West Coast Barber College

3753 Mission Ave, Suite 108 Oceanside,
CA 92058
where all instruction occurs

- School Catalog-
- January 1, 2025 to December 31, 2025 -

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Phone Number: (760) 529-0898

www.westcoastbarbercollege.com

This is true and correct in content and policy. **Director's signature:** *Travis Valdo*

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Mission Statement

West Coast Barber College provides students with a comprehensive course of instruction that includes haircutting, hairstyling, shaving, rest facial and all services that may be requested by a patron in a barber shop or salon. Students will learn to perform services like coloring, chemical relaxing, perms, scientific scalp massage and proper shampoo procedure. The program is designed to prepare our students to be creative and skillful barbers and prepare for **entry level employment** as barbers and pass the California state barbering exam.

Catalog Information

West Coast Barber College is a private institution. West Coast Barber College's catalog is provided to students via the website (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. West Coast 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 by fax (916)263-1897
(916)574-8900 or 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.

Facilities and Equipment

West Coast Barber College is located at 3753 Mission Ave, Suite 108, Oceanside, California 92058; *this where all instruction will occur*. The institution has the capacity, currently, to concurrently enroll up to 45 students. The institution features:

- A spacious 3200 square foot, air-conditioned facility, easily accessible by public transportation.
- 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.
- 3 shampoo chairs equipped with shampoo sinks, which have hot and cold running water.
- A laundry area
- ADA restrooms for men and woman.
- Filtered drinking water for the patrons.
- The classroom 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 mannequins where students practice procedures like wrapping permanent wave rods and applying hair relaxers and colors.
- A student break room where a refrigerator, microwave and other kitchen appliances are available for student use.
- There is also an administration office that is equipped with desks, cabinets, computer system, and a copier.

Tools & Equipment Used During the Educational Program

The equipment being used in this course of study shall include all the implements used in the barber occupation. Each student buys a "Barbers Kit" during the student's registration. A "Barbers Kit" will include but is not limited to: Walhs 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, tint bowl, tint brush, clipper spray, mirror and a *Milady's Standard Professional Barbering* text book. A complete list of the "Barbers Kit" tools and supplies and list of itemized charges for each item may be provided upon request.

For the Barber Crossover Course, student will receive a shaving kit, and a *Milady's Standard Professional Barbering* textbook 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, talc powder, after shave and a mirror.

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE) approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and 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's (BPPE'Ss website is: www.bppe.ca.gov.

Instructional Language

Instruction is offered in English only. All students must have the ability to read and write in English at the level equivalent of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. We do not provide English language translators or ESL classes. However, if a students' primary language is not English, the school allows the student to bring in an interpreter, when signing the Enrollment Agreement contract to obtain a clear understanding of the terms, conditions, disclosures and statements, cancellation and refund policies noted in this Enrollment contract in the students' primary language.

Visa Services

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

Admission Policy

West Coast Barber College is accepting students for admission once the following criteria have been met:

- Must be 18 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.

  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.

  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.
- Provide their Social Security number or TIN
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution before 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 West Coast Barber College.
- **Barber Crossover Course students only:** Students must present proof of a current California Cosmetology license prior to enrollment.
- **Ability to Benefit Exam:** West Coast Barber College accepts Ability-to-Benefit students for those not meeting the GED or High School Diploma requirement. West Coast College uses the ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) exam administered by The College Board, 250 Vesey Street, New

York, New York 10281 Telephone (800) 607-5223 Fax (212) 253-4061. Student must receive the following minimum scores to be admitted: Reading Comprehension – 233 Sentence Skills – 235 Arithmetic – 230. **Ability to benefit is available for admissions but does not qualify students for Title IV Funding.**

- This institution does not award credit for experiential learning or any challenge exams.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you earn and are deemed transferable from another institution is determined at the sole discretion of West Coast 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. The school will review prior credit from all post-secondary training as appropriate for students eligible for VA education benefits, *if applicable.*

