



CENTRAL VALLEY BARBER COLLEGE

Catalog

January 1, 2022, to December 31, 2022

3501 Atchison Street
Riverbank, Ca. 95367
(209) 869-2001

<https://centralvalleybarbercollege.com>

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All information in this catalog is current and correct and is so certified as true by: *Carl Gibbs & Rhonda Arnold*

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HISTORY OF CENTRAL VALLEY BARBER COLLEGE

Central Valley Barber College was founded in 2014 by Dave White who has been a licensed barber since 1959 and has operated four different Barber Colleges and multiple Barber shops during his career. Rhonda Arnold and Carl Gibbs, who combined have over 50 years' experience in the industry, took over Central Valley Barber College in 2018 and are the current owners. They have been using their knowledge in the field of business and barbering to grow the school into what it is today.

TO PROSPECTIVE STUDENTS

Thank you for considering our school for your educational needs on your path to becoming a licensed barber in the state of California. We believe you will find the Barbering industry provides you excellent opportunities for a successful career. Our school emphasizes on how to be successful in the barber industry and how to achieve professional barbering goals. This involves hard work, dedication and preparation on your part. We are happy to have you visit our school for a tour during business hours, where staff will be pleased to answer all your questions.

CATALOG INFORMATION

Central Valley Barber College is a private institution. Central Valley Barber College's catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. 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 and is on the school's web page. Central Valley Barber College's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

Any questions that you have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

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

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or (916)574-8900
by fax (916)263-1897

A student or any member of the public may file a complaint about the 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.

MISSION STATEMENT

Central Valley Barber College's goal is to prepare students for examination, by the California Department of Consumer Affairs Board of Barbering and Cosmetology, required to practice barbering in the state of California. Central Valley Barber College strives with this training to provide an early introduction to barbering fundamentals with hands on training, which will enhance the opportunity for occupational competency. Our mission is to provide an educational and training program designed to obtain entry level employment as barbers.

COLLEGE FACILITIES/EQUIPMENT

Central Valley Barber College is located at 3501 Atchison Street, Riverbank, CA. 95367 featuring approximately 5000 square/feet, *where all instruction occurs*. The college is equipped with 34 barber chairs and haircutting stations (which can accommodate up to 34 students per shift), 6 mannequin stations (which

can accommodate 6 students per shift), 3 shampoo sinks, and 1 utility sink. It includes a classroom, desks, chairs, demonstration area, charts, diagrams, and audio-visual equipment (which can accommodate 20 students per shift). There are 2 administration offices. The college library contains reference sources, as well as current material on new services. The school will never have less than 1 teacher for every 30 students in attendance at its new location. The number of students that Central Valley Barber College is equipped to enroll is based upon the availability of space during any given schedule/shift. The school offers part-time and full-time schedules which staggers attendance, but there will not be more than 60 students on campus at one time, and never more than 100 enrolled at this facility.

INSTRUCTIONAL LANGUAGE

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

VISA SERVICES

This institution admits students from other countries but doesn't provide visa related services.

ADMISSION POLICY

Central Valley Barber College is accepting students for admission once the following criteria have been met:

- Must be 17 years of age or older.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- Applicant must provide a valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
- If a high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
- Provide their Social Security number or TIN
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution *prior to* enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result in not being able to apply those hours that could be accepted toward your enrollment at Central Valley Barber College.
- **Ability to Benefit Exam (ATB):** Central Valley Barber College does not currently accept ATB exams for enrollment, at this time.
- Students shall schedule an interview and personal tour with Central Valley Barber College prior to enrollment.

- Central Valley Barber College does not accept or credit student applicants with any credit for experiential learning.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.
- **Veteran Students Only:** Veteran Students applying to use Veteran’s Education benefits shall provide Central Valley Barber College with all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable*.

Once above items are complete and presented to school enrollment staff, student is ready to pay registration fee of \$150 (non- refundable) and complete an enrollment agreement.

TRANSFER POLICY (Hours and Services from Another Institution)

The transferability of credits or services you’ve earned from another institution are determined at the sole discretion of Central Valley Barber College’s administration. You *may* be required to repeat some or all of your coursework or services. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. VA student transcripts from **all** prior post-secondary schools will be evaluated prior to enrollment and any relevant experience will be credited to student as transfer hours.

