# LEGENDS BARBER COLLEGE

## STUDENT HANDBOOK

2026–2027

1815 W. Frank Ave. | Lufkin, TX 75904
936-899-7170 | legendsbarbercollege@mail.com
www.legends-barber-college.com

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## FACULTY AND STAFF

Chester Pleasant……..Chief Executive Officer

Meagan Pleasant……..Assistant Executive Officer

Chester Pleasant …….. Director of Education

Tiesha McFarland…….Business Manager

Chester Pleasant…….. Administrator

Meagan Pleasant…….Assistant Administrator

Chester Pleasant……..Licensed Barber Instructor

Meagan Pleasant…….Barber Instructor Manager

Thurston Pleasant……..Barber Instructor

Kendrick McClelland……Barber Instructor

Jayla Caraway……Barber Instructor High school

## MISSION STATEMENT

The mission of Legends Barber College is to provide career and technical education for men and women in the barbering field. Our goal is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement.

**Legends Barber College does NOT discriminate on the basis of race, sex, disability, color, creed, marital status, military status or religion.**

We want to take this opportunity to welcome you to the exciting and fulfilling world of Barbering. This career path offers endless opportunities to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group. A quality technician in the barber industry is always in demand - financial security can be yours in good times or bad. The barber profession is big business. Every working day at least 1,000,000 men attend their favorite barber shop. They spend millions of dollars a year on barber services. Top rewards go to those men and women who acquire the cutting & styling techniques and skills through the education provided at our school. The school is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

Legends Barber College will pursue its mission through a student-centered environment based on the fundamental values of a commitment to excellence, fostering a positive learning process in an atmosphere of mutual respect. LBC strives to promote individual student development and to improve the quality of life in an increasingly multicultural community.

## GOALS

Offer affordable and accessible non-credit programs. Enhance the economic well-being of regional businesses.Adapt programs in response to changing societal business needs. Provide state of the art educational resources and training.

## OBJECTIVES

To offer exemplary training and instruction at a superior level. To provide a learning environment such that students may achieve skills in their chosen professional field, limited only by their own abilities and desires. To offer an education that enriches a person's life.

## FACILITIES

Legends Barber College offers state of the art training in the barbering field. The main campus is located in Lufkin, Texas. The administrative office is located at the main campus. There are no branch campuses currently. The facility is approximately 2200 sq. ft. and centrally heated, and air conditioned, and lights on every station. LBC is in the Gaslight Plaza where Brookshire Brothers grocery store located where students can obtain hot meals. There are 25 Barber chairs and 25 stations, 1 classroom and lab area, 2 offices, 2 supply rooms, a restroom, and a student break room. The training facility has modern professional barber stations, hair dryers, a shampoo bowl, and sanitation equipment. The lab area is designed to ensure that students develop the job skills and knowledge necessary for employment.

LBC maintains modern professional equipment for student use. The facilities and equipment meet American with Disabilities Association (ADA) standards and are suitable for persons with disabilities. LBC will provide reasonable accommodation for persons with disabilities. Courses are designed to ensure that students develop the job skills and knowledge necessary for professional employment.

**Admissions** - Requirements and Procedures

The Admissions Department at LBC is tasked with ensuring that qualified potential students are admitted to LBC while meeting the mission of LBC.

**Requirements**

"Qualified potential students" are those meeting the following admission requirements:

¬ At least 18 years of age or beyond the age of compulsory high school attendance.

¬ Government-issued photo identification (driver's license or state photo i.d.) and social security card.

¬ Earned a valid high school diploma**, GED certificate***, or successful completion of homeschooling at the secondary level as defined by Texas state law the law in which the student attended homeschool, or provides self-certification of the same on LBC Enrollment Application and, if a Title IV applicant, on the FAFSA.

¬ Completion of Enrollment Application, participation in an entrance interview, provision of accurate and current contact information.

Decisions concerning the admission or rejection of an application at LBC are subject to the discretion of the Admissions Department.

A student may self-certify on the FAFSA that he has received a high school diploma or high school equivalency certificate or that she has completed secondary school through homeschooling as defined by state law. If a student indicates that he has a diploma or high school equivalency certificate, Legends Barber College is required to ask for a copy. LBC will call the High School on the diploma only if the diploma appears to be invalid.

All accepted applicants must pay in the form of cash or money order a TDLR permit fee ($25 for the barber program). Failure to pay the fee could result in suspension or termination of enrollment.

** An invalid high school diploma includes, but is not limited to, transitional diplomas and those obtained from “diploma:

To check the validity of High School Diplomas the school may :

1) check with the high school to confirm the validity of the student’s

diploma; and

2) confirm with the relevant department or agency in the state in

which the secondary school is located that the secondary school is

recognized as a provider of secondary school education.

A “diploma mill” is an entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a high school diploma that may be used to represent to the general public that he has completed a program of secondary education or training; and

2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a Federal agency, state government, or other organization that recognizes accrediting agencies or associations.

***LBC does not accept students on an ability-to-benefit (ATB) basis.

**Procedures**

The Admissions, Student Services, Financial Aid, and Education Departments are available upon reasonable notice to any prospective or enrolled student during LBC’s normal administrative working hours to assist in obtaining information about LBC, including its barber program, financial assistance, percentages for completion, licensure, and placement, security policies, and crime statistics. Prior to admitting a prospective student to LBC, all prospective students may take a tour of the LBC campus. In addition, Admissions Representatives have individual meetings with the prospect, during which the representatives conduct an interview and share information about the barber program and its costs. At this initial meeting, prospects are given directions on how to access and use (if they so choose) LBC’s electronic management system (“ADM”) for purposes of completing enrollment and, if desired, financial aid forms. The Admissions Representative also gives the prospect hard copy documents, including a barber kit list, instructions on how to apply for Title

IV financial aid, and a “What’s Next” form, which identifies information the prospect needs to provide LBC to complete both the admissions and financial aid process. If needed, the Admissions Representative will schedule a follow-up meeting time when the prospect is to return to LBC with required information and, if interested in financial planning to pay for school, to meet with a Financial Aid Representative.

**Vaccination Policy**

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if:

The student is 22 years of age or older by the first day of the start of the payment period; or

The student is enrolled only in online or other distance education courses; or

The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training: or

The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or

The student is incarcerated in a Texas prison.

(b) A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits to the institution:

An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student.

An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used for students attending a public university, health-related institution, or private or independent institution of higher education. The form must be submitted to the designated department or unit no later than the 90th day after the date the affidavit is notarized; or evidence of submitting a conscientious objection form through a secure, Internet-based process developed and implemented by the Texas Department of State Health Services. The Internet form may be used by entering students attending a public junior college. Public junior colleges may use the Internet-based process as the exclusive method to apply for an exemption from the vaccination requirement for reasons of conscience.

(c) The exception noted in subsection (b)(2) and (3) of this section does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by an appropriate official or authority from the Texas Department of State Health Services and is in effect for the location of the institution the student attends.

## CONSUMER INFORMATION

All prospective students will be given the following information prior to first day of class:

Academic program and course outline including:

Current vocational training programs

Instructional, laboratory, and other physical plant facilities that relate to the vocational program or Faculty and instructional personnel.

Schedule of tuition and other fees assessed including:

the price of attendance, books and supplies, transportation costs, and all additional costs for the program in which the student has expressed interest.

The location and name of persons responsible for all programs available including:

All the need-based and non-need-based federal, state, local, private, and institutional student programs available to students who enroll at the school.

The exit counseling information the school provides and collects.

Grading policy and rules relating to incomplete grades

Transfer policy and treatment of transfer hours

School rules of operation and conduct, including rules relating to absences.

Copyright Infringement policies and Sanctions

Name, mailing address and telephone number of the State Regulator and Accrediting Agency,Current retention, completion, licensure, job placement rates including:

The types of employment obtained by graduates.

The most recent available data concerning employment statistics and graduation statistics or Any other information necessary to substantiate the truthfulness of the advertisements.

Relevant state licensing requirements of the state in which the school is located for any job for which the course of instruction is designed to prepare students.

Retention rate for first-time, undergraduate students as reported in the IPEDS Fall survey

Vaccinations policy

Information pertaining to student body diversity.

Disbursement of books and supplies.

Security and Fire Safety report

Gainful Employment disclosure template

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Texas Public Information Act and the Family Educational Rights and Privacy

Act (FERPA), Legends Barber College CANNOT release student records, unless written permission is given for Legends Barber College to do so. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes.

Appropriate parties in connection with financial aid to a student; o Organizations conducting certain studies for or on behalf of the school; Accrediting organizations.

To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, and phone number. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the USDE at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Legends Barber College assumes that failure on the part of any student to specifically request the withholding of categories of "directory information" indicates individual approval for disclosure.

