

School Catalog

Vol. 3.2

Information contained is required by Rule 6E-2.004(11), F.A.C. All statements reflect policies in effect at the time of publication and are subject to change without notice or obligation. This includes statements of fees, course offerings, and program, admission, and graduation requirements applicable to both currently enrolled and new students. Only available in English, the language in which all programs’ are taught.

The Adrian H. Wallace Barber

Academy

3822 N 9th Avenue Pensacola, FL 32503

[www.AHWBarberAcademy.com](http://www.AHWBarberAcademy.com/)

850-388-8020

1/01/2024

*Certified true and correct in content and policy*

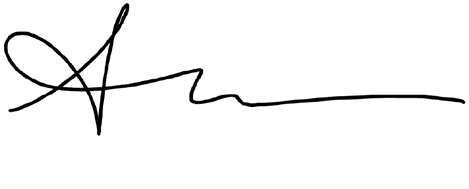


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# History/Ownership/Governing Body

The Adrian H. Wallace Barber Academy was founded in November 2013. The Academy is owned by President, Adrian H. Wallace.

# Licensing

The Adrian H. Wallace Barber Academy is Accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS). Contact information for NACCAS is as follows: National Accrediting Commission of Career Arts & Sciences, Inc., 3015 Colvin Street, Alexandria, VA 22314, telephone (703) 600-7600, [www.NACCAS.org.](http://www.naccas.org/)

We are licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution can be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free number (888) 224-6684.

# Staff and Administration

Mr. Adrian H. Wallace, President, Owner and Instructor Licensed Barber, Florida

Licensed Master Barber, Maryland; Apprenticeship, A- Line Barbers of Essex, MD Licensed Barber, Virginia

Mr. Darnell Powell, Instructor Licensed Barber, Florida

Master Barber & Barber Instructor, Georgia; Diploma, Pro Way Hair College, Stone Mountain, GA

Ms. Angela Lewis, Chief Administrative Officer BA, Duke University, Durham, NC

Ms. Julian Turner, Financial Aid Administrator Licensed Barber, Florida; Diploma, The Adrian H. Wallace Barber Academy, Pensacola, FL

Mr. Rick Maharrey, Substitute Instructor Licensed Barber, Florida; Diploma, The Adrian H. Wallace Barber Academy, Pensacola, FL

Mr. Marcus Smith, Instructor

Licensed Barber, Florida; Diploma, The Adrian H. Wallace Barber Academy, Pensacola, FL

# Mission Statement

It is the mission of The Adrian H. Wallace Barber Academy to provide a quality post-secondary barber education in practical skills necessary for licensure and employment success.

# Annual Reporting

2022 NACCAS Annual Reporting Outcomes:

* Graduation Rate: 93.75%
* Placement Rate: 83.33%
* Licensure Rate: 100%

# Academic Calendar

The Adrian H. Wallace Barber Academy is open Tuesday through Saturday 10:00 am – 6:00pm. We are closed on Sunday, Monday and the following legal holidays:

Martin Luther King, Jr. Day Memorial Day Independence Day

Labor Day

Thanksgiving Day Christmas Day New Year’s Day

\*The institution will also close for winter break. Winter break is Christmas Day through New Year’s Day.

In addition, the institutions owner may declare additional holidays, which will be announced at the appropriate time with proper notice.

Beginning dates for enrollment at The Adrian H. Wallace Barber Academy are continuous. All courses have open enrollment. Students shall start on Tuesday of each week and will be allotted a 1 hour break.

# Admission Procedures and Requirements

The Adrian H. Wallace Barber Academy does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The Barber Academy considers each applicant based on ability, character, and recommendation by references.

To be admitted and enrolled as a student in The Adrian H. Wallace Barber Academy, candidates must provide the following:

* Current driver’s license or state issued photo identification.
* High School diploma, a recognized equivalent of a High School Diploma such as a home- schooled certificate by the state where the student resided during home school or a GED. Applicants who do not have a High School Diploma or equivalent can enroll under the “Ability-to-Benefit” policy. (See Disclosures, page 26 Ability-to-Benefit Application and Enrollment Procedure).
* Be at least 16 years of age.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency that is qualified to translate documents into English and confirm academic equivalence of such documents.

A non-refundable fee of $100.00 is due at the time of registration.

Final acceptance of the applicant is made by the schools’ president. Applicants will be notified of their acceptance and will return to complete the Enrollment packet and begin the orientation process.

A student who has been terminated or withdrawn may reapply to The Adrian H. Wallace Barber Academy. If a student re-enrolls within 180 days, they will enter in the same status as when they were withdrawn and treated as though there was no break in attendance. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%.

If a student re-enrolls after 180 days, they will also enter in the same status as they left, but the student will require a new contract (based on current cost and length of program with transfer hours included), new SAP (based on transfer hours), payment period is adjusted with regards to transfer hours.

Returning students will be charged a $100 Re-entry fee.

# Transfer Students

The acceptance of any and/or all the transferring hours and services is at the discretion of The Adrian

H. Wallace Barber Academy. Transfer students will receive credit for previous training from an accredited barber school with proper documentation of hours, services and tests, and after being evaluated in both theoretical and practical abilities by the Barber Academy president. No more than 75% of the program credits will be transferred into the school from another institution. The Barber Program educational costs will be adjusted.

For course credits to be considered, student must request official transcript be sent directly to The Adrian H. Wallace Barber Academy. In addition, student may be required to provide catalog and other relevant documents regarding courses to be considered. All courses must have a grade of “C” or higher on the transcript from the awarding institution. Courses submitted for transfer credit must be comparable to the courses at the Barber Academy for the credit to be awarded.

The transfer from The Adrian H. Wallace Barber Academy to another institution is at the discretion of the accepting institution; The Adrian H. Wallace Barber Academy cannot guarantee the transferability of credits earned at our school. It is the students’ responsibility to confirm whether the clock hours & services earned at the Barber Academy will be accepted by another institution of the student’s choice.

# Courses and Curriculum

BARBER PROGRAM OUTLINE 900 HOURS

DESCRIPTION: The Barber Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related field.

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

* Project a positive attitude and a sense of personal integrity and self-confidence.
* Project professionalism, visual poise and proper grooming.
* Communicate effectively and interact appropriately with colleagues, supervisors and clients.
* Respect the need to deliver worthy service for value received in an employment environment.
* Perform the basic manipulative skills in the areas of haircutting and styling, hair shaping, hair coloring, texture services and scalp and hair conditioning.
* Perform basic analytical skills to advise clients in the total look concept.
* Apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in barbering and related fields.

REFERENCES: A library of references, periodicals, books, text and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these materials.

Textbooks: CIMA By Milady, Milady Professional Barbering, 6th Edition; Publisher Milady; 2017, ISBN: 9781305100558 (hardcover)

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps with address specific tasks necessary for the state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods.

Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities and student participation. Audio-visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Student must maintain a written grade average of 75% in order to graduate.

Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

|  |
| --- |
| A = 93% -100% = Excellent |
| B = 85%- 92% = Very Good |
| C = 75%- 84% = Satisfactory |
| D = 74% and Below = Unsatisfactory |

BARBER COURSE DESCRIPTION: The total hour requirements below must be met by each student in each category for the earned hours to be accepted by Florida’s Barber Board for examination:

|  |  |  |  |
| --- | --- | --- | --- |
| Barber Course # | Course Name | Services | Clock Hours |
| MOD I BAR 101 | Sanitation, Hygiene and Safety | -- | 225 |
| MOD II BAR 102 | Hair Structure and Chemistry | -- | 50 |

|  |  |  |  |
| --- | --- | --- | --- |
| BAR 103 | Haircutting, Styling and Shaving | 100 | 250 |
| BAR 104 | Chemical Procedures and Services | 200 | 100 |
| BAR 105 | Skin Care and Facials | 50 | 75 |
| MOD III BAR 106 | Business and Professional Relations | 25 | 50 |
| BAR 107 | HIV/AIDS, FL State Laws/Rules, Exam Review | 150 | 150 |
|  | Total | 525 | 900 |

MOD I

Bar 101 Sanitation, Hygiene and Safety (225 Clock Hours):

Students must be able to express an understanding of the importance of any and all decontamination methods.

MOD II

Theory Units of Study:

* Study Skills\*
* The History of Barbering\*
* Professional Image\*
* Microbiology\*
* Infection Control and Safe Work Practices\*
* Implements, Tools and Equipment\*
* Properties and Disorders of the Skin\*
* Properties and Disorders of the Hair and Scalp\*
* Shaving and Facial Hair Design\* Hands On Classes:
* Introduction to Clinic Floor\*
* Tool Kit\*
* Drape\*

Bar 102 Hair Structure and Chemistry (50 Clock Hours):

Students must define both organic and inorganic chemistry, demonstrate an understanding of the human body and of the structure of the hair and how they function.