RE- ENTRY (Re-Enrollment Policy)

A student who withdraws from Central Valley Barber College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left, ***if re-entry occurs within 180 days of last day of attendance***. A student who was terminated for behavior reasons ***may not*** be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school’s Director. A new registration fee of \$150 must be paid to re-enroll.

NONDISCRIMINATION POLICY

Central Valley Barber College does not discriminate on the basis of race, color, religion, sex, national (ethnic) origin, veteran’s status, marital status, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation policies.

SCHOOL HOURS AND HOLIDAYS (CALENDAR)

Central Valley Barber College is open and holds classes from 8:30 am to 7:00 pm Monday thru Friday. The school’s administration’s office is open Monday – Thursday 9:00 am – 4:00 pm for questions, tours, and enrollments. The 2022 holidays that Central Valley Barber College observes are:

New Year’s Day

Martin Luther King Day

Presidents Day

Spring Break April 18th – April 22nd

Independence Day

Summer Break July 25th – July 29th

Labor Day

Veteran’s Day

Thanksgiving Day and day after

Winter Break December 26th – December 30th

A special holiday may be declared for staff training, emergency, weather, special reason or COVID-19 required closure. Students will receive text messages pertaining to unexpected school closures, if they occur.

CLASS START DATES

Central Valley Barber College has a continuous enrollment policy with new classes starting monthly, the first Monday of each month. Enrollments are restricted to maintain a low student-to-instructor ratio and if space is an issue, students are enrolled on a first come first serve basis.

PROGRAM

Central Valley Barber College currently offers training leading to licensure with its Barbering program of 1000 clock hours. The Barbering program is offered on both full-time and part-time basis.

PROGRAM SCHEDULES & LENGTH

Barbering 1000 Hour Program	Monday	Tuesday	Wednesday	Thursday	Friday
40 hours/week* 25 weeks total**	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm
40 hours/week* 25 weeks total**	10:30am - 7:00pm	10:30am - 7:00pm	10:30am - 7:00pm	10:30am - 7:00pm	10:30am - 7:00pm
32 hours/week* 31.25 weeks total**	8:30am - 5:00pm	8:30am - 5:00pm	N/A	8:30am - 5:00pm	8:30am - 5:00pm
20hours/week 50 weeks total***	3:00pm - 7:00pm	3:00pm - 7:00pm	3:00pm - 7:00pm	3:00pm - 7:00pm	3:00pm - 7:00pm

*These schedules include a ½ hour lunch during which clock hours are not earned.

** These programs have two-15-minute breaks.

***These programs have one-15-minute break.

ORIENTATION DAY

Student orientation occurs *prior* to the first day of class, no clock hours are earned. At orientation students will review school procedures and policies with a school staff member.

DISTANCE EDUCATION

Central Valley Barber College is not offering distance education at this time.

TUITION & FEES

Tuition and Fees:	
Application Fee*	\$50.00
Registration *	\$150.00
Tuition	\$13,500.00
Tools and Kit** - ***	\$863.00
Books ** -	\$150.00
Uniform	\$0.00

California STRF***\$0.50 per \$1,000	\$7.00
Schedule Change fee, <i>if applicable</i>	\$25.00
Total Tuition and Fees, <i>for entire educational program</i>	\$14,745.00

*Non-Refundable

Non-refundable 7 days after signing enrollment agreement. * Fee will be reduced if student provides.

***STRF is currently \$0.50 per \$1,000 of tuition and effective 4/1/2022 is increased to \$2.50 per \$1,000 (charged at the time of enrollment and nonrefundable)

Non-Institutional Fees: State exam fee is the responsibility of the student: the current fees are \$75.00 for the test; non-institutional license fee is \$50.00 (\$125.00 total).

OVERTIME CHARGES

If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. The current rate per hour is \$15.00. A total of 200 personal hours to assist with necessary absences and all school holidays are used to compute a student's contract end date. In the event a student is absent 14 *consecutive calendar days*, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment *policy*. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.

METHODS OF PAYMENT

Acceptable methods of payments are Cash, Cashier's Check, Money Order and Personal check and Central Valley Barber College's *Payment Plan*. Please be advised that certificate of completion and transcript documents will be withheld until all monies owed the school have been paid in full.

TUITION FOR TRANSFER STUDENTS

The tuition portion of a transfer students fees, *excluding any books, uniforms, or kits* required will be computed on a pro rata basis of the number of the hours they are contracting of the current tuition rate.

