is rented to the student and will remain property of Networks Barber College in the event of student withdrawal or termination.

The student who withdraws must complete exit counseling for the Department of Education to assure that the student is aware of their rights and responsibilities regarding federal student loans.

LEAVE OF ABSENCE POLICY

Networks Barber College understands that life events may require a student to modify class enrollment. The leave of absence policy is designed to allow the student flexibility in his/her program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave. A student on an approved leave of absence will be considered enrolled at Networks Barber College and would be eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. This impacts students who receive Title IV federal financial aid (Federal Pell Grants and/or Federal Direct) or who want to have a federal student loan deferred from payment while in school.

Who needs to request a leave of absence? Students who will be out of attendance for a period of two (2) week or more should request a leave of absence. Students out of class for scheduled class breaks do not need to apply for a leave of absence. Students out of class for less than two weeks are not eligible for a leave of absence, and a recalculation on current financial aid will be done. Leave of Absence cannot be requested because of poor attendance or academics.

How does a student request the leave? Students needing to make a change in their enrollment status should speak to Financial Aid Advisor or other administrator to fill out a leave of absence request.

When should the leave be requested? The request should be made prior to the date the leave is to start, or as soon as possible if unforeseen circumstances occur.

What are the criteria for a request to be approved? An approved leave of absence must meet the following criteria: the request cannot be made during the first 150 clock hours; the request must be made prior to the start of the leave; the reason for the request must be one approved by Networks Barber College (military, medical, jury duty, loss of job, family emergency, employment emergency, or other reasons as approved by the Administrator); appropriate documentation must be submitted if the request is submitted after leave has started; and, the student has not accrued 180 days of leave during current enrollment.

What kind and when is documentation required? Documentation is required for all leave of absence requests and needs to address the nature of the reason for the request. Documentation for each circumstance will vary; the student is required to provide whatever paperwork from a third party that will attest to the circumstance outlined on the application form. Examples would include physicians' statements, letters from employers, letters from pastors or counselors, court documents, etc.

How long may a leave be? The leave of absence must not exceed 180 days during a 12 month period. Time in excess of 180 days will not be approved.

What if the leave needs to be extended? A student may request an extension to a leave providing the request is made before the end of the leave, there are unforeseen circumstances which prevent the return from the leave, and the total number of days of approved leave do not exceed 180 during a 12 month period.

What if a student fails to return from a leave of absence? Failure to return from an approved leave of absence may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

What if a student returns early from a leave of absence? Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student's return date.

What about disbursements and payments during the leave of absence? Students will not receive disbursements of Title IV student loan financial aid funds during the leave. Students are not deferred from making regularly scheduled payments (your portion of tuition) to Networks Barber College for normal fees incurred. While on an approved Leave of Absence, student's enrollment status will be reported to their lender(s) as Leave of Absence. If a lender

contacts a student on Leave of Absence it is their responsibility to request a Hardship Forbearance or Economic Hardship Deferment.

Will I be charged extra if I am on a Leave of Absence? Hours elapsed during a leave of absence will extend the student's contract period 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.

SATISFACTORY ACADEMIC PROGRESS POLICY

(Updated 08/06/15)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy during pre-enrollment, prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barber Stylist Evaluation Schedule 450, 900, 1200, & 1500 actual hours completed
Barber Instructor Evaluation Schedule 450 & 900 actual hours completed

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS: Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Minimum attendance for students receiving GI Bill benefits is 75%.

MAXIMUM TIME FRAME: The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED WEEK SCHEDULED HOURS	
Barber Stylist (Full time, 30 hrs/wk) – 1500 Hours	75	2250
Barber Stylist (Part time, 24 hrs/wk) – 1500 Hours	93	2232
Barber Teacher (Full time, 30 hrs/wk) – 1000 Hours	50	1500
Barber Teacher (Part time, 24 hrs/wk) – 1000 Hours	62	1488

A student's leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% cumulative grade and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 90 – 100 Excellent
- 80 – 89 Above Average
- 75 – 79 Average
- 0 – 74 Below Satisfactory Progress (UNSATISFACTORY)

DETERMINATION OF PROGRESS STATUS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Report at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are given a warning and considered to be making satisfactory academic progress while during the warning 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 attendance and academic requirements, he/she will become ineligible for Title IV funds, unless he/she successfully appeals and is placed on academic probation.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decisions, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students who cannot meet the SAP Policy standards by the end of one evaluation period will be placed on probation for one evaluation period and also given an academic plan developed specifically to his/her academic requirements. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS: Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

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

APPEAL PROCEDURE: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within fourteen 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 or mitigating circumstance. The student must submit a written appeal to the school on the designated form with 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 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, he/she will be placed on probation for one evaluation period (with or without an academic plan) and Title IV 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 maximum time frame has been exhausted.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

