



West Coast Barber College

2019

-Catalog-

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Class sessions will be held at the address below

3753 Mission Ave, Suite 108
Oceanside, CA 92058

Phone Number: (760) 529-0898

www.westcoastbarbercollege.com

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Approval and Disclosure Statements

West Coast Barber College, hereby also known as “WCBC” is owned by West Coast Barber College, Inc. and is a private institution that has received an approval to operate from the Bureau for Private Postsecondary Education (BPPE). This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has 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.

Notice: Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog. This catalog and its contents are valid from **January 1, 2020 to December 31, 2020** and are updated annually. The college reserves the right to modify and change its programs, tuition fees, admission and graduation requirements, schedules and other policies and regulations as stated in the catalog if necessary. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. The job classification code for reporting gainful employment of our graduate under the United States Department of Labor’s Standard Occupational Classification: 39-5011 **Barbers**. This applies to both the Basic Barbering Course of 1500 Clock Hours and the Barber Crossover Course of 400 Clock Hours.

Introduction

This is the official catalog for West Coast Barber College. **West Coast Barber College is located at 3753 Mission Ave, Suite 108, Oceanside, CA 92058.** This institution is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education. It contains information about this institution and the educational services provided. 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 enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov/>.

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, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

NOTE: We are in Candidate Status with The National Accrediting Commission of Careers Arts and Sciences (NACCAS) Address: 3015 Colvin Street Alexandria, VA 22314 Phone No. (703) 600-7600 website: www.naccas.org

Information

Prospective students should visit the facility of the barber college to discuss personal education or occupational plans prior to enrollment, or before signing the enrollment agreement. The Board of Barbering and Cosmetology located at 2420 Del Paso Road, Suite 100 Sacramento, CA 95834, sets the minimum standards for each course offered in compliance with California Education Code. Instruction is given in the facility at an occupancy level accommodating thirty (30) students per session at any time. Upon completion

students will receive a diploma or certificate of completion. All information in the content of this catalog is current and correct and is certified as true by the institution director, Travis Yaldo.

History of the Barber Pole

The barber pole is the oldest distinguished mark of any profession or craft, dating back before the birth of Christ. History tells us that barber services were rendered to the public 6,000 years before. The art of hair and beard trimming (barbering), medicine (herbs), dentistry (tooth pulling) and surgery (blood letting) were all performed by the same operators in the early history; they were called BARBER SURGEONS. Due to the services that they rendered, especially to the royalty, the barber-surgeons were the most respected and protected men living.

Considerations Before Starting Your Barbering Career

Our institution discusses any oversight restrictions like felonies or misdemeanors that a student may have. Prospective students with any criminal convictions are required to notify the California State Board of Barbering and Cosmetology to see if your conviction would exclude you from taking your examination. This could be done with a criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov. Our institution also discussed physical requirements of the industry and the ability to meet the requirements set forth by employers. Prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. Certain individuals may have allergies or sensitivities to the typical chemical products used in barber industry. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures.

Exposure to chemicals used in the Barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

Administration and Faculty

Instructors are recruited based on their technical knowledge, practical skills and experience in the barbering profession. They are fully licensed (minimum of 3(three) years), qualified, trained, and experienced in all aspects of the art of barbering. Instructors will plan, prepare and deliver instructional activities that facilitate active learning experiences for the student barbers, and will also be teaching interviewing techniques and assist graduates in locating employment.

Instructional Language

The institution does not offer English-as-a-second language instruction.

Admission Requirements

West Coast Barber College requires that each student enrolling in the Basic Barbering Course or Barber Crossover Course must meet the following admissions requirements;

- Proof of at least 17 years of age (one of the following); Submit a copy of Social Security Card, Submit a copy of driver’s license or state ID
- Submit evidence of high school completion or successful completion of the equivalent of twelfth grade by providing one of the following:
 - copy of a high school diploma
 - copy of a high school transcript showing completion date
 - copy of a GED
 - copy of a state issued credential for secondary school completion if homeschooled.
 - copy of an academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor degree
 - foreign student’s high school diploma that must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
- Students enrolling in the Barber Crossover Course must meet all of the above requirements as well as submit proof of a current CA Cosmetology license.
- An applicant lacking a High School Diploma or its equivalent, must be at least 17 years old, and have completed the 10th grade education level or its equivalent as required by the California Board of Barbering and Cosmetology and also pass an Ability to Benefit (ATB) exam prior to admission. Students wanting to be admitted under these criteria will be required to pass the Ability to Benefit tests administered by an independent proctor. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability to Benefit test. 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 two-week waiting period and the independent testing agency will explain and provide you with the re-testing procedures. An Ability to Benefit students does not qualify for financial aid.