LOAN REPAYMENT

Central Valley Barber College does not provide direct financial assistance. Students are responsible for obtaining loans, grants or sponsors for tuition and other fees. 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 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 money not paid from federal student financial aid program funds.

TARDY POLICY & EARLY OUT POLICY

Students arriving more than 10 minutes after their scheduled start time, *may* not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

EXCUSED AND UNEXCUSED ABSENCES

An absence is an absence at Central Valley Barber College, there is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you will know you will be out for scheduling purposes. In the event a student is absent 14 *consecutive calendar days*, for any reason, said

student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.

SCHOOL DRESS CODE

Students at Central Valley Barber College are to be in dress code at all time while on campus. This means that when students arrive at school and clock-in, they are to be in dress code and remain in dress code the remainder of the day while clocked-in. Violation of the school dress code *may* result in a student being sent home for the day or to change, which will also result in a loss of hours.

The dress code is as follows:

- School smocks (Barber Jacket) must be worn at all times unless an approved school shirt is being worn. One (1) Central Valley Barber College logo shirt & one (1) Barber Jacket is provided upon enrollment and more are available for purchase if applicable).
- Closed toe shoes must be worn at all times, open toe shoes are not allowed. (No house shoes)
- No hair nets, or bandanas.
- No inappropriate graphics on shirts.
- No revealing clothing.

LEAVE OF ABSENCE POLICY (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. Central Valley Barber College will review requests for a Leave of Absences (LOA) for ***all*** students. A LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school Admission's Office, via email at Enroll@CentralValleyBarberCollege.com or by mail at 3501 Atchison St., Riverbank CA 95367. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration. **All students must follow Central Valley Barber College's policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. Central Valley Barber College may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

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. There will be NO additional charges while student is on an approved LOA.

- 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 on an

addendum to the enrollment agreement, must be signed by all parties, *or initialed by all parties if made to the original enrollment agreement.*

- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the 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.

JOB PLACEMENT ASSISTANCE (Employment Assistance)

Job placement assistance is available to students; however, Central Valley Barber College does not guarantee job placement and makes no guarantees as to wages or level of income. Central Valley Barber College attempts to locate employment for graduates who request assistance. This service is extended to all graduates. Central Valley Barber College also provides 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.

CAREER OPPORTUNITIES IN THE BARBERING FIELD

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #39-5011 Barbers. This applies to the Barbering program of 1000 Clock Hours.

EMPLOYMENT & LIABILITY DISCLAIMER

It is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled at Central Valley Barber College to charge a fee or receive a commission for performing a barber service. A student's enrollment and relationship with the school is limited to a student relationship status and students shall not receive any types of wages, salary, commissions, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

PERSONAL SERVICES POLICY

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 allowed Fridays.

SMOKING POLICY

This is a no-smoking facility. All smoking shall be done in the designated area in front of the building away from the entrance. Smoking is only allowed during breaks and lunch.

STUDENT SERVICES

Available student services at Central Valley Barber College include but are not limited to academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with in practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Ridesharing or transportation

- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Monday through Thursday 9:00 am – 4:00 or by appointment at Enroll@CentralValleyBarberCollege.com to schedule student counseling.

COURSE OUTLINE

1000 Hour Barbering Program	
Program Description	The Barbering program consists of 1000 clock hours of practical operations and technical instruction in barbering and hair styling. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills & sound business practices and health & safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act and prepares its students for entry-level employment in the field of barbering and to take the state of California's barbering licensure exam.
Program Mission & Objectives	Central Valley Barber College's goal is to prepare students for examination, by the California Department of Consumer Affairs Board of Barbering and Cosmetology, required to practice barbering in the state of California. Central Valley Barber College strives with this training to provide an early introduction to barbering fundamentals with hands on training, which will enhance the opportunity for occupational competency. Our mission is to provide an educational and training program designed to obtain entry level employment as barbers.
Graduation Requirements	When a student has completed 1000 clock hours, the required theory hours and practical operations, and taken a practical exam with a score of 75% or higher, the student will be awarded a diploma certifying his/her graduation from Central Valley Barber College.
Obtaining Proof of Training and Transcripts	When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document and an Official Transcript will be available to the student. Students are required to have their Proof of Training document to take the state exam.
Total Clock Hours	This course is 1000 hours in length. This program is delivered Monday through Friday, 5 days a week, with a both full time and part time schedules available.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 70% and 67% cumulative attendance to maintain satisfactory attendance progress. Students must also pass a final practical exam with a score of 75% or higher.
Practical Operations	Central Valley Barber College requires a minimum of 250 Hair Cutting operations, 40 shaves, 40 beard trims, 40 facials, 40 scalp manipulations, 20 permanent waving operations, 20 hair color operations, 20 chemical straightening/relaxer operations, 50 hair styles and 20 thermal styling operations for the 1000-hour Barbering program.