Networks Barber College must annually provide a notice to all enrolled students about:

- The right to review their educational records, to request amendment of records, to consent to disclosures or personally identifiable information, and to file complaints with the U.S. Department of Education
- Procedures for reviewing educational records and requesting amendment of records
- If applicable, information about Networks Barber College's policy regarding disclosures to school officials with a legitimate education interest in the education records.
- Networks Barber College intends to forward records on requests initiated by the student

Networks Barber College does not disclose directory information. However, in order to disclose directory information without prior consent, Networks Barber College must provide to students a notice of directory information that includes:

- The types of information Networks Barber College has designated as directory information
- The student's right to refuse to allow any or all such information about the student to be designated as directory information, and the time period the student has for notifying the school in writing.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Networks Barber College receives a request for access. A student should submit to the admissions office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Networks Barber College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Networks Barber College in an administrative, supervisory, academic, research, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Networks Barber College.
 - Upon request, Networks Barber College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Networks Barber College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

HOUSING

We do not provide school owned housing or dormitories. The school is within walking distance of multiple apartment communities.

CAREER COUNSELING

Should a student or graduate need to speak with someone about career counseling, the administrators have an “open door” policy. Other matters requiring counseling may be referred to qualified persons in the community. We retain a database of employers.

HAZARDOUS CHEMICALS

Persons interested in barbering should be aware that certain chemicals used in permanent waving, hair relaxer, conditioners and hair color products may be hazardous to the health. People who feel that they may have an allergy to one or more of the chemicals should seek the proper medical advice prior to enrolling in school.

POLICY AND PROCEDURE FOR SCHOOL SECURITY

Networks Barber College established a school security policy in the unlikely event that the security of the school is breached either by students or by the public. The school is equipped with security cameras that provide a record of activity inside the building during all hours as well as an alarm system. Any breach of security should be reported to the administration. A written report will be prepared and presented to the instructor on duty. The written report will be investigated by the administration and may be forwarded to City or Town Police, County Police, State Police or other authority as appropriate.

The clinic floor and the waiting area are available for clients of the school and family members of students; all other areas are for student use only. Students shall not invite nonstudents into the classrooms, computer lab or break room areas, as those are restricted areas to students and staff only. Students should lock valuables in their assigned lockers. Students should park in the designated areas and lock their vehicles; please do not leave valuables in your car.

Students are prohibited from sitting or loitering in or around vehicles during the school day while on the clock. All students must smoke at least 15 feet from an entry door.

The annual campus security statistics are posted and on the website for inspection.

DRUG FREE WORKPLACE POLICY

Purpose and Goal: Networks Barber College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that student/employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of students/employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- This organization encourages students/employees to voluntarily seek help with drug and alcohol problems.

Covered Persons: Any individual who is a student, conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, managers, supervisors, full-time employees, part-time employees, independent contractors, and students.

Applicability: Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on organization property and at company-sponsored events.

Prohibited Behavior: It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions: Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches: Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks and workstations.

Consequences: One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment/education can be withdrawn. The applicant may not reapply. If an employee violates the policy, he or she may be terminated from employment/education.

Assistance: Networks Barber College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Treatment for alcoholism and/or other drug use disorders may be covered by the employee's personal benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality: All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility: A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students, employees and management have important roles to play. All students/employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, students/employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students/workers in seeking help.
- Report dangerous behavior to their instructor/supervisor.

It is the instructor/supervisor's responsibility to:

- Inform students/employees of the drug-free workplace policy.
- Observe student/employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel students/employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Communication: Communication of our drug-free workplace policy to students, supervisors, and employees is critical to our success. To ensure all students/employees are aware of their role in supporting our drug-free workplace program:

- The policy will be reviewed in orientation sessions with new employees/students.

FINANCIAL AID - TITLE IV FUNDING

Financial aid is available for those who qualify and for eligible programs only. To be considered for Title IV funding, you must complete the FAFSA at www.fafsa.ed.gov and enter our school code 042244.

TUITION COSTS and PAYMENTS Rates effective as of 12/19/2014

Program - Barber Stylist
Full Time - 50 weeks
Part Time - 75 weeks
Clock hours - 1500
Tuition - \$12,450.00
Materials/Books - \$1,000
Application Fee - \$100
Total Cost - \$13,550.00

Program - Barber Teacher
Full Time - 33.3 weeks
Part Time - 50 weeks
Clock hours - 1000
Tuition - \$5,000
Materials/Books - \$250
Application Fee - \$100
Total Cost - \$5,350

Tuition payments can be made by monthly payments. Acceptable forms of payments are cash, credit card, money orders, and cashier's checks.

Scholarships are offered periodically. Recipients are based on certain criteria and requirements. Full details and opportunities will be posted on our website at www.NetworksBarberCollege.com when scholarships are being offered.

*If a student does not complete the course by contracted date, the student will then be in overtime and will be charged six dollars (\$6.00) an hour for the barber program and five dollars (\$5.00) an hour for the barber teacher program for every hour over contract date.

All programs are approved by the Illinois State Approving Agency for qualified Veterans or other persons eligible to receive the Montgomery GI Bill Education Benefits.

INSTITUTION'S POLICIES AND RULES

1. All student attendance days are considered mandatory. Missing a mandatory day requires a written request with supporting documentation. The student may be charged a \$100 re-enrollment fee for each mandatory day missed without a written request and may be suspended from school for 1 week.
2. A minimum of 5 hours of a students' scheduled shift must be completed on any given school day, otherwise the day will be considered a missed day. Make up hours are possible by doing an extended shift, however, prior approval must be given to receive credit for hours done solely outside of the assigned shift.
3. A student is considered late 30 minutes after their scheduled start time. The student may be sent home and will not receive credit for the day.
4. A student that completes a SAP evaluation period with at least 90% attendance within that period will earn 3 waivers of the missed mandatory day re-enrollment fees. Waivers are intended to be used against current and past period violations. The carrying forward or use of waivers earned from previous periods is at the discretion of the school.
5. Overtime hours will be charged at \$6.00 per hour to any student with less than 30 hours per week once their contracted graduation date has passed as stated in contract.
6. If at any time a student exhibits unbecoming behavior or refuses to take a haircut, the student will be suspended from school for 1 day to 1 week.
7. A \$200 schedule change fee will be required for any changes made to a student schedule.
8. Professionalism must be practiced at all times while in the school. No profanity, disrespectful conversations, or horseplay will be allowed or the student will be asked to leave for the day without credit.
9. If at any time a student is asked to leave the school premises due to severe behavioral misconduct or severe disciplinary reasons and does not do so promptly, the police will be called and the student contract will be terminated. Students will not be allowed to re-enter the school and the full balance is required to transfer any hours to another school.
10. Student ID badges are issued to students and will be required to be visibly worn on their barber smocks at all times while inside the school.

11. Students are required to leave their equipment at the school. Students are allowed to take equipment home upon graduation. If the student fails to have their tools at school, they will be asked to leave for the day without credit. If this occurs more than three times within 30 days, the student will be suspended for 1 week.
12. Lockers are provided for each student, but students are required to provide their own locks.
13. Students are not allowed to eat or drink on the clinic floor. Students will get one verbal warning. If the student responds unprofessionally to reprimand, they will be asked to leave without credit for the day.
14. Students are required to wear solid black pants or black shorts, black barber smocks, and closed-toed shoes.
15. Every student is required to be in uniform while on the clock. If students are not in full uniform they will be sent home for the day. On the 2nd offense, students will be placed on suspension for 3 days and charged a \$100 re-enrollment fee.
16. Sagging pants will cause the student to get one verbal warning. On the second verbal warning, the student will be asked to leave for the day without credit. If this becomes a recurring problem, the student may be suspended for 2 weeks and a \$100 re-enrollment fee will be required upon return.
17. Students are not allowed to smoke in or in front of the school. Violators will be asked to leave for the day without credit.
18. Students are not allowed to loiter in front of the school. Additionally, friends and family members are not allowed to loiter inside or around the school.
19. Students are required to park towards the back of the parking lot in order to allow parking for customers.
20. No loud music is to be played in the parking lot of the school. Additionally, any personal media (music, videos) played on the premises must be listened to using headphones. A verbal warning will be given on the 1st offense. On the second offence, the student may be suspended and a \$100 re-enrollment fee will be required upon return.

21. Students smelling like marijuana will be asked to leave for the day without credit and/or suspended from school for three months. A \$100 re-enrollment fee will be required upon return. Any student that possesses or uses illegal substances on the school property will be terminated from the school.
22. Students are required to clock out when they leave the building. If the student is clocked in and not in the building they will be suspended for one week and required to pay a \$100 re-enrollment fee upon return.
23. Students must clean their work station immediately after servicing a client and verify that it is clean before leaving for the day. If their station is not cleaned they will not receive credit for that day.
24. Students have 3 chances to pass any of their tests. The highest grade will be recorded. Any student receiving less than 75% on any test will not meet graduation requirements. Students must satisfactorily complete all their academic requirements with-in their designated enrollment period. Students must make up any test missed or a zero will be given.
25. Any student caught stealing from the school, students, instructors, or clients will be expelled.
26. If you are not following your agreed contract hours you will be charged for not graduating on time, as stated in contract agreement.
27. The school administrators reserve the right to change or add policies and rules at any time to preserve the integrity and functioning of Networks Barber College. Students and administrative staff will be notified of any changes.