## SCHOLARSHIPS

Legends Barber College may offer scholarships and/or fee waivers based on need or merit. Students wishing to be considered for either a scholarship or fee waiver must make a written request to the Institution's chief administrator. The written request for scholarship/fee waiver will be considered and evaluated by a minimum of two school officials. Written requests are evaluated on a case-by-case basis and require approval from the Chief Executive Officer. A written decision in the matter will be provided to each applicant. A decision to grant or deny either a scholarship or fee waiver petition is final and may not be appealed. Students are considered for either a scholarship or fee waiver but not both. Scholarships/fee waiver become null and void if a student fails to complete the course of study for which the offer was used in packaging the student's cost of attendance. Tuition waivers may be granted at the sole discretion of the Chief Administrative Officer.

**Federal Financial Aid**

Federal financial aid programs authorized under Title IV of the Higher Education Act of 1965 offer grants and loans as a way to bridge the gap between what the student and family can provide and what it will cost to attend LBC.

**Federal Pell Grant**

Federal Pell Grants are grants to help undergraduate students pay for their education. These grants provide a "foundation" of financial aid, to which aid from other Federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The size of grant you receive will depend on your EFC number, how long you will be enrolled during the academic year, and the cost of education at LBC.

**Student Loans**

Many students rely on Federal government loans to finance their education. These loans have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms.

The Federal loan offered by LBC for students is called the Stafford Loan and is distributed through the Federal Direct Student Loan Program (FDSLP), which is administered by "Direct Lending Schools."

All Stafford Loans are either subsidized (the government pays the interest while you're in school) or unsubsidized (you pay all the interest, although you can have the payments deferred until after graduation). To receive a subsidized Stafford Loan, you must be able to demonstrate financial need.

With the unsubsidized Stafford loan, you can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students who are eligible for Title IV assistance, regardless of need, are eligible for the unsubsidized Stafford Loan. Stafford Loans allow dependent undergraduates to borrow up to $5,500 for a full academic year. Independent students and dependent students whose parents have been turned down for a PLUS loan can borrow up to an additional $4,000 for a full academic year.

**Plus Loans**

Parents of dependent students can take out loans to supplement their children's aid packages. The Federal Parent Loan for Undergraduate Students (PLUS) allows parents to borrow money to cover any costs not already covered by the student's financial aid package, up to the full cost of attendance. Like the Stafford Loan, PLUS loans are either FFELP (provided by private lenders, such as banks) or Direct (funds provided by the government). PLUS loans are the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS loan, but fails to make the payments on time, the parents will be held responsible.

All applicants for Direct PLUS loans must complete counseling on the U.S. Department of Education's website, www.studentloans.gov. Parent PLUS Loan borrowers cannot have an adverse credit history, and will have to have a credit check performed on them. A credit check for a PLUS loan applicant will remain valid for 180 days. For purposes of qualifying for a Direct PLUS Loan, you're considered to have an adverse credit history if you have one or more debts with a total combined outstanding balance greater than $2,085 that are 90 or more days delinquent as of the date of the credit report, or that have been placed in collection or charged off (written off) during the two years preceding the date of the credit report; or (ii) during the five years preceding the date of the credit report, you have been subject to: - a default determination,

- discharge of debts in bankruptcy,

- foreclosure,

- repossession,

- tax lien,

- wage garnishment, or

- write-off of a federal student aid debt.

The standard applies to both parent and graduate or professional student Direct PLUS Loan applicants.

If an applicant receives an adverse credit decision, he/she may still be eligible to receive a Direct PLUS Loan. To become eligible, the applicant may take one of the following actions:

Obtain an endorser and complete PLUS Counseling.

· An endorser is someone who does not have an adverse credit history and agrees to repay the loan if you do not repay it.

· If you are a parent borrower, the endorser may not be the student on whose behalf you are requesting the Direct PLUS Loan.

Document to the satisfaction of the U.S. Department of Education that:

· The information causing the adverse credit decision is incorrect.

## OR

· There are extenuating circumstances relating to the adverse credit history. (Note: Endorsers aren't eligible for this option.)

## AND

· Complete PLUS Counseling

For more information about the ways a parent can qualify for a Direct PLUS Loan, contact Student Loan Support at studentloansupport@ed.gov.

**National Student Loan Data System (NSLDS)**

Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the NSLDS, and will be accessible by guarantee agencies, lenders and institutions determined to be authorized users of the data system. Find more information at the NSLDS Privacy Impact Assessment webpage (https://nslds.ed.gov/nslds/nslds_SA/public/SaFaqDetail.do?faqpage=faq8). Additional information regarding the NSLDS may be accessed at the NSLDS Student Access webpage (https://nslds.ed.gov/nslds/nslds_SA/).

**How to Apply for Title IV Financial Aid**

All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and parents of dependent students who wish to complete this application on their own may do so, but free assistance from a Financial Aid Representative is available for prospects and current students during normal business hours.

The length of the program for which you are enrolled will determine under which award year you will apply. The award year covers the period from July 1 through June 30. If your program extends beyond June 30, your financial aid offer eligibility will be calculated for the portion of the program to be completed through June 30. In order to receive the remainder of your financial aid offer, you must file a FAFSA for the next award year when the applications become available.

To correctly fill out the application, you will need certain records. The most important record is your base year (usually the prior year) tax return. You will need your tax return, your parents' tax return (if you are dependent), and your spouse's tax return (if you are married). You may also need copies of your W-2s, mortgage information, social security benefit statements and other agency benefit records. To find out specifically which records you need to fill out the application accurately, ask a Financial Aid Representative.

Students are encouraged to apply as soon as possible. You may have to confirm or correct the information reported and return it to be reprocessed. This could cause a delay in the financial aid offer process. You may also have to verify some of the information you reported on the application.

Since your application is processed electronically, the School will receive an Institutional Student Information Report (ISIR) within a short time after the Central Processing Center receives your application. The information given on this report will be used to determine your eligibility for Federal Student Aid (FSA).

In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with a Financial Aid Representative. These forms gather personal information and are to remain in your file at the School. LBC Financial Aid Department will assist you with these additional forms at no cost.

**General Student Eligibility Requirements**

¬ Otherwise be a student in good academic and disciplinary standing.

¬ Student must have a valid social security number.

¬ Student must be a U.S. citizen or eligible non-citizen.

¬ Student must be a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate.

¬ Student must meet the academic qualifications for study at the postsecondary level. (Student has a valid high school diploma, GED, or home school certificate-if approved under or accepted from state regulation-- or provides self-certification of the same on LBC Enrollment Application and, if a Title IV applicant, on the FAFSA.)

¬ Student has not been convicted of a drug-related offense that affects eligibility for FSA.

¬ Student (if male) must be registered with Selective Service.

¬ Student must not be enrolled solely in a remedial program.

¬ Student must maintain satisfactory academic progress (SAP).

¬ Student must sign the certification statement on the Free Application for Federal Student Aid (FASFA) stating that you are not in default on a federal student loan and do not owe money on a federal student grant and you will use Federal Student aid only for educational purposes.

¬ Student must not have borrowed in excess of loan limits.

¬ If enrolled in a correspondence course, that course must be part of an eligible program.

¬ Student must have financial need (except for Unsubsidized and PLUS loans). ¬ Verification must have been completed, if required (see Verification Procedures below).

¬ Student is not enrolled in elementary or secondary school.

¬ Student is not incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs).

**How Aid is Determined**

To determine the amount of aid you will receive, the amount of money that your family can be expected to contribute towards education needs to be estimated. It is necessary to request confidential financial facts about your family's income and assets, the size of your family, the number of persons attending postsecondary education, and any unusual circumstances or expenses

in order to estimate this amount of family contribution. This “needs analysis” is conducted through the completion of the FAFSA. From this objective analysis, a parental contribution is calculated. Students are also expected to contribute from their savings and earnings. The combination of what parents can contribute and what the student can contribute is called the expected family contribution (EFC).

The EFC does not represent the amount of money you will need to pay the School. It determines the aid programs and amount of aid for which a student is eligible.

The goal of financial aid programs is to bridge the gap between the amount you and your family are reasonably able to contribute and your educational expenses. It is very important to realize that aid is available to make education accessible, not to make it free of cost to you or your family.

You do not have to be from a low-income family to qualify for financial aid, but, except for unsubsidized and PLUS loans, you do have to have “financial need.” Your “need” is the difference between what it costs to attend a particular school and what you and your family can contribute.

Here’s how it works:

COST OF GOING TO SCHOOL (Tuition, fees, books, supplies, equipment, room and board, personal expenses, travel, and miscellaneous expenses)

- YOUR EXPECTED FAMILY CONTRIBUTION (The amount that you and your parents should be able to contribute) _____

## = YOUR FINANCIAL NEED

It is important to note that your aid is determined by the objective factors listed above. The aid offered at LBC is not calculated by any other means. You are not in competition with any other student for funds. Your financial situation determines your financial assistance.

**Disbursement of Financial Aid**

All Federal financial aid funds will be drawn down in payment periods, which are linked to the student’s progression through his/her program. For a 1000-hour program, the first 500 hours and second payment periods after 500 hours.

All financial aid offers are calculated on the number of clock hours of instruction and weeks in an academic year. A student must successfully complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period. Student attendance can impact both the date of disbursement and amount of eligibility. In some cases a student may lose all or part of his or her financial aid if his or her actual clock hours do not cross the July 1st threshold within the appropriate payment period.*

*Eligibility for financial aid funds for a specific payment period is contingent upon your clock hours being within the applicable payment period within the applicable award year. For example, if a student does not enter a payment period before the end of an award year during which he or she would have otherwise been eligible to receive funds, those funds would no longer be available to the student. Likewise, if a student completes a payment period during which he or she would have otherwise been eligible to receive funds, those funds would no longer be available to the student. If

you have questions about how your attendance will impact your aid eligibility, please contact a Financial Aid Representative.

Payments are ordered through wire transfer and deposited directly into a holding account owned and managed by LBC. From this holding account, disbursements for each student are deposited into the institution's operating account through numbered transfers. Once deposited into the operating account, the student's ledger card is credited with the proper transfer number and disbursement amount. No student signature is necessary for these funds to be deposited, although the student will be notified of the disbursement in accordance with Title IV regulations.

If it is determined that a student has been offered too much or too little aid, LBC may adjust the second payment to bring the annual total to the appropriate amount.

**Policy Concerning Credit Balances**

As a student progresses through his/her education, there may come a time when a credit balance exists in the student's ledger account. This balance is often a result of student loan and grant money (usually Federal Student Aid program funds) that exceeds the costs of direct school charges (e.g., tuition, books, kits, fees).

LBC will make every effort to cut credit balance checks as soon as possible once a credit balance exists. Moreover, Title IV regulations allow up to 14 days for a school to issue a credit balance check. Credit balance checks are provided to students via hand delivery at their respective campuses.

As with all aspects of the financial aid process, LBC offers its students counseling free of charge. This counseling is available to answer questions such as:

· Does a credit balance currently exist?

· If so, when will the check be issued?

· If not, when might a credit balance exist, and when might it be available?

If a credit balance does not yet exist, every effort will be made to give the student accurate information about future disbursements. However, several eligibility factors and other circumstances outside of the control of LBC can change between the time of counseling and actual disbursement. Students should be aware that dates and amounts are just estimates and thus are subject to change. Any counseling is given for informational purposes only, and no LBC representative has the authority to make promises of any kind relating to Federal Student Aid.

**Verification Procedures**

**General**

The Federal processor uses a system of edits, or flags, which produces a selection of certain applications for verification. If a student's application is selected for verification, this may mean that a data element in his/her application does not fit generally recognized patterns (not necessarily that the element is incorrect; it merely must be verified), or that the student was simply selected at random.

Federal financial aid should not be disbursed until verification is complete. The Federal Direct/Stafford Loans may not be certified and processed until verification is complete. Estimated financial aid offerings will be removed if verification is not completed within specified deadlines.

Students will be notified of any adjustments that need to be made. If the corrections are done electronically, the student will be sent an updated Student Aid Report (SAR) from the Federal processor.

**Selection of Applicants to be Verified**

LBC's Financial Aid Department may also select files for verification if there appears to be a conflict of information. If a student is selected for verification, the student is notified on the Student Aid Report (SAR).

The following students are excluded from verification:

a) Applicants who die during an award year (regardless of conflicting information).

b) Applicants who are legal residents (or dependents of parents who are legal residents) of the Commonwealth of the Northern Mariana Islands, Guam, or American Samoa.

c) Applicants who are citizens of (and dependents of parents who are citizens of) the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

d) Incarcerated students.

e) Dependent students whose parents reside outside the United States and cannot be contacted by normal means of communication (exclusion is applicable to parental information only).

f) An applicant who is an immigrant and arrived in the U.S. during either the calendar year or the award year.

g) An applicant whose parents' address is unknown and cannot be obtained (exclusion is applicable to parental information only).

h) A dependent applicant and both parents are deceased or physically or mentally incapacitated (exclusion is applicable to parental information only).

i) An applicant who will not receive Title IV assistance for reasons other than the applicant's failure to verify the information on the application.

j) A transfer student who completed verification at his/her previous school and LBC obtains the correct information/data.

k) Any other applicants excluded from verification by LBC.

Based on a manual ISIR review, those applicants or applications selected for verification are identified. Periodic review of the latest corrections and ISIRs monitors and ensures that all selected applicants are verified and appropriately documented.

**Acceptable Documentation and Forms**

¬ A Verification Worksheet for the relevant award year (Dependent or Independent) completed and signed.

¬ Data retrieval from the IRS of income tax information when completing the FAFSA or an income tax transcript obtained from the IRS.

¬ If you need a copy of a tax return transcript, call the IRS at 1-800-908-9946 or go online at www.irs.gov. Ask for a tax transcript for the relevant calendar year.

¬ Untaxed income documentation (e.g., letters from the Social Security Administration to verify social security benefits, W-2 forms for contributions to retirement plans, etc.)

¬ Other documents as needed.

A Pell applicant selected for verification must complete the process by the deadline published in the Federal Register. For students selected (by ED or the School) for verification for 2018-2019, the School must have verification documents and a valid output document no later than 120 days after the last day of enrollment or September 21, 2019, whichever is earlier. Campus-based and Stafford Loan applicants must complete verification by the same deadline or by an earlier one established by your aid office.

Verification is complete when you have all the requested documentation and a valid ISIR or SAR (one on which all the information is accurate and complete). This includes any necessary corrections, which must be made by the deadlines published in the Federal Register for the submission of paper or electronic corrections. Stafford loan applicants must complete verification by the same deadline or by an earlier one established by our Financial Aid Department. Corrections involving the Federal processor must be made prior to mid-August. An applicant's failure to provide required documentation within the specified time frame results in the loss of all Title IV aid and all balance tuition charges become due immediately.

**Data Elements to Be Verified**

In the verification process, LBC verifies the following data elements for all applicants:

¬ Household size

¬ Number of family members enrolled in a postsecondary educational institution

¬ SNAP benefits

¬ Child support paid by whom, to whom, for whom, and amount

For tax filers:

¬ Adjusted gross income

¬ U.S. taxes paid

¬ Education Credit

¬ Untaxed IRA distributions

¬ Untaxed pensions

¬ IRA deductions

¬ Tax exempt interest

¬ Any institutionally selected data elements

The following data elements may be excluded from verification:

¬ Enrollment of family members at least half-time in postsecondary educational institutions does not have to be verified if they are enrolled at the same institution as the applicant, and LBC verifies their enrollment status from its own records.

**Rights and Responsibilities of Students Receiving Federal Financial Aid**

**You Have the Right to Know**

1. The names of the organizations which accredit and authorize the School to operate;

2. About the programs, the faculty, and the physical facilities at the School;

3. The cost of attending the School;

4. The School's policy on refunds for students who drop prior to completion of the programs;

5. About the financial aid available from Federal, state, local, private, and institutional financial aid programs;

6. The procedures and deadlines for submitting applications for each available financial aid program;

7. The criteria used to select financial aid recipients;

8. How your financial need is determined;

9. The type and amount of assistance in your financial aid package;

10. How and when the aid will be disbursed;

11. How the School determines whether you are making satisfactory progress and what happens if you are not; and

12. The School's policy regarding your right to:

· Review and inspect your education records;

· Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;

· Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and

· File a complaint with the Education Department concerning alleged failures by the College to comply with statutory and regulatory student and family privacy rights.

**Student Responsibilities**

1. You must complete all application forms accurately and submit them on time to the right place;

2. You must provide correct information;

3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the student financial aid representative or the agency to which you submitted your application;

4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;

5. You must accept responsibility for all agreements that you sign;

6. You must be aware of and comply with the deadlines for application or re-application for student financial aid;

7. You should be aware of your College refund policies and procedures;

8. You are responsible for reporting name and address changes directly to the Financial Aid Department;

9. You are responsible to bring or send the Student Aid Report to the Financial Aid Department in time to complete the verification process;

10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and

11. You will be responsible to pay any overpayment that is discovered during verification.

**Return of Title IV Funds**

Only the Title IV programs are to be included in this calculation. They are Subsidized and Unsubsidized Direct Loans, PLUS federal loans, Iraq and AfghanistanService Grant, and Pell Grants. By applying for a Direct Loan, a borrower authorizes LBC to pay directly to the Secretary any refund or return of Title IV funds from the School that is allocable to the loan.

**The Return of Title IV Funds is NOT a Refund Policy.** When a Title IV grant or loan recipient withdraws during a payment period in which he/she began attendance, LBC will determine the amount of grant and/or loan assistance that the student earned as of his/her withdrawal date. This determination will be made using the appropriate calculation as required by Federal regulations.

In addition to those Title IV recipients who officially withdraw, the calculation also will be used for Title IV recipients who drop out or stop attending classes without officially withdrawing, and for students whose enrollment is terminated by LBC within a payment period in which the recipient began attendance. The calculation of earned Title IV funds includes the funds from the applicable sources that were disbursed or could have been disbursed to a student for the period of time for which the calculation is performed. Any student receiving Title IV funds will be subject to these regulations.

**Determination Date**

In the event of an official withdrawal, the determination date shall be the date LBC received notification of the withdrawal.

In the event LBC terminates a student's enrollment, the determination date shall be the date LBC terminates the student's enrollment.

In the event a student drops out or stops attending classes without officially withdrawing, the determination date shall be no later than 14 days after the student's last date of attendance.

**Calculation of Return**

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you cease attendance before completing your program, a portion of the funds you received may have to be returned. The School will calculate the amount of Federal aid the student has earned according to the policies listed below.

Title IV funds are offered to a student under the assumption that the student will attend school for the entire period for which the aid is offered. When a student ceases attendance, the student may no

longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Therefore, the amount of Federal grant or loan earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned.

The amount of Title IV aid earned is based on the amount of time the student spent in academic attendance, and the total aid received; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Up through the 60% point of scheduled hours in each payment period the required pro rata calculation is used to determine the amount of Title IV funds the student has earned at the time he/she ceased attendance. After the 60% point of scheduled hours in the payment period, a student has earned 100% of the Title IV funds credited to that payment period. If a student leaves LBC prior to completing 60% of a payment period or term, the Financial Aid Department recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned equals:

· the total number of clock hours scheduled to be completed as of the student's withdrawal date

o divided by

· the total number of hours in the payment period

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is 60% or less, then the percentage earned is equal to the calculated value.

Aid to be returned equals:

· Aid disbursed

o minus

· Aid earned.

If a student earned less aid than was disbursed, LBC returns a portion of the funds, and the student may be required to return a portion of the funds. LBC will return any unearned funds for which it is responsible no later than 45 days after it has determined, or should have determined, that the student ceased attendance.

When Title IV funds are returned, the student may owe a balance to LBC.

If a student has unearned grant money, the institution sends a grant overpayment notice to the student within 30 days from the date of the School's determination that the student ceased attendance, giving the student 45 days to either:

· Repay the overpayment in full to the School,

· Make repayment arrangements satisfactory to the School, or

· Sign a repayment agreement with the Department of Education.

If the student has not repaid the grant overpayment, or has not made payment arrangements with the school or Department of Education within the 45-day time frame, the Financial Aid Representative will report the overpayment electronically to NSLDS. The student will not be eligible for further Title IV funds until the grant overpayment is paid in full.

**NOTE: If the initial amount of the overpayment owed by the student is $25.00 or less, the student repayment requirement is forgiven.**

**Order of Returns**

Refunds are allocated in the following order:

· Unsubsidized Federal Stafford Loan

· Subsidized Federal Stafford Loan

· Federal Parent (PLUS) Loan

· Federal Pell Grant

The Iraq and Afghanistan Service Grant

· Other Title IV assistance

**Re-Entry Within 180 Days**

A student who re-enters within 180 days will be treated as if he/she did not cease attendance. Upon the student's return, LBC will restore the types and amount of aid that the student was eligible for before the student ceased attendance and schedule the appropriate disbursements.

**Post-Withdrawal Disbursements**

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount that was disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date of determination, the difference between these amounts must be treated as a post-withdrawal disbursement.

A post-withdrawal disbursement will be made from available grant funds before available loan funds.

If outstanding charges exist on the student's account, LBC will credit the student's account up to the amount of outstanding charges with all or a portion of any:

· Grant funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges.

· Loan funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges only after obtaining confirmation from the student (or parent in the case of a parent PLUS loan) that he/she still wishes to have the loan funds disbursed.

**Notification of Post-Withdrawal Disbursements**

LBC will provide within 30 days of the date of the School's determination that the student withdrew, a written notification to the student (or parent in the case of parent PLUS loan) that includes the following:

· A request for confirmation of any post-withdrawal disbursement of loan funds that TBC wishes to credit to the student's account.

o This request will identify the type and amount of those loan funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all of those funds.

· A request for confirmation of any post-withdrawal disbursement of loan funds that the student (or parent in the case of a parent PLUS loan) can receive as a direct disbursement.

o This request will identify the type and amount of these Title IV funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all of those funds.

· An explanation that a student (or parent in the case of a parent PLUS loan), who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless LBC concurs.

· An explanation of the obligations of the student (or parent in the case of a parent PLUS loan) to repay any loan funds he/she chooses to have disbursed.

· Advice to the student (or parent in the case of a parent PLUS loan) that no post-withdrawal disbursement of loan funds will be made, unless LBC chooses to make a post-withdrawal disbursement based on a late response, if the student (or parent in the case of a parent PLUS loan) does not respond within 14 days of the date that LBC sent the notification.

**Timely Responses**

If the student (or parent in the case of a parent PLUS loan) submits a timely response that confirms that he/she wishes to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, LBC will disburse the funds in the manner specified by the student (or parent in the case of a parent PLUS loan) as soon as possible, but no later than 180 days after the date of LBC determination that the student withdrew.

LBC reserves the right to decline post-withdrawal disbursement confirmations that are not submitted in the time prescribed above. In such a case, LBC will inform the student (or parent in the case of a parent PLUS loan) in writing of the outcome of the post-withdrawal disbursement request.

No portion of the post-withdrawal disbursement will be disbursed if the student (or parent in the case of a parent PLUS loan) does not respond to LBC's notice.

**Credits and Direct Payment for Post-Withdrawal Disbursements**

LBC will disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. LBC must make the disbursement as soon as possible, but no later than 45 days after the date of LBC's determination that the student withdrew.

LBC will offer to disburse directly to a student (or parent in the case of a parent PLUS loan) any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account.

LBC will make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's (or parent's in the case of a parent PLUS loan) written confirmation that the student (or parent) still wishes to have the loan funds disbursed.

**Deferments**

Borrowers who meet the following criteria may be eligible for deferment of part or all of their student loans. Students may defer repayment of their loan(s) while they are:

**Armed Forces:** On active duty in the Armed Force of the United States. (Maximum eligibility is three (3) years; this is a combined limit with Public Health Service and NOAA deferments.) To qualify, you must: (1) be on active duty in the Army, Navy, Air Force, Marine Corps or Coast Guard, and (2) provide your loan holder with copies of your military identification and orders. Note: Borrowers enlisted in a reserve component of the Armed Forces or the National Guard (while on active duty status in the Army or Air Force Reserves) may qualify for this deferment only if: (1) serving full-time for a period expected to last at least one year, or (2) serving under an order for national mobilization.

**Public Health Service:** Serving full time as an officer in the Commissioned Corps of the Public Health Service. (Maximum eligibility is three (3) years; this is a combined limit with Armed Forces and NOAA deferments.)

**Peace Corps:** Serving in the Peace Corps. (Maximum eligibility is three (3) years.) To qualify, you must have agreed to serve for a period of at least one year. Note: You may provide your loan holder with documentation of the beginning and expected ending dates of your service in the Peace Corps. This documentation must be signed and dated by an authorized Peace Corps official.

**Action Programs:** A full-time paid volunteer in the Action Programs. (Maximum eligibility is three (3) years.) To qualify, you must have agreed to serve for a period of at least one year.

**Volunteers:** A full-time paid volunteer for a Tax-Exempt Organization. (Maximum eligibility is three years.) To qualify, you must: (1) be serving full-time in an organization that has a tax exemption under Section 501(c)(3) of the Internal Revenue Code of 1986; (2) assist low income people and their communities in eliminating poverty and poverty-related human, social, and environmental conditions; (3) not earn more than the Federal minimum wage; however, you may receive fringe benefits like those received by other employees of the organization; (4) not engage in religious instruction, proselytizing, fund-raising to support religious activities, or conduct worship services as part of your duties; and (5) have agreed to serve for a period of at least one year.

**NOAA:** On active duty in the National Oceanic and Atmospheric Administration (NOAA). (Maximum eligibility is three (3) years; this is a combined limit with Armed Forces and Public Health Service Deferments.)

Federal PLUS Loans made on or after August 15, 1983, and Federal Consolidation Loans do not qualify for these deferments. The NOAA Deferment is available only to Federal Stafford and SLS loan borrowers whose first loans were made on or after July 1, 1987, and before July 1993, or borrowers who had a balance on a loan that was made before July 1, 1993, at the time a loan was disbursed on or after July 1, 1993.

To qualify for any of the deferments listed above:

You must have an outstanding balance on a FFEL Program loan which was made before July 1, 1993, or you must have had an outstanding balance on a FFEL Program loan made before July 1, 1993, when you obtained a loan disbursed on or after July 1, 1993. If you are a Federal PLUS Loan

borrower, (1) you are not eligible for the NOAA Deferment, and (2) you are eligible for the Armed Forces, Public Health Service, Peace Corps, ACTION Programs, and Tax-Exempt Organization Deferments only if your first loan was made before August 15, 1983. You are eligible for the NOAA Deferment only if you are a Federal Stafford or SLS loan borrower whose first loan was made on or after July 1, 1987, and before July 1, 1993.

## INSTITUTIONAL REFUND POLICY

## (TREATMENT OF MONIES AFTER THE RETURN OF TITLE IV FUNDS CALCULATION)

Legends Barber College maintains a refund policy for the refund of the unused part of tuition, fees and other charge paid by a student who, after the expiration of the cancellation period, fails to enter the course of training; withdraws from the course of training; or is terminated from the course of training before completion of the course. This refund policy provides that:

The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement contract.

The effective date of termination for refund purposes is the earliest of:

The last date of attendance if the student is terminated by the school.

The date the permit holder receives the student's written notice of withdrawal; or

Ten school days after the last date of attendance; and

The school may retain not more than $100.00 if tuition is collected before the course of training begins; and the student does not begin the course of training before the date the cancellation period expires.

If a student who begins a course of training that is scheduled to run not more than 12 months withdraws from the course or is terminated from the course by the school, LBC may retain $100.00 in tuition and fees paid by that student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.

If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund the following percentages of any outstanding tuition.

For withdrawal or termination occurring during the first week or first one-tenth of the course, whichever period is shorter, 90%.

For withdrawal or termination occurring after the first week or first one-tenth of the course, whichever period is shorter, 80%.

For withdrawal or termination occurring after the first three weeks of the course but not later than the completion (last date of) the first 25 percent of the course, 75%.

For withdrawal or termination occurring not later than the completion of the second 25 percent of the course, 50%.

For students withdrawing or terminating after 50 percent of the course has been completed, Legends Barber College shall allow the student to reenter at any time before the fourth (4th)

anniversary of the date of withdrawal or termination. A grade of incomplete will be recorded for students who withdraw from a course of training but are not entitled to refund if the student requests the grade at the time of withdrawal and the withdrawal is for an appropriate reason unrelated to the student's academic status.

**A student who receives a grade of incomplete may re enroll in the course of training before the fourth (4th) anniversary of the date the student withdraws and may complete the subjects without paying additional tuition. All refunds owed will be made no later than the 30th day after the student becomes eligible.**

**Attendance Policy**

A. All barber schedules are based on a 30-hour week (6 hours per school day).

B. All students are expected to attend classes five (5) days a week. Any student who falls below 66.67% cumulative attendance since the beginning of his/her program is subject to possible suspension or termination of enrollment. The School reserves the right to evaluate attendance issues on an individual basis, taking into account such factors as overall progress, class participation, academic achievement, and other relevant factors. In order to avoid possible suspension or termination of enrollment due to low attendance, students should maintain a schedule of 30 hours per week.

C. If a student is absent for 14 consecutive days, LBC will seek to determine whether or not the student has withdrawn. In the event LBC cannot make this determination before the 30th calendar day since the student's last date of attendance, the School will determine the student has withdrawn from LBC. Students who return to School between the 30th and 44th day may re-establish enrollment subject to LBC approval.

D. LBC may opt not to disburse funds for students who fail to attend School for six (6) or more consecutive school days.

E. An electronic clock is the official record of hours attended for all LBC campuses. Students must clock in and out when arriving at School, leaving for lunch, returning from lunch, taking breaks, and when leaving School at day's end.

F. A manual LBC Attendance Sheet can be utilized by students as an alternative to the electronic time clock in limited circumstances, such as a time clock malfunction, an electrical outage, an administrative delay in clearance for suspension, or an erroneous use of the time clock by a new student (first 4 weeks of the program). LBC Attendance Sheets can be obtained by request from a Campus Director or an instructor designated by the Campus Director. The student must print his/her name with the sign-in and/or out times on the LBC Attendance Sheet upon arriving at School and/or when leaving School (as well as when taking breaks for lunch or other reasons). In order to receive credit for the time manually recorded by a student, the time must be approved by a LBC instructor and the Student Services Department. Subject to the exceptions set forth hereinabove, a student who simply forgets to clock in or out or who is suspended cannot receive attendance credit through a LBC Attendance Sheet or any other version of manually recorded time. Each student is responsible for his / her own record.

G. Students who have clocked into their campus electronic time clock or entered time manually on a LBC Attendance Sheet also might be required to manually write their names on a sign-in sheet for two types of classes: (i) Theory class; and (ii) an instructor-led training on the practical floor. Manual sign-in sheets for Theory and practical training are for the limited purpose of monitoring a student's attendance at a specific class and do not replace a student's time recorded on the electronic clock or manually written on an approved LBC Attendance Sheet.

H. Students who do not clock in or clock out may lose all hours for that day.

I. Students are to take 60 minutes for lunch and breaks as permitted by the daily schedule.

J. Because alerting students to attendance issues can help prevent them from being prematurely terminated from their program, the Student Services Department contacts those students with low attendance and/or their references on at least a weekly basis. If a student fails to clock in a total of 30 hours per week without an approved Leave of Absence, it could result in Student Services Department contacting that student and/or any personal references provided by the student, including but not limited to, those listed on his/her Emergency Contacts/References Sheet.

K. No student is allowed to clock / sign in or out for another student. All students caught in such misbehavior are subject to disciplinary action up to and including possible termination of enrollment. The time-clock system is a fingerprint process where you use your finger to clock in.

L. All students who are clocked in must be available for a random "roll-call." Any student who is clocked in and is nowhere to be found on campus is subject to disciplinary action up to and including possible termination of enrollment.

M. A student is allowed to take a leave of absence if LBC approves it. Approval for a leave of absence is subject to the College determination that there is a reasonable expectation the student will return to LBC. Please read the leave of absence policies herein below for specifics on requesting and obtaining approval for a leave of absence.

N. Students must arrive at Theory class on time. Tardy students can be denied access to the classroom if prior arrangements have not been made.

O. Students are expected to attend School every Saturday for practical training.

## ATTENDANCE POLICY FOR VA STUDENTS

Students using Veteran's benefits to attend LBC will have attendance monitored until the students' drop, graduate, or complete the program. Unsatisfactory attendance will be reported to the DVA even if the student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

## ABSENTEE TUITION POLICY

Students failing to complete a course in accordance with the contract/enrollment agreement without mitigating circumstances (an approved leave of absence, etc.) shall be assessed fees of $10.00 per hour. Cash, check, or credit card is accepted. Absentee tuition may be assessed weekly, resulting in the student having to pay for missed hours before being allowed to clock in.

VA Refund Policy

In the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed $10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refunds will be totally consummated within the forty (40) days after termination.

## LEAVE OF ABSENCE (LOA)

A leave of absence (LOA) for purposes is a temporary interruption in a student's program of study. LOA (leave of absence) refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. All requests for a LOA must be submitted in advance of the leave, be in writing, be signed, and be dated. The request must include the reason for the leave. Before the LOA is granted, the school will review the request to determine that there is a reasonable expectation that the student will return from the leave. LBC may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. LBC will document the reason for its decision to grant the leave and will collect the written request from the student at a later date. The date of the approved LOA will be determined by the school and is based on the date the student was unable to attend school because of the unforeseen circumstance.

Combined leaves may not exceed 180 days in a 12-month period. This maximum timeframe for a student's approved LOA is a daily count, including non-school days, weekends, and scheduled breaks. Thus, since an approved LOA may not be more than 180 days, LBC might have to reduce the

length of a student's LOA if the 180th day is scheduled to fall on a day the school would be closed. Approved leave will not be considered part of the maximum time frame for completion of the program. For students who do not return from a Leave of Absence the last date of physical attendance will be the students' official withdrawal date.

Students may return early from an approved LOA. The student will resume their course and complete the number of clock hours and weeks of instruction in the payment period. LOA will extend the clock hour program accordingly; students will resume their academic status as well. Hence, if the LOA is granted while not making satisfactory progress, the student returns as not making satisfactory progress. LOA may impact the program grace period if the student does not return as scheduled. In the case of a first-time student being granted a 180 day leave, but does not return, the 6-month grace period may expire as a result of the LOA.

A leave of absence is requested by completing a change of status request form. This form may be sent to the admissions office by email, postal mail, or hand delivered. The student's attendance records will reflect the dates for which the leave of absence was granted. Any leave of absence will increase the program length accordingly. The written request will be placed in the permanent file.

## TIME CLOCK POLICY

All students are required to clock in and clock out. No one may punch the clock for another student. Faculty and staff are prohibited from punching the clock for students. Legends Barber College uses an automated time clock system. This system requires an even number (2, 4, 6, etc.) of in and out punches to calculate the correct time. Every in punch requires an out punch that is 2 punches, an even number.

**Example:**

In: 9:00 a.m. Out: 12:00 p.m. Total Time = 3 Hrs

In: 12:30 p.m. Out: 5:30 p.m. Total Time = 5 Hrs

This is a total of 4 punches for the day. The total hours clocked is 8 hours.

If there is an odd number (1, 3, 5 etc.) the computer will not correctly add the time because it does not have enough information.

**Example:**

In: 9:00 a.m. Out: 12:00 p.m. Total Time = 3 Hrs

In :(?) missing Out: 5:30 p.m. Total Time = 5 Hrs

This is a total of 3 punches for the day. The total hours clocked is 3 hours.

It is your responsibility to clock in and out. Missing punches will result in lost hours. Time clock failure will be addressed as required by TDLR.

## TRANSFER POLICY ADDING/DROPPING PROGRAMS

The Texas Department of Licensing and Regulation (TDLR) regulates all student hours, including transfer hours and are maintained by them. TDLR does not allow for transfer of hours between programs. All courses follow a state regulated clock hour curriculum, for there is no provision for adding or dropping courses. Legends Barber College

Any student desiring to transfer from one barber/cosmetology school to another must withdraw from the first school prior to the transfer. The new school registers the student under their school and the permit is assigned for that school.

Transfer hours may not exceed the number of hours of the subject in the operator curriculum. Students enrolled in the operator course may withdraw and transfer up to the maximum specialty hours within the operator curriculum for that course. Once a license is obtained, hours may not be transferred to another course.

Out of state barber students must submit a request to TDLR to transfer completed hours to a Texas school, a transcript must be submitted on the prescribed form and certified by the school in which the instruction was given.

LBC strongly discourages intercity transfers between barber students from one school to another.

In the event a transfer student is accepted by LBC, to receive credit for hours earned and practical applications completed at the first school, students must submit a transcript to LBC. All accrued hours from other schools must be submitted two months prior to graduation from LBC.

## WITHDRAWAL POLICY

The effective date of the termination for refund purposes will be the earliest of the following:

1. The last day of attendance from school's attendance records, or

2. Date student began the withdrawal process, or

3. Date student provided official notification of intent to withdraw in writing, or

4. Date student did not return at the expiration of an approved leave of absence.

5. Date of withdrawal as determined by the school:

a) Student is expelled,

b) Student not making satisfactory progress (attendance or academic) A full refund will be made to any student who:

1. Is not accepted by the school;

2. Was enrolled by misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school; or

3. Is enrolled in a Program of instruction that is discontinued by the school and prevents the student from completing the Program.

**Refunds will be totally consummated within 45 days after the effective date of termination.**

Upon a student's withdrawal, two calculations are formed:

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and

2. Institutional Refund Policy

B: Refund of funds:

1) Generate Return to Title IV (R2T4) Calculation: The FAO on campus will generate the first draft of the R2T4 calculation which will then be double checked by the fiscal office. Upon approval the notice of refund will be sent to the Director for electronic refund.

2) Notification to BEN: Email notification will be sent to BEN to process the refund in COD.

3) Ledgering the refund amount in accounting software: The fiscal office will then ledger the amount in both the Federal holding account and operations account using OnlineSmart software.

4) Ledgering student account: The fiscal office will ledger the student account using the student management software from the R2T4 form.

**Satisfactory Academic Progress (SAP)**

All LBC students must maintain satisfactory academic progress (SAP) standards throughout their enrollment. Failure to do so can result in negative consequences to the student (see below).

Advisory Committee for LBC reviews the SAP policy to ensure it meets all Federal requirements. The Advisory Committee notifies the Financial Aid, and Student Services Departments if LBC changes its policies.

Students who receive Federal Title IV financial aid must maintain SAP standards throughout their enrollment to maintain eligibility to receive Federal financial aid.

LBC's SAP policy is consistently applied to all students within the same program of study, and is the same for all enrolled students, whether Title IV financial aid recipients or not. The policy is printed in this handbook to ensure all students understand it prior to their enrollment.

**Evaluation Periods**

Evaluations are conducted at the end of each payment period and will determine if the student has met the minimum requirements for SAP. SAP will be measured in evaluation increments according to hours (scheduled and completed) that coincide with payment periods. An increment cannot be longer than half the program or one academic year, whichever is less. All students will be evaluated and measured for SAP at the end of each increment (i.e., at the end of each payment period).

Students who meet the minimum cumulative qualitative and quantitative requirements are considered to be making SAP until the next scheduled evaluation. LBC will notify students of any evaluation that impacts the student's eligibility for Federal student aid funds. Students may contact the Financial Aid or the Student Services Department at any time to obtain SAP evaluation results.

**Students are evaluated for SAP at the end of their payment period lengths (measured in clock hours) as follows:**

**Program Total Hours Payment Period(s)**

Barber 1000 0-500

To maintain SAP, students must meet all of the following requirements:

**Qualitative Component (Academics):** LBC has adopted, implemented and follows the following grading scale for work performed by students:

**Excellent 100-90**

**Good 89-80**

**Fair/Satisfactory 79-70**

**Failing/Unsatisfactory 69-0**

LBC assesses each student's knowledge of the program material through a series of tests, each corresponding with a unit of study. Most tests are in a multiple-choice format, but our curriculum allows for many means of testing. Practical skill is evaluated through instruction and observation on our clinic floor. Weekly assignments are handed in and examinations are given throughout the program. Make-up work may be performed with permission of the instructor.

Students must maintain a cumulative grade point average of 70 or above on module tests to be compliant with the qualitative component of SAP. This average is calculated with the grades from the module tests given in theory class. Each test is weighted equally. Any student whose cumulative grade point average is below 70 will not be deemed to be making SAP.

**The Financial Aid Department monitors the qualitative component of SAP.**

(ii) Quantitative Component (Attendance – Pace of Completion): Students are required to progress at a pace sufficient to ensure completion of their educational program within 150% of the published length* of the program. Failure to meet this requirement could result in termination of a student's enrollment. The time frame is measured in cumulative clock hours completed divided by cumulative clock hours scheduled [see calculation below]. An approved LOA will extend the student's contracted program length by the same amount of time taken in the LOA.

***Note: the barber program at LBC has a published length based on a 30-hour per week schedule for each student.**

Students are required to attend a minimum of 66.67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. The following calculation is used to determine a student's attendance percentage (i.e., pace of student's progression through his/her program):

**Cumulative Number of Actual Hours Completed**

**Cumulative Number of Scheduled Hours**

At the end of each evaluation period, LBC will determine if the student has maintained at least 66.67% cumulative attendance since the beginning of the program, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

The Financial Aid Department monitors the quantitative component of SAP (i.e., the pace of students' academic progress).

**Maximum Timeframe**

The maximum time (which does not exceed 150% of the program length) allowed for students to complete the program according to a 30-hour per week schedule at SAP is stated below:

**Program Total Hours Weeks Max Scheduled Hours Max Weeks Barber 1000 33 1500 50**

LBC will not disburse Title IV funds once it becomes mathematically impossible for the student to complete the program within the maximum time frame using the 6-hour per day schedule.

An approved LOA will extend the student's maximum timeframe by the same amount of time taken in the LOA.

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 66.67% of the scheduled hours. With regard to SAP, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. LBC does not factor grades from transfer courses into the qualitative measure for SAP (i.e., cumulative grade point average).

**Determination of Progress Status**

Students meeting the minimum requirements for academics and pace of attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation.

**Failure to Meet SAP Standards – Student Statuses**

**Failure to Meet SAP Standards – Consequences**

Potential Loss of Aid: As described above, students who fail to meet minimum SAP standards will lose their eligibility for Federal financial aid.

**Termination of Enrollment:** In addition to the evaluations at the end of each payment period, LBC continually monitors a student's attendance and grade point average throughout his/her enrollment. If at any time LBC determines that a student is failing to make sufficient progress and/or communicate with LBC, the School may terminate a student's enrollment. All students are strongly encouraged to stay in communication with their Student Services Representative in the event of consecutive absences or other attendance or grade deficiencies. The best strategy to prevent termination due to SAP deficiencies is regular class attendance and participation thirty (30) hours per week for five (5) days a week.

**Reestablishing Aid**

Students can reestablish eligibility only by taking action that brings the student into compliance with the qualitative and quantitative components of LBC's SAP policy.

**Interruptions, Re-entering Students, and Withdrawals**

If enrollment is temporarily interrupted for an approved Leave of Absence (LOA), the student will return to College in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same SAP status as at the time of withdrawal. Students who re-enter LBC will resume school in the same progress status as when they left.

Program Incompletes, English as a Second Language (ESL) Courses, Repetitions, and Noncredit Remedial Programs Program incompletes, ESL, repetitions, and noncredit remedial courses do not apply to LBC. Therefore, these items have no effect upon the School's SAP standards.

## PROGRAMS

Legends Barber College offers certificate programs in the barber industry. All programs lead to a certificate of completion. Students must pass a state examination for licensure after completing the required training hours.

**1000 Clock Hour Programs**

The maximum time frame completion is 1500 scheduled hours. At a minimum SAP will be evaluated at 500 hours.

## CLASS A BARBER

The Class A Barber program prepares students for the examination for the registered barber license. There are no prerequisites. Students must meet admission requirements as previously stated.

1000 Clock Hours

12 Months Full Time

Registration Fee- $100.00

Tuition- $12,500

Kit and Books- $1,300.00

Student Permit- $25.00

Total cost of program- $13,925.00

## LEARNING RESOURCES/MEDIA SERVICES

LBC incorporates videos, reference books, technical manuals, industry magazines, and supplements to text material to enhance its training programs. Computers are in the classroom for student use. Legends Barber College has a media library which includes audio visual materials, reference books, specialty equipment, and professional magazines. All media equipment and supplies are current and relevant to the programs offered at LBC. These resources are in the media center and items must be checked out for use in the classroom or clinic area. They are available to faculty and students Tuesday – Friday from 8:00 a.m.– 2:00 p.m.

## COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright law include, but are not limited to, literary, dramatic, musical, artistic, pictorial, graphic, film and multimedia works. Many people understand that printed works such as books and magazine articles are covered by copyright laws, but they are not aware that the protection extends to software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and subsequent use.

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law and is not condoned by the staff at Legends Barber College. Any students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from the school. Additionally, all students are subject to Legends Barber College acceptable use guidelines and are subject to disciplinary action should those policies be violated.

**Acceptable Use Policy**

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, LBC will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from LBC. Individuals are also subject to federal, state, and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

You may use only the computers, computer accounts, and computer files for which you have authorization.

You may not use another individual's account or attempt to capture or guess other users' passwords.

You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software, and hardware. Therefore, you are accountable for all use of such resources. As an authorized user of school resources, you may not enable unauthorized users to access the network by using LBC computers or a personal computer that is connected to the network.

LBC is bound by its contractual and license agreements respecting certain third-party resources; you are expected to comply with all such agreements when using such resources.

You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing the LBC network and computing resources.

You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.

You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

You must not use LBC computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software, or hardware components of a system.

On the LBC network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by management.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please visit the U.S. Copyright Office Website, especially the FAQs section.

Authorized users are expected to uphold local ordinances and state and federal law.

As authorized users on computing and network resources you must:

Abide by all federal, state, and local laws.

Abide by all applicable copyright laws and licenses.

Observe the copyright law as it applies to music, videos, games, images, texts, and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified, and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.

Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software, and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation, and criminal prosecution.

**School Calendar**

## HOLIDAYS AND SCHOOL CLOSINGS

Start date, holidays, and closing.

Legends Barber College has open enrollment with the start date being the second Tuesday of every month.

The School recognizes the following days as legal holidays:

Thanksgiving Holiday

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Independence Day

## STUDENT CODE OF CONDUCT

All students are expected to be professional at all times.

No smoking, except in designated smoking areas. Which can be found outside on the side of the building.

No eating or drinking on the clinic floor; only in the classroom.

Drugs and alcohol are not permitted on the premises. Violation of this rule leads to immediate termination.

No sagging pants, or open toe shoes. No hats or anything that covers the head to be worn on the clinic floor or in the classroom.

Absenteeism and tardiness are grounds for termination.

If a student is absent for more than 3 days, the student will be required to furnish the school a doctor's statement or an official document stating the reason for the absence.

**Students must notify the school when absent.**

Students cannot park their personnel vehicles in the front of the school and must park in the student designated parking area. There are 2 locations for students to park. In the front row in front of the College and the back parking lot area located behind the building.

**FRIDAY AND SATURDAY ATTENDANCE IS MANDATORY. STUDENTS RECEIVING AN UNEXCUSED ABSENCE ON FRIDAY OR SATURDAY CANNOT RETURN TO SCHOOL UNTIL THE FOLLOWING FRIDAY. EXCESSIVE UNEXCUSED ABSENCES ON FRIDAY AND/OR SATURDAY CAN LEAD TO SUSPENSION. ALL STUDENTS MUST ATTEND A MINIMUM OF 36 FRIDAY AND 36 SATURDAY CLASSES.**

No loud talking, foul language, horse playing, teasing, fighting will be tolerated.

Students cannot refuse any assignments, refusing can result in immediate termination.

All students are required to clean their station and mirrors and work area at the end of each day.

No concealed weapons are allowed on college premises. If this rule is violated the student will be terminated immediately.

All students are required to wear a clean **BLACK** barber jacket.

Students helping students is not permitted without management approval.

All students are required to get permission before leaving the building.

Students are not allowed to loiter outside the school on the sidewalk or in cars.

Students will be issued a fingerprint id and will check in at the beginning of class day. Punch out for lunch, punch in after lunch and punch out at the end of the day. Not following timecard procedures could result in lost hours.

Students are required to attend theory classes Tuesday – Friday. All students must complete TDLR required hours of theory and TDLR required practical applications and pass a final exit exam before the State Board exam request documents are completed by the school.

**No reclining in the barber chairs unless they are being serviced.**

No abusing the equipment in any way.

**Personal phone calls can not be taken on the floor while giving service to a client. If it's a call that the student must take. The student can leave the floor and take the phone call. The office phone is available for emergency calls.**

All students must respect their instructors. No arguing or any disrespect will be tolerated.

Earphones, radios, mobile phones, are allowed in the classroom and practical floor. Unless a student is giving a service to a client or being tested or graded by an instructor.

**There will be a 30-day suspension for students who solicit tips or hustle customers.**

Students are not allowed to loiter in the customer lobby area.

Do not enter offices without permission.

**Students are not allowed to borrow or tamper with other students' tools.**

Students must bring tools to school every day. Students without tools will not be allowed to clock in. If a student loans another student tools, Legends Barber College is not responsible for any damages.

Students must be appropriately dressed. (No sagging pants, No Pajamas )

**Students must wear a Barber jacket while on the clock.**

## STUDENT HEALTH & SAFETY

Determine the nature and extent of the injury or illness (i.e., minor, major, life threatening). In making this determination, use extreme caution and reasonable judgment. Do not assume facts not in evidence. If in doubt, take the most cautious action available.

Provide appropriate first aid.

If the injury or illness is minor:

Make the student comfortable and determine if the student should go home or return to class.

If the student should go home, determine whether he needs to be transported or if they should drive.

If transportation is necessary, call a taxi if family or fellow students cannot provide transportation.

If the injury or illness is major:

Make the student comfortable and determine if it is appropriate and safe to move the student.

If it is appropriate and safe to move the student, a staff member should transport the student to Woodland Heights Medical Center, approximately 5 miles from the school.

If it is not safe to move a student, call 911 for emergency medical services.

Make sure the student is given first aid, care, and comfort until they leave the school.

Once the student injury or illness is taken care of, report the actions taken to the Administrator and write a report for the student file.

If necessary, contact the student's next of kin or emergency contact listed in the student file.

Students must be appropriately dressed. (No sagging pants, excessively tight clothing, excessively big clothing, or jogging pants)

Students must wear a Barber jacket while on the clinic floor.

## FIRE EVACUATION PROCEDURES

## IF YOU DISCOVER A FIRE

Alert others in the area

Call 911 if necessary.

Evacuate the building if necessary.

If the Fire is small and it is safe to do so, once the evacuation has begun, use a fire extinguisher to put out the fire.

Safe evacuation is always the primary concern.

## EMERGENCY EVACUATION

On hearing the fire alarm or being notified of a fire, walk quickly, quietly and calmly to the nearest exit, and proceed to the meeting in front of the building. If you have a client in your chair, assist them in finding the nearest exit.

Follow instructions given by school personnel.

Do not panic and keep noise to a minimum so that instructions can be heard by everyone.

Once the evacuation has started, please go directly to the designated meeting area. Your Instructor will call the roll to make sure that all students in attendance exited the building safely. All employees are to assist students and clients in getting out of the building and to the designated meeting area. Students are to familiarize themselves with the building floor plan and know the location of fire extinguishers, exits and evacuation procedures.

## EMERGENCY PROCEDURES:

**TORNADO –** All staff, students and clients go immediately to the classroom. Remain in this area until it is deemed safe to leave.

**FIRE –** All staff, students and clients should exit in an orderly manner through the nearest exit.

**EARTHQUAKE –** All staff, students and clients go immediately to the classroom. Remain in this area until it is deemed safe to leave.

**BOMB THREAT –** All staff, students and clients should exit in an orderly manner through the nearest exit. Proceed to the designated meeting place. School personnel will contact the proper authorities.

**VIOLENT ACTS BY AN INDIVIDUAL –** All staff, students and clients should give in to any demands made by an individual who threatens the use of deadly force. Once the individual has left the building, school personnel will contact the proper authorities.

All accident reports concerning health and safety will be maintained by the school manager and evaluated annually in October for effectiveness of this policy and its application.

**Campus Safety and Security**

To report a crime, contact the main office for non-emergencies or call 911 for emergencies. Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to the main office. Campus crime, arrest, and referral statistics include those reported to the Administration Office as well as those reported to the local law enforcement agency. The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident as soon as possible. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Anonymous reports of crime may be made via Silent Witness (see below). All reports will be investigated.

Legends Barber College (L.B.C.) attempts to provide a safe, secure educational environment for all students and employees. LBC does not provide security guards on its campus premises. The ultimate authority for law enforcement at LBC is the local police department. LBC does not have any written agreements with local police departments for the investigation of alleged criminal offenses. LBC officials have the authority to contact the local police to request assistance in preventing or

reacting to crime within or in the immediate vicinity of school facilities. Authorized personnel in the main office coordinate safety and security issues. The individuals mentioned above are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so. The administration has a strong, working relationship with the local police and they work in partnership to offer students and employees the safest possible environment.

## SILENT WITNESS

Crime on campus interferes with the learning process, disrupts the quality of life, and indirectly increases tuition. If you have seen a crime on campus or have been a victim of a crime on campus yourself and would like to report it anonymously, please contact the Administrative Office for assistance. All information will remain confidential; this report will not have any personal information on it.

## EFFECTIVE CRIME PREVENTION

Always have your keys ready to unlock the car door and enter without delay.

Before entering your car, look into the back seat.

If you are being followed, drive to the nearest open business for help, or drive to the police or fire station.

If you have trouble, raise the hood, and stay in your vehicle. When someone offers assistance, roll the window down just enough to talk to them. Ask them to stop at the first phone to call a relative, friend, or the police for you.

Walk with confidence-show that you are aware and in control.

Walk with friends in well-lighted areas. When possible, avoid walking alone.

If on campus, call campus security for an escort when you are ready to leave.

Stay in well lighted areas, away from alleys or wooded areas. Avoid shortcuts through parks, vacant lots, and other deserted places Above all, be aware of the people around you

**ALCOHOL and SUBSTANCE ABUSE EDUCATION**

It is the policy of Legends Barber College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on Institute premises, or as part of any Institute sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral of or prosecution. The specifics of this policy can be found in the Drug Free School Policy or in the Student handbook.

LBC has developed a system of Information and referral to address the needs of students and employees struggling with the illicit use of drugs and/or the abuse of alcohol. This system includes a network of resources including reliable sources for information materials, referrals, and disciplinary actions. A violation of any law regarding drugs or alcohol is also a violation of the Drug Free School Policy and will be treated as a separate disciplinary matter by LBC.

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National Institute on Alcohol Abuse and Alcoholism

(www.collegedrinkingprevention.gov) as well as the national Institute on Drug Abuse (www.drugabuse.gov/DrugPages/DrugsofAbuse.html).

## HOW TO HELP AN INTOXICATED FRIEND

### DO

Keep calm and get lots of help. Individuals with high alcohol blood levels can be unpredictable and violent.

Speak in a clear, firm, reassuring manner.

Stay with a person who is vomiting. If the victim is lying down, turn them on their side, keep the tongue from falling back into their throat and protect them from choking.

Monitor the person. If they become unconscious (will not wake up or talk to you) or if they appear to have problems breathing, seek medical help immediately. Call 911

### DO NOT

Do not try to walk, run, or exercise the person. Do not try to keep them awake.

Do not force anything orally-food, liquid (coffee, etc.) or drugs-in an attempt to sober them up.

Do not give a person a cold shower; this can be extremely dangerous.

Do not try to restrain the person without lots of sober assistance.

Do not permit the person to drive.

**Sexual Assault Prevention and Responses**

The Police Department offers sexual assault education and information programs to the general public, including institute students and employees, upon request. Literature on date rape, sexual assault, and sexual harassment is also available through the Police Department.

If you are a victim of a sexual assault at the Institute, your priority should be to get to a place of safety. You should obtain necessary medical treatment. The Administration Office strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Administration office. Filing a report with the Administration Office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

Ensure that a victim of sexual assault receives the necessary medical treatment and tests.

Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).

Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault.

Additional information about sexual violence can be accessed at the National Women's Health Information Center (www.womenshealth.gov).

When a sexual assault victim contacts the Administration office or another Institute official, the Police Department will be notified as well. The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and the Institute's disciplinary procedures. A representative will guide the victim through the available options and support the victim in his or her decision. Personal counseling will be limited to initial crisis assessment and referral. Rape crisis and counseling options are available through several county agencies.

Institute disciplinary proceedings and due process procedures are detailed in the Institute's Student Handbook. Both the victim and accused will be informed of the outcome of the disciplinary proceeding. A student or employee found guilty of sexual misconduct could be criminally prosecuted in the state courts and may be suspended or expelled from Legends Barber College or have their employment terminated. Student victims have the option to change their academic situations after an alleged sexual assault if such changes are reasonably available.

In accordance with the Wetterling Act of 2002 (the federal law dealing with state registration of sex offenders) was amended by the Campus Sex Crimes Prevention Act (CSCPA) to require states to obtain information about the enrollment or employment of registered sex offenders at institutions of higher education, and to provide that information to campus police departments or other appropriate law enforcement agencies. Legends Barber College is providing information for where students and employees may obtain information regarding registered sex offenders.

Any registered offender who is enrolled as a student at any university, college, community college, or other institution of higher education, or is with or without compensation, a full-time or part-time employee of that university, college, community college, or other institution of higher education, shall report their status as an employee, student, or carrying on a vocation to their local law enforcement authority in the area for which they establish residence within this state.

Upon receipt of this information, the local law enforcement authority shall forward this information to the Department of Public Safety and provide notice to the Administration Office or local law enforcement authority in the jurisdiction where the institution is located, of the fact that this person is a registered sex offender and is employed; a student; or carrying on a vocation within their institution.

The registrant shall notify the local law enforcement authority in the area for which they established residence within this state when ceasing to be employed, enrolled as a student, or carrying on a vocation at the university, college, community college, or other institution of higher education.

Upon receipt of this information, the local law enforcement authority shall forward this information to the Department of Public Safety and provide notice to the Campus Police or local law enforcement authority in the jurisdiction where the institution is located, of the fact that this registered sex offender has ceased employment; enrollment as a student; or carrying on a vocation within their institution.

For local registered sex offender information go to:

Below is a link for your local state sex offender registry:

Texas Sex Offender Registry - The Texas Public Sex Offender Website

Criminal offenses may be reported to the Executive Director, Branch Manager, School Administrator, Program Instructor, or any person working in an administrative capacity on your campus. These designated positions will follow the approved procedures for reporting the crime.

## COMPLAINTS/GRIEVANCE POLICY

Students are encouraged to discuss any problems they may be having with their teacher or academic advisor. If the response is not satisfactory, the student should discuss the problem with the Executive Director. Students will not be penalized for filing complaints. Complaints to the Executive Director must be in writing and conveyed no more than thirty (30) days from the occurrence leading to the complaint. To process the complaint to the Executive Director, send to:

**Legends Barber College**

**1815 W. Frank Ave.**

**Lufkin, Tx. 75904**

If this response is unsatisfactory, the student may send the unresolved complaint to the state regulatory authority and/or the accrediting body listed, respectfully.

**Texas Department of Licensing and Regulation**

**P.O. Box 12157**

**Austin, Texas 78711**

**Phone: (800) 803-9202**

**Website: www.license.state.tx.us/complaints/**

and

**Council on Occupational Education**

**7840 Roswell Road, Bldg. 300, Suite 325**

**Atlanta, Georgia 30350**

**Phone: (770) 396-3898**

**Website: www.council.org**

## TRANSCRIPTS

Student transcripts are available upon request by students or other institutions. All transcript requests must be written. Transcripts contain information on the program of study, units of study completed with grades, hours attended, number of practical applications performed, and dates attended. Requests will be filed within two days by the records clerk. The official transcript of clock hours is maintained by the state regulatory agency.

## TRANSCRIPT REQUEST PROCEDURES

Transcript requests must be forwarded to the admissions office between the hours of 9am – 12 p.m.

Transcripts will be processed within two days. The first transcript is provided at no charge. All subsequent requests will cost $10.00 each. A record of each request will be kept in the permanent file.

Complete transcript request form, indicate if the transcript should be mailed or will be picked up

Forward to Administrator office

Pay fee at the time of request (if applicable)

Call (936)899-7170 to schedule pick-up time (if applicable)

## TRANSCRIPT REQUEST FORM

Program: Barber

Name: _____

## SSN: _____

Allow 2 days and choose an option below:

I will pick the transcript up on ___/___/____

I will call to schedule pick up

Please mail to the address below:

_____

Street Address

_____

City State Zip

_____ _____

Signature Date

## JOB PLACEMENT ASSISTANCE

We assist current LBC students and graduates in finding full-time, part-time, and cooperative education employment. Job bulletins containing employment leads from Lufkin and the surrounding area employers are available on campus.

Main Campus:

1815 W. Frank Ave.

Lufkin, Tx. 75904

Phone: 936.899.7170

## TYPES OF ASSISTANCE

We will help you set your career goals.

Help with Online Job Search

Aid with a professional cover letter/resume

## T R A C K R E C O R D D I S C L O S U R E F O R M

## COMPLETION RATES

Of the students scheduled to graduate from Legends Barber College ~ 63.54% successfully completed the Barber Program.

## PLACEMENT/EMPLOYMENT RATES

Of the students who completed the Barber Program and were eligible for employment ~ 75% ~ are employed in the barber industry.

## LICENSING RATES

Of the students who took the Texas State Board Test/Exam in the Barber Program ~ 100% successfully passed the test/exam.

## LICENSING PROCEDURE

The State of Texas requires both written and practical Examination for licensure in the Barber program. The State also requires a written exam/test covering the rules-regulations-laws relative to the industry in the State of Texas. The School Administrative Office will assist you in applying for the examination.