Units of Instruction	<p>The course includes 1000 hours of instruction, including:</p> <p><u>100 Hours - Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p><u>Board Approved Health & Safety Course (B&P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p> <p><u>100 Hours - Disinfection and Sanitation:</u> Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p> <p><u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p> <p><u>300 Hours - Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p> <p><u>200 Hours - Shaving and Trimming of the Beard:</u> Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.</p> <p><u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book</p> <p><u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.</p>
Distance Education	None
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	All Central Valley Barber College's instructors must be currently licensed as a Barber by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	Students will learn the laws and regulations pertaining to Barbering. There will be 50 hours of technical instruction which exceeds the minimum 20 hours as set by Bureau for Private Postsecondary Education (BPPE).
Skills and competencies to be acquired by the student.	<ul style="list-style-type: none"> ○ At the completion of the program the student will have acquired the following skills (but are not limited to): ○ Clean and sanitize tools and work environment. ○ Schedule client appointments and accept payments.

	<ul style="list-style-type: none"> ○ Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. ○ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. ○ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ○ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning shears. ○ Apply scalp and hair treatments including the use of therapeutic massage. ○ Prepare the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying after-shave anti-septic, massaging the client’s face, rolling cream.
Instructional Methods	Demonstration, lecture, videos & classroom participation.

INDUSTRY PREREQUISITES & PHYSICAL DEMANDS

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California’s criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov.

Additionally, 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. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. 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 an enrollment agreement. Generally, the professional in the Barbering field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

LEARNING RESOURCES/LIBRARY

Central Valley Barber College’s library contains reference sources, as well as current material on new services. Currently for students to review and be able to checkout from the library are listed below:

- Milady’s Standard Barbering Textbook, 2017 edition ISBN-13: 978-1-305-10055-8.
- Milady’s Barbering Student Workbook
- Milady’s Procedures DVD
- The Wealthy Barber, 3rd edition
- The American Barbershop
- The Vanishing American Barbershop

Central Valley Barber College will continue to add to our library as time allows. Students are allowed to check out resources, one at a time, on a daily basis. They can be checked out through the instructor on shift and returned and checked back in on the following day.

HOUSING

Central Valley Barber College does not have any dormitory facilities under our control; the program is *non-residential*. We assume no responsibility to find or assist a student in finding housing. An estimation of the approximate cost or range of cost of the housing is \$1,000 to \$1,500 a month.

CONDUCT POLICY AND CONDUCT PROBATION

Central Valley Barber College requires that all students conduct themselves in a courteous & professional manner at all times. Refusal to conduct themselves in an orderly and considerate manner, complying will all rules and regulations of the College, will be subject to the institution's Conduct Policy. Central Valley Barber College has a progressive Conduct Policy, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations. **The following *may* be deemed violations of the conduct policy:**

- Failure to have books and equipment ready for class and/or clinic every day.
- Failure to maintain infection control and clean his/her own station
- Using cell phone during services or during school hours are prohibited. Cell phones are to be on silent and put away during a service.
- Failure to follow Personal Services Policy
- Violating smoking policy
- Eating on campus, other than in break room.
- Not completing assignments
- Theft or non-accidental damage to college property.
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- 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
- Unauthorized entry into, unauthorized use of, and misuse of college property
- Possession or use of explosives or weapons
- Failure to comply with directions of college officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Failure to comply with Dress Code
- Leaving Campus early without prior approval.

TERMINATION CONDUCT DISMISSAL POLICIES

The following acts *may* result in **immediate termination** from Central Valley Barber College

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing

- Use, possession, sale, or distribution of drugs/alcohol.
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

GRIEVANCE POLICY AND STUDENT COMPLAINTS

Most problems or complaints that students may have with the school or its administrator can be resolved through a personal meeting with the student's instructor or school administrator. If however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus, in person or via email at Enroll@CentralValleyBarberCollege.com and staff will respond within 10 school days to aggrieved student, in writing. Grievance forms are available in the file box in the breakroom. All written complaints from students are saved for 6 years for review.