Re-entry (Re-Enrollment Policy)

A student who withdraws from West Coast 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

West Coast Barber College is committed to providing equal opportunities to all applicants in all programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees on the basis of race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

School Hours and Holidays (Calendar) Update to 2025

West Coast Barber College is open and holds classes from 8:30 am to 5:00 pm Tuesday thru Friday and 8:00 am to 4:30 pm on Saturdays. Holidays for the catalog period are Thanksgiving break (Thurday - Saturday), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day and Juneteenth. Holy Days of all religious beliefs are respected. A special holiday may be declared for emergency or special reason or COVID-19 required closure. Students will receive text messages or email regarding information pertaining to unexpected school closures if they occur.

Programs

West Coast College currently offers training leading to licensure with its **Basic Barbering Course** (1000 clock hours) and a **Barber Crossover Course** (200 clock hours). The Basic Barbering Course is offered both full time and part time; the full-time program is 40 hours a week for 25 weeks total, part time is 20 hours a week for 50 weeks total. The Barber Crossover Course is offered part time - 20 hours a week for 10 weeks total.

Program Schedule

Program	Tuesday	Wednesday	Thursday	Friday	Saturday	Lunch & Breaks	Program Length
Basic Barbering Course 1000 Hours 40-hours/wk	8:30 am to 5:00pm	8:30 am to 5:00pm	8:30 am to 5:00pm	8:30 am to 5:00pm	8:00 am to 4:30pm	30-minute Lunch 2-15minute breaks	25 Weeks

Basic Barbering Course 1000 Hours 20-hours/wk	8:30 am to 12:30 pm	8:30 am to 12:30 pm	8:30 am to 12:30 pm	8:30 am to 12:30 pm	8:00 am to 12:00 pm	1-15minute break	50 Weeks
Barber Crossover Course 200 Hours 20-hours/wk	8:30 am to 12:30 pm	8:30 am to 12:30 pm	8:30 am to 12:30 pm	8:30 am to 12:30 pm	8:30 am to 12:00 pm	1-15minute break	10 Weeks

Class Start Dates

Open enrollment allows students to enroll anytime openings exist, classes start on Tuesdays. Students are admitted on a rolling basis, once a student graduates from the college another student will be enrolled. In the event of a waiting list, students will be admitted on a first come first serve basis, from those who have turned in all their application materials and paid their registration fee.

Orientation Day

Student orientation occurs prior to the first day of class, no clock hours are earned. At orientation students will register their fingerprints for the clock-in system, receive their kit and will review school procedures and policies with a school staff.

Administration Hours

Students can obtain information from Administration and/or to complete enrollment documents on Wednesdays from 2:00 pm – 4:00 pm, or by appointment. Contact Travis Yaldo, Director at: (760) 529-0898 or by email: wcbarbercollege@gmail.com.

Course Outline

	Basic Barbering Course
Program Description	The curriculum for students enrolled in the Basic Barbering Course consists of 1000 clock hours. 200 hours of theory and 800 hours of practical operations. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by providing the skills and competencies needed to teach students to become a licensed barber in California and gain entry level employment as barbers.
Graduation Requirements	To graduate from West Coast Barber College and receive a diploma from the school, students must have completed the requisite clock hours (1,000 clock hours for Basic Barbering & 200 for Barber Crossover), have paid all tuition and fees in full, have a cumulative 70% or higher grade point average and past the school's final practical exam(s) with a 75% or higher. In order for the school to send the Proof of Training form required by the state to take the state board exam, all tuition and fees need to be paid in full.
Total Clock Hours	This course is 1000 hours in length. This program is delivered Tuesday through Saturday, 5 days a week, with a full time 40 hour a week program for 25 weeks. The part time option is delivered 20 hours a week for 50 weeks total.
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 *cumulative* academic grade average of 70% and 67% cumulative attendance to maintain satisfactory attendance progress.