Bar 103 Hair Cutting, Styling and Shaving (250 Clock Hours):

The student learns all necessary techniques of hair cutting, including but not limited to, taper cuts, fades, flat tops, and standard haircuts using scissor over comb, clipper over comb and freehand techniques. Students will practice all areas of shaving techniques including softening of beard, applications of massage cream and tonics. Bar 104 Chemical Procedures and Services (100 Clock Hours):

Students at our elite Florida barber school will practice the application of chemical services, which include coloring; bleaching; hair relaxing or permanents. All application is conducted under the supervision of an instructor in the clinic. Students will also learn cleansing with a suitable shampoo and massaging with hands or electrical appliance, which includes electric steamer, infrared lamp, ultra violet lamp, and thermal lamp.

Bar 105 Skin Care and Facials (75 Clock Hours):

This course includes practical training and performance of facials, including skin analysis, client consultation and customizing treatments.

Theory Units of Study:

* + Chemistry
  + Treatment of the Hair and Scalp
  + Men’s Facial Massage and Treatments
  + Men’s Haircutting and Styling
  + Men’s Hair Replacement
  + Women’s Haircutting and Styling
  + Chemical Texture Services
  + Haircoloring and Lightening Hands on Classes:
* Introduction to Regular Haircuts, Fading and Tapering\*
* Facial
* Chemical Services
* Eyebrows

MOD III

Bar 106 Business and Professional Relations (50 Clock Hours):

Professional Ethics; Salesmanship; Client record-keeping; Decorum; Basic tax information relating to booth renters and independent contractors.

Bar 107 HIV/AIDS, Florida State Laws and Rules, Chapter 476 (150 Clock Hours):

The class is designed to give students the training required for preventing the spread of blood borne infectious disease. Students will learn best practices for controlling the infection, objectives of the Florida Barber/Stylist licensing laws, discuss state board rules, understand the purpose of inspectors and prepare to take state board exams. \*HIV Online Test must be taken at time of application of the licensing exam.

Theory Units of Study:

* + State Board Preparation and Licensing Laws
  + The Job Search
  + Barbershop Management Hands On Classes:
* Customer Service
* Taxes, Booth Rent VS Commission
* State Board Inspections (Sanitation)
* State Board Website
* State Board Application
* HIV

\*These theory units of study and classes must be complete and test satisfactory before student can participate in student clinic activities, i.e. cutting hair and performing other services to the public.

SCHOOL KIT LIST AND POLICY:

* + Milady’s CIMA: Interactive eBook and Learning Path
  + Carry-all Case
  + Barber Jacket
  + Disinfectant Jar
  + Disinfectant
  + Mannequin
  + (3) Hair Clips
  + (2) Spray Bottles
  + Mirror
  + White Towels
  + Basic Shear
  + Blending Shear
  + Afro Pick
  + (6) Combs: Flat Top, Starflite #939
  + (2) Brush: Diane Medium Bristle Long, Diane Medium Bristle Short
  + (2) Wahl Hero Trimmer
  + Close Shaver
  + (2) Adjustable Clippers
  + Neck Strip Dispenser
  + Neck Duster
  + Styptic Powder
  + Clubman Talc
  + Mentos Shave Gel
  + Cutting Cape
  + Chair Cloth Clip
  + Disposable Razor
  + Razor Blades, Double Edge
  + Speed-O-Guide Guards: 0, 00, 000
  + Blow dryer
  + Detachable clippers (model 10)
  + Cordless Trimmers
  + Oster 76 Blades: 0a, 1a, 1 ½, 2

I hereby understand that:

1. The Kit may not be removed from the campus facility without permission.
2. I am responsible for replacing lost, missing, or broken items.
3. Per the refund policy stated in my enrollment agreement, some items are not returnable.
4. The implements and products provided are to be used on school clients and/or models as assigned to develop required skills and speed.

# Satisfactory Academic Progress Policy

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

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barber 450 and 900 clocked (actual) hours

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

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

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

COURSE MAXIMUM TIME ALLOWED

Barber (Full-time, 35 hrs/wk) – 900 Hours

WEEKS

39 Weeks

SCHEDULED HOURS

1350 Hours

The institution operates all programs according to a schedule of 900 hours per academic year of instruction. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria (rubrics) adopted by the school.

Students must maintain a written grade average of 75%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

|  |
| --- |
| A = 93% -100% = Excellent |
| B = 85%- 92% = Very Good |
| C = 75%- 84% = Satisfactory |
| D = 74% and Below = Unsatisfactory |

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress s and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the

student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed. If the student does not prevail upon appeal, or chooses not to appeal, the student may continue on a cash-pay basis.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

A clock hour is defined as a minimum of 50 minutes of supervised instruction with a 10 minute break. Class and break schedules are on the course descriptions provided by each instructor. The school follows an independent course numbering system; Courses are numbered sequentially and assigned a three-letter prefix representing the program title.

# Extra-Instructional Charges Policy

Each program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. The institution has reserved space, equipment and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of

$250 per week, or any part thereof, payable in advance until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

# Requirements of Completion of Program

The following requirements must be met by the student to qualify for graduation:

* Achieve a cumulative grade point average of 75% or higher.
* Attend all required hours of the program (900 hours for the Barber Program) as required by the State Board of Barbering and Cosmetology.
* Complete all designated requirements (tests, laboratory hours, client services) of the program.
* Satisfy all financial obligations to the institution or fill out a payment plan approved by the owner.

(STATE LICENSING AND EXAM FEES ARE A SEPARATE COST FROM ANY OTHER FEES LISTED IN THIS CATALOG.)

Upon the successful completion of the 900 hour Barber Program, the student receives a diploma. To receive a Barber license, the student must submit a barber examination application, certificate of completion of board-approved HIV/AIDS course (2-hour course) and pay applicable fees to the department. Once the application is approved, the student must schedule a date and time for their barber examination with PearsonVue. A license will be issued and mailed upon successful completion of the barber examination.

# Attendance Policy

All students are expected to attend classes on a regular basis and to maintain an attendance percentage of at least 67%. Daily attendance is required and is recorded by the Instructor. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them. If satisfactory arrangements are not made, incomplete or failing grades may be assigned. Students who are unable to attend class should notify the Barber Academy promptly.

Three (3) unexcused absences within 30 days will result in a counseling report card that will be stored in the students file.

If the Barber Academy closes early or has a delayed opening for any reason and if a class can meet for 50% or more of the regularly scheduled meeting time, or if the class can meet for 50 minutes or more, it will meet. The Adrian H. Wallace Barber Academy will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the schools operational status will be communicated through one or more communication methods including text messages, emails and answering machine updates. For the most up-to-date information regarding openings, closings, or emergencies, all students, faculty, and staff are required to maintain a working phone number on file and are encouraged to sign up for email and text alerts through the office of the President.

LEAVE OF ABSENCE

The Adrian H. Wallace Barber Academy requires students to provide a written, signed, and dated request, which includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Additional charges will not be assessed as a result of a LOA. Students on a LOA are not considered to be withdrawn from the school and no refund calculation is required at that time. Hours elapsed during a LOA 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. Changes to the contract period on the enrollment agreement must be initialed by all parties or a contract addendum must be signed and dated by all parties.

If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always student’s last day of attendance.

A student on an approved LOA who has notified the Barber Academy that they will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the LOA or the date the student notifies the Barber Academy that he/she will not be returning.

TARDINESS

Students are expected to arrive to class on-time and prepared to learn, as tardiness causes the

student to miss valuable instruction and disrupts the class. A student arriving 15 minutes after instruction has begun is considered tardy. Any student who is tardy to class three (3) times will be recorded for 1 unexcused absence and counseled by the instructor. Any further tardiness will result in the student being required to make up hours and work missed at a scheduled time agreed upon by the instructor.

WITHDRAWAL

Students have the option to officially withdraw from the school at any time by giving written notification to the president. Unofficial withdrawal can take place at such time as the student fails to attend classes for (14) consecutive calendar days and has made no contact with the school and the school has made attempts to contact the student to no avail. The Barber Academy will make 2 attempts to contact the student, either by phone, email or mail, before they are withdrawn. A status of “Withdrawn” will be assigned upon withdrawal determination. Upon withdrawal, official or unofficial, the institutional refund policy AND the Title IV refund policy (R2T4) will apply and arrangements must be made to pay any balance due to the Academy. Students will not be permitted to re-enroll in the Barber Academy with an outstanding balance. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the date of determination.

# Veteran’s Policies

Veterans who have served in the military or children, spouses, or widows/widowers of veterans may be eligible for educational assistance through the U.S. Department Veterans’ Affairs (VA). By authority of Title 38, United States Code 3676© (14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word “veteran” is used, it is intended to include all persons receiving VA education benefits).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [http://www.benefits.va.gov/gibill.](http://www.benefits.va.gov/gibill)

In accordance with Title 38 US Code § 3679 subsection (e), and effective August 1, 2019, the Adrian H. Wallace Barber Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Veterans Readiness & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the school certifies the student’s tuition and fees, following receipt of the student’s VA Certificate of Eligibility, this school will not:

* Prevent the student’s enrollment;
* Assess a late penalty fee to the student;
* Require the student to secure alternative or additional funding;
* Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, students will be required to:

Provide the College with:

* A copy of his/her VA Certification of Eligibility (COE) - A “certificate of eligibility” can also include a “Statement of Benefits” obtained from the U.S. Department of Veterans Affairs’ (VA) website; eBenefits; OR
* An approval letter for chapter 31 benefits, such as a VAF 28-1905 form.

Veterans can apply for Federal Student Aid in conjunction with VA benefits. VA benefits are taken into consideration for institutional aid eligibility but they do not impact a student’s eligibility for Federal Student Aid. Students who choose to utilize their Post-9/11 GI Bill should still complete the FAFSA application as receiving VA benefits does not impact a student’s eligibility for Federal Student Aid such as Federal Direct Loans and Pell Grants.

VETERAN’S ATTENDANCE POLICY

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1/3 absence. Students exceeding 3 total unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files.

A veteran may recertify for benefits following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. To show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated unexcused absences, tardies, and class cuts exceeds more than 3 in a calendar month. The interruptions will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance.

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances. Mitigating circumstances are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to: serious illness of the veteran; serious illness of death in the veteran’s immediate family; Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course; Active-duty military service, including active duty for training.

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (GPA) of 75% each evaluation period.

A VA student whose GPA falls below 75% at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s GPA is still below 75% at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a GPA of 75%.

VETERAN’S REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts

paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

VETERAN’S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

RE-ADMISSION AFTER MILITARY SERVICE

Readmission guidelines for a student who withdraws to perform active military services are as follows: For any enrollment date that begins after the date a student is released from active military service but no later than the first anniversary of that date, the Barber Academy shall admit the student, without requiring re-application or charging a fee for readmission. The student will be re-enrolled with the same academic status that the student had before the student’s withdrawal.

# Financial Aid

Financial Aid is available to those who qualify. The Financial Aid office requires an entrance interview with all prospective students. Materials regarding financial aid are distributed free of charge. The Adrian H. Wallace Barber Academy participates in five federal programs of assistance – Federal Pell Grant, FSEOG, Federal Work Study and Federal Stafford Loans (subsidized and unsubsidized). The amount and type of financial aid offered is based upon financial need as determined by the federal government’s system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan, or a student who has been convicted of possessing or selling illegal drugs while receiving financial aid at any post-secondary school.

APPLICATION PROCESS

In order to apply for federal financial aid, the student must complete the application for federal student Aid (FAFSA), and furnish the necessary documentation required for verification of information submitted. An interview is appropriate and required in almost all circumstances. After the application is completed by the student, the information will be sent to a servicer – to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a breakdown showing the estimated charges and the financial aid that will cover those charges.

FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT: A federal program of grants (gift) based on demonstrated financial need. Upon receipt of the Student Aid Report, it is signed by the student and used by this institution to receive aid for the student. The maximum annual award is $6,895. It may change on an annual basis.

SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a low-interest, long term loan program available through the U.S. Department of Education. Special applications are available in the financial aid office. The loan is guaranteed by an agency of the federal government. Interest does not accrue

and repayment does not begin while the student is attending an approved school at least on a half- time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT. An origination fee and a guarantee fee are charged by the lender and deducted from the proceeds of each disbursement. The maximum that may be borrowed for the first year of academic school is

$3,500. THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.

UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.

FSEOG: A gift award that is based on financial need. If you are awarded the Federal Pell Grant, you will receive first priority for this grant. An FSEOG does not require repayment.

We are also approved for training grants from vocational rehabilitation and Veteran’s training. See office for details.

FINANCIAL AID VERIFICATION POLICY

Every year, a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, they will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms, proof of untaxed income, housing allowances, etc.

Students will be notified by the financial aid office of all documents required to fulfill this federal requirement and will be provided with appropriate verification worksheet (V1 -V6) to complete. If after review by the financial aid office, there are any changes to the financial aid package the student will be notified in writing. Because students sometimes make errors on their application, colleges have procedures for verifying the reported information. CPS selects which applications are to be verified, but the school also has the authority to verify additional students.

Applications to be Verified

The school must verify applications selected by the CPS of students who will receive (or have received) student financial assistance. These include all Title IV programs.

Verification Tracking Groups

Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

* Standard Verification Group. Tracking flag V1. Students in this group must verify the following if they are tax filers:

Adjusted gross income Untaxed portions of pensions

Tax-exempt interest income Household size

Untaxed portions of IRA distributions

U.S. income tax paid

IRA deductions and payments Education credits

Number in college

Students who are not tax filers must verify the following: Income earned from work; Number in college; Household size

* Reserved for future use by the Department. Tracking flag V2
* Reserved for future use by the Department. Tracking flag V3
* Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose.
* Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to items in the Standard Verification Group
* Reserved for future use by the Department. Tracking flag V6 Reporting results for verification tracking flags V4 and V5

The school is required to report through FAA access to CPS online website, the outcome of verifying high school completion status and identity/statement of educational purpose for applications with tracking flag V4 and V5.

Data Retrieval Tool (DRT)

Students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. It is the fastest, easiest, and the most secure method of meeting verification requirements. If students cannot or will not use the IRS Data Retrieval, either at initial FAFSA filing or through the correction process, they must provide an IRS tax return transcript for the student and spouse or parents, as applicable.

Acceptable Documentation

If an applicant is selected to verify any of the following information, an institution must obtain the specified documentation.

*Adjusted Gross Income (AGI), income earned from work, or U.S. income tax paid.*

An institution must require an applicant selected for verification of AGI, income earned from work or U.S. income tax paid to submit to it—

* A copy of the income tax return or an Internal Revenue Service (IRS) form that lists tax account information of the applicant, his or her spouse, or his or her parents, as applicable for the specified year. The copy of the return must include the signature (which need not be an original) of the filer of the return or of one of the filers of a joint return;
* For a dependent student, a copy of each IRS Form W–2 for the specified year received by the parent whose income is being taken into account if—
  + The parents filed a joint return; and
  + The parents are divorced or separated or one of the parents has died; and
  + For an independent student, a copy of each IRS Form W–2 for the specified year he or she received if the independent student—
* Filed a joint return; and
* Is a widow or widower, or is divorced or separated.

An institution may accept, in lieu of an income tax return or an IRS form that lists tax account information, the information reported for an item on the applicant’s FAFSA for the specified year if the Secretary has identified that item as having been obtained from the IRS and not having been changed.

An institution must accept, in lieu of an income tax return or an IRS form that lists tax account information, the documentation set forth below of this section if the individual for the specified year—

* Has not filed and, under IRS rules, or other applicable government agency rules, is not required to file an income tax return;
* Is required to file a U.S. tax return and has been granted a filing extension by the IRS; or
* Has requested a copy of the tax return or an IRS form that lists tax account information, and the IRS or a government of a U.S. territory or commonwealth or a foreign central government cannot locate the return or provide an IRS form that lists tax account information.

An institution must accept—

* For an individual described above of this section, a statement signed by that individual certifying that he or she has not filed and is not required to file an income tax return for the specified year and certifying for that year that individual’s—
  + Sources of income earned from work as stated on the FAFSA; and
  + Amounts of income from each source. In lieu of a certification of these amounts of income, the applicant may provide a copy of his or her IRS Form W–2 for each source listed in the bullet above.

For an individual described in above of this section (Has Requested a copy of the tax return or an IRS form that lists tax account information)—

* A copy of the IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that the individual filed with the IRS for the specified year, or a copy of the IRS&#39;s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time; and
* A copy of each IRS Form W–2 that the individual received for the specified year, or for a self- employed individual, a statement signed by the individual certifying the amount of the AGI for the specified year; and

For an individual described in the above section (Has Requested a copy of the tax return or an IRS form that lists tax account information)—

* A copy of each IRS Form W–2 that the individual received for the specified year; or
* For an individual who is self-employed or has filed an income tax return with a government of a

U.S. territory or commonwealth, or a foreign central government, a statement signed by the individual certifying the amount of AGI and taxes paid for the specified year.

An institution may require an individual described above (Has Requested a copy of the tax return or an IRS form that lists tax account information) to provide to it a copy of his or her completed and signed income tax return when filed. If an institution receives the copy of the return, it must re-verify the AGI and taxes paid by the applicant and his or her spouse or parents.

If an individual who is required to submit an IRS Form W–2, is unable to obtain one in a timely manner, the institution may permit that individual to set forth, in a statement signed by the individual, the amount of income earned from work, the source of that income, and the reason that the IRS Form W–2 is not available in a timely manner.

An institution may accept in lieu of a copy of an income tax return signed by the filer of the return or one of the filers of a joint return, a copy of the filers return that includes the preparers Social Security Number, Employer Identification Number or the Preparer Tax Identification Number and has been signed, stamped, typed, or printed with the name and address of the preparer of the return.

*Number of family members in household*

An institution must require an applicant selected for verification of the number of family members in the household to submit to it a statement signed by both the applicant and one of the applicants parents if the applicant is a dependent student, or only the applicant if the applicant is an independent student, listing the name and age of each family member in the household and the relationship of that household member to the applicant.

*Number of family household members enrolled in eligible postsecondary institutions.*

An institution must require an applicant selected for verification of the number of household members in the applicants family enrolled on at least a half-time basis in eligible postsecondary institutions to submit a statement signed by both the applicant and one of the applicants parents, if the applicant is a dependent student, or by only the applicant if the applicant is an independent student, listing—

* The name of each family member who is or will be attending an eligible postsecondary educational institution as at least a half-time student in the award year;
* The age of each student; and
* The name of the institution that each student is or will be attending.

If the institution has reason to believe that an applicant’s FAFSA information or the statement provided under the section (Number of family household members enrolled in eligible postsecondary institutions) regarding the number of family household members enrolled in eligible postsecondary institutions is inaccurate, the institution must obtain a statement from each institution named by the applicant in response to the requirement of section (The name of the institution that each student is or will be attending) that the household member in question is or will be attending the institution on at least a half- time basis, unless—

* The institution the student is attending determines that such a statement is not available because the household member in question has not yet registered at the institution he or she plans to attend; or
* The institution has information indicating that the student will be attending the same institution as the applicant.

*Other Information*

If an applicant is selected to verify other information specified in the annual Federal Register notice, the applicant must provide the documentation specified for that information in the Federal Register notice.

Completing the Process

A student selected for verification must complete it. The school has the authority, and in some instances is required, to withhold disbursement of any FSA funds until she does. Adopting this policy substantially reduces the incidence of overpayments.

Notification to Students

The school will notify students in person and prior to enrollment, of the required verification documents they must submit within 30 days after enrollment. They will be given a verification worksheet that details which documents to submit. They must also be informed that disbursements of any FSA funds will be withheld until all documentation is submitted. An applicant whose FAFSA information is selected for verification is required to complete verification before the institution exercises any authority under section 479A(a) of the HEA to make changes to the applicant’s cost of attendance or to the values of the data items required to calculate the EFC.

After Documentation is Complete

When all necessary verification documents have been obtained from the student, they should be compared to the ISIR that is being reviewed for payment. If all the students information is correct and there are no outstanding issues or conflicting information, the school may award and disburse aid for which the student is eligible. If verification reveals errors or inconsistencies, the student may have to make corrections or update information. Financial Aid Officer must inform the prospect or student to do corrections on the fafsa.ed.gov website and eligibility must be re-calculated for Title IV funds. If the re- calculation does not change eligibility, no further action is required. If the corrections result in a change to the Electronic Student Aid Report (SAR) that will change the amount of Title IV funds, a corrected SAR must be obtained. This can be done electronically through the school. All corrections due to verification requirements must be accomplished before an actual Financial Aid and Funding Form is made. If the change to the award is made due to verification, the student will be notified by a revised Financial Aid and Funding Form. No funds will be disbursed until corrections have been made. When the corrected ISIR is received, the student will be notified in person if their EFC and Title IV amounts change.

Deadlines and Failure to Submit Documentation

An applicant selected for verification must complete the verification process before any funds are disbursed. Verification is complete when the school has all requested documentation. The student must have corrected any errors or shown that the information is correct and the school must have the valid correct ISIR or SAR. If a student fails to provide the required documentation by the schools deadline of 30 days after enrollment, do not disburse Title IV funds or certify a Direct loan application.

Referral of Fraud Cases

Refers to the Office of Inspector General of the Department of Education for investigation—

After conducting the review of an application, any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are—

* False claims of independent student status;
* False claims of citizenship;
* Use of false identities;
* Forgery of signatures or certifications; and
* False statements of income; and

Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

Professional Judgment

The school must complete verification for a selected student before exercising professional judgment to adjust any values that are used to calculate the EFC.

# Tuition and Fees

BARBER PROGRAM:

|  |  |
| --- | --- |
| Registration Fee (Nonrefundable) | $100.00 |
| Tuition | $15,000.00 |
| Books and Kit | $1,300.00 |

|  |  |
| --- | --- |
| Total Price | $16,400.00 |

Tuition costs may be paid in full when registering or paid in monthly installments of cash, credit card or money order. All monies owed the Barber Academy must be paid in full before receiving paper work for the state exam unless other arrangements have been made.

# Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract, but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
   * For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

|  |  |
| --- | --- |
| Percentage of Scheduled Time Enrolled in Total Course or Program | Amount Tuition Owed to School |
| 0.01% to 50% | Pro-rata based on Hours Competed |
| Over 50% | 100% |

* + - All refunds will be calculated on a pro-rata basis calculated by the length of time the student remains enrolled, up to a minimum of 50% of the program, multiplied by the cost of the program. Enrollment end date will be based on the student’s last date of attendance. Any monies due a student who withdraws shall be refunded with 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro- rata refund of tuition to the student OR provide course

completion through a pre-arranged teach out agreement with another institution. IF the course is cancelled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

* + - Students who withdraw/terminate prior to course completion are charged an administative fee of $100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other misc. charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in enrollment agreement.

# Return of Title IV (R2T4) Policy

When a Title IV financial aid recipient withdraws prior to program completion, the Barber Academy is required to complete a return of Title IV (R2T4) calculation and determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance.

Withdrawal is the termination, whether official or unofficial, of an enrolled student prior to successful completion of a program. A student may officially withdraw by providing notification either orally or in writing to any school official and this date is the school determined student withdrew date. An official withdrawal can also be when the school terminates a student per policy. For purposes of an unofficial withdrawal and the date of determination for tuition refund and R2T4 purposes, (14) consecutive calendar days of non-attendance, except in those cases when a student fails to return from a scheduled leave, constitutes as an unofficial withdrawal. The Barber Academy will attempt to contact the student after (14) days of non-attendance and the 14th calendar day is the school determined student withdrawal date. The student withdrawal date is the students last day of physical attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. The unearned portion of the Title IV funds must be returned to the Department of Education. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

After the R2T4 calculation and the institutional calculation are complete, the student may still owe a balance to the school and a letter will be mailed or emailed to notify the student of the owed balanced, if applicable. For example, earned aid is determined by dividing the number of clock hours scheduled to be completed up to withdrawal date in a payment period by the total number of hours in a payment period. A student is scheduled to complete 250 out of 450 hours in a payment period. Student completed 55.56% of the payment period and has earned 55.56% of Title IV funds. Student has not completed more than 60% of the payment period and therefore 44.44% is unearned and must be returned to the Department of Education. The school has a portion to return based on the institutional charges multiplies by the unearned portion and if the student is required to return excess funds due to loans, they are included in the repayment of loans.

If a student did not receive all of the funds that they earned, they may be due a Post-withdrawal disbursement. Grant post-withdrawal disbursements do not require permission from the student and the school will apply earned grant funds to eligible Title IV institutional charges – if there is a credit balance due to the student, the school will issue this to the student or can notify the student of excess funds and obtain permission to apply to other institutional charges due to school. Loan post- withdrawal disbursements require the permission of the student (or parent in the case of a PLUS loan) to disburse the funds. The school must send notification to a student within (30) days of school determined date. If the school does not receive a response within (14) days from receipt of notification from student, the school will not disburse the loan funds.

After the attempt to contact the student after (14) calendar days of non-attendance, a R2T4 calculation will be completed within (30) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning. Loan post-withdrawal disbursement notification is sent to student for permission to disburse within (30) days of the school determined date. The school is required to return any unearned funds to the Department within (45) days of the school determined date. Any returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to PLUS Loans and Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less.

The requirement for Title IV program funds when a student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

For questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800- 4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov.](http://www.studentaid.ed.gov/)

# Institution/Facility/Equipment

The campus is conveniently located in the Fairfield and 9th Ave. Plaza, just blocks from Cordova Mall and can easily be accessed via I-110. The campus occupies approximately 2,400 square feet of floor space. There is ample free parking.