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, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

STUDENTS 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, or the seventh day after enrollment, *whichever is later*. The institution shall refund 100% less registration fee of \$150.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Central Valley Barber College’s Satisfactory Academic Progress is consistently applied to *all* students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Central Valley Barber College’s Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

EVALUATION PERIODS

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on actual hours. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points in Actual/ Clocked Hours
Barbering	1,000 Clock hours	450 & 900 actual Hours

*The institution operates all programs according to a schedule of 900 hours & 26 weeks of instruction.

ATTENDANCE PROGRESS

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. 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 (clocked by the student), 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 of one and one-half (1 1/2) times the length of the course.

QUALITATIVE PROGRESS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory attendance progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published policy for Scheduling and Grading, Make-Up Work, Incomplete’s and Repetitions.** A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable.* **The Institution is currently not approved for Title IV financial Aid or Veteran’s benefits, at this time.**

MAXIMUM TIME FRAME

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school’s admissions policy. VA benefits are paid based on the approved program length of 1000 hours only.

Barbering 1000 Clock Hours	Maximum Weeks 150%	Maximum Hours
BARBERING 40 hours /week 25 weeks total	37.50 weeks	1,500 hours
BARBERING 32 hours /week 31.25 weeks total	47 weeks	1,500 hours
BARBERING 20 hours/week 50 weeks total	75 weeks	1,500 hours

GRADING SYSTEM

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. 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	Passing
60% - 69%	D	Not Passing
59% or Below	F	Failing

WARNING

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding, *if applicable*, until the next scheduled evaluation. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

ACADEMIC 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. Central Valley Barber College does not allow for the status of probation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable*.

RE-ESTABLISHMENT OF PROGRESS

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

EVALUATION RESULTS (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

INTERRUPTIONS, LEAVE OF ABSENCES & WITHDRAWS

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.

INCOMPLETES, WITHDRAWALS & REPETITIONS

Incompletes, withdrawals, and repetitions do not apply to the institution have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

TRANSFER STUDENTS & SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

VETERANS FUNDING & SAP

Students receiving Veterans Educational funding will remain be eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, *if applicable*. Failure to meet SAP by next evaluation period will result in termination of such funding.

TITLE IV FINANCIAL AID

Central Valley Barber College does not currently participate in Title IV funding.

VETERANS EDUCATIONAL FUNDING

Central Valley Barber College does not currently offer Veteran's Educational benefits.

MAKE UP HOURS & MAKE UP WORK

As Central Valley Barber College offers both full-time and part-time classes students Monday – Friday 8:30 am to 7:00 pm. Students are able to make up hours by attending another scheduled class outside the one they are enrolled; advance permission from an instructor is required to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity (3) to make up that exam/quiz on the next scheduled test date. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

INSTITUTIONAL REFUND POLICY

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. This Policy complies with California's state mandated policy.

1. Central Valley Barber College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit, registration or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non- refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are **not refundable**. Once received by the student it will belong to the student and will represent a liability to the student.

6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. 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 with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

*Eligible enrolled veterans receive a 100% pro-rata refund, less a \$10.00 registration fee, *if applicable.*

WITHDRAW PROCEEDURES

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- *May* be charged a \$150 termination fee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY POLICY ACT – FERPA

Central Valley 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 complete a record request form and forward it to Central Valley Barber College's Admissions Office at 3501 Atchison St Riverbank CA 95367, or via email Enroll@CentralValleyBarberCollege.com and allow up to 10 business days for processing, records request forms can be obtained at school. 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.

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.

ACCESS TO STUDENT RECORDS AND PRIVACY

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Central Valley Barber College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Central Valley Barber College protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

RECORDS RETENTION & ACADEMIC TRANSCRIPTS

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. **Transcripts are not provided to students who have ledger balances.** The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript *may* have a fee of \$10.00. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

GRADUATION REQUIREMENTS

When a student has completed 1000 clock hours, the required theory hours and practical operations, and taken a practical exam with a score of 75% or higher, the student will be awarded a diploma certifying his/her graduation from Central Valley Barber College.

OBTAINING PROOF OF TRAINING AND TRANSCRIPTS

When a student has fulfilled all his/her financial obligations to the school and the student ledger has a zero balance, a Proof of Training Document and an Official Transcript will be available to the student. Students are required to have their Proof of Training document to take the state exam.