<table>
<tr><td>Grading System</td><td>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.
<table>
<tr><td>90% - 100%</td><td>A</td><td>Passing</td></tr>
<tr><td>80% - 89%</td><td>B</td><td>Passing</td></tr>
<tr><td>70% - 79%</td><td>C</td><td>Passing</td></tr>
<tr><td>69% or below</td><td colspan="2">Not Passing</td></tr>
</table></td></tr>
<tr><td>Units of Instruction</td><td>The course includes 1000 hours of instruction, including:
100 Hours - Health and Safety: 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.
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.
100 Hours - Disinfection and Sanitation: 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.
200 Hours - Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.
300 Hours - Hairstyling Services: 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.
200 Hours - Shaving and Trimming of the Beard: 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.
50 Hours – Acts and Regulations: To be taught from the California State Board of Barbering and Cosmetology Act’s and Regulations Book
50 Hours – Business Development and Job Training: Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.</td></tr>
<tr><td>Mode of Instruction</td><td>Traditional Classroom and School Salon Floor</td></tr>
<tr><td>Textbooks</td><td>Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558, 2016</td></tr>
<tr><td>Internship/Externship</td><td>None</td></tr>
<tr><td>Distance Education</td><td>None</td></tr>
<tr><td>Faculty & Qualifications</td><td>All West Coast 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.</td></tr>
<tr><td>Skills and competencies to be acquired by the student.</td><td>o At the completion of the program the student will have acquired the following skills (but are not limited to):
o Clean and sanitize tools and work environment.
o Schedule client appointments and accept payments.
o Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc.
o Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc.</td></tr>
</table>

	○ 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 & classroom participation
	Barber Crossover Course
Program Description	The curriculum is designed for students who currently hold a California Cosmetology license and look to add a Barbering license to their credentials. The Barber Crossover Course consists of 200 clock hours. 40 hours of theory and 80 hours of practical operations. The course will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act. The course includes 100 hours of haircutting instruction, 100 hours of shaving.
Prerequisites	Crossover Student must hold a current valid California Cosmetology license. 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.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by providing training and of tooling students with skills to become a licensed Barber in California and enhance their skills as a cosmetologist by preparing them for licensure as a Barber.
Graduation Requirements	To graduate from West Coast Barber College and receive a diploma from the school, students must have completed the requisite clock hours (1,000 clock hours for Basic Barbering & 200 for Barber Crossover), have paid all tuition and fees in full, have a cumulative 70% or higher grade point average and past the school's final practical exam(s) with a 75% or higher. In order for the school to send the Proof of Training form required by the state to take the state board exam, all tuition and fees need to be paid in full.
Total Clock Hours	This program is 200 hours in length. This program is delivered Tuesday through Saturday, 5 days a week, 4 hours a day for 20 hours a week for a total of 10 weeks.
Exams & Grading	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 and 67% cumulative attendance.
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	Passing
80% - 89%	B	Passing
70% - 79%	C	Passing
69% or below	Not Passing	

Practical Operations	No less than 40 shaving operations are required to complete the Barber Crossover Course.
Units of Instruction	The program consists of 100 hours of shaving instruction and 100 hours hair cutting instruction, for a total 200 hours. Both haircutting and shaving units include Business Development and Job Training: Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.
Mode of Instruction	Traditional Classroom and School Salon Floor
Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558
Internship/Externship	None
Distance Education	None
Faculty & Qualifications	All West Coast 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.
Skills and competencies to be acquired by the student.	At the completion of the program the student will have acquired the following skills (but are not limited to): o Apply scalp and hair treatments including the use of therapeutic massage. o 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. o Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc.
Instructional Methods	Demonstration, lecture & classroom participation

Tuition & Fees

Program	Tuition	Registration Fee*	STRF	Kits **	Books**	Uniforms**	Total Charges for Current period of Attendance	Estimated Total Charges for Entire Program
Basic Barbering Course	$15,500	$150	$0.00	$600	$250	$0	$16,500	$16,500
Barber Crossover Course	$4,500	$150	$0.00	$50.00	$250	$0	$4,950	$4,950

**Non-refundable after the cancelation period
Non-institutional state exam fee is the responsibility of the student, the current fee is $125

Payment Methods

Other methods of payment of monies owed to West Coast Barber College may be paid with cash, Veteran's Title 38 funding, Title IV funding (Pell only), check or money order. A non-sufficient fee of $25.00 will be added for returned checks.

Extra Instructional (Overtime) Charges

Students are expected to complete their training within the time specified in the enrollment agreement. Holidays and 6 additional days are included in all student's contract end date. If a student requires additional training beyond the scope of the course and or beyond the contract end date, additional charges may apply and will be $10/ hour, *payable upon completion of all requisite hours and prior to graduation*. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completing the program.

Loan Repayment

West Coast 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. **If a student defaults on a federal or state loan the following may occur:**

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Scholarships and Fee Waivers

West Coast Barber College may offer fee waivers and discounts for given periods of time. In such event all students will be offered the same pricing and discounts during the same time period.

Student Time Clock Policy

Students clock in and out each day and clock in and out for their lunch period. Students do not need to clock in and out for their 15-minute breaks. Students may only punch in and out for themselves; punching in for another student or asking another student to punch in for you is deemed a violation of the school conduct policy.

After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building, and reading material or activities not related to your training. If this occurs, you *may* be asked to stop such activity or to clock out for the remainder of the day. Continued activities of this nature may be subject to the school's conduct policy.

Tardy Policy

Students arriving more than 15 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 West Coast Barber College, there is no contract extension for an excused absence, but the school does appreciate your calling in if you will know you will be out for scheduling purposes. A total of six days, to assist with necessary absences, and all school holidays are used to compute a student's contract end date to be used during their enrollment period. 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 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 head wraps, hair nets, or bandanas
- No shorts, basketball shorts, or skirts are allowed as only jeans and slacks are allowed
- No inappropriate graphics on shirts
- No revealing clothing such as tanktops and croptops

Leave of Absence Policy (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. West Coast Barber College will review request for a Leave of Absence (LOA) for ***all*** students. An 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.

The request for a leave of absence must be accompanied by a written statement as to the reason for the request and plan for making up missed time and include supporting documentation (examples: medical notes, jury summons, death notices). All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. West Coast 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 leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. A student granted an LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. There will be NO additional charges while student is on an approved LOA. A written 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
  - 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 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 a refund will be the student's last date of attendance or *the date that the student notifies the school that they will not be returning, whichever is earlier.*
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

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 assessed on their completed 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. 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 & professional 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 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 will all rules and regulations of the College, will be subject to the institution's Conduct Policy. West Coast Barber College strives to have **a progressive Conduct Policy,** beginning with a verbal warning, followed by a written warning, then suspension after which a student may be 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.
- Non payment of tuition for more than 30 days
- 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 dishonest.y
- 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.

Termination Conduct Dismissal Policies

The following acts *may* result in **immediate termination** from West Coast Barber College:

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on tests or Cheating on number of assignments completed
- Non payment of tuition for more than 30 days
- 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

Lost Stolen Items

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.

Parking

Students are permitted to park in the parking in the back alongside Mission Ave. Students are not permitted to park in the front of the building.

Smoking

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

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 on Saturdays.

Job Placement Assistance (Employment 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. West Coast Barber College attempts to locate employment for graduates who request assistance. This service is extended to all graduates from the Barber College. West Coast 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 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 *and will post such on a school bulletin board located in the breakroom*.

Student Services

Available student services at West Coast Barber College include academic counseling. Instructor(s) provide academic counseling for students and the institution encourages students to seek help. Instructors at West Coast Barber College provide one-on-one tutorial assistance to students who need extra help in practical or technical work. School administration hours are: Wednesdays from 2:00 pm – 4:00 pm, or by appointment. Contact Travis Yaldo, Director at: (760) 529-0898 or by email: wcbarbercollege@gmail.com.

Library Services

At West Coast Barber College our resource bookcase is referred to as our **Library** and is comprised of learning resources for Basic Barbering Course and Barber Crossover Course students. The Library currently consist of Milady's Barbering texts, Milady workbooks and exam practice books, videos, DVD's and CD's that contain lessons and demonstrations for students & staff's viewing that relate to both Basic Barbering Course and Barber Crossover Course students. The policies and procedures for supplying these items to students will be based on a checkout system with Administration who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students and staff will have access to all library materials during school hours. Students and staff who wish to check out material overnight must get permission from Administration. All materials must be returned within 3 school days. Any material considered overdue or late by a student may affect their future privileges for checking out learning material.

The Resource Bookcase (Library) is located in the Administration office. 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.

Satisfactory Academic Progress Policy (SAP)

West Coast 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. West Coast 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 scheduled hours. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points
Basic Barbering Course	1000 Clock hours	450 scheduled hours 900 scheduled hours
Barber Crossover Course	200 Clock Hours	100 scheduled hours

*The institution operates all programs according to a schedule of 900 hours per academic year of instruction and 26 weeks.

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 allowed.

Academic 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 academic 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*.

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 allowed to continue on a cash basis.

Program	Maximum Week 150%	Maximum Scheduled Hours
Basic Barbering Course 1000 Hours 40-hours/week **25 weeks total**	37.50	1,500 hours
Basic Barbering Course 100 Hours 20-hours/week **50 weeks total**	75.00	1,500 hours
Barber Crossover Course 200 Hours 20-hours/week **10 weeks total**	15.00	300 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	Passing
80% - 89%	B	Passing
70% - 79%	C	Passing
69% or below	Not Passing	

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. Faulire to meet minimum requirements by the next evaluation period will result in interuption of Title IV funding.

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).

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

Interruptions, Leave of Absences, Course Completions and 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.

Transfer Students

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. SAP evaluation periods are based on actual contracted hours at the institution.

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file. The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress

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

Veterans Funding
Students receiving Veterans funding ***will be*** eligible for Veteran's and Title IV funding if they are on Satisfactory Academic Progress *warning.* Failure to achieve Satisfactory Academic Progress status on the next evaluation after a student is placed on warning ***will*** result in an interruption of veteran's educational benefits funding ***and*** Title IV funding, *if applicable*. West Coast Barber College does not have a Satisfactory Academic Progress status of probation for any students, at this time.

Veteran's Education Funding
West Coast Barber College is approved to offer Title 38 benefits (Veteran's Educational Funding).

Title IV Funding
West Coast Barber College is currently accepting Title IV funding (for Pell Grants only).

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 $1,200 a month (www.apartments.com).

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 prohibited. Students violating this rule *may* be subject to immediate termination from West Coast Barber College.

Drug Free Awareness Programs
McDonald Center Scripps Hospital
9888 Genesee Avenue
La Jolla, CA 92037
Phone: (619) 458-4300

Drug Information Hotlines
National Institution on Drug Abuse
(800) 622-HELP
National Clearing House for Drug Information
(800) 729-6686

Record Keeping
Student practical operations 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.

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 attach 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.

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.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, ***whichever is later.*** The institution shall refund 100% less registration fee of $150.

Institutional Refund Policy and Procedures

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. **The school uses the California state mandated policy.**

1. West Coast 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. Kits, books, uniforms are not refundable, after the cancelation period, and received by the student. It will then 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%

Withdrawal Procedures

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

- Provide a written notice to the school director or email to wcbarbercollege@gmail.com.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- Upon payment of all debts owed to the school and a $10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no Proof of Training form will be released.
- For purposes of determining a refund under the Act § 71750, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in the school's institutional refund policy.