West Coast Barber College reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at this college.

This institution has not entered into an articulation or transfer agreement with any other institution.

Transfer of Credits or Re-entry

Students who wish to re-enter the school after withdrawing must meet all of the above admission requirements, pay all prior debts owed to the school, sign a new enrollment agreement, and pay a \$200 re-entry fee and the current rate of tuition at time of re-enrollment. Students who have previously attended another barber college recognized by the State of California seeking to transfer hours will be reviewed and a maximum of 750 hours will be accepted at the complete discretion of the school director. No transfer hours are accepted for the Barber Crossover Course or out of state schools. Official transcripts and/or certified Proof of Training document must also be provided by the transferring student applicant.

Institution Missions and Objectives

The primary objective of West Coast Barber College is to provide students with a comprehensive course of instruction that include haircutting, hairstyling, shaving, rest facial, and all services that may be requested by a patron in a barber shop, or salon. Students will also learn to perform services like coloring, chemical relaxing, perms, scientific scalp massage and proper shampoo procedures. Our mission is to prepare our students to be creative and skillful barbers, and train our students to pass the state board exam. We will also promote the continuing educational growth of the faculty, using current teaching methods and techniques.

Prior to entering the barbering profession, graduates are required to complete a thorough examination of skills and knowledge given by the State Board of Barbering and Cosmetology, under the California Department of Consumer Affairs. Licensed graduates will therefore be qualified to serve the general public in all phases of the barbering profession and related occupations.

California Barber Board Requirements

Students are required to have instruction such as technical and practical operations in the Basic Barbering Course, with an average of 70 % (C) or better. Students are assisted in completing the necessary documents to file for the State Board Exam.

Facility and Equipment

The educational program for West Coast Barber College will be offered at 3753 Mission Ave, Suite 108, Oceanside, California 92058. A description of the facility and all the equipment, which is available for use by the students at West Coast Barber College, are as follows:

- Our institution is a spacious 3200 square foot, air-conditioned facility, easily accessible by public transportation. The school consists of 15 barber chairs fully equipped with one station to each chair. Each station includes a back bar with mirror, cabinets for tools, linen and soiled material receptacles.
- There are 3 shampoo chairs equipped with shampoo sinks, which have hot and cold running water. There is also a laundry area, ADA restrooms for men and woman and filtered drinking water for the patrons.
- West Coast Barber College also has a classroom area where the technical portion of the course is taught. The classroom area is equipped with student desks, 4' x 8' dry eraser board, anatomy charts, and DVD equipment for viewing educational videos. A separate room is dedicated for practical training and is equipped with mannequin head for students to practice wrapping permanent wave rods, and applying hair relaxers and colors. A break room is provided where a refrigerator, microwave and other kitchen appliances are available for student use. There is also a director and instructor's office that is equipped with desks, cabinets, computer system, and a copier

The Equipment to be Used During the Educational Program

The equipment being used in this Basic Barbering Course of study shall include all the implements used in the barber occupation. Each student will purchase a "Barbers Kit" during the student's registration. A "Barbers Kit" will include but is not limited to:

Walhs Senior Clippers, Andes T-Outliners, neck duster, water spray bottle, clipper oil, shears, all purpose combs, rat tailed comb, tapered comb, curling iron, blow dryer, razor, razor blades, hair cape, barber jacket, *Milady's Standard Professional Barbering* text book, *Milady's Standard Professional Barbering* exam review book, tint bowl, tint brush, clipper spray, and a mirror. A complete list of the "Barbers Kits" tools and supplies and list of itemized charges for each item may be provide upon request.

For the Barber Crossover Course, student will receive a shaving kit, *Milady's Standard Professional Barbering* textbook, and *Milady's Standard Professional Barbering* exam review book as part of the program's course of study. All crossover students are required to bring all of the following tools and implements that will be used throughout the course, which shall include but is not limited to: Clippers, Outliners, neck duster, water spray bottle, clipper oil, shears, all purpose combs, rat tailed comb, tapered comb, curling iron, blow dryer, hair cape, barber jacket, tint mug, tint brush, clipper spray, rubber gloves, and a mirror.

Student barbers will be conducting their practical training on barber chairs and will perform their shampoo services in a shampoo station that consists of a shampoo sink and shampoo chair. Instructional training will be conducted in a classroom with school desks, white dry eraser board and a television for instructional training.

Graduation Requirements

Students must achieve passing grades, must have been in attendance for the required amount of clock hours as set forth in the course of instruction and fulfill all financial obligations to graduate and receive a diploma. A diploma will certify satisfactory completion of the Basic Barbering Course and Barber Crossover Course requirements. All fees for licensure and testing are the responsibility of the student and are not covered in student tuition fees.

Attendance Policy

West Coast Barber College operates on an eight (8) hour day, five (5) days week, for a total of 40 hours per week for full time students or four (4) hour day, five (5) days week, for a total of 20 hours per week for part time students. The Barber Crossover Course operates on a four (4) hour day, five (5) days week, for a total of 20 hours per week.

Student Clock Hour Policy

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance, which as a result, the school can only give clock hour credit to students who records their attendance by using the time clock to sign 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 or more class day. If you are attending a less than 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. Once theory classes have been started, no one will be allowed to enter the theory classroom. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building, and reading material or conducting activities not related to your training. 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. Leaving early is not permitted. Exceptions will be made only for doctor appointments or family emergency. Doctor appointments will require a note the next day. Permission to leave early due to an emergency or any extenuating circumstance will be granted at the discretion of the director

Absence

1. Excused absences are at the discretion of the college director, and include illness, death, or birth in the immediate family or for any other valid reason. Students are responsible for advising the school of any absences by telephone or in writing. All absences, either excused or un-excused are recorded. All other absences that are unauthorized could result in interruption in the student's course
2. Students will be allowed nine (9) days of excused absences within his/her 1500-hour course work. After which there will be a charge of \$36.00 per day for all absences.

Leave of Absence Policy

West Coast Barber College will review short-term leave on an individual basis. Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. The Institution

may allow a student under such circumstances to take a leave of absence from the course; If student is unable to provide the request prior to the LOA due to unforeseen circumstances, the Institution may grant a LOA if the Institution documents the reason for its decision, the Institution collects the request form the student at a later date and the Institution establishes that the start date of the approved LOA as the first date the student was unable to attend classes. It will be NO additional charges while student is on an approved LOA. The Leave of Absence Request must include all of the following items:

- Student must follow the Institution's policy in requesting the LOA
- Student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so.
 - This request must be in writing
 - The request must include the student's reason for the LOA, and
 - The request must include the student's signature.
- LOA will not exceed 180 calendar days in any given 12-month period.
- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or an addendum to the enrollment agreement must be signed by all parties.
- The student will be withdrawn if he/she takes an unapproved LOA or if the students does not return by the expiration of an approved LOA the student's withdrawn date for the purpose of calculating a refund will be the student's last date of attendance.

Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave. This policy applies to all students enrolled in our barber college. LOA is approved for a minimum of 21 days

Tardiness

If a student is more than ten minutes late, a valid excuse will be required. Three unauthorized tardiness could result in student's interruption and loss of time as an unexcused absence.

Class-Cut

Each class-cut will be considered as one unexcused absence, and will result in student's interruption and loss of time as in unexcused absence. Leaving early is not permitted. Exceptions will be made only for doctor appointments or family emergency. Doctor appointments will require a note the next day. Permission to leave early due to an emergency or any extenuating circumstance will be granted at the discretion of the director. SATURDAY ATTENDANCE IS MANDATORY.

Make-up Work

An examination will be given after completion of each chapter or module of technical studies. A student who misses or fails an examination will be given the opportunity to make up the examination. The make-up examination will be offered following the next testing schedule. Students will be graded each four-week period on their practical achievements or laboratory progress. A student who fails to achieve a passing score on the practical portion of the instruction will be given the opportunity to improve their score or grade by performing additional assigned practical drills. A passing score must be maintained in attendance and conduct. Students are allowed to make up test and quizzes to achieve a higher grade.

Conduct Policy

West Coast Barber College requires that all students conduct themselves in a courteous manner at all times. Students are expected to conduct themselves in a manner compatible with the functions of the college as an educational institution and respect and obey all civil and criminal laws. Students are expected to conduct themselves in a responsible manner that reflects credit on themselves and the school in terms of honor, morality, and good citizenship, and abide by the school rules and regulations. Refusal to conduct themselves in an orderly and considerate manner, complying with all rules and regulations of the college, will be sufficient cause for interruption of training for the disruptive student. Said student shall be warned regarding their behavior. If the student is continuously disruptive or does not comply with the rules and regulations of the college or the instructions provided by the instructor, the student will be placed on disciplinary monitoring for one month. During this disciplinary monitoring period any unsatisfactory conduct will result in student's dismissal from course.

Statement of Non-Discrimination

West Coast Barber College does not discriminate on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, age, marital status, financial status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual in its schools admissions, instruction, or graduation policies. This institution is committed to providing equal opportunities to all applicants. No discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees. This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. We believe that it is necessary to address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at the facility or other venue associated with this institution. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

Interruption of Training

Student's interruption of training includes any hours stopped because of conduct referenced in which the student interrupts their course of training. This can be made up by the student at the discretion of the school director upon the showing of a good faith effort by the student to comply with the school rules and regulations.

College Rules and Regulations

Students may be suspended or terminated if academic progress, behavior, absence, dress code, etc. does not correspond to the institution's rules, regulations, and requirements. Students must abide by all policies stated in the school catalog, must clock on time and comply with school dress code which include wearing a smock at all times. All students must behave in a professional manner at all times and keep their work area clean and sanitary which include cleaning up after a service is performed. Students must have all necessary equipment to perform services and follow the proper steps of the service. West Coast Barber College and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Students are expected to have books and equipment ready for class and/or clinic every day. Students that are not cutting hair or performing a service must practice on mannequins in the practical room or study in the theory room. Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Cell Phones are to be on silent and put away during a service. There is no eating on school campus other than the break room. The practical room is where

students receive training to pass the state board exam. It is important that you complete all the assigned work given to you.

School Etiquette

Student and staff must maintain professionalism at all times. All students need to be mindful and respectful of who is around you when engaging in certain types of conversation. No foul language. Make sure to speak courteously and use proper grammar and withhold conversations regarding politics, religion, race, or sex. Students should not talk about other clients in a negative way in front of other clients. When cutting children, keep a calm composure and understand that your energy and demeanor will affect the child's comfort level. Never offer a child candy without quietly asking the parent if it is ok first. The instructor will handle any issues or conflicts that may arise with any clients.

School Uniforms and Dress Code

West Coast Barber College requires a standard dress code for all students to maintain while on school campus. Students not in dress code may be asked to leave school to change, which will also result in a loss of hours. The dress code is as follows:

- • School smocks (barber jacket) must be worn and completely zipped up at all times.
- • Close toed shoes must be worn at all times. Open toed shoes are not allowed.
- • No caps, hats, head wraps, hair nets, or bandanas
- • No shorts, basketball shorts, sweat pants or skirts are allowed as only jeans and slacks are required.
- • No inappropriate graphics on shirts
- • No revealing clothing

Reason for Disciplinary Monitoring, Suspension and Dismissal

The institution may suspend, or dismiss, any students for unsatisfactory attendance, conduct and non-payment of tuition. Furthermore, following the procedures consistent with due process, a student may be placed on disciplinary monitoring, suspension, or dismissed for any of the following.

1. Theft or non-accidental damage to college property.
2. Forgery, alteration or misuse of records or documents
3. Cheating, plagiarism or any other academic dishonesty
4. Physical or verbal abuse of others or any threat of force
5. The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
6. Unauthorized entry into, unauthorized use of, and misuse of college property
7. Disorderly, lewd, indecent, obscene or offensive conduct on school campus
8. Possession or use of explosives or weapons
9. Failure to comply with directions of college officials acting in performance of their duties
10. Obstruction or disruption of the educational process

Parking

Students are permitted to park in the parking at the back along side Mission Avenue. Students are not permitted to park along the front of the building.

Smoking

This is a non-smoking facility. All smoking shall be done on the designated grass area in front of the building away from the entrance. Smoking is only allowed during breaks and lunch.

Personal Services

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client. No personal services on Saturdays.

Calendar and School Hours of Operation

West Coast Barber College is open and offers classes Tuesday through Saturday of each week. Classes for full time students start from 8:30 am to 5:00 pm Tuesday – Friday and 8:00 am – 4:30 pm on Saturday. Classes for part time students and crossover students start from 8:30 am to 12:30 pm Tuesday – Friday and 8:00 am – 12:00 pm on Saturday.

For students scheduled for full time classes, lunch break is between 12:00pm to 1:00pm for a period of 30 minutes. There are two (2) fifteen minute breaks, one before lunch and one after lunch. Students scheduled for part time classes and crossover students are allowed one 15-minute break.

This institution operates on a 12-month-per-year schedule, with an open enrollment and an open completion date. Classes start on an eight (8) hour a day, five (5) days a week schedule, for a total of 40 hours per week for full time students or four (4) hour day, five (5) days week, for a total of 20 hours per week for part time and crossover students.

West Coast Barber College requires approximately one hour of technical theory class conducted at the school classroom. The remainder of the school day consists of clinical floor practice, and/or technical class as assigned by the instructor. **New classes are normally started on Tuesday of each week.**

Starting Dates

Open enrollment allows students to enroll anytime openings exist. Students are admitted on a rolling basis; therefore once a student graduates from the college another student will be enrolled.

College Holidays

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve, New Year's Day. A special holiday may be declared for emergency or special reason. Holy Days of all religious beliefs are respected and allowed. Breaks and additional days off are published well in advance via a memo or bulletin. Students will receive text messages regarding pertinent information pertaining to unexpected school closures due to extenuating circumstances.

Placement Assistance

Job placement assistance is available to students; however, the college does not guarantee job placement and makes no guarantees as to wages or level of income. The college does attempt to locate employment for graduates who request assistance. This service is extended to all graduated from the Barber College.

Instructors also provide training in professional image, resume' writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self-esteem, communication skills, continuing education, and building a clientele. We also teach interviewing techniques and assist graduates in locating employment. West Coast Barber College will reach out to the barbering community, and provide a list of current barber positions and placement assistance in the form of referrals to potential employers. The resources utilized will consist of help wanted ads, the Internet, and the administration's contacts in the community.

Student Services

Available student services at West Coast Barber College include academic counseling. Faculty members provide academic counseling for students and the institution encourages students to seek help. Instructors at West Coast Barber College provide added one-on-one tutorial assistance to students who need extra help in practical or technical work.

Library Services

Each student will be provided a course textbook, and will have access to a dedicated bookshelf, containing barber resources and a computer lab for Internet access. Other than the dedicated bookshelf and computer lab, the institution will not have a library per se. Each student will be provided with a course textbook sufficient enough to support the instructional needs of the students. This will prepare them for the California State Board Exam, and the student's occupation thereafter. If students need resources beyond those provided by the institution, then online resources and public and university libraries are available throughout San Diego County.

Housing

West Coast Barber College does not offer any type of housing or any type of housing assistance (i.e. housing referral, location assistance or financial housing assistance) and does not have any type of dormitory facilities under its control. The institution has no responsibility to find or assist a student in finding housing. The school makes no representations or guarantees relating to the student service; however, the school is willing to offer assistance and guidance when possible.

Housing located reasonably near the institution's facilities are available in one to two bedrooms apartment units. Monthly rent for a one-bedroom unit is approximately \$1200 a month (www.apartments.com).

Visa Services

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

Distance Learning

Our college does not offer distance learning.

Controlled Substance Policy

All students are informed that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol within the premises of the institution is strictly prohibited. Students violating this rule will be subject to immediate termination of college course.

Drug Free Awareness Programs

Sharp McDonald Center
7989 Linda Vista Road
San Diego, CA 92111
Phone: (858) 637-6920

Drug Information Hotlines

National Institution on Drug Abuse
(800) 622-HELP
National Clearing House for Drug Information
(800) 975-8435

Satisfactory Academic Progress Policy (SAP)

West Coast Barber College expects **all students** to maintain a Satisfactory Academic Progress (SAP Policy applies to ALL Students). This policy is provided to all students prior to enrollment in our barber college. In order to establish and maintain this in our institution, the students must:

1. Maintain a cumulative academic average of 70% (C) or better on all practical and theoretical work required by the course. (Qualitative)
2. Maintain an average cumulative average attendance level of at least 67% or twenty-seven (27) hours per week, out of a typical 160 hours per month or at least thirteen (13) hours per week, out of a typical 80 hours per month for part time classes (Quantitative). Regardless of the average level of attendance, students who have more than three consecutive weeks of absence will be dropped from the course of study. This standard applies to all students except those approved for a Leave of Absence. (See LOA Policy)
3. The course must be completed within one and one half (1.5) times the length of the course (maximum timeframe). For example, if the student has contracted to complete the course within forty (40) weeks, he or she must complete the course within sixty (60) weeks.
4. When student exceeds the maximum time frame of 150% of time, student may be withdrawn automatically.
5. A Leave of Absence extends the students contract period and maximum timeframe by the same number of days taken on the Leave of Absence
6. Students who meet the minimum requirements for attendance and academic performance are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students that re-enter into the college will have the same progress status as when they left.
7. 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 evaluation period.
8. If there is an evaluation that impacts eligibility to Financial Aid, if applicable, the student will be notified.
9. Course incompletes, repetitions, and non-credit remedial courses do not apply to our Institution and have NO effect upon the SAP Standards.
10. Any transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable timeframe has been exhausted. SAP evaluation period are based on the actual hour contractor at the institution.
11. All students have access to SAP evaluation results by requesting them at the time evaluation happens or requesting it at the Office.
12. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on WARNING or has prevailed upon APPEAL of the determination that has resulted in the status of PROBATION.

Evaluation Periods

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times. All evaluations must be completed within seven (7) business days following the established evaluation points:

- Basic Barbering Course: 450, 900, 1200 actual clock hours
- Barber Crossover Course: 200 actual clock hours
- Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

All Programs are measured in a 900 Clock Hour Academic Year.

Grading System

Students are evaluated by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated on academic/theory work at the end of each chapter/s by means of a chapter test. Students are evaluated on practical skills when the student has completed their freshman course at 150 hours and when the student has reached 75% course completion. At least two (2) comprehensive practical skill evaluations will be conducted during the student's course of study. The college uses a computer-reporting sheet that records student's progress on a monthly basis. Students must maintain a "C" average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college.

90%---100%-----	A-----	Excellent
80%---89%-----	B-----	Good
70%---79%-----	C-----	Fair
60%---69%-----	D-----	Poor
69% or Below-----	F-----	Failing

Warning

Students who fail the minimum requirements for either attendance or academics in any given evaluation period, will be placed on a WARNING. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. Students are considered to be making satisfactory academic progress while on the warning period, but if at the end of the warning period, the student has still not met both attendance and academic requirements, he/she may be placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period only if:

- The institution evaluates the student's progress and determines that the student did not make SAP during the warning or previous evaluation period, and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation; and

- The Institution determines that SAP standards can be met by the end of the subsequent evaluation period, or
- The Institution develops an academic plan for the student that, if followed, will ensure the student is able to meet the institution's SAP requirements by the specific point within the maximum timeframe established for the individual student.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements, 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. At this time, this institution does not offer financial aid.

Appeal Procedures

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress, and that have been on a WARNING in a prior period, must submit a written request to the institutions administrator to describe any certain circumstances related to their academic standing. The administrator shall evaluate the appeal within a reasonable time frame and notify the student of their decision, within five school days. The decision of the committee will be final. The student may re-establish eligibility for financial aid, if applicable, when SAP is been deemed satisfactory again. The reasons for which a student may appeal can include, death of a relative, an injury or illness of student or other allowable special circumstances. The institution will request which documents student must submit regarding why he/she failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. These results are documented and kept in the student's file.

Conditions for Re-Entrance

Re-enrollment will be approved only after evidence is shown to the director's satisfaction that conditions, which caused the interruption, have been resolved and the student can maintain satisfactory attendance. Students may be terminated if they do not show progress within a reasonable time. The California Barber Law states that students must have completed 1500 hours of training in the Basic Barbering Course.

Record Keeping

Student practical and technical hours are recorded daily on individual operation sheets and are posted to the computer on a monthly basis. These sheets are reviewed and signed by and instructor. Attendance hours from the time clock are downloaded to the computer daily. Student hours are distributed monthly and if specifically requested, may be issued on a more frequent basis.

Record Retention

Records such as financial records, academic records, and enrollment records will all be stored for each student for up to six (6) years after the student's graduation, withdraw, or termination. Academic Transcripts are kept indefinitely.

Emergency Evacuation Plan

There are four main exits from the building; two at the front of the building and two in the back. In case of emergency/fire, calmly leave the building through the closest exit. Emergency evacuation plans are posted around the school for students and staff.

Licensing Requirements

The California State Board of Barbering and Cosmetology will grant a registered Barber License, only if the student has successfully completed and graduated from the school course and pass the state board exam.

Basic Barbering Course Description

The study for students enrolled in the Basic Barbering Course consists of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber. 1100 Hours of Technical Instruction and Practical Training in Hair Dressing, 200 Hours of Technical Instruction and Practical Training in Shaving, and 200 Hours of Technical Instruction in Health and Safety will cover all practices constituting the barber vocation. This course prepares students for the State Licensing Examination. After completion of the exam, the individual is now licensed for profitable employment as a barber, barber shop owner, or manager.

Barber Crossover Course Description

The course of study for students enrolled in the Barber Crossover Course will consist of four hundred (400) clock hours of technical instruction and practical operations to provide barber training that is not a part of the required training or practice of a cosmetologist. This course prepares students for the State Licensing Examination. After completion of the exam the individual is now licensed for profitable employment as a barber, barber shop owner, or manager.

Method of Instruction and Graduation Requirements

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

Basic Barbering Course Method of Instruction (1500 Clock Hours of Instruction)

Units of Instruction	
Haircutting	1100 Hours
Shaving	200 Hours
Health and Safety	200 Hours
Total Hours	1500 hours

Below is this is a state regulation for the Board of Barbering and Cosmetology

Practical operations do not equal hours

Total Theory Hours – 480

Total Practical Hours – 1020

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction)

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Barber Crossover Course Method of Instruction (400 Clock Hours of Instruction)

Units of Instruction	
Haircutting	200 Hours
Shaving	200 Hours
Total Hours	400 hours

Below is this is a state regulation for the Board of Barbering and Cosmetology

Upon application to the Board, the cosmetologist will be given 1100 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1500 hour training requirement

Hairstyling (65 hours of Technical Instruction and 100 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (50 hours of Technical Instruction and 50 Practical Operations)

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (50 hours of Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Hair Cutting (35 hour of Technical Instruction and 40 Practical Operations)

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry

cutting.

Shaving (100 hours Technical Instruction and 40 Practical Operations)

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

Health and Safety (45 hours of Technical Instruction)

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Financial Assistance Policy

West Coast Barber College does not provide direct financial assistance. Students are responsible for obtaining loans, grants or sponsors for tuition. There are public and private agencies that may provide tuition assistance in the form of grants or loans. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Tuition and Fees

Course	Tuition	Registration fee	Equipment	Lab Supplies/kits
Basic Barbering	\$10,500.00	\$150.00	\$600.00	\$0.00

Textbooks	Uniform	Other Institutional Charges	STRF	GRAND TOTAL
\$250.00	\$0.00	\$0.00	\$0.00	\$11,500.00

Course	Tuition	Registration fee	Equipment	Lab Supplies/kits
Barber Crossover	\$4,500.00	\$150.00	\$50.00	\$0.00
Textbooks	Uniform	Other Institutional Charges	STRF	GRAND TOTAL
\$250.00	\$0.00	\$0.00	\$0.00	\$4,950.00

Payment method

Other methods of payment of monies owed to West Coast Barber College may be paid with cash, check or money order. A non-sufficient fee of \$45.00 will be added for returned checks.

Extra Instruction Charges

Students are expected to complete their training within the time specified in the enrollment agreement. If a student requires additional training beyond the scope of the course and or beyond the maximum time frame as described in the catalog, the following hourly charges may accrue: **\$10.00 per hour**

Scholarships and Fee Waivers

West Coast Barber College reserves the right to offer fee waivers and scholarships at any given time.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which

the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: West Coast 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.