LICENSING REQUIREMENTS

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Central Valley Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Barbering program 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 Central Valley Barber College to determine if your credits or diploma will transfer.

OWNERSHIP

Central Valley Barber College is owned by CV Barber College dba Central Valley Barber College, a partnership; the partners are Carl Gibbs and Rhonda Arnold.

BANKRUPTCY HISTORY

Central Valley Barber College and CV Barber College dba Central Valley Barber College (a partnership) do not have a pending petition in bankruptcy, is not operating as a debtor in possession, 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 (11 U.S.C. Sec 1101 et seq.).

APPROVAL DISCLOSURE STATEMENT

Central Valley Barber College, located at 3501 Atchison Street, Riverbank CA 95367, is a private institution and is approved and licensed to operate by the Bureau for Private Postsecondary Education (BPPE) P.O. Box 980818 West Sacramento, CA 95798; pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code Section 94817.5) Division 7.5 of title 5 of the California code of Regulations, and with state standards as set forth in the CEC and 5, CCR. The Bureau website is www.bppe.ca.gov. 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 post-secondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

ACCREDITATION

Central Valley Barber College is accredited with the National Accrediting Commission of Career Arts & Sciences (NACCAS) National Accrediting Commission of Career Arts & Sciences 3015 Colvin St. Alexandria Va. 22314 703-600-7600 NACCAS is recognized by the U.S Department of Education as a national agency for the institutional accreditation of postsecondary schools.

STAFF AND INSTRUCTORS

The instructors and substitutes at Central Valley Barber College are all licensed in the field of barbering. They are licensed by the California Board of Barbering and Cosmetology. Each instructor has three (3) or more years' experience in the barbering industry. The staff is kept current by attending seminars, conferences and demonstrations on fashions, methods, and new services. Current Instructors are:

Rhonda Arnold has been a Barber since 1980. Rhonda has managed and operated over 12 salon locations at one time and trained up to 63 employees, at one time. She trained the stylists/barbers working at her salons/barbershops on the barbering techniques needed to fulfill their duties.

Carl Gibbs has his B.A. in Business Administration and with over 15 years in the Beauty and Barber Industry. He was a Beauty and Barber representative for 10 years in Southern California. He also was a manager for a salon during those years in Dana Point, Ca. His knowledge and experience in the Barber field is invaluable to the students he teaches.

Ida Ulloa has worked in the barber and industry for over 30 years. She has owned and managed multiple shops throughout her career. She is also the current owner of Ulloa's Barbershop here in Riverbank, where she works as a barber part-time.

Sergio Lopez has been involved in the barber and beauty industry for over 10 years. He has held various positions within it through his career. He eventually decided to attend barber college to pursue his passion and has not looked back since. He has enormous patience for teaching and enjoys it very much. He currently also works at Central Valley Barber Shop in Oakdale, Ca as a barber.

Hernan Lopez Gutierrez found his passion to become a barber at a young age. He began cutting hair 5 years ago and that's when his passion took off. Hernan's skills as a barber and college education in business are tools that he passes on to the students he works with every day. He is currently working in a barbershop in Turlock, Ca.

Enrique Diaz-Lopez began to cut hair over 6 years ago and had no idea that this hobby would turn into a career when he began. When he graduated high school, he decided to attend barber college in order to become a professional at his craft. His skills and personality are invaluable assets to the school and the students he works with. He currently works as a barber in Turlock, Ca.

CENTRAL VALLEY BARBER COLLEGE

School Catalog and Pre-Enrollment Disclosures Acknowledgement

_____ I have received a school catalog (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:

_____ **State Licensing Requirements:** I understand the State of California Licensing Requirements as put forth in the school's catalog.

_____ **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

_____ **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.

_____ **Course Outline:** I understand the Barbering program's Course Outline set forth in the catalog.

I have reviewed the below disclosures and understand they are also posted on the school's web page:

_____ Program Outcomes and Performance data for State of California and on <https://centralvalleybarbercollege.com>

_____ Program Outcomes and Performance data for NACCAS and on <https://centralvalleybarbercollege.com>

_____ I have viewed the California State Board of Barbering & Cosmetology Act & Regulations Booklet Electronically at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf

Student Name (Print):

Date:

Student Name (Sign):

Parent or Guardian Signature, if applicable:

Date: