



URBAN BARBER COLLEGE

SCHOOL CATALOG
January 2018 to December 2018
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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrolment agreement.

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT!

APPROVALS DISCLOSURE

URBAN BARBER COLLEGE was granted institutional approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be renewed every five years and is subject to continuing review. The courses approved by BPPE are: Barber Course for 1500 Clock Hours & Barber/Cosmo Crossover for 400 Clock Hours

Barbering programs are also approved by the California Board of Barbering & Cosmetology (BBC) which set minimum standards for our programs of study in accordance with Education Code Section 94915.

Currently our college does not offer any type of state or federal financial assistance in to cover the financial costs associated with our courses of study.

BANKRUPTCY: Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

COMPLAINT PROCEDURE:

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Owner – Mr. Jerry Riggins.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website www.bppe.ca.gov

ACCREDITATION:

This institution is currently applying for accreditation and has been granted the initial Candidate Status with the NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600, an agency recognized by the United States Department of Education for Accreditation.

As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs. Please note that until this institution receives full accreditation with NACCAS and USDOE approval we may not offer any type of Federal Title IV financial assistance.

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect enrolled students.

WELCOME MESSAGE FROM THE OWNER

Dear Prospective Student,

Welcome to Urban Barber College and thank you for considering us to assist you in obtaining your desired Barber training. You are now entering a field experience that will hopefully provide you with the opportunity for a successful future in the barber industry.

Urban Barber College welcomes all persons interested in a barbering career. We are happy to have you visit the school at any time. Come in and see our facilities and the teaching staff and consider the many advantages for serious students. We will be pleased to answer all your questions.

At the Urban Barber College, we offer you the basic training to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success. It is a pleasure to have you join us at Urban Barber College; our goal is to help you discover your ability to transform your life through your training. Training is your investment in your future and the degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

MR. JERRY RIGGINS

Owner/Director

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MISSION STATEMENT:

Urban Barber College strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs should be given each and every opportunity to do so. Our mission is to help the student become "salon/shop-ready" for an entry-level position of employment in a Barber Shop.

EDUCATIONAL OBJECTIVE: To provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straightforward pragmatic methodology.

Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experiences and acquire the knowledge and techniques needed to successfully complete their programs of study.

Students are encouraged to utilize the media center, which can supplement their learning experience. Our school simulates barber shop conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student uses a locker to keep his/her uniform and private articles. Our students practice managing the reception desk, logging in patrons, answering the telephone, operating the cash register and assist in operating our supply system.

Urban Barber College faculty is exhibited daily in the classroom and on the clinic floor. This core staff is supplemented with guest artists, lecturers and trainers with proven expertise from virtually all barbering spectrums.

Upon completing the course of study, the graduate should be able to function effectively in one of the areas such as: Barber, Barber Shop Operator, Barber Supply/Equipment Sales Representative. Normal progression should move him or her to positions such as Barber Shop Manager; Barber Shop Owner or School Owner.

COURSES OF STUDY

BARBER COURSE: The course of study for students enrolled in a Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering. Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (D.O.T. #332.371-010, CIP # 12.0402). A Barber must be licensed to practice in the state of California.

ADMISSION REQUIREMENTS: Enrollees are admitted as regular students under the following criteria:

- Government issued picture identification; **and**
- Social Security **or** ITIN Card; **and**
- High School Diploma **or** High School Transcript (that clearly states you have met all graduation requirements), **or** GED, California State Proficiency Test **or** its equivalent,
OR
- If Home Schooled, a valid certification document provided by the state in which you were home schooled must be provided and it must be equivalent to a High School Diploma,
OR
- For a student that graduated high school outside the United States s/he must have the High School Diploma translated into English by an independent evaluator and have it certified that it meets the high school equivalency as required by the United States standards or California Board of Education standards.
- For licensed cosmetologists: a valid cosmetology license, Government issued picture identification **and** Social Security **or** ITIN Card are required for admissions

An applicant lacking the High School Diploma or its equivalent, must be at least 17 years old (compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the California Board of Barbering and Cosmetology and pass an Ability to Benefit (ATB) exam prior to admission.