Notice of Student Rights

1. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

2. The notice of cancellation shall be in writing and submitted directly to the School Director, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

3. After the end of the cancellation period, you also have the right to stop at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

4. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

5. 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 enrollment agreement.

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

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the cancellation period stated above, any refund due to you or liability for tuition you may owe is determined by the refund policy in the school catalog and on your enrollment agreement. If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education:

Mailing Address:
P.O. Box 980818
West Sacramento, CA 95798-0818

Phone Number:
(888) 370-7589

Refund Policy

The student has the right to cancel this enrollment agreement for educational service and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

1. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Student has the right to cancel enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. The notice of cancellation shall be in writing and submitted directly to the school director. The "formal 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, or 14 days after the last day of attendance or the expiration date of an approved Leave of Absence or the date the student signifies return. A withdraw may be effectuated by the students written notice, or by the students conduct, including, but not limited to a students lack of attendance.
3. If a student cancels the enrollment more than seven days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$150 will be made. For students who enroll and begin classes but withdraw prior to 60% or course completion, a pro-rata refund will be calculated based on scheduled hours; if student has completed more than 60% of the course, 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 or cancelation. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Equipment, kits supplies, textbooks, uniforms, is non refundable. Once received by the student, it will belong to the student and will represent a liability to the student.
4. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If 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. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.
5. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (Ex: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
6. If a student takes a loan to pay for a program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student

financial aid program funds.

7. **If a student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a third party loan guarantee agency may take action against the student which may include garnishing an income tax refund; and (2) The student may not be qualified for any other government financial assistance at another institution until the loan is repaid.**

Hypothetical Refund Example: (Not part of refund policy) The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid following:

Total Tuition	Less Registration Fee	Less Kit/Books	Less STRF fee	Tuition Cost
\$11,500.00	\$150.00	\$850.00	\$0.00	\$10,500.00

Tuition Cost	Hours in Course	Hourly Charge	Tuition Paid	Hours Attended	Tuition Owed	Refund Due
\$10,500.00	1500 Hours	\$7.00/Hour	\$5,500.00	600	\$4,200.00	\$1,300.00

Withdrawal Requirements

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

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- Fulfill all payment of all debts owed to the school and pay a \$10.00 transcript fee, for a certified Final Transcript of Proof of Training. If withdrawal requirements are not met, no transcript or Proof of Training will be released.

For the purpose of determining the amount that you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a) You notify the School about your withdraw, or the actual date of withdraw, with a written notice.
- b) The School terminates your enrollment.
- c) If you fail to attend class for a three-week period (21-calendar days)
- d) You fail to return from a leave of absence.

If any portion was paid from loan proceeds the refund will be sent to the lender or agency that guaranteed the loan. If the course is cancelled subsequent to a student's enrollment, the School shall as its option provide a refund of all monies paid or provide completion of course.

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 you notify the Office of your intent to withdraw. Only the Office would be authorized to accept a notification of your intent to withdraw.
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 21 day 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.

Student Complaint Procedures (Grievance Policy)

A student who feels that he or she has a valid complaint relating to the school should feel free to file his or her complaint. The procedures for filing a complaint are as follows:

1. A student who has a complaint may inform an instructor of the complaint verbally or in writing. The complaint must be fully and clearly explained to the instructor. The instructor should make a record of all official student complaints.
2. The instructor shall attempt to resolve the complaint. Should the instructor not be able to resolve the complaint, the student may file the complaint in writing with the school director. All complaints submitted to the director must be in writing.
3. If the director of the institution is unable to resolve the complaint of the student, the student may submit the complaint to:

Bureau for Private Postsecondary Education:

Mailing Address:

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone Number:

(888) 370-7589

Family Educational Rights and Privacy Act – FERPA

West Coast Barber College complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files. Student records are retained by the institution for a period of six (6) years from the date the student graduates, withdraws or fails to return from a leave of absence. Those students fail to return will be considered dismissed as of the last class day of attendance prior to the start of the leave.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at West Coast Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in West Coast Barber

College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are 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 West Coast Barber College to determine if your credits or diploma will transfer.

California Business and Professions Code 480

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following: (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or convictions following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code. (2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or (3) Done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision(a) of Section 482. (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

Staff

Instructor: Travis Yaldo

Staff: Travis Yaldo (Doing all functions at this time)