Federal Financial Aid

We participate in the federal finaicial aid program.The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

- Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

Who qualifies for Federal Financial Aid

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen.
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with-transfer program.
- Not be enrolled simultaneously in elementary or secondary school.
- Have a valid Social Security number.
- Be registered with Selective Service, if required.
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs.
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder.
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable.
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.
- Not be liable for an overpayment of a Title IV grant.

Return of Title IV (for Federal Student Aid)

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct loans, PLUS loans) and withdraw from school prior to completing 60% or more of the scheduled hours in the payment period are subject to the Return of Title IV funds requirements of the U.S. Department of Education.

Unofficial withdrawals will be determined by the Last Date of Attendance (LDA) and will be used in the calculation of funds returned to Title IV. The Date of Determination (DOD) will be no later than 14 calendar days from the LDA. West Coast Barber College will notify the student within 30 days of the DOD and make any required refunds no later than 45 days from the DOD. If a student does not return from an approved Leave of Absence (LOA) the DOD will be set as the date the student was scheduled to return from the LOA. The school calculates R2T4 on a payment period basis.

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 Calendar days) from the last date of physical attendance without notifying the school's administrative office.

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's

behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

If any student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

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.

Travis Yaldo
West Coast Barber College
3753 Mission Ave, Suite 108 Oceanside, CA 92058
email: wcbarbercollege@gmail.com

The written complaint should contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

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

Career Opportunities in the Barbering Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #12.0402 for Barbers. This applies to both the Basic Barbering Course of 1000 Clock Hours and the Barber Crossover Course of 200 Clock Hours.

Industry Prerequisites

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.

Graduation Requirements

To graduate from West Coast Barber College and receive a diploma from the school, students must have completed the requisite clock hours (1,000 clock hours for Basic Barbering & 200 for Barber Crossover), have paid all tuition and fees in full, have a cumulative 70% or higher grade point average and past the school's final practical exam(s) with a 75% or higher. In order for the school to send the Proof of Training form required by the state to take the state board exam, all tuition and fees need to be paid in full.

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 complete a record request form and forward it to wcbarbercollege@gmail.com and allow up to 10 days for processing, records request forms can be obtained at school, or by requesting via email at the same email address. 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.

Records Retention and Transcripts

Records 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. **State Proof of Training documents are not provided to students who have ledger balances**. Transcript is provided at a fee of $10.00.

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 Basic Barber Course 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.

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. Fire evacuation plans are reviewed at all student orientaitons.

Ownership

West Coast Barber College is owned by West Coast Barber College, INC which is owned by Travis Yaldo, Owner.

Bankruptcy History

West Coast Barber College does 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.).

Office of Student Assistance and Relief

The office of Student Assistance and Relief is available to support prospective students, current students, or past student of private postsecondary educational institutions in making informed decisions, understanding their rights, and navingating available services and relief options. The office may be reached by calling (888-370-7580) or by visiting (www.osar.bppe.ca.gov)

Licensing, Approval & Accrediting

West Coast Barber College is **accredited** with the National Accrediting Commission of Career Arts and Sciences (NACCAS's). The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703) 600-7600.

U. S. Department of Education (USDOE)
400 Maryland Avenue, SW, Washington, D.C. 20202
1-800-872-5327

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website address: www.bppe.ca.gov
Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897

California State Approving Agency for Veterans Education (CSAAVE)
227 O Street, Suite 625, Sacramento, CA 95814
(916) 503-8317

California Board of Barbering and Cosmetology
PO Box 944226, Sacramento, CA 94244-2260
1-800-952-5210

COVID-19 Information

The institution is closely monitoring the current situation with the coronavirus disease 2019 (Covid-19). The institution will continue to issue interim guidance based on what is currently known about the transmission and severity of Covid-19. Students, staff, and guests will be expected to comply with all guidance from the CDC and local health officials. Updated guidance will be posted around the school as well as distributed to all students and staff. Training and guidance will be provided as needed to protect high risk populations and the healthcare system and minimize disruption to teaching and learning and protect students, staff and guests from social stigma and discrimination.

Administration and Instructional Staff

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 Staff

Travis Yaldo – Instructor/ School Director – California License number B78946
Travis Yaldo is the owner, supervisor, and lead instructor at West Coast Barber College. He was born and raised in San Diego, California. Travis has been a barber for close to 20 years. He started his career in barbering right out of high school, when he decided to enroll into a barber college. Mr. Yaldo has been fortunate enough to cut hair in several socio-economic environments, thus allowing him to enjoy a diverse barbering experience. Travis' love for barbering and passion for helping others learn the art of barbering, led to the opening of West Coast Barber College. Watching his students who have little to no experience enter this industry and become great, motivated barbers is what makes his job rewarding. Travis works hard to ensure that his students are not only receiving top quality education in becoming a successful barber, but in gaining knowledge in opening up a barbershop, marketing yourself to build clientele, and basic life skills that are necessary and helpful to be successful in this industry. Travis Yaldo also takes classes and attends seminars and hair shows to maintain the latest techniques and continue his education.

Taryn Torres – Instructor/ Financial Aid Administrator – California License number B95547
Taryn grew up in Oceanside, California and is a dual licensed barber and cosmetologist. Her passion for the barbering field has led to the love she has in the art of hair. Taryn strives to create confidence in each of her clients through the personalization of each haircut. Seeing that dedication and progression of skills through her students continues to inspire her in her own craft. She has been cutting hair for 12 years and the most important lesson she's learned is that one's knowledge and experience will never stop growing as long as they keep their minds and artistry open to learn from those beside them no matter how skilled.

Kenny Williams – Instructor - California License number- B92758
Kenny Williams was raised in Oceanside, California, and after graduating high school, Kenny worked many different jobs trying to find a suitable career for himself. Barbering has always been something he has been interested in and has always wanted to become a barber. Years after working many other jobs, he finally decided to enroll himself into barber college. He has been a licensed barber for 9 years and counting. Kenny enjoys providing a great service to his clients and the community he grew up in. He believes that becoming a barber is more than just giving a haircut, it is about the service and experience you are providing for your clients, in hopes they feel more confident when they look in the mirror. Kenny has been an instructor at the college for 3 years. He has extended his love for barbering into helping others start a career in the industry.

Administration

Administrators: Travis Yaldo and Amelia Yaldo

West Coast 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.

- **SAP Policy:** I understand the SAP 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, regulatory oversight restrictions of the industry and the ability to meet requirements set forth by employers as are covered in the school's catalog.

- School's **Return to Title IV Policy**

- **Course Outline:** I understand the Course Outline set forth in the catalog.

- **I have received the below disclosures and understand the are also posted on the school's web page.**
- Program Outcomes and Performance data for state of California and on www.westcoastbarbercollege.com
- **NACCAS Annual Report statics** (also on www.westcoastbarbercollege.com)
- I understand the school's Annual Security Report (Clery Act disclosures) are posted on the school's web page.

- **I have read and understand the below regarding employment as a Licensed Barber. In order to work in the Barbering field:**
- I must be licensed in order to practice or provide services to the general public as a barber.
- As a professional in your field you must stay in compliance with regulatory agencies to understand what your responsibilities are to practice your craft.
- Barbers are in an industry that sometimes requires lots of bending, standing and sometimes being exposed to chemicals. Make sure to follow manufacturer's direction for use of chemicals and discarding of products. Wear masks, gloves, etc., for your protection as a provider and protect your client from injuries as well.
- To become employed and stay employed you'll need to meet the requirements set forth by your employer.

Updated January 1, 2025

Student Name (Print): _____**Date**:_____

Student Name (Sign): _____