Students wanting to be admitted under these criteria, will be required to pass one of the Ability to Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit guidelines. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability to Benefit test. All Ability to Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a one-week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

OR

An applicant may demonstrate the Ability to Benefit by enrolling and attending the course of study for a total of 225 clock hours and achieving satisfactory progress as outlined in our Satisfactory Academic Progress (SAP) Policy (see SAP pages 8-9). This student will not be allowed to apply for Title IV funding during this 225 hour period and you must make financial arrangements with the school prior to enrollment to cover the cost of tuition and fees during this period. At the end of the 225 hours and provided you have achieved satisfactory progress during this you will be able to apply for Title IV assistance for the remaining hours in the course, once Urban Barber College is approved to offer federal financial aid.

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

Urban Barber College has not entered into an articulation or transfer agreement with any other college or university.

DISABLED STUDENTS: Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled student depending on the physical ability of the potential student.

STATEMENT-NON-DISCRIMINATION: Urban Barber College does not discriminate on the basis of race, color, religion, ethnic origin, sex, handicap, financial status, age, area of origin or residence in its admissions, instruction, or graduation policies.

CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology approval of prior training.

Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Urban Barber College. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Provisions for appeal: Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the owner, Jerry Riggins, at 220 Euclid Ave. Suite 120, San Diego, CA 92114.

Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, transfer fee, kit and extras, tuition based on hours needed multiplied by the current hourly rate. A Transfer fee of \$500.00 is applied to transfer students requiring less than 750 hours of study at Urban Barber College.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within six (6) years from the date of their withdrawal, which is the institution's policy. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Urban Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Urban Barber College to determine if your certificate will transfer.

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

FRESHMAN PHASE: The freshman curriculum for the Barber course requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman phase teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent as a freshman are 200 hours. Urban Barber College considers the freshman phase to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks & Kits will be issued at the beginning of the freshman class. All needed school supplies and equipment will be maintained in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS: The College is closed on Sundays & Mondays, and the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve day, Christmas Day, New Year's Eve Day & New Year's Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: Classes begin weekly: Every Tuesday.

ORIENTATION: An Orientation for students is held prior to a new student starting class. All new students, transfers and re-enrollment students are required to attend prior to attending his/her first class.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the barber field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the barber culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Medical Doctor stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personnel prior to her enrollment. In the case whereas a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Medical Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

STUDENT SERVICES

This institution maintains a focus on the delivery of educational services. Should a personal problem which interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Placement services, career counseling and drug counseling referral services are available to enrolled students of this institution.

CAREER COUNSELING AND PERSONAL ATTENTION: Students are counseled individually, as often as necessary but at least every six weeks to review the student's progress and adjustment. Successful Barber Shop Owners and Barbers are scheduled into the school regularly to give demonstrations and to discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, assessments are utilized

to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

DISCLOSURE OF EDUCATION RECORDS:

Student records for all students are kept at the College for six years. Transcripts and certificates earned are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. Students are not entitled to inspect the financial records of their parents.

Written consent is required from the student (or their parent/guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions and governmental agencies so authorized by law.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. After passing the exam, students are encouraged to return for placement assistance by reviewing the listings of barbershops seeking employees, the requirements, salary, and other pertinent information. The school does not guarantee placement to any student.

DRUG ABUSE PREVENTION PROGRAM: The College makes the following information available to its students, staff, and instructors. Any individual associated with Urban Barber College, who is seeking information, counseling, or assistance concerning Drug Abuse and/or Prevention may call or visit the following agency: Alvarado Parkway Institute, 7050 Parkway Dr. La Mesa, CA 91942 (619) 667-6125

PROOF OF TRAINING & TRANSCRIPT: The first official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POTs and Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No POT or transcript will be issued until all tuition and other fees due to the institution are paid.

HOUSING: Our college does not offer any type of housing nor do we offer any type of housing assistance (i.e. housing referral, location assistance or financial housing assistance). Housing in the immediate area is available in one- and two- story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$900 a month (www.apartmentguide.com).

VISA SERVICES: This institution does not admit students from other countries, so no visa related services are offered.

This institution does not provide airport reception services or other services.

FACILITIES: Urban Barber College, where all class sessions are held, is located at 220 Euclid Ave., Suite 120, San Diego, CA 92114. A spacious 2,300 sq. ft., air-conditioned, one story modern facility that is accessible to all public transportation, the facility consists of combined lecture/lab rooms and student shop (clinic floor) areas. The facility also houses the administrative offices for the staff, a media center and a student and faculty lounge area. The school, the facility it occupies and the equipment it utilizes fully complies with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by National Accrediting Commission of Career Arts and Sciences and the Federal regulations established by the United States Department of Education.

ATTENDANCE PROGRESS EVALUATION: 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.

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:

COURSE	MAXIMUM TIME ALLOTTED WEEKS	SCHEDULED HOURS
Barbering (F/T 30 hrs/wk.) – 1500 Hours	75 weeks	2250
Barbering (P/T 20 hrs/wk.) – 1500 Hours	112.5 weeks	2250

If a student exceeds his/her Maximum Time Frame, he/she will be charged Extra Instruction charges for the hours that are needed to complete his/her program. Those charges will need to be paid in advance and in full, prior to the student completing the program. This student will be a cash paying student, meaning federal funds cannot be used/applied.

EVALUATION PERIODS:

Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Barber program:

- 450 hours
- 900 hours
- 1200 hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course.

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 of the practical assignment as a 100% rating). 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 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A
89 - 80% Above Average	(GPA 3) 3 POINTS=B
79 - 70% Average	(GPA 2) 2 POINTS=C
69 - 60% Unsatisfactory	(GPA 1) 1 POINTS=D
59 - 00 % Fail	(GPA 0) 0 POINTS=F

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 Determination 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.

Any student who receives a SAP that does not meet minimum requirements that will impact the student's financial aid eligibility will be notified in writing (i.e. the student must sign and receive a copy of that SAP report).

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress 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 may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

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 during the probationary period, if the student appeals the decision, 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 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 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 warning or 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.

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 or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along 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, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

ATTENDANCE STATUS: Full time: Any student scheduled to attend 29 hours or more per week is considered to be a full-time student. Part-time enrollment is defined as 20 - 28 hours per week.

STUDENT CLOCK HOUR POLICY:

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in our out at lunch, 30 minutes for lunch will be deducted.** After clocking in you are required to maintain applied effort. Time cards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 6 years by the school.

TIME CARD CREDIT: The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Hair cut = 1/2 to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to your training or activity not related to your training are not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

LEAVE OF ABSENCE (LOA): Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave.

Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences.

There must be a reasonable expectation that the student will return from the LOA in order to for a LOA to be approved.

Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student may request more than one LOA during his/her contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

NOTICE OF STUDENT RIGHTS

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken.

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay the amount that you owe to Urban Barber College.

The registration fee of \$250.00 is a non-refundable item.

Equipment, books, supplies, tools, uniforms, kits and all other items issued and received by the student are not returnable and are non-refundable. Once received by the student it will belong to the student and will represent a liability to the student.

Official withdrawal date is the student's notification to the School Director or the school's Determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

School or Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, a fair refund settlement will be made.

If the School is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

SCHOOL RULES AND REGULATIONS

1. School hours are as follows: Tuesdays-Fridays: 9:00 a.m.-3:00 p.m., for Day Programs; & 3:30 p.m. - 9:30 p.m. for Night Programs and Saturday 9:00 a.m. – 4:30 p.m. for all Programs.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 8:45 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:00 a.m. in clean, prescribed uniform. Male and Female (Barber) students must wear a black school issued Barber smock/jacket and clean, black shoes. No shorts are permitted. Shoes must be closed toe and closed heel shoes (no canvass material type). A work type shoe is recommended due to the long periods of standing required in our occupation
5. Students appearing in school with their hair not set and neat will be clocked out. Beauty needs are to be done on the student's own time.

6. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Full time students will take lunch between 12:00 p.m. – 1:00 p.m. for the day program and 6:30 – 7:30 p.m. for the night program. Students should report to an instructor if they have not had lunch by 1:00 p.m. or 7:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also being required to punch in and out for all breaks on the back of their time cards.
9. No student may clock in or out for another student. This rule is strictly enforced.
10. Smoking is allowed in assigned areas only outside of the building.
11. College business phones may not be used for personal calls. Cell phones use is not allowed on clinic floor and ringers must be on vibrant or silent setting.
12. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required at all times.
13. Students must their keep work station, in class or on the floor, clean and sanitary at all times.
14. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
16. No student may leave a patron while performing a service.
17. Students are not allowed to give services or materials other than what is called for on the service ticket.
18. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
19. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
20. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
21. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
22. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of Barbering. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
23. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
24. Only products furnished by the college may be used unless otherwise approved by the instructor.
25. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
26. Students must comply with college policy and state rules and regulations.
27. All assignments, tests and homework may be made up but it is the student's responsibility to discuss missed assignments and tests with her/his instructor when s/he returns from an absence.
28. Make up hours must be approved prior to extra attendance by the Administration department.
29. Notify office immediately of any address or telephone change.

30. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the director will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE

COURSES	TUITION	REGISTRATION (nonrefundable)	Kit/Texts/Supplies (non-refundable)	STRF*	TOTAL
Barber Course	\$5,666.37	\$250	\$1,023.63	\$0	\$6,940
“Crossover”	\$2,401.37	\$250	\$1,023.63	\$0	\$3,675

Barber Course

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$11,023.63

“Crossover”

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$3,675.00

*STRF will be charged in addition to the above prices at \$0 per \$1,000 of all fees and rounded downward/upward to the nearest thousand. NOTE: STRF is **non-refundable**.

*Student Tuition Recovery Fund (STRF):

A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges: "

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 93

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school

closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect currently enrolled students.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: \$10.00 per hour or any part thereof.

BRUSH-UP: Students requiring preparation for the licensing exam will be billed at the course hourly rate. Students must furnish their own equipment.

METHODS OF PAYMENT: The Financial Advisor will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged for participation in the payment plans offered. These payment plans are provided as a free service to our enrolled students. Urban Barber College accepts cash, checks and credit cards for payments. **This institution does not provide financial aid to the students at this time.**

LATE FEE CHARGE: If tuition payments are not made as agreed, a late fee will be assessed as follows:

7 days = \$25.00

30 days = \$50.00

unless other arrangements have been made with the school director. Please be advised that if your account becomes delinquent more than 30 and special arrangements have not been made the school may elect to terminate your enrollment in the specified course of study and any fees owing you will be required to pay or the school will pursue legal collection if necessary. If a student receives a student loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

LIBRARY RESOURCES: Our campus has a media center in which computers and current magazines, Barber & Cosmetology reference books, videos & DVD's are maintained. Most of these materials, not the laptops, can be checked out for overnight use.

SCHOLARSHIPS: Our College does not award any institutional scholarships incentives at this time.

ADMISSIONS & FINANCIAL OFFICE HOURS: Applicants for admissions may secure information on Tuesdays – Fridays between 9:00 a.m. - 7:00 p.m.
Person to contact: MS. BENITA OLIVER @ PH: (619) 701-7032.

BARBER COURSE

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum:

Theory Hours	Required Hours
Barber/Comso Act & Regulations	40
Barbering Chemistry	10
Health/Safety/Hazardous	45
Theory of Electricity	5
Disinfection & Sanitation	50
Bacteriology, Anatomy & Physiology	15
T-Haircutting	20
Hairstyling, Curling & Blow Drying	65
Shaving	100
Facials	5
Shampooing & Draping	5
Scalp Manipulations	5
Permanent Waving & Chemical Straightening	40
Hair Coloring & Bleaching	60
Barbering Management Training	15
Practical Operations*	Minimum #
Disinfection / Sanitation	10
Haircutting	200
Hairstyling, Curling & Blow Dry	240
Shaving	40
Facials	20
Shampoos	20
Scalp Manipulations	20
Permanent Waving & Chemical Straightening	105

Hair Coloring & Bleaching	50
Additional Training	20

***Operations do not equal hours**

TOTAL THEORY HOURS – 480 TOTAL PRACTICAL HOURS – 1020 = 1500 Clock Hours

BARBERING PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Barbering.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A
89 - 80% Above Average	(GPA 3) 3 POINTS=B
79 - 70% Average	(GPA 2) 2 POINTS=C
69 - 60% Unsatisfactory	(GPA 1) 1 POINTS=D
59 - 00 % Fail	(GPA 0) 0 POINTS=F

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better and student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

BARBER KIT EQUIPMENT AND TEXTBOOKS INCLUDING TAX (NON-REFUNDABLE)

<u>ITEM</u>	<u>PRICE</u>	<u>TAX</u>	<u>TOTAL PRICE</u>
TEXTBOOK & WORKBOOK	\$150.00	\$12.00	\$162.00
TOOLCASE	\$48.00	\$3.37	\$52.37
CLIPPER	\$115.00	\$9.20	\$124.20
EDGER	\$80.00	\$6.40	\$86.40
MANIKIN HEAD	\$70.00	\$5.60	\$75.60
BARBER SHEAR	\$35.00	\$2.80	\$37.80
MANIKIN HEAD HOLDER	\$25.00	\$2.00	\$27.00
BLENDING SHEAR	\$35.00	\$2.80	\$37.80
CHAIR CLOTH	\$20.00	\$1.60	\$21.60
CLOTH CLIP	\$5.00	\$0.40	\$5.40
STYLING BRUSH	\$14.00	\$1.12	\$15.12
BARBER COMBS PACKAGE	\$30.00	\$2.40	\$32.40
FLAT TOP COMB	\$12.00	\$0.96	\$12.96
BARBER RAZOR	\$20.00	\$1.60	\$21.60
RAZOR BLADES (1BOX)	\$18.00	\$1.44	\$19.44
STYPTIC POWDER	\$7.00	\$0.56	\$7.56
CLIPPER OIL	\$6.00	\$0.48	\$6.48
NECK DUSTER	\$15.00	\$1.20	\$16.20
TOOL DISINFECTANT SPRAY	\$15.00	\$1.20	\$16.20
UBC STICKER	\$5.00	\$0.40	\$5.40
SHAVE GEL	\$15.00	\$1.20	\$16.20
HAIR PICK	\$10.00	\$0.80	\$10.80
CLEANING BRUSH	\$10.00	\$0.80	\$10.80
METAL HAIR CLIPS PACK	\$17.00	\$1.36	\$18.36
SANEK STRIPS	\$10.00	\$0.80	\$10.80
SANEK STRIP HOLDER	\$20.00	\$1.60	\$21.60
VENT BRUSH	\$11.00	\$0.88	\$11.88
CLIPPER GUARDS	\$30.00	\$2.40	\$32.40
TINT BOWL SET	\$12.00	\$0.96	\$12.96
MIRROR	\$15.00	\$1.20	\$16.20
WATER BOTTLE	\$5.00	\$0.40	\$5.40
AFTERSHAVE	\$15.00	\$1.20	\$16.20
BARBER COAT	\$45.00	\$3.60	\$48.60
NECK POWDER	\$8.00	\$0.64	\$8.64
TOTAL	\$948.00	\$75.63	\$1023.63

This Kit is mandatory that all 1500 Hour Barber Course students purchase a tool kit from Urban Barber College.

FACULTY/ORGANIZATIONAL CHART
URBAN BARBER COLLEGE

Owner/Director/Chief Executive Officer

Mr. Jerry Riggins

Financial Advisor/Chief Operations Officer

Ms. Benita Oliver

Chief Academic Officer/Admissions Advisor

Mr. Jerry Riggins

Placement Advisor

Mr. Jerry Riggins

Compliance Administrator

Dr. Adrienne Wright

Owner/Manager

Mrs. Emi Riggins

Instructors: Jerry Riggins, Chris Tatum, Liza Martinez

INSTRUCTORS QUALIFICATIONS

Mr. Jerry Riggins Licensed Barber Bachelor's Degree in Business Management Associate Degree in Electrical and Mechanical Technology	INSTRUCTOR 15 years
Mr. Chris Tatum Licensed Barber	INSTRUCTOR 20 years
Ms. Liza Martinez Licensed Barber & Cosmetology	INSTRUCTOR 3 years

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive, Suite 400, Sacramento California 95833, P.O. Box 980818 West Sacramento, CA 95798-0818, web site address www.bppe.ca.gov, Phone number: (916) 431-6959 / Fax number: (916) 263-1897.

All information in the contents of this school catalog is current and correct and is so certified as true by:

Mr. Jerry Riggins, Owner/Director Signature: _____

NOTE: Urban Barber College. reserves the right to change the conditions, terms, fees and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.

REV:01/23/2018