The Adrian H. Wallace Barber Academy consists of a reception area, admission office, a classroom, break area, student clinic and supply storage. All space is completely air conditioned. Our

instructors deliver education in the classroom through lectures, audio and video presentations and demonstrations in the student clinic. The practical classroom is furnished with student stations, computers with internet access and treatment tables for the student to practice and perform the techniques to the public under the direct supervision of a licensed instructor. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the program.

# Student Services

The Adrian H. Wallace Barber Academy does not provide housing for students, but it is local to city bus access.

Library resources include but are not limited to:

Standard Professional Barbering, Publisher: Milady 2017 Standard Professional Barbering, Publisher: Milady 2011

Exam Review for Milady’s Standard Professional Barbering, Publisher: Milady June 2010 Student Workbook for Milady’s Standard Professional Barbering, Publisher: Milady June 2010 Student CD for Milady’s Standard Professional Barbering, Publisher: Milady August 20, 2010 Merriam-Webster’s Collegiate Dictionary and Thesaurus, Publisher: Merriam-Webster, Inc. April 1, 2014

Milady’s Aesthetician Series: Advanced Face & Body Treatments for the Spa, Publisher: Milady 2013 The Human Body Book and DVD, Publisher: DK Adult February 18, 2013

The Barber Academy does provide orientation, academic advising and career counseling to all students to ensure satisfactory progress through the program. All students are required to attend orientation, during which the contents of the current student handbook are reviewed. Orientation is held after enrollment but on or before the first day of class. Special attention is given to those students that need additional assistance. Academic tutoring is available to students that need further assistance during the course of study.

In compliance with accreditation standards, the Adrian H. Wallace Barber Academy maintains a student/teacher ratio that does not exceed 30 students in attendance per instructor.

Although the Barber Academy does not make any guarantees of employment or salary upon graduation, the academy will provide placement assistance, which will consist of identifying employment opportunities and advising students on appropriate means of attempting to realize these opportunities. Students also receive training in professionalism and job search skills. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available. These documents are discreetly located in the restroom. Material and information includes but not limited to: Disaster Assistance, Suicide Prevention, Tobacco Free Florida, Bullying and WIC – Nutritional Program.

# Student Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Students who do not abide by the school policies, or who are lacking in professional ethics, will be advised, may be put on probation, suspended or terminated. The following list

includes the Barber Academy's student conduct policy:

1. Students must wear smock at all times. Belts must be worn; no sagging pants. Students dressed inappropriately will not be permitted in class.
2. Theft of any kind shall result in immediate termination. Lying, cheating and stealing of any kind will not be tolerated.
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients and fellow students should be courteous and professional. Unprofessional behavior may result in your termination.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination.
5. Cell phone usage while in the classroom is prohibited. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom if it is necessary to use the cell phone.
6. All rules of sanitation, sterilization and overall cleanliness must be followed at all times. It is imperative that your stations and work tools be sanitized and sterilized properly before usage.
7. Food or Drinks are only allowed in designated areas.
8. Smoking is prohibited in school facility and only allowed in designated areas outside of the Barber Academy.
9. Students are not permitted to play loud music or wear headphones during class and while servicing customers.
10. The use or possession of alcohol or illegal drugs is forbidden on school premises and will be grounds for immediate dismissal. NO EXCEPTIONS!!!
11. Absolutely no gambling or card playing allowed on school premises.
12. Daily attendance is mandatory. Failure to attend the Barber Academy in accordance with attendance policy will result in a written or verbal warning, followed by academic warning and then termination. Please notify the school in advance if you will be absent or late.
13. All monies owed must be paid prior to graduation, unless prior arrangements have been made and approved by school owner.

A student is subject to TERMINATION for the following (but not limited to):

* + Failure to maintain satisfactory progress.
  + Failure to comply with the Barber Academy's attendance policy.
  + Failure to comply with the Barber Academy's student conduct policy.
  + Failure to meet all financial obligations to the Barber Academy.
  + Violates any of the conditions set forth in the signed enrollment agreement.

# Academic and Discipline Appeals

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to

achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the student will be automatically re-entered in the program.

# Anti-Hazing Policy

The Adrian H. Wallace Barber Academy adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the Barber Academy condone such behavior. Students found hazing will automatically be terminated.

# Drug-Free Policy

The Adrian H. Wallace Barber Academy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by the students and employees on its property or as part of any activities.

Possession, use, or distribution of these products can result in prosecution by Local, State, or/and Federal Authorities and even conviction can result in a fine or imprisonment or both. The Barber Academy will take any action necessary for any student or employee deemed in violation. These actions include suspension and even termination. All evidence of illegal drug or alcohol activity will be reported to the Law Enforcement Agencies.

The Adrian H. Wallace Barber Academy is committed to providing a learning environment free from the abuse of alcohol and the illegal use of alcohol and other drugs. In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act, and the Florida Drug-Free Workplace Program Requirements, the owner or the owner’s designee will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by the Adrian H. Wallace Barber Academy students or employees on school premises or part of any school activity. In furtherance of this policy, the owner or the owner’s designee shall establish procedures for drug and alcohol testing of employees and students.

The following standards of conduct apply to students and employees:

* + Students and employees are prohibited from engaging in the unlawful manufacture, distribution, or use of illicit drugs and/or alcohol on school property and/or during school activities.
  + Students are prohibited from attending class while under the influence of illegal drugs or alcohol.
  + Employees are prohibited from reporting to work while under the influence of illegal drugs or alcohol.
  + Employees and students shall notify the school of any criminal drug statute conviction for a violation occurring in the workplace or during school-sponsored activities no later than five

(5) days after such conviction.

The owner or the owner’s designee is authorized to impose disciplinary sanctions on students and

employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy. For purposes of this policy, a disciplinary sanction may include completion of an appropriate rehabilitation program.

(Florida Statutes 112.0455, 440.101, 440.102, 1001.02, 1001.64, 1006.62)

Drug-Free Campus Procedure

Purpose: In compliance with the Federal Drug-Free Schools and Communities Act of 1989, the Drug- Free Workplace Act and the Florida Drug-Free Workplace Program Requirements, the following guidelines and procedures are established to implement a drug-free campus and work environment.

Notification of Drug-Free Campus and Workplace

The owner or the owner’s designee shall make an annual distribution in writing to each employee, and to each student of:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property or as part of any school activity;
2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
5. A clear statement that the school will impose disciplinary sanctions on students and employees (consistent with local, state and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by this policy. For the purpose of this policy, a disciplinary sanction may include the completion of an appropriate rehabilitation program;
6. A clear statement that the school may require a student to submit to a drug test when there is a reasonable suspicion that the student has engaged in illegal or improper use of drugs or alcohol;
7. A clear statement that the school may require a student to submit to a follow-up drug test when a student has participated in a drug/alcohol rehabilitation program; and
8. A clear statement that the school will consider an employee’s, a primary candidate’s or a student’s refusal to submit to drug testing an unsatisfactory test result.

Review of Drug-Free Campus and Workplace Policy

The owner or the owner’s designee shall conduct a biennial review by the school of its program to:

1. Determine its effectiveness and implement changes in the program if they are needed; and
2. Ensure that the disciplinary sanctions described in the policy are consistently enforced.

Student Testing Procedures

A student may be required to submit to a drug or alcohol test any time there is reasonable suspicion that the student is using or has used illegal drugs or alcohol in violation of school policy. A student may also be required to submit to a drug or alcohol test as a sanction for violation of the Student Conduct as determined by either the owner or Advisory Committee.

1. Reasonable suspicion drug testing means that the testing is based on a belief that a student is using or has used drugs in violation of school policy. Reasonable suspicion may be based on the following:
   1. direct observation of drug use;
   2. direct observations of physical symptoms or manifestations of being under the influence;
   3. pattern of abnormal conduct or erratic behavior in the classroom, during school activities, or while on school property;
   4. an official incident report from a law enforcement agency indicating an alleged violation of Student Conduct as related to drug and/or alcohol abuse;
   5. evidence of tampering with a drug test;
   6. significant deterioration in course work performance over a period of time; and/or
   7. evidence that student used, possessed, sold, solicited, or transferred drugs or drug paraphernalia while on the school property.
2. The owner or owner’s designee will direct the student to provide a urine sample using a reputable preliminary screening test.
3. Before and after testing, the student will be given the opportunity to confidentially report the use of prescription or non-prescription drugs which may affect test results. This information is to be reported to the testing facility and will be kept confidential along with the testing results.
4. Refusal to submit to testing will be treated as an unsatisfactory result for purposes of discipline and may result in the student’s suspension or expulsion.
5. If the preliminary screening test sample is negative, no record will be placed in the student’s file. If the sample is confirmed positive, the student will be charged with the appropriate violations of Student Conduct, if violation has not already been determined.

Dangerous Effects of Alcohol and Drugs

1. Alcohol dangers include:
   1. loss of concentration and judgment leading to dangerous or problem behavior;
   2. loss of work time or lateness, increasing the workload and stress on others; and
   3. inability to deal realistically with problems, often hiding them until they are almost impossible to solve.
2. Drug dangers include:
   1. making you feel able to handle tasks that are too much for you, or making you careless and likely to forget important safety steps you need to take;
   2. throwing off your sense of time, space and distance; causing lateness and absenteeism, increasing the workload of others;
   3. causing crime, including theft of your personal belongings or College property, to finance someone else’s drug habit; and
   4. causing major errors in work, risking harm to others along the way.
3. Dangers of specific drugs:
   1. Marijuana slows your physical reflexes, cuts your mental powers, makes you forgetful, and throws off space and judgment. Personal dangers include damage to lungs, reproductive organs, and brain functions.
   2. Cocaine causes a temporary feeling of almost superhuman power, impairing judgment and decision-making ability; it causes emotional problems, mood swings and lack of dependability. It is expensive and often the cause of crime. Personal dangers include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain function.
   3. Heroin causes total disinterest in safety, or in anything else except drugs, making a person dangerous and a weak link in any team; high cost of addiction leads to crime; dirty needles and other paraphernalia spread disease. Personal dangers include damage to personal productivity and relationships, overdose-caused coma and death. Heroin is addictive, even in small amounts, and withdrawal is painful and difficult.
   4. Hallucinogens (designer drugs, ecstasy [MDMA], LSD, PCP) vastly distort what is seen and heard, so that dangerous situations are caused or overlooked; bring about sudden, bizarre changes in behavior that can include attacks on others. Rebound effects such as loss of concentration and memory or behavior problems can occur even when the dose has worn off. Personal danger due to frequent use can be the permanent loss of mental function.
4. Legal drugs, dangerous if abused:
   1. Amphetamines (speed, uppers) can make you rush around wildly and carelessly, pushing yourself beyond your physical capacity.
   2. Sedatives (downers) slow your mental processes and reflexes and are very dangerous in any position requiring alertness. Personal dangers of abusing these “legal” substances, including alcohol, range from disrupting family relationships to serious health problems, including liver and kidney damage.

Disciplinary Sanctions for Drug and Alcohol Abuse The Adrian H. Wallace Barber Academy Sanctions:

The Adrian H. Wallace Barber Academy will impose sanctions on students and employees for any violation of the school’s Drug-Free Institution Policy consistent with state and Federal law. Possible

sanctions include suspension, termination, expulsion, participation in a drug rehabilitation program, referral for prosecution, or other such action the school deems appropriate. Primary candidates who test positive for the illegal use of drugs will be ineligible for employment at the school for a minimum of six months following the school’s receipt of the confirmed positive test results. Refusal to submit to a drug/alcohol test will be treated as a confirmed positive test result for purposes of employment and employee discipline. The following minimum penalties shall be imposed for the particular offenses described:

Manufacture, Sale or Delivery of Illicit Drugs: For the illegal sale, delivery or possession with the intent to deliver, of any controlled substance identified in Schedules I and II of Chapter 893.03 of the Florida Statutes (including but not limited to heroin, cannabis, mescaline, lysergic acid diethylamide [LSD], opium, cocaine, amphetamine, and MDA [ecstasy, methaqualone] any student shall be expelled and any faculty member, administrator or other employee shall be discharged.

For the illegal manufacture sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but not limited to steroids, diazepam and Phenobarbital) the penalty may include suspension from enrollment or employment. For a second offense, any student shall be expelled and any faculty member, administrator or other employee shall be discharged.

Possession, Sale or Consumption of Alcoholic Beverages: Possession, sale or consumption of alcoholic beverages on or off school property, school-sponsored activities is prohibited unless specifically authorized. Alcoholic beverages include, but are not limited to, beer, wine, distilled spirits, wine coolers and liqueurs.

Students, faculty and staff in violation of this policy will be subject to disciplinary actions as outlined in the Barber Catalog under Student Conduct, or according to school disciplinary procedures.

Illegal Possession of Drugs: For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Chapter 893.03 of the Florida Statutes, the minimum penalty for students and employees shall be suspension.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to follow-up drug testing, and accept other conditions as the College deems appropriate.

For refusal or failure to abide by the terms of probation or for subsequent offenses involving the illegal possession of drugs, progressively more severe penalties shall be imposed, including expulsion of students and discharge of employees. These penalties will be imposed in accordance with College disciplinary procedures.

State of Florida Sanctions:

Drinking Age: The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. The possession of alcoholic beverages by persons under 21 is unlawful. It is unlawful for a person under 21 to misrepresent his or her age in order to obtain alcohol. This includes the manufacture or use of false identification. It is unlawful to use altered identification for the purpose of procuring alcoholic beverages. Possession of alcoholic beverages by a person under the age

of 21 may also result in the curtailment of driving privileges.

DUI (Driving while under the influence of alcohol or other drugs): Possible penalties include mandatory driver’s license suspension, fines, community service and imprisonment.

Drug Related Offenses: Under state law, it is a crime for any person to possess or distribute controlled substances/drugs as described in Section Florida Statutes 893.03, except as authorized by law.

Punishment for such crime ranges from first-degree misdemeanors (up to one year imprisonment and up to a $1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a $10,000 fine). The driving privilege may also be affected if any of these crimes are committed. Convictions on drug- related charges may result in forfeiture of federal financial aid.

Trafficking (distributing specified large quantities of various controlled substances): is punishable by a prison term of 3 to 25 years and a fine of $25,000 to $500,000 depending on the particular illicit drug and the quantity involved.

Federal Sanctions:

Possible federal sanctions for illegal possession of a controlled substance or drug trafficking range from 1 to 20 years in prison and between $1,000 and $8 million in fines depending on the particular substance and quantity involved, whether death or serious bodily injury resulted and the number of previous felony drug convictions. Additional sanctions may include forfeiture of personal and real property, denial of federal benefits and loss of eligibility to receive or purchase a firearm. Drug possessors may also be subject to a civil fine of up to $10,000.

# Sexual Offenses and Harassment Policy

All students and employees have the right to learn and work in an environment free from sexual harassment. The Barber Academy strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of the Barber Academy policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other school personnel through conduct or communication of a sexual nature. It is a violation of schools policy for any student, faculty member, administrator, third party or other personnel to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator or other school personnel.

Definitions - Sexual Harassment

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

* submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
* submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
* that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may also include but is not limited to:

* + unwelcome verbal harassment or abuse;
  + unwelcome pressure for sexual activity;
  + unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, or other school personnel to avoid physical harm to persons or property;
  + unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  + unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
  + unwelcomed behavior or words directed at an individual because of gender.

Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

Definitions - Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Adrian H. Wallace Barber Academy prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the school, including faculty, students, visitors and clients.

Domestic Violence: includes actual physical abuse, an attempt to harm another, placing another in fear of imminent, serious, physical harm, or causing another to engage in sexual relations by force, threat of force, or duress.

Examples of behaviors that may constitute domestic violence include the following:

* Hitting, punching, pinching, slapping, or choking someone with whom the person is intimately involved.
* Violating a protective order
* Harming a person’s animals or children while in a dating relationship. Examples of behaviors that may constitute dating violence include the following:
* Taking away a person’s cell phone during an argument to prevent the person from calling a friend or the police for help.
* Threatening to do self-harm if another does not do what is said.
* Threatening to physically assault someone the individual is dating if the person does not do what is said.

Sexual Assault includes:

Non-consensual Sexual Intercourse (or attempts to commit the same) is defined as any intentional sexual touching with any object or body part that is without consent and/or force. Sexual contact is defined as kissing or touching another’s intimate parts. Intimate parts are a person’s groin, buttocks, mouth, or breasts.

Non-consensual Sexual Intercourse (or attempts to commit the same) defined as penetration of a person’s vagina, anus, or mouth with any object or body part that is without consent and/or by force. Examples of behaviors that may constitute sexual assault include the following:

* Having sex with a mentally or physically incapacitated person.
* Forcing someone to perform oral sex on you or another.
* Touching someone’s breasts without consent.
* Putting your intimate parts on or in another without consent.

Stalking is when an individual engages in a pattern of conduct or series of acts on more than one occasion directed at a specific person which seriously alarms or annoys that person and would

cause a reasonable person to suffer substantial emotional distress or fearfulness for his/her safety or the safety of his/her pets or family members.

Consent & Incapacitation:

To consent means to outwardly express agreement for sexual activity. Consent can be a verbal “yes.” It can also be demonstrated non-verbally, with actions that clearly tell the other person that she/he is willingly and freely engaging in sexual contact. Consent cannot be inferred through silence, or lack of resistance. Consent to one activity does not constitute consent to other sexual acts. Past sexual activity does not constitute consent for future acts. If, at any time, consent is uncertain, the initiating party should stop and obtain verbal consent. Consent can be withdrawn at any time.

A person who is incapacitated for the purposes of this protocol is one who is not legally able to give consent because they are mentally or physically helpless and may not be aware sexual activity is occurring.

A person is mentally or physically incapacitated when they have consumed alcohol and/or drugs, legal or illegal, voluntarily, or involuntarily, and are in a state where a reasonable person would believe that they are unable to make reasonable judgments or render self-care. Incapacitation includes, but is not limited to, being highly intoxicated, passed out, or asleep. When incapacitation occurs due to alcohol or drug use, indicators of incapacitation may include the following:

* Slurred speech
* Bloodshot or unfocused eyes
* Unsteady gait, needing assistance to walk/stand
* Vomiting
* Outrageous or unusual behavior
* Concern expressed by others about the individual
* Expressed memory loss or disorientation

An individual may also be in a state known as a “blackout” where they are also incapacitated and while they may appear to give consent, they do not actually have conscious ability to do so.

Therefore, it is of particular importance that any two people engaging in sexual activity know the other’s level of intoxication prior to beginning sexual contact. The standard that should be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented, that the other party was incapacitated and therefore, not capable of legally consenting. As to the accused, being under the influence of alcohol or drugs is never a defense to this protocol and does not excuse sexual misconduct.

Bystander Intervention

Bystander Intervention means safe and positive options that may be carried out by an individual, or individuals, to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective interventions options, and taking action to intervene. Bystander intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don’t have to be dramatic but can be asking a friend to leave a party with you, redirecting a conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being

d egraded or emotionally abused, and calling police when a potentially violent situation is unfolding.

Positive bystander behavior plays a powerful role in creating an environment free from sexual violence.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.

* Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated
* Speak up when someone discusses plans to take sexual advantage of another person
* Believe someone who discloses sexual assault, abusive behavior or experience with stalking
* Refer people to resources listed in this document for support in health, counseling or with legal assistance

Risk Reduction

Risk Reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted. To reduce one’s risk of sexual assault or harassment, strategies below were taken from Rape, Abuse, & Incest National Network, [www.rainn.org.](http://www.rainn.org/)

Avoid dangerous situations by doing the following:

* Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
* Try to avoid isolated areas. It is more difficult to get help if no one is around.
* Walk with purpose. Even if you don’t know where you are going, act like you do.
* Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
* Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
* Make sure your cell phone is with you and charged and that you have cab money.
* Don't allow yourself to be isolated with someone you don’t trust or someone you don’t know.
* Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Adrian H. Wallace Barber Academy engages in educational programming, initiatives, strategies and campaigns intended to prevent domestic violence, dating violence, sexual assault and stalking that:

1. are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness, or outcome; and
2. consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

1. identify domestic violence, dating violence, sexual assault, and stalking as prohibited conduct,
2. define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking,
3. define what behavior and actions constitute consent to sexual activity in the State of Florida,
4. provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander,
5. provides information in risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

All students are encouraged to attend educational programming. Brochures and/or handouts on sexual assault issues are available in the classroom. School administration will make available materials to all students and staff members, free of charge, upon request.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at any local hospital in Pensacola or location of the incident. Time is a critical factor for evidence collection and preservation. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to school adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation,

possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with school administration or other local law enforcement agencies to preserve evidence in the event that the victim decides to report the incident to law enforcement or the school at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Local Sexual Assault resources:

* Rape Crisis Center (Open 24 Hours) 1221 W Lakeview Avenue Pensacola, FL 32501

850-469-3800

* Gulf Coast Sexual Assault Program 245 E. Intendencia St.

Pensacola, FL 32502

850-381-9414

* Trauma Recovery/Rape Crisis Center 1302 E Avery St.

Pensacola, FL 32503

850-433-7273

Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault or stalking, you should report the incident promptly to school administration if you so desire. School administration may assist in reporting the sexual assault, domestic violence, dating violence and stalking to the Police Department. If the assault occurred outside of the school, the local police department where the assault occurred should be called and may be reached by dialing 911. The Barber Academy will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence or stalking, and will apply appropriate disciplinary procedures to those who violate this

policy.

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other personnel of the Barber Academy should report the occurrence to any agent or responsible employee of the school. An employee may be required only to report the harassment to other school officials who have the responsibility to take appropriate action or to take the appropriate action themselves if they are a designated official.

Privacy

To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. The Adrian H. Wallace Barber Academy will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the fullest extent of the law.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The school does not publish the names of crime victims nor house identifiable information regarding victims.

Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Procedures the School Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is Reported

The Adrian H. Wallace Barber Academy has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as academic and working accommodations, if reasonably available. The Barber Academy will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the school or local law enforcement. Students and employees should contact the school owner.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to The Adrian

H. Wallace Barber Academy below are the procedures that the school will follow as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report:

Procedures for Student Violations of The Adrian H. Wallace Barber Academy Sexual Misconduct Protocol

|  |  |  |
| --- | --- | --- |
| Procedure institution will follow for Sexual  Assault | Evidentiary  Standard | Sanctions |
| 1. Depending on when reported (immediate   vs. delayed report), institution will provide complainant with access to medical care.   1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with | The  preponderance of the evidence standard. | * Warning or Reprimand * Disciplinary Probation |

|  |  |  |
| --- | --- | --- |
| contacting local police if complainant  requests AND complainant provided with contact information for local police department.   1. Institution will provide complainant with referrals to on‐and off‐campus mental health providers. 2. Institution will assess need to implement interim or long‐term protective measures such as changes in class schedule, “No Contact” directive between both parties. 3. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. 4. Institution will provide written instructions on how to apply for a protective order. 5. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time frames for inquiry, investigation and resolution. 6. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 7. Institution will enforce the anti- retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. |  | * Disciplinary   Suspension   * Disciplinary Expulsion (\*Defined by the   Disciplinary Action Section of the Student Handbook) |

|  |  |  |
| --- | --- | --- |
| Procedure institution will follow for Stalking | Evidentiary  Standard | Sanctions |
| 1. Institution will assess immediate safety   needs of complainant.   1. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 2. Institution will provide written instructions on how to apply for a protective order. 3. Institution will provide written information to complainant on how to preserve evidence. 4. Institution will assess need to implement interim or long‐term protective measures to protect the complainant, if appropriate. 5. Institution will provide a “No Trespass” directive to accused party, if deemed | The  preponderance of the evidence standard. | * Warning or Reprimand * Disciplinary Probation * Disciplinary Suspension * Disciplinary Expulsion (\*Defined by the   Disciplinary Action Section of the Student Handbook) |

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| appropriate. |  |  |

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| Procedure institution will follow for Dating  Violence | Evidentiary  Standard | Sanctions |
| 1. Institution will assess immediate safety   needs of complainant.   1. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 2. Institution will provide written instructions on how to apply for a protective order. 3. Institution will provide written information to complainant on how to preserve evidence. 4. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 5. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. | The  preponderance of the evidence standard. | * Warning or Reprimand * Disciplinary Probation * Disciplinary Suspension * Disciplinary Expulsion (\*Defined by the   Disciplinary Action  Section of the Student Handbook) |

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| Procedure institution will follow for  Domestic Violence | Evidentiary  Standard | Sanctions |
| 1. Institution will assess immediate safety   needs of complainant.   1. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 2. Institution will provide written instructions on how to apply for a protective order. 3. Institution will provide written information to complainant on how to preserve evidence. 4. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 5. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. | The  preponderance of the evidence standard. | * Warning or Reprimand * Disciplinary Probation * Disciplinary Suspension * Disciplinary Expulsion (\*Defined by the   Disciplinary Action Section of the Student Handbook) |

Procedures for Employee Violations of The Adrian H. Wallace Barber Academy Misconduct Protocol

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| Procedure institution will follow for Sexual  Assault | Evidentiary  Standard | Sanctions |
| 1. Depending on when reported   (immediate vs. delayed report), institution will provide complainant with access to medical care.   1. Institution will assess immediate safety | The  preponderance of the evidence standard. | Appropriate disciplinary  action, including and up to termination of employment. |

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| needs of complainant.   1. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 2. Institution will provide complainant with referrals to on- and off-campus mental health providers. 3. Institution will assess need to implement interim or long‐term protective measures, such as changes in class schedule, “No Contact” directive between both parties. 4. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. 5. Institution will provide written instructions on how to apply for a protective order. 6. Institution will provide a copy of the Sexual Misconduct Protocol to complainant and inform the complainant regarding time frames for inquiry, investigation and resolution. 7. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 8. Institution will enforce the anti- retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex‐based discrimination or for assisting in the investigation. |  |  |

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| Procedure institution will follow for  Stalking | Evidentiary  Standard | Sanctions |
| 1. Institution will assess immediate safety   needs of complainant.   1. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 2. Institution will provide written instructions on how to apply for a protective order. 3. Institution will provide written information to complainant on how to preserve evidence. 4. Institution will assess need to implement interim or long-term protective | The  preponderance of the evidence standard. | Appropriate disciplinary  action, including and up to termination of employment. |

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| measures to protect the complainant, if  appropriate.  6. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. |  |  |

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| Procedure institution will follow for Dating  Violence | Evidentiary  Standard | Sanctions |
| 1. Institution will assess immediate safety   needs of complainant.   1. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 2. Institution will provide written instructions on how to apply for a protective order. 3. Institution will provide written information to complainant on how to preserve evidence. 4. Institution will assess need to implement interim or long--‐term protective measures to protect the complainant, if appropriate. 5. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. | The  preponderance of the evidence standard. | Appropriate disciplinary  action, including and up to termination of employment. |

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| Procedure institution will follow for  Domestic Violence | Evidentiary  Standard | Sanctions |
| 1. Institution will assess immediate safety   needs of complainant.   1. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department. 2. Institution will provide written instructions on how to apply for a protective order. 3. Institution will provide written information to complainant on how to preserve evidence. 4. Institution will assess need to implement interim or long‐term protective measures to protect the complainant, if appropriate. 5. Institution will provide a “No Trespass” directive to accused party, if deemed appropriate. | The  preponderance of the evidence standard. | Appropriate disciplinary  action, including and up to termination of employment. |

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, or whether the offense is alleged to have occurred on or off campus, the school will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such information will include:

* The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
* Information about how the institution will protect the confidentiality of victims and other necessary parties;
* A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
* A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
* An explanation of the procedures for institutional disciplinary actions.

Student Code of Conduct Special Provisions for Sexual Misconduct and Other Sensitive Issues

* 1. Advisor/Advocate: All student parties to sexual misconduct complaints have the right to an advisor/advocate from the community to assist and support in connection with grievance proceedings. The Adrian H. Wallace Barber Academy does not disallow any advisor but does prohibit any advisor from speaking during any meeting or grievance procedure.
  2. Sexual History/Character: All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the administrative officer decides that such information is highly relevant to determining whether the policy has been violated.
  3. Right to Know Outcome and Sanctions: The complainant and the accused party both have the right to know the outcome and sanctions.
  4. Right to Be Informed of Complainant’s and Respondent’s Review (Appeal) Status: The parties will be informed by school owner or his designee if any of the parties to the complaint requests an appeal.
  5. Right to Appeal: A complainant or respondent has the right to appeal. A student shall be informed of his/her right to file a complaint with the United States Department of Education, Office of Civil Rights.
  6. Right to be Informed of Policy: Information regarding this protocol and any accompanying procedures shall be distributed annually to school employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major school publications. Copies of the policy and procedures should be readily available at the school’s administrative offices.
  7. Right to not be Dissuaded from Participating in Law Enforcement Processes: The Adrian H. Wallace Barber Academy encourages any victim of a crime, especially sexual assault, stalking, domestic or dating violence, to file a report with the appropriate law enforcement department. A complainant has the right to file said report before they alert the Barber Academy of the allegation of sexual misconduct or after they have participated in an on- campus administrative process. The school would never dissuade a victim from seeking remedies from the criminal justice system. School administration can assist any victim with contacting the appropriate law enforcement agency should they require such assistance.

The Adrian H. Wallace Barber Academy’s No Contact Orders

If the accused individual is a member of The Adrian H. Wallace Barber Academy community, an institutional no contact letter/order may be issued if deemed appropriate or at the request of the victim or accused. This will prohibit communication, verbally, in writing, through technology or third parties, between the parties. If the school receives a report that such an institutional no contact order has been violated, the school will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible

for violating the no contact order. Adjudication of Violations

The school’s disciplinary process includes a prompt, fair and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the school’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 30‐ 45 business days of the report. However, each proceeding allows for extensions of time frames for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. School officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking as well as how to conduct an investigation, and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor/representative of their choice at any stage of the process and to be accompanied by that advisor/representative to any related meeting or proceeding. The school will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceedings.
5. The accuser and the accused will be notified simultaneously, in writing, of the initial, interim, and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

Notification to Victims of Crimes of Violence

The Adrian H. Wallace Barber Academy will, upon written request, disclose to the alleged victim of a crime of violence, or a non‐forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Anti-Retribution

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution or harassment.

Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), The Adrian H. Wallace Barber Academy is providing a link to the Florida Department of Law Enforcement. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In the State of Florida, convicted sex offenders must register with the Florida Sexual Offenders and Predators maintained by the Florida Department of Law Enforcement (FDLE). Per Florida Statute, FDLE shall notify the public of all designated sexual predators through the Internet. {Sections 775.21(7)(c); 943.043, Florida Statutes}.

The information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor. The Florida Department of Law Enforcement is responsible for maintaining this registry. Follow the link below to access the Florida Department of Law Enforcement: <http://offender.fdle.state.fl.us/offender>

# Complaints

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school owner.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, members of the institution’s Advisory Committee will hold the hearing within 90 days of the original complaint. The student will represent his/her case followed by the institution’s response. The Advisory Committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness’ testimony and a recommended resolution for the dispute.

School management shall consider the report and either accept, reject or modify the recommendations of the committee.

1. Students must exhaust the institution’s internal complaint process before submitting the complaint to the school’s licensing agency.

If a student’s complaint or grievance is not resolved by the persons designated above, a student may choose to seek resolution by bringing it to the attention of the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. Toll Free Phone: 888-224-

6684. [www.fldoe.org/cie/.](http://www.fldoe.org/cie/)

# Private Policy

Students and guardians of dependent minors are guaranteed the right to access and review the student’s educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five (5) business days of the request. Any third-party request for information will require written authorization from the student or guardian of a dependent minor. A new release form is to be completed for each third- party request of information. The Adrian H. Wallace Barber Academy provides access to student records without written consent to the United States Department of Education, the State Licensing Agency, its accrediting agency, and any other school official. The Barber Academy maintains a permanent record of all grades, transcripts, and of all release forms and requests for information.

# Student Photo Release Policy

Students attending The Adrian H. Wallace Barber Academy give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic, or in labs for advertising, trade publications, and/ or any other lawful practice.

# Responsibility for Personal Property

The Adrian H. Wallace Barber Academy does not assume responsibility for loss or damage to personal property through fire, theft, or other causes on or off the school’s campus.

# Disclosures

Barber License candidates must submit answers to each of the background questions on the Barber Examination Application, and if needed, provide required documentation.

The barbering profession requires standing for long periods of time, with shoulder, arm and hand muscle movements. A person must consider their physical limitations before entering this field, as it involves extensive physical demands.

The Adrian H. Wallace Barber Academy will admit students who do not have a high school diploma, the recognized equivalent of a high school diploma, or who have not completed secondary school education in a homeschool setting, on an Ability-to-Benefit basis. Ability-to-Benefit implies that an individual student is able to perform the work required in a program and that the student will benefit from participation in such program. When accepting students via Ability to Benefit, the Adrian H.

Wallace Barber Academy requires the prospective student to pass (demonstrate at least an 8th grade education level) a TABE test prior to admission, or, after enrollment, satisfactory complete 225 clock hours. Students who enroll on an Ability-to-Benefit basis are not eligible for federal financial aid.

Ability-to-Benefit Application and Enrollment Procedure

An individual who applies to the program under the Ability-to-Benefit provision must take the following steps:

1. Take the Test for Adult Basic Education Test (TABE) and pass on at least an 8th grade level. When and where (closest location in relation to The Adrian H. Wallace Barber Academy):
   * Walk-In appointments only: Monday, 8:00 - 3:00pm; Tuesday – Thursday, 8:00

-1:00pm

* + Pensacola State College Campus Building 6, Student Services, Room 336

1000 College Blvd

Pensacola, FL 32504

(850) 484-1656

* + Upon completion of test, ask for a Field Copy. The Field Copy and a completed application should be given to an administrator at The Adrian H. Wallace Barber Academy to set up an interview.

OR

1. After acceptance into a program, the instructor of the program will closely monitor student progress. If student is able to satisfactory complete 225 clock hours, they will be allowed to continue the program. If student does not satisfactory complete 225 clock hours, the student will not be allowed to continue and will be considered withdrawn.
2. A copy of all reports and records pertaining to an Ability-to-Benefit student will be maintained in